

# Licence Variation

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Licence - 1735

SHOALHAVEN CITY COUNCIL  
ABN 59 855 182 344  
PO BOX 42  
NOWRA NSW 2541

Attention: The Proper Officer

Notice Number      1645355  
File Number        EF13/3566  
Date                 06-Jan-2025

## NOTICE OF VARIATION OF LICENCE NO. 1735

### BACKGROUND

- A. SHOALHAVEN CITY COUNCIL ("the licensee") is the holder of Environment Protection Licence No. 1735 ("the licence") issued under the *Protection of the Environment Operations Act 1997* ("the Act"). The licence authorises the carrying out of activities at RAILWAY STREET, BOMADERRY, NSW, 2541 ("the premises").
- B. In response to ongoing reports of odour impacts from properties adjacent to the premise's anaerobic sludge lagoons, in 2022 a Pollution Reduction Program was placed on the license capturing the licensee's commissioning of an odour rectification investigation.
- C. Following the findings of the investigation, the licensee acquired four properties in closest proximity to the anaerobic sludge lagoons. Additionally, the licensee has also reviewed the operation and maintenance of the lagoons to minimise odour.
- D. On 21 October 2024, the licensee submitted a request to the EPA seeking the removal of the Pollution Reduction Program, citing that the actions taken to date have addressed offsite odour impacts.
- E. The EPA has considered the findings of the investigation and actions taken by the licensee, and with consideration of all available information, supports the removal of the Pollution Reduction Program.

### VARIATION OF LICENCE NO. 1735

1. By this notice the EPA varies licence No. 1735. The attached licence document contains all variations that are made to the licence by this notice.
2. The following variations have been made to the licence:
  - Section 8: Removal of condition U1.

# Licence Variation

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**Andreas Stricker**  
**Acting Unit Head**  
**Environment Protection Authority**  
(by Delegation)

## **INFORMATION ABOUT THIS NOTICE**

- This notice is issued under section 58(5) of the Act.
- Details provided in this notice, along with an updated version of the licence, will be available on the EPA's Public Register (<http://www.epa.nsw.gov.au/prpoeo/index.htm>) in accordance with section 308 of the Act.

## **Appeals against this decision**

- You can appeal to the Land and Environment Court against this decision. The deadline for lodging the appeal is 21 days after you were given notice of this decision.

## **When this notice begins to operate**

- The variations to the licence specified in this notice begin to operate immediately from the date of this notice, unless another date is specified in this notice.
- If an appeal is made against this decision to vary the licence and the Land and Environment Court directs that the decision is stayed the decision does not operate until the stay ceases to have effect or the Land and Environment Court confirms the decision or the appeal is withdrawn (whichever occurs first).

# Environment Protection Licence

Licence - 1735

## Licence Details

Number:	1735
Anniversary Date:	01-June

## Licensee

SHOALHAVEN CITY COUNCIL

PO BOX 42

NOWRA NSW 2541

## Premises

BOMADERRY SEWAGE TREATMENT PLANT

RAILWAY STREET

BOMADERRY NSW 2541

## Scheduled Activity

Sewage treatment

## Fee Based Activity

Sewage treatment processing by small plants

## Scale

&gt; 1000-5000 ML annual maximum volume of discharge

## Contact Us

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PARRAMATTA NSW 2150

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# Environment Protection Licence

Licence - 1735

<b>INFORMATION ABOUT THIS LICENCE</b>	4
Dictionary	4
Responsibilities of licensee	4
Variation of licence conditions	4
Duration of licence	4
Licence review	4
Fees and annual return to be sent to the EPA	4
Transfer of licence	5
Public register and access to monitoring data	5
<b>1 ADMINISTRATIVE CONDITIONS</b>	<b>6</b>
A1 What the licence authorises and regulates	6
A2 Premises or plant to which this licence applies	6
A3 Information supplied to the EPA	6
<b>2 DISCHARGES TO AIR AND WATER AND APPLICATIONS TO LAND</b>	<b>7</b>
P1 Location of monitoring/discharge points and areas	7
<b>3 LIMIT CONDITIONS</b>	<b>8</b>
L1 Pollution of waters	8
L2 Load limits	9
L3 Concentration limits	9
L4 Volume and mass limits	10
L5 Waste	10
L6 Potentially offensive odour	11
<b>4 OPERATING CONDITIONS</b>	<b>11</b>
O1 Activities must be carried out in a competent manner	11
O2 Maintenance of plant and equipment	12
O3 Emergency response	12
O4 Processes and management	12
<b>5 MONITORING AND RECORDING CONDITIONS</b>	<b>13</b>
M1 Monitoring records	13
M2 Requirement to monitor concentration of pollutants discharged	13
M3 Testing methods - concentration limits	14
M4 Testing methods - load limits	14
M5 Recording of pollution complaints	14
M6 Telephone complaints line	15
M7 Requirement to monitor volume or mass	15



# Environment Protection Licence

Licence - 1735

M8	Requirement to record bypass incidents from sewage treatment plants	16
M9	Other monitoring and recording conditions	17
<b>6</b>	<b>REPORTING CONDITIONS</b>	<b>17</b>
R1	Annual return documents	17
R2	Notification of environmental harm	18
R3	Written report	18
R4	Annual system performance report	19
R5	Other reporting conditions	19
<b>7</b>	<b>GENERAL CONDITIONS</b>	<b>20</b>
G1	Copy of licence kept at the premises or plant	20
G2	Contact number for incidents and responsible employees	20
G3	Signage	20
	<b>DICTIONARY</b>	<b>21</b>
	General Dictionary	21

# Environment Protection Licence

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Licence - 1735

## Information about this licence

### Dictionary

A definition of terms used in the licence can be found in the dictionary at the end of this licence.

### Responsibilities of licensee

Separate to the requirements of this licence, general obligations of licensees are set out in the Protection of the Environment Operations Act 1997 ("the Act") and the Regulations made under the Act. These include obligations to:

- ensure persons associated with you comply with this licence, as set out in section 64 of the Act;
- control the pollution of waters and the pollution of air (see for example sections 120 - 132 of the Act);
- report incidents causing or threatening material environmental harm to the environment, as set out in Part 5.7 of the Act.

### Variation of licence conditions

The licence holder can apply to vary the conditions of this licence. An application form for this purpose is available from the EPA.

The EPA may also vary the conditions of the licence at any time by written notice without an application being made.

Where a licence has been granted in relation to development which was assessed under the Environmental Planning and Assessment Act 1979 in accordance with the procedures applying to integrated development, the EPA may not impose conditions which are inconsistent with the development consent conditions until the licence is first reviewed under Part 3.6 of the Act.

### Duration of licence

This licence will remain in force until the licence is surrendered by the licence holder or until it is suspended or revoked by the EPA or the Minister. A licence may only be surrendered with the written approval of the EPA.

### Licence review

The Act requires that the EPA review your licence at least every 5 years after the issue of the licence, as set out in Part 3.6 and Schedule 5 of the Act. You will receive advance notice of the licence review.

### Fees and annual return to be sent to the EPA

For each licence fee period you must pay:

- an administrative fee; and
- a load-based fee (if applicable).



# Environment Protection Licence

Licence - 1735

The EPA publication “A Guide to Licensing” contains information about how to calculate your licence fees. The licence requires that an Annual Return, comprising a Statement of Compliance and a summary of any monitoring required by the licence (including the recording of complaints), be submitted to the EPA. The Annual Return must be submitted within 60 days after the end of each reporting period. See condition R1 regarding the Annual Return reporting requirements.

Usually the licence fee period is the same as the reporting period.

## Transfer of licence

The licence holder can apply to transfer the licence to another person. An application form for this purpose is available from the EPA.

## Public register and access to monitoring data

Part 9.5 of the Act requires the EPA to keep a public register of details and decisions of the EPA in relation to, for example:

- licence applications;
- licence conditions and variations;
- statements of compliance;
- load based licensing information; and
- load reduction agreements.

Under s320 of the Act application can be made to the EPA for access to monitoring data which has been submitted to the EPA by licensees.

## This licence is issued to:

<b>SHOALHAVEN CITY COUNCIL</b>
<b>PO BOX 42</b>
<b>NOWRA NSW 2541</b>

subject to the conditions which follow.

# Environment Protection Licence

Licence - 1735

## 1 Administrative Conditions

### A1 What the licence authorises and regulates

A1.1 This licence authorises the carrying out of the scheduled activities listed below at the premises specified in A2. The activities are listed according to their scheduled activity classification, fee-based activity classification and the scale of the operation.

Unless otherwise further restricted by a condition of this licence, the scale at which the activity is carried out must not exceed the maximum scale specified in this condition.

Scheduled Activity	Fee Based Activity	Scale
Sewage treatment	Sewage treatment processing by small plants	> 1000 - 5000 ML annual maximum volume of discharge

A1.2 The objectives of this licence are to:

- a) prevent as far as practicable sewage overflows and sewage treatment plant bypasses;
- b) require proper and efficient management of the system to minimise harm to the environment and public health; and
- c) require practical measures to be taken to protect the environment and public health from sewage overflows and sewage treatment plant effluent.

A1.3 This licence is to be construed in a manner that will promote the objectives referred to in the condition above.

### A2 Premises or plant to which this licence applies

A2.1 The licence applies to the following premises:

Premises Details
BOMADERRY SEWAGE TREATMENT PLANT
RAILWAY STREET
BOMADERRY
NSW 2541
LOT 16 DP 259169, LOT 1 DP 572583

A2.2 The premises also includes the reticulation system owned and operated by the licensee that is associated with the sewage treatment plant(s) identified in condition A2.1.

### A3 Information supplied to the EPA

A3.1 Works and activities must be carried out in accordance with the proposal contained in the licence application, except as expressly provided by a condition of this licence.



# Environment Protection Licence

Licence - 1735

In this condition the reference to "the licence application" includes a reference to:

- a) the applications for any licences (including former pollution control approvals) which this licence replaces under the Protection of the Environment Operations (Savings and Transitional) Regulation 1998; and
- b) the licence information form provided by the licensee to the EPA to assist the EPA in connection with the issuing of this licence.

## 2 Discharges to Air and Water and Applications to Land

### P1 Location of monitoring/discharge points and areas

- P1.1 The following utilisation areas referred to in the table below are identified in this licence for the purposes of the monitoring and/or the setting of limits for any application of solids or liquids to the utilisation area.
- P1.2 The following points referred to in the table are identified in this licence for the purposes of the monitoring and/or the setting of limits for discharges of pollutants to water from the point.

#### *Water and land*

EPA Identification no.	Type of Monitoring Point	Type of Discharge Point	Location Description
4		Discharge to waters	Monitoring Point titled "Environmental Discharge to Storm Water Drain and Abernathy's Creek" labelled on the schematic diagram titled "Bomaderry WWTP Volume and Effluent Quality Monitoring Points" dated 16 November 2018 (EPA reference DOC19/185308)
5	Effluent quality monitoring		Monitoring Point titled "Environmental Quality Monitoring Point - Environmental Discharge" labelled on the schematic diagram titled "Bomaderry WWTP Volume and Effluent Quality Monitoring Points" dated 16 November 2018 (EPA reference DOC19/185308)
6	Volume monitoring		Monitoring Point labelled as "Influent Volume Monitoring Point - Inlet Works Flow Flume" on the schematic diagram titled "Bomaderry WWTP Effluent Quality and Monitoring Points" dated 16 November 2018 (EPA reference DOC19/185308)

# Environment Protection Licence

Licence - 1735

7	Volume monitoring	Monitoring Point titled "Effluent Volume Monitoring Point - Environmental Discharge" labelled on the schematic diagram titled "Bomaderry WWTP Volume and Effluent Quality Monitoring Points" dated 16 November 2018 (EPA reference DOC19/185308)
8	Effluent quality monitoring	Monitoring Point titled "Effluent Quality Monitoring Point – REMS Discharge" labelled on the schematic diagram titled "Bomaderry WWTP Volume and Effluent Quality Monitoring Points" dated 16 November 2018 (EPA reference DOC19/185308)
9	Volume monitoring	Monitoring Point titled "Effluent Volume Monitoring Point – REMS Transfer Main" labelled on the schematic diagram titled "Bomaderry WWTP Volume and Effluent Quality Monitoring Points" dated 16 November 2018 (EPA reference DOC19/185308)
10	Ambient water quality monitoring	Monitoring Point labelled "3" on the map titled "Shoalhaven River Sampling Locations (EPA reference DOC19/185308-1)
11	Ambient water quality monitoring	Monitoring Point labelled "148" on the map titled "Shoalhaven River Sampling Locations" (EPA reference DOC19/185308-1)
12	Ambient water quality monitoring	Monitoring Point labelled "294" on the map titled "Shoalhaven River Sampling Locations" (EPA reference DOC19/185308-1)
13	Ambient water quality monitoring	Monitoring Point labelled "548" on the map titled "Shoalhaven River Sampling Locations" (EPA reference DOC19/185308-1)

## 3 Limit Conditions

### L1 Pollution of waters

- L1.1 Except as may be expressly provided in any other condition of this licence, the licensee must comply with section 120 of the Protection of the Environment Operations Act 1997.
- L1.2 The licensee may only discharge untreated or partially treated sewage from the sewage treatment plant and/or the reticulation system subject to the conditions of this licence, including Sections O1 and O2.

# Environment Protection Licence

Licence - 1735

## L2 Load limits

- L2.1 The actual load of an assessable pollutant discharged from the premises during the reporting period must not exceed the load limit specified for the assessable pollutant in the table below.
- L2.2 The actual load of an assessable pollutant must be calculated in accordance with the relevant load calculation protocol.

Assessable Pollutant	Load limit (kg)
BOD (Enclosed Water)	
BOD (Estuarine Water)	6205.00
Nitrogen (total) (Enclosed Water)	
Nitrogen (total) (Estuarine Water)	4344.00
Oil and Grease (Enclosed Water)	
Oil and Grease (Estuarine Water)	2482.00
Phosphorus (total) (Enclosed Water)	
Phosphorus (total) (Estuarine Water)	621.00
Total suspended solids (Enclosed Water)	
Total suspended solids (Estuarine Water)	6205.00

Note: The load limits referred to in condition L2.1 do not apply to discharges from the reticulation system.

Note: An assessable pollutant is a pollutant which affects the licence fee payable for the licence.

## L3 Concentration limits

- L3.1 For each monitoring/discharge point or utilisation area specified in the table/s below (by a point number), the concentration of a pollutant discharged at that point, or applied to that area, must not exceed the concentration limits specified for that pollutant in the table.
- L3.2 Where a pH quality limit is specified in the table, the specified percentage of samples must be within the specified ranges.
- L3.3 To avoid any doubt, this condition does not authorise the pollution of waters by any pollutant other than those specified in the table/s.
- L3.4 Water and/or Land Concentration Limits

# Environment Protection Licence

Licence - 1735

## POINT 4

Pollutant	Units of Measure	50 percentile concentration limit	90 percentile concentration limit	3DGM concentration limit	100 percentile concentration limit
BOD	milligrams per litre		10		15
Faecal Coliforms	colony forming units per 100 millilitres		150		500
Nitrogen (ammonia)	milligrams per litre		2		5
Nitrogen (total)	milligrams per litre		10		15
Oil and Grease	milligrams per litre		2		10
pH	pH				6.5 - 8.5
Phosphorus (total)	milligrams per litre		0.5		1
Total suspended solids	milligrams per litre		10		15

## L4 Volume and mass limits

- L4.1 For each discharge point or utilisation area specified below (by a point number), the volume/mass of:
- liquids discharged to water; or;
  - solids or liquids applied to the area;
- must not exceed the volume/mass limit specified for that discharge point or area.

Point	Unit of Measure	Volume/Mass Limit
4	kilolitres per day	17700

## L5 Waste

- L5.1 The licensee must not cause, permit or allow any waste to be received at the premises, except the wastes expressly referred to in the column titled "Waste" and meeting the definition, if any, in the column titled "Description" in the table below.
- Any waste received at the premises must only be used for the activities referred to in relation to that waste in the column titled "Activity" in the table below.
- Any waste received at the premises is subject to those limits or conditions, if any, referred to in relation to that

# Environment Protection Licence

Licence - 1735

waste contained in the column titled “Other Limits” in the table below.  
This condition does not limit any other conditions in this licence.

Code	Waste	Description	Activity	Other Limits
NA	Effluent	As defined in Schedule 1 of the POEO Act, as in force from time to time.	Sewage Treatment	N/A
NA	General or Specific exempted waste	Waste that meets all the conditions of a resource recovery exemption under Clause 92 of the Protection of the Environment Operations (Waste) Regulation 2014	As specified in each particular resource recovery exemption	N/A
NA	Waste	Any waste received on site that is below licensing thresholds in Schedule 1 of the POEO Act as in force from time to time	-	N/A
K130	Sewage products	Sewage sludge, Nightsoil, Sewage from other Shoalhaven City Council treatment plants	Sewage Treatment	N/A

## L6 Potentially offensive odour

L6.1 No condition in this licence identifies a potentially offensive odour for the purposes of section 129 of the Protection of the Environment Operations Act 1997.

Note: Section 129 of the Protection of the Environment Operations Act 1997 provides that the licensee must not cause or permit the emission of any offensive odour from the premises but provides a defence if the emission is identified in the relevant environment protection licence as a potentially offensive odour and the odour was emitted in accordance with the conditions of a licence directed at minimising odour.

## 4 Operating Conditions

### O1 Activities must be carried out in a competent manner

O1.1 Licensed activities must be carried out in a competent manner.

This includes:

- the processing, handling, movement and storage of materials and substances used to carry out the activity; and
- the treatment, storage, processing, reprocessing, transport and disposal of waste generated by the activity.

Note: The requirements of O1.1 apply to the whole of the premises, including the reticulation system.

# Environment Protection Licence

Licence - 1735

- O1.2 Biosolids at the premises must be stored, treated, processed, classified, transported and disposed in accordance with the Biosolids Guidelines, or as otherwise approved in writing by the EPA.

## O2 Maintenance of plant and equipment

- O2.1 All plant and equipment installed at the premises or used in connection with the licensed activity:
- must be maintained in a proper and efficient condition; and
  - must be operated in a proper and efficient manner.

Note: The requirements of O2.1 apply to the whole of the premises, including the reticulation system.

## O3 Emergency response

- O3.1 In the event of an overflow or bypass that harms or is likely to harm the environment, the licensee must use all practicable measures to minimise the impact of the overflow or bypass on the environment and public health. These measures are to be implemented as soon as practical after the licensee or one of the licensee's employees or agents becomes aware of the overflow or bypass.

## O4 Processes and management

- O4.1 However the licensee is not taken to have breached this condition if the licensee can demonstrate:
- the failure to treat the liquid waste as required was solely as a result of a failure of the power supply to the premises, or a failure of essential equipment;
  - the failure of power supply or equipment could not reasonably have been prevented; and
  - normal operating conditions were restored as soon as possible after the power supply failure or the failure of essential equipment.

### O4.2 Appropriate Treatment Processes

Sewage or effluent must not be discharged from point 4 unless it has been treated in accordance with the requirements of the table below.

The flows specified in the table below are the inflow to the sewage treatment plant.

Flow Range	Appropriate Treatment Processes
Flows up to 100L/s	De-gritting and screening
	Aeration
	Chemical dosing
	Filtration
	UV disinfection for environmental (river) discharge
	UV disinfection and Chlorination for REMS discharge

# Environment Protection Licence

Licence - 1735

Flows between 100L/s and 205L/s	De-gritting and screening
	Settlement
	Filtration
	UV disinfection for environmental (river) discharge
Flows greater than 205L/s	De-gritting and screening
	Stormwater storage

## 5 Monitoring and Recording Conditions

### M1 Monitoring records

- M1.1 The results of any monitoring required to be conducted by this licence or a load calculation protocol must be recorded and retained as set out in this condition.
- M1.2 All records required to be kept by this licence must be:
- in a legible form, or in a form that can readily be reduced to a legible form;
  - kept for at least 4 years after the monitoring or event to which they relate took place; and
  - produced in a legible form to any authorised officer of the EPA who asks to see them.
- M1.3 The following records must be kept in respect of any samples required to be collected for the purposes of this licence:
- the date(s) on which the sample was taken;
  - the time(s) at which the sample was collected;
  - the point at which the sample was taken; and
  - the name of the person who collected the sample.

### M2 Requirement to monitor concentration of pollutants discharged

- M2.1 For each monitoring/discharge point or utilisation area specified below (by a point number), the licensee must monitor (by sampling and obtaining results by analysis) the concentration of each pollutant specified in Column 1. The licensee must use the sampling method, units of measure, and sample at the frequency, specified opposite in the other columns:
- M2.2 Water and/ or Land Monitoring Requirements

#### POINT 5,8

Pollutant	Units of measure	Frequency	Sampling Method
BOD	milligrams per litre	Monthly	Composite sample
Faecal Coliforms	colony forming units per 100 millilitres	Monthly	Grab sample
Nitrogen (ammonia)	milligrams per litre	Monthly	Composite sample
Nitrogen (total)	milligrams per litre	Monthly	Composite sample

# Environment Protection Licence

Licence - 1735

Oil and Grease	milligrams per litre	Monthly	Grab sample
pH	pH	Monthly	Grab sample
Phosphorus (total)	milligrams per litre	Monthly	Composite sample
Total suspended solids	milligrams per litre	Monthly	Composite sample

## POINT 10,11,12,13

Pollutant	Units of measure	Frequency	Sampling Method
Chlorophyll a	milligrams per litre	Quarterly	Grab sample
Enterococci	milligrams per litre	Quarterly	Grab sample
Faecal Coliforms	colony forming units per 100 millilitres	Quarterly	Grab sample
Nitrogen (total)	milligrams per litre	Quarterly	Grab sample
Phosphorus (total)	milligrams per litre	Quarterly	Grab sample

Note: For the purpose of this condition, a composite sample is defined as at least three grab samples forming a pooled sample, with the first and last samples taken at least seven hours apart.

M2.3 The monitoring at point(s) 5 required by condition M2.1 is conducted to determine compliance with the limits specified for discharge to point(s) 4.

## M3 Testing methods - concentration limits

M3.1 Subject to any express provision to the contrary in this licence, monitoring for the concentration of a pollutant discharged to waters or applied to a utilisation area must be done in accordance with the Approved Methods Publication unless another method has been approved by the EPA in writing before any tests are conducted.

M3.2 The requirements of condition M3.1 also apply to the monitoring of the concentrations of pollutants in waters.

## M4 Testing methods - load limits

Note: Division 4 of the *Protection of the Environment Operations (General) Regulation 2022* requires that monitoring of actual loads of assessable pollutants listed in L2.2 must be carried out in accordance with the relevant load calculation protocol set out for the fee-based activity classification listed in the Administrative Conditions of this licence.

## M5 Recording of pollution complaints

M5.1 The licensee must keep a legible record of all complaints made to the licensee or any employee or agent of the licensee in relation to pollution arising from any activity to which this licence applies.

M5.2 The record must include details of the following:

- the date and time of the complaint;
- the method by which the complaint was made;



# Environment Protection Licence

Licence - 1735

- c) any personal details of the complainant which were provided by the complainant or, if no such details were provided, a note to that effect;
- d) the nature of the complaint;
- e) the action taken by the licensee in relation to the complaint, including any follow-up contact with the complainant; and
- f) if no action was taken by the licensee, the reasons why no action was taken.

M5.3 The record of a complaint must be kept for at least 4 years after the complaint was made.

M5.4 The record must be produced to any authorised officer of the EPA who asks to see them.

## M6 Telephone complaints line

M6.1 The licensee must operate during its operating hours a telephone complaints line for the purpose of receiving any complaints from members of the public in relation to activities conducted at the premises or by the vehicle or mobile plant, unless otherwise specified in the licence.

M6.2 The licensee must notify the public of the complaints line telephone number and the fact that it is a complaints line so that the impacted community knows how to make a complaint.

M6.3 The preceding two conditions do not apply until 3 months after: the date of the issue of this licence.

M6.4 For the purpose of condition M6.1, operating hours are defined as twenty-four hours a day, seven days a week.

M6.5 The public notification referred to in condition M6.2 must include specific reference to the fact that the complaints line may be used by the community for the reporting of overflows.

## M7 Requirement to monitor volume or mass

M7.1 For each discharge point or utilisation area specified below, the licensee must monitor:

- a) the volume of liquids discharged to water or applied to the area;
  - b) the mass of solids applied to the area;
  - c) the mass of pollutants emitted to the air;
- at the frequency and using the method and units of measure, specified below.

### POINT 6

Frequency	Unit of Measure	Sampling Method
Daily	kilolitres per day	In line instrumentation

### POINT 7

Frequency	Unit of Measure	Sampling Method
Daily	kilolitres per day	In line instrumentation

# Environment Protection Licence

Licence - 1735

## POINT 9

Frequency	Unit of Measure	Sampling Method
Daily	kilolitres per day	In line instrumentation

M7.2 The monitoring at point(s) 7 is conducted to determine compliance with the limits specified for discharge to point(s) 4.

M7.3 In the event that the licensee cannot comply with a volume monitoring method as required by this licence solely due to the failure or malfunction of essential monitoring equipment, volume may be estimated using another agreed method approved in writing by the EPA. This provision only applies for the duration of the failure or malfunction. The licensee is to rectify the failure or malfunction as soon as practicable.

M7.4 The licensee must:

- a) submit in writing to the EPA a proposal for a method of volume estimation; or
- b) use a method of volume estimation already approved in writing by the EPA,

to be used in the event that essential monitoring equipment referred to in the previous condition has failed or malfunctioned.

## M8 Requirement to record bypass incidents from sewage treatment plants

M8.1 The licensee must record the following details in respect of each bypass of any of the appropriate treatment processes required by condition O4.2 which may be reasonably expected to adversely affect the quality of the final discharge:

- a) the EPA point identification number through which the bypass discharged;
- b) the date, estimated start time and estimated duration of the bypass;
- c) the estimated volume of the bypass;
- d) the level of treatment of the sewage at the STP prior to discharge;
- e) the probable cause of the bypass;
- f) any actions taken to stop the bypass happening; and
- g) any actions taken to prevent the bypass happening again.

M8.2 The licensee must record the following details in relation to each observed or reported overflow from the reticulation system and from the sewage treatment plant:

- a) the location of the overflow;
- b) the date, estimated start time and estimated duration of the overflow;
- c) the estimated volume of the overflow;
- d) a description of the receiving environment of the overflow;
- e) classification as a dry or wet weather overflow;
- f) the probable cause of the overflow;
- g) any actions taken to stop the overflow happening;
- h) any actions taken to clean up the overflow; and
- i) any actions taken to prevent the overflow happening again.

# Environment Protection Licence

Licence - 1735

## M9 Other monitoring and recording conditions

M9.1 Biosolids at the premises must be recorded, monitored and classified in accordance with the Biosolids Guidelines, to the extent that those Guidelines are applicable, or as otherwise approved in writing by the EPA.

## 6 Reporting Conditions

### R1 Annual return documents

R1.1 The licensee must complete and supply to the EPA an Annual Return in the approved form comprising:

1. a Statement of Compliance,
2. a Monitoring and Complaints Summary,
3. a Statement of Compliance - Licence Conditions,
4. a Statement of Compliance - Load based Fee,
5. a Statement of Compliance - Requirement to Prepare Pollution Incident Response Management Plan,
6. a Statement of Compliance - Requirement to Publish Pollution Monitoring Data; and
7. a Statement of Compliance - Environmental Management Systems and Practices.

At the end of each reporting period, the EPA will provide to the licensee notification that the Annual Return is due.

R1.2 An Annual Return must be prepared in respect of each reporting period, except as provided below.

Note: The term "reporting period" is defined in the dictionary at the end of this licence. Do not complete the Annual Return until after the end of the reporting period.

R1.3 Where this licence is transferred from the licensee to a new licensee:

- a) the transferring licensee must prepare an Annual Return for the period commencing on the first day of the reporting period and ending on the date the application for the transfer of the licence to the new licensee is granted; and
- b) the new licensee must prepare an Annual Return for the period commencing on the date the application for the transfer of the licence is granted and ending on the last day of the reporting period.

Note: An application to transfer a licence must be made in the approved form for this purpose.

R1.4 Where this licence is surrendered by the licensee or revoked by the EPA or Minister, the licensee must prepare an Annual Return in respect of the period commencing on the first day of the reporting period and ending on:

- a) in relation to the surrender of a licence - the date when notice in writing of approval of the surrender is given; or
- b) in relation to the revocation of the licence - the date from which notice revoking the licence operates.

R1.5 The Annual Return for the reporting period must be supplied to the EPA via eConnect *EPA* or by registered post not later than 60 days after the end of each reporting period or in the case of a transferring licence not later than 60 days after the date the transfer was granted (the 'due date').

# Environment Protection Licence

Licence - 1735

- R1.6 Where the licensee is unable to complete a part of the Annual Return by the due date because the licensee was unable to calculate the actual load of a pollutant due to circumstances beyond the licensee's control, the licensee must notify the EPA in writing as soon as practicable, and in any event not later than the due date. The notification must specify:
- the assessable pollutants for which the actual load could not be calculated; and
  - the relevant circumstances that were beyond the control of the licensee.
- R1.7 The licensee must retain a copy of the Annual Return supplied to the EPA for a period of at least 4 years after the Annual Return was due to be supplied to the EPA.
- R1.8 Within the Annual Return, the Statements of Compliance must be certified and the Monitoring and Complaints Summary must be signed by:
- the licence holder; or
  - by a person approved in writing by the EPA to sign on behalf of the licence holder.

## R2 Notification of environmental harm

- R2.1 Notifications must be made by telephoning the Environment Line service on 131 555.
- R2.2 The licensee must provide written details of the notification to the EPA within 7 days of the date on which they became aware of the incident.

Note: The licensee or its employees must notify all relevant authorities of incidents causing or threatening material harm to the environment immediately after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the Act.

## R3 Written report

- R3.1 Where an authorised officer of the EPA suspects on reasonable grounds that:
- where this licence applies to premises, an event has occurred at the premises; or
  - where this licence applies to vehicles or mobile plant, an event has occurred in connection with the carrying out of the activities authorised by this licence, and the event has caused, is causing or is likely to cause material harm to the environment (whether the harm occurs on or off premises to which the licence applies), the authorised officer may request a written report of the event.
- R3.2 The licensee must make all reasonable inquiries in relation to the event and supply the report to the EPA within such time as may be specified in the request.
- R3.3 The request may require a report which includes any or all of the following information:
- the cause, time and duration of the event;
  - the type, volume and concentration of every pollutant discharged as a result of the event;
  - the name, address and business hours telephone number of employees or agents of the licensee, or a specified class of them, who witnessed the event;
  - the name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort;
  - action taken by the licensee in relation to the event, including any follow-up contact with any complainants;

# Environment Protection Licence

Licence - 1735

- f) details of any measure taken or proposed to be taken to prevent or mitigate against a recurrence of such an event; and
- g) any other relevant matters.

R3.4 The EPA may make a written request for further details in relation to any of the above matters if it is not satisfied with the report provided by the licensee. The licensee must provide such further details to the EPA within the time specified in the request.

## R4 Annual system performance report

R4.1 The licensee must supply to the EPA an Annual System Performance Report not later than 60 days after the end of each reporting period.

R4.2 The report is to supplement the Annual Return and must include but need not be limited to:

- a) the 50 percentile, 90 percentile, 100 percentile and 3DGM values calculated from the monitoring data required by this licence for the reporting period for each pollutant which has corresponding concentration limits specified in this licence;
- b) the total amounts of biosolids, as classified in the Biosolids Guideline, disposed of on-site, off-site and to landfill during the reporting period;
- c) a diagram showing the major process elements, discharge points and monitoring points at the premises' sewage treatment plant(s), where there has been any significant change since the previous reporting period or this information has not been provided previously to the EPA;
- d) the number of dry and wet weather bypasses recorded over the reporting period (recorded in accordance with condition M8);
- e) a breakdown of the total number of complaints received by the licensee during the reporting period in relation to the premises into categories of "odours – sewage treatment plant", "odours – reticulation system", "water pollution – sewage treatment plant", "water pollution – reticulation system" and any other category indicated by the complaints;
- f) a summary of observed, reported or recorded wet weather overflows and observed, reported or recorded dry weather overflows and sewage treatment plant bypasses. These data are to be for the current reporting period and for the four previous twelve-month periods, for which data has been collected. Any significant actions taken to address bypasses or overflows are to be noted; and
- g) the amount of rainfall measured at a rain gauge at the STP, or at the rain gauge closest to the centre of the catchment of the sewage treatment system, for each month of the reporting period.

R4.3 The Annual System Performance Report must be presented in a format approved in writing by the EPA.

## R5 Other reporting conditions

R5.1 When the licensee notifies the Department of Health or NSW Shellfish Program of a bypass or overflow incident, the licensee must also notify the EPA by telephoning its Pollution Line service on 131 555. Notifications are to be given as soon as practicable after the licensee or one of the licensee's employees or agents becomes aware of the incident, and must include all relevant information including the information required under condition M8.1.

# Environment Protection Licence

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Licence - 1735

## 7 General Conditions

### G1 Copy of licence kept at the premises or plant

- G1.1 A copy of this licence must be kept at the premises to which the licence applies.
- G1.2 The licence must be produced to any authorised officer of the EPA who asks to see it.
- G1.3 The licence must be available for inspection by any employee or agent of the licensee working at the premises.

### G2 Contact number for incidents and responsible employees

- G2.1 The licensee must operate 24-hour telephone contact lines for the purpose of enabling the EPA to directly contact one or more representatives of the licensee who can:
  - a) respond at all times to incidents relating to the premises; and
  - b) contact the licensee's senior employees or agents authorised at all times to:
    - i) speak on behalf of the licensee; and
    - ii) provide any information or document required under this licence.
- G2.2 The licensee is to inform the EPA in writing of the appointment of any subsequent contact persons, or changes to the person's contact details as soon as practicable and in any event within fourteen days of the appointment or change.

### G3 Signage

- G3.1 The location of all licensed discharge and monitoring points under Condition P1.2 of this licence must be clearly marked by signs that indicate the point identification number used in this licence and be located as close as practical to the point.

# Environment Protection Licence

Licence - 1735

## Dictionary

### General Dictionary

<b>3DGM [in relation to a concentration limit]</b>	Means the three day geometric mean, which is calculated by multiplying the results of the analysis of three samples collected on consecutive days and then taking the cubed root of that amount. Where one or more of the samples is zero or below the detection limit for the analysis, then 1 or the detection limit respectively should be used in place of those samples
<b>Act</b>	Means the Protection of the Environment Operations Act 1997
<b>activity</b>	Means a scheduled or non-scheduled activity within the meaning of the Protection of the Environment Operations Act 1997
<b>actual load</b>	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
<b>AM</b>	Together with a number, means an ambient air monitoring method of that number prescribed by the <i>Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales</i> .
<b>AMG</b>	Australian Map Grid
<b>anniversary date</b>	The anniversary date is the anniversary each year of the date of issue of the licence. In the case of a licence continued in force by the Protection of the Environment Operations Act 1997, the date of issue of the licence is the first anniversary of the date of issue or last renewal of the licence following the commencement of the Act.
<b>annual return</b>	Is defined in R1.1
<b>Approved Methods Publication</b>	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
<b>assessable pollutants</b>	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
<b>BOD</b>	Means biochemical oxygen demand
<b>CEM</b>	Together with a number, means a continuous emission monitoring method of that number prescribed by the <i>Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales</i> .
<b>COD</b>	Means chemical oxygen demand
<b>composite sample</b>	Unless otherwise specifically approved in writing by the EPA, a sample consisting of 24 individual samples collected at hourly intervals and each having an equivalent volume.
<b>cond.</b>	Means conductivity
<b>environment</b>	Has the same meaning as in the Protection of the Environment Operations Act 1997
<b>environment protection legislation</b>	Has the same meaning as in the Protection of the Environment Administration Act 1991
<b>EPA</b>	Means Environment Protection Authority of New South Wales.
<b>fee-based activity classification</b>	Means the numbered short descriptions in Schedule 1 of the Protection of the Environment Operations (General) Regulation 2009.
<b>general solid waste (non-putrescible)</b>	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997

# Environment Protection Licence

Licence - 1735

<b>flow weighted composite sample</b>	Means a sample whose composites are sized in proportion to the flow at each composites time of collection.
<b>general solid waste (putrescible)</b>	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
<b>grab sample</b>	Means a single sample taken at a point at a single time
<b>hazardous waste</b>	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
<b>licensee</b>	Means the licence holder described at the front of this licence
<b>load calculation protocol</b>	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
<b>local authority</b>	Has the same meaning as in the Protection of the Environment Operations Act 1997
<b>material harm</b>	Has the same meaning as in section 147 Protection of the Environment Operations Act 1997
<b>MBAS</b>	Means methylene blue active substances
<b>Minister</b>	Means the Minister administering the Protection of the Environment Operations Act 1997
<b>mobile plant</b>	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
<b>motor vehicle</b>	Has the same meaning as in the Protection of the Environment Operations Act 1997
<b>O&amp;G</b>	Means oil and grease
<b>percentile [in relation to a concentration limit of a sample]</b>	Means that percentage [eg.50%] of the number of samples taken that must meet the concentration limit specified in the licence for that pollutant over a specified period of time. In this licence, the specified period of time is the Reporting Period unless otherwise stated in this licence.
<b>plant</b>	Includes all plant within the meaning of the Protection of the Environment Operations Act 1997 as well as motor vehicles.
<b>pollution of waters [or water pollution]</b>	Has the same meaning as in the Protection of the Environment Operations Act 1997
<b>premises</b>	Means the premises described in condition A2.1
<b>public authority</b>	Has the same meaning as in the Protection of the Environment Operations Act 1997
<b>regional office</b>	Means the relevant EPA office referred to in the Contacting the EPA document accompanying this licence
<b>reporting period</b>	For the purposes of this licence, the reporting period means the period of 12 months after the issue of the licence, and each subsequent period of 12 months. In the case of a licence continued in force by the Protection of the Environment Operations Act 1997, the date of issue of the licence is the first anniversary of the date of issue or last renewal of the licence following the commencement of the Act.
<b>restricted solid waste</b>	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
<b>scheduled activity</b>	Means an activity listed in Schedule 1 of the Protection of the Environment Operations Act 1997
<b>special waste</b>	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
<b>TM</b>	Together with a number, means a test method of that number prescribed by the <i>Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales</i> .



# Environment Protection Licence

Licence - 1735

<b>TSP</b>	Means total suspended particles
<b>TSS</b>	Means total suspended solids
<b>Type 1 substance</b>	Means the elements antimony, arsenic, cadmium, lead or mercury or any compound containing one or more of those elements
<b>Type 2 substance</b>	Means the elements beryllium, chromium, cobalt, manganese, nickel, selenium, tin or vanadium or any compound containing one or more of those elements
<b>utilisation area</b>	Means any area shown as a utilisation area on a map submitted with the application for this licence
<b>waste</b>	Has the same meaning as in the Protection of the Environment Operations Act 1997
<b>waste type</b>	Means liquid, restricted solid waste, general solid waste (putrescible), general solid waste (non-putrescible), special waste or hazardous waste
<b>Wellhead</b>	Has the same meaning as in Schedule 1 to the Protection of the Environment Operations (General) Regulation 2021.

Ms Nadia Kanhoush

Environment Protection Authority

(By Delegation)

Date of this edition: 05-January-2001

# Environment Protection Licence

Licence - 1735

## End Notes

- 1 Licence varied by notice 1013003, issued on 04-Apr-2002, which came into effect on 29-Apr-2002.
- 2 Licence varied by notice 1029195, issued on 14-Aug-2003, which came into effect on 08-Sep-2003.
- 3 EPA Condition ID S40934 amended 13-08-04
- 4 Licence varied by notice 1048456, issued on 21-Jun-2005, which came into effect on 16-Jul-2005.
- 5 Licence varied by change to DEC Region allocation, issued on 02-Mar-2006, which came into effect on 02-Mar-2006.
- 6 Licence varied by notice 1060655, issued on 30-Jun-2006, which came into effect on 30-Jun-2006.
- 7 Licence varied by correction to DEC file number, issued on 07-Mar-2007, which came into effect on 07-Mar-2007.
- 8 Licence varied by notice 1085947, issued on 16-May-2008, which came into effect on 16-May-2008.
- 9 Condition A1.3 Not applicable varied by notice issued on <issue date> which came into effect on <effective date>
- 10 Licence varied by notice 1526880 issued on 10-Dec-2014
- 11 Licence varied by notice 1531920 issued on 07-Jul-2015
- 12 Licence varied by notice 1539716 issued on 11-May-2016
- 13 Licence varied by notice 1548579 issued on 19-Jan-2017
- 14 Licence varied by notice 1573990 issued on 19-Dec-2018
- 15 Licence varied by notice 1575832 issued on 17-Apr-2019
- 16 Licence varied by notice 1588625 issued on 13-May-2020
- 17 Licence varied by notice 1617161 issued on 01-Jun-2022
- 18 Licence varied by notice 1628202 issued on 16-May-2023