INFRASTRUCTURE COMMITTEE MEETING

AGENDA

20 MAY 2025

Your attendance is required at an Infrastructure Committee meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 20 May 2025 commencing at 9:00 AM for transaction of the enclosed business.

CHIEF EXECUTIVE OFFICER
14 May 2025

Next Meeting Date: 17.06.25

Please note:

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

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1 OPENING

1.1 Acknowledgement of Country

2 PRESENT

Members Present:

The Mayor, Councillor A P Williams (Chairperson)
Deputy Mayor, Councillor M D Wickerson
Councillor S Latcham
Councillor E W Oram
Councillor C R Rutherford
Councillor M A Taylor
Councillor G D Mathers
Councillor E B Hilse

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Infrastructure Committee held 15 April 2025

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

Nil

10 COUNCILLOR/DELEGATE REPORTS

10.1 PORTFOLIO UPDATE

File No:	**10097**
Attachments:	**Nil**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Peter Kofod - General Manager Regional Services**

SUMMARY

Portfolio Councillors for Waste and Recycling, Water and Infrastructure will provide an update on matters of interest within their portfolio.

OFFICER'S RECOMMENDATION

THAT the Portfolio Updates for Waste and Recycling, Water and Infrastructure be received.

BACKGROUND

Councillors have requested an opportunity to speak about their relevant Portfolio during Committee Meetings.

The following Councillors will provide an update on their Portfolio at Infrastructure Committee:

Councillor Shane Latcham – Waste and Recycling Portfolio

Councillor Edward Oram – Water Portfolio

Councillor Marika Taylor – Infrastructure Portfolio

11 OFFICERS' REPORTS

11.1 MONTHLY PROJECT STATUS REPORT FOR CIVIL OPERATIONS - MARCH 2025

File No:	**7028**
Attachments:	**1. Monthly Project Status Report for Civil Operations - March 2025⇩**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**John Gwydir - Manager Civil Operations**

SUMMARY

Monthly Project Status Report on all major capital projects being delivered by the Civil Operations section.

OFFICER'S RECOMMENDATION

THAT the Monthly Project Status Report for Civil Operations for March 2025 be received.

COMMENTARY

The Civil Operations section submits a monthly project status report outlining the status, key milestones and deliverables of major capital projects managed by the Unit.

The following projects are reported on for the month of September 2023:

- Unsealed Road Network;
- 2024/2025 Capital Works Program;
- Derby Street / Denison Street / Kent Street.

MONTHLY PROJECT STATUS REPORT FOR CIVIL OPERATIONS MARCH 2025

Monthly Project Status Report for Civil Operations - March 2025

Meeting Date: 20 May 2025

Attachment No: 1

CIVIL OPERATIONS

Monthly Project Report – March 2025

UNSEALED ROAD NETWORK

During the month of March 2025, approximately 29.36 kms of roads were graded and a further 4.2 kms of roads re-sheeted with approximately 100mm of gravel to improve wet weather trafficability.

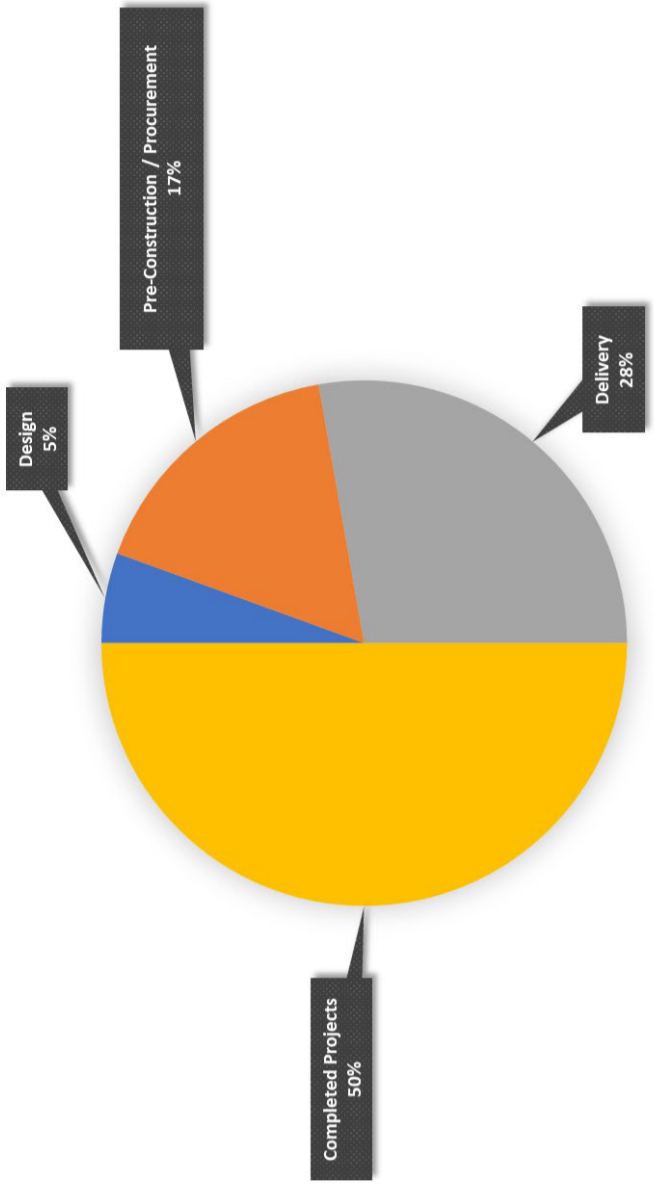
Completed – March 2025			
Road Name	**Area**	**Total Length Graded (km)**	**Total Length Re-sheeted (km)**
Birrahlee Road	South Yaamba	1.05 kms	
Calmorin Road	Ridgelands	2.45 kms	1.38 kms
Cooks Road	Mt Morgan	0.15 kms	
Del Rosa Road	Alton Downs	2.68 kms	
Fernvale Road	Nine Mile Crk	2.80 kms	
Hamilton Avenue	Hamilton Crk	0.50 kms	
Iker Road	Kalapa	2.50 kms	
Kalapa Back Road	Kalapa	4.45 kms	
Keimar Road	Hamilton Crk	0.75 kms	
Nebe Road	Kalapa	0.37 kms	
Nine Mile Road	Nine Mile	0.80 kms	
Old Coach Road	Marmor	5.77 kms	
Punter Road	Marmor		0.95 kms
Riverslea Road	Gogango	1.06 kms	1.87 kms
Rosewood Road	Kalapa	2.20 kms	
Rowlands Road	Kalapa	0.38 kms	
Smalls Road	Hamilton Crk	1.45 kms	

In Progress – April 2025	
• Bills Road – 4.3km • Birrahlee Road – 2.63km • Bishop Road – 6.05km • Blanche Road – 1.8km • Callaghan Lane – 0.4km • Calmorin Road – 0.81km • Garnant Road – 2.5km • Hansen Road – 2.81km	• Lion Mountain Road – 1.2km • Nine Mile Road – 5.85km • Old Coach Road – 2.06km • Punter Road – 0.76km • Riverslea Road – 1.84km • Rookwood Road – 1.9km • South Yaamba Road – 9.44km

Areas Programmed for May 2025	
• Rookwood Rd • Glenroy Marlbrough Rd • Comanche Rd • Moses Rd • Glenroy Rd	• Punter Rd • Weir View Rd • Mount View Rd • Newsome Rd • Garnant Rd

CAPITAL WORKS PROGRAM

Summary (by project status)



Design	
2024-2025 Projects	**Comment**
Glenroy Road – Fitzroy River Bridge	Underway
Glenroy Road - Upgrades	Underway

Pre-Construction / Procurement		
2024-2025 Projects	**Estimated Start Date**	**Comment**
Broadway Street (O'Connell Street to Quay Street)	May 2025	
Dale Park - Access Road	May 2025	
Parkhurst Industrial Area – Stage 3 - Johnson Street Rehabilitation (SLRIP / REFF Funding)	May 2025	
Rodboro Street - Traffic Calming Scheme and Footpath (Black Spot Funding)	May 2025	
South Yaamba Road – Reconstruction (SLRIP Funding)	June 2025	
2024/2025 Annual Reseal Program – Micro-Surfacing (Slurry Seals)	July 2025	Tender Awarded – Contractor not available until July 2025

Delivery			
2024-2025 Projects	**Actual Start Date**	**Estimated Completion Date**	**Comment**
Lion Mountain Road, Alton Downs (Ch 9.2 to 11.2) - Sealing	December 2024	May 2025	
2024/2025 Annual Reseal Program – Spray Seals	March 2025	May 2025	
Waraburra State School – Parking and Pedestrian Safety Works (STIP Funding – Tranche 5)	December 2024	May 2025	
Bills Road, Marmor (Ch 0.23 to Ch1.33) - Sealing (LRCI Phase 4 Funding)	March 2025	May 2025	
Parkhurst Industrial Area – Stage 2 – Wade Street Rehabilitation (SLRIP / REFF Funding)	August 2024	May 2025	
Alexandra Street / Birkbeck Drive Intersection – Early Works	December 2024	June 2025	

Bus Stop and Bus Shelter Program	March 2025	June 2025	
Murray Street (Fitzroy Street to Denham Street) - Rehabilitation	March 2025	June 2025	
Norman Road (German Street to Dodson Street) - Footpath (LRCI Phase 4 Funding)	March 2025	June 2025	
Unsealed Road Gravel Program	July 2024	June 2025	Refer to Unsealed Road Network Update
Completed			
Parkhurst Industrial Area – Stage 1 – McLaughlin Street (HVSPP Funding)			
Stanwell-Waroula Road - Sealing (RRUPP Funding)			
Upper Dawson Road / Canning Street / Derby Street – Intersection Upgrades – (Black Spot Funding)			
Somerset Road – Road and Stormwater Upgrades (TIDS Funding)			
St Mary's Catholic Primary School – Footpath (STIP Funding – Tranche 5)			
Denham Street (Canning Street to George Street) – Intersection Upgrades – (Black Spot Funding)			
Dale Park - Asphalt Basin Stormwater Quality Device			
Murphy Road, Kabra (Ch 0.44 to Ch 1.5) - Sealing (LRCI Phase 4 Funding)			
St Paul's Catholic Primary School – Footpath (STIP Funding – Tranche 6)			
Bawden Street / Bedford Street - Intersection Upgrade			
Berserker State School – Footpath (STIP Funding – Tranche 5)			
Emmaus College – Footpath (STIP Funding – Tranche 6)			
Rockhampton State High School – Footpath (STIP Funding – Tranche 5)			
Cambridge Street (Lennox Street to Murray Lane) - Footpath (LRCI Phase 4 Funding)			
Glenmore State School – Footpath (STIP Funding – Tranche 5)			
Witt Street (Dean St to Water St) – Rehabilitation			
Denison Street (Derby Street to Stanley Street) - Rehabilitation (LRCI Phase 4 Funding)			

The Cathedral College – Footpath (STIP Funding – Tranche 6)

MAJOR PROJECTS UPDATE

Derby Street / Denison Street / Kent Street				***Total Adopted Budget: $2,200,000***
Scope	The works being undertaken include installing a single-lane roundabout, traffic calming solutions, raised safety platforms, improved intersection signage and improved roadway lighting. ***Actual Start Date:*** *February 2024* ***Estimated Completion Date:*** *May 2025*			
Initial Construction Estimate	$2,190,000	**Estimated Cost at Completion**	$2,200,000	**Budget Health** 
On the Horizon – Key Milestones & Deliverables				
May • Completion of kerb and safety platform work at the intersection of Derby and Denison Streets, eastern side.				
Comments				

11.2 TRADE WASTE MANAGEMENT PLAN

File No:	**7032**
Attachments:	**1. Current Trade Waste Environmental Management Plan⇩** **2. Proposed Trade Waste Management Plan⇩**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Dan Toon - Manager Water and Wastewater**

SUMMARY

A review of the Trade Waste Management Plan has been undertaken to ensure continued compliance with environmental requirements and to enhance the service we provide to businesses who generate trade waste. The updated document is now titled the Trade Waste Management Plan.

This report outlines the key changes to the plan and seeks Council's endorsement.

OFFICER'S RECOMMENDATION

THAT Council resolve to endorse the Trade Waste Management Plan presented by this report.

COMMENTARY

Council adopted the current Trade Waste Environmental Management Plan (TWEMP), copy attached, in September 2010 and it has been applied successfully to managing the discharge of trade waste to the sewerage systems for the past 15 years. A review of the plan has been conducted to ensure continued compliance with environmental requirements and to enhance the service we provide to businesses who generate trade waste as a byproduct of their operations. The following list provides a summary of the main amendments to the document which is now titled Trade Waste Management Plan (TWMP), copy attached.

1. Addition of a grease trap capacity calculation guide. This was created to assist plumbers, hydraulic consultants and developers calculate indicative sizing for grease traps to be installed for the proposed business. This does not remove the requirement for detailed sizing design for complex or large installations.
2. Inclusion of a specific list of business types that are not required to have a trade waste permit. This was introduced to make it clear for potential generators of trade waste if they require a trade waste permit.
3. Changes to the way Appendix 3 is written. The main change is removal of specific sizes of grease traps for business types, hence, inclusion of the calculation table so we know businesses have installed the correct size trap to suit the capacity of volume discharging to the sewer.
4. Included explanations against the legislation information on page 26 to make it clear why the relevant legislation is associated with trade waste.
5. Added to Appendix 3 the food standards code for under bench grease arrestors and explanation why they are not approved in our region. Previously this was not in the plan, and it was identified as important to have this reference added to make it clear the Environmental Health section of Council do not allow these to be installed.
6. Inclusion of a new section on page 6 identifying assistance that is available from the Fitzroy River Water Trade Waste Officer. It was identified as important to make sure anyone seeking assistance about trade waste can email their enquiry through to a monitored email address. Enquiries are received which can result in site visits to discuss options and provide general advice.

The changes proposed in the new plan will not affect the charging regime for trade waste permit holders.

BACKGROUND

Liquid wastes are produced by a variety of industrial, commercial and domestic activities. The Environmental Protection Act provides a general prohibition against the pollution of the environment by the discharge of such wastes, except where the person or agency holds an environmental authority permitting such discharge.

Rockhampton Regional Council is required to meet the conditions of the environmental authority (licence) issued by the Department of Environment, Tourism, Science & Innovation (DETSI), for its sewerage system including the disposal and reuse of treated effluent and biosolids. Council is also required by the Water Supply (Safety and Reliability) Act and the Environmental Protection (Water) Policy (EPP Water) to fully assess the effect of trade waste on the sewerage system and the environment before issuing a trade waste approval. This process is currently controlled on behalf of Rockhampton Regional Council by Fitzroy River Water via a Trade Waste Environmental Management Plan.

PREVIOUS DECISIONS

The current Trade Waste Environmental Management Plan was endorsed by resolution of Council dated 28 September 2010.

BUDGET IMPLICATIONS

There are no known budget implications related to this report.

LEGISLATIVE CONTEXT

The purpose of the plan is to ensure environmental compliance is achieved for businesses that generate trade waste which is disposed of to the sewerage systems.

LEGAL IMPLICATIONS

There are no known legal implications arising from this report.

STAFFING IMPLICATIONS

The proposed changes to the plan do not change the current staffing requirements associated with managing trade waste.

RISK ASSESSMENT

The Trade Waste Management Plan provides a sound approach to managing the risk trade waste discharges pose to operation of the sewerage systems and sewage treatment plants.

CORPORATE/OPERATIONAL PLAN

The proposed Trade Waste Management Plan supports Goal 4.2 of the Rockhampton Regional Council Corporate Plan 2022-2027.

CONCLUSION

The proposed Trade Waste Management Plan will ensure continued legislative compliance and provides a framework for managing the discharge of trade waste to the sewerage systems and a process for regularly reviewing the quantity and content of discharged trade waste.

TRADE WASTE MANAGEMENT PLAN

Current Trade Waste Environmental Management Plan

Meeting Date: 20 May 2025

Attachment No: 1

ROCKHAMPTON REGIONAL COUNCIL

FITZROY RIVER WATER
Business Unit of RRC

TRADE WASTE ENVIRONMENTAL MANAGEMENT PLAN

September 2010

Trade Waste Environmental Management Plan
September 2010
Version 1.0

Rockhampton Regional Council

Trade Waste Environmental Management Plan

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1. INTRODUCTION

Liquid wastes are produced by a variety of industrial, commercial and domestic activities. The *Environmental Protection Act* provides a general prohibition against the pollution of the environment by the discharge of such wastes, except where the person or agency holds an environmental authority permitting such discharge.

All discharges to receiving waters are required to be treated to a standard that will maintain or enhance receiving water quality and environmental values.

Liquid waste generated by industry, small business and commercial enterprises is referred to as trade waste. The *Water Supply (Safety and Reliability) Act* prohibits the unauthorised discharge of wastes, other than domestic sewage, into the sewerage system. The options for producers of trade waste are to have it treated at an approved treatment facility, obtain approval from Council to discharge to the sewerage system, or to obtain an environmental authority under the *Environmental Protection Act* to treat the waste themselves before discharge to the environment.

Rockhampton Regional Council provides a sewerage system primarily for transporting and treating domestic sewage. Payment for this service is collected through sewerage charges on each rateable property. This system may also be used, with the approval of Council, for the acceptance and treatment of trade waste. As trade waste imposes an additional load on the sewerage system, trade waste charges apply.

Council is required to meet the conditions of the environmental authority (licence), issued by the Department of Environment and Resource Management (DERM), for its sewerage system including the disposal and reuse of treated effluent and biosolids. Council is also required by the *Water Supply (Safety and Reliability) Act* and the *Environmental Protection (Water) Policy* (EPP (Water)) to fully assess the effect of trade waste on the sewerage system and the environment before issuing a trade waste approval.

The discharge of trade waste to stormwater drainage is prohibited under the *Local Government Act*. The stormwater system must only be used for the disposal of uncontaminated stormwater runoff. Under the *Environmental Protection Act*, Council is responsible for the investigation and where appropriate legal action against individuals and organisations that pollute waterways or stormwater systems.

Domestic sewage consists mostly of water which, after treatment to reduce biodegradable material, suspended solids and nutrients, can be disposed of in accordance with its environmental authority requirements. Council is actively seeking opportunities to reuse and recycle treated effluent and biosolids.

Trade waste may have an organic strength many times that of domestic sewage and may overload the treatment facility. Trade waste may also contain other substances such as high levels of fats and grease, heavy

metals, organic solvents and chlorinated organic substances which sewerage systems are not designed to treat. These substances may:

- pose a serious risk to the safety and health of sewerage workers;
- damage the infrastructure of the sewerage system;
- inhibit biological processes at the treatment plant;
- accumulate in biosolids, making their reuse difficult or impracticable; or
- pass through the plant untreated resulting in environmental contamination.

To ensure the continued protection of our environment and waterways, Council's policy is to accept, subject to conditions, biodegradable waste into the sewerage system provided that:

- the system is of adequate capacity to effectively collect, transport and treat the waste; and
- all practicable waste minimisation, recycling and reuse options have been applied by the trade waste generator.

Discharge of waste containing substances in amounts liable to be toxic or hazardous to the sewerage system, treatment process, personnel or the environment is prohibited. Council may consider the acceptance of trade waste containing toxic or hazardous substances and non-degradable pollutants to sewer only after the waste has been pre-treated by on site "best practicable treatment" to ensure sewer admission limits are not exceeded.

2. DEFINITIONS

Agreement
See *trade waste agreement*

Arrestor
An apparatus designed to intercept and retain silt, sand, oil, grease, sludge and other substances in a waste discharge.

Council
In this plan a reference to Council means the Rockhampton Regional Council or any person appointed or authorised by the Rockhampton Regional Council to act on behalf of Council as the case may require.

Biosolids
The treated solids (sludge), mainly organic, produced by sewage treatment.

Discharge Factor
The percentage of the water supplied to the property, as measured by the water meter, which is discharged to the sewerage system. The discharge factor includes all domestic, commercial and industrial sewage that enters the sewerage system from a property. Discharge factors may range from 0 to 100% and in exceptional circumstances may be greater than 100% if additional material is added to the waste stream as part of the production process.

Domestic sewage
Faecal matter and urine of human origin and liquid household wastes from water closet pans, sinks, baths, basins and similar fixtures designed for use in private dwellings.

Effluent
The liquid discharged following a sewerage treatment process.

Generator
See *trade waste generator.*

Human wastes
Human faecal substances and urine.

Owner of land
As defined in the Local Government Act.

Permit
See *trade waste permit.*

Premises
A lot as defined in the *Sustainable Planning Act*, or for a lot under the *Body Corporate and Community Management Act* or the *Building Units and Group Titles Act* – the common property for the lot.

Prohibited substances
A substance prescribed in Schedule 1 of the Water Supply (Safety and Reliability) Act.

Regulated waste
Non–domestic waste as mentioned in Schedule 7 of the *Environmental Protection Regulation* (whether or not it has been treated or immobilised) and includes:
a) for an element – any chemical compound containing the element; and
b) anything that has contained the waste.

Septage
Refers to the entire contents of a septic tank, including the liquid and sludge.

Sewage
All faecal matter, urine, household and commercial waterborne discharges that contain human waste.

Sewerage or Sewerage System
A sewer, access chamber, vent, engine, pump, structure, machinery, outfall or other work used to receive, store, transport or treat sewage.

Sewer Admission Limits
The upper limits for the quality of trade waste discharge to the sewer (see Appendix 2)

Stormwater Drainage
A drain, channel, pipe, chamber, structure, outfall or other work used to receive, store, transport or treat stormwater.

Trade waste
The waterborne waste from business, trade or manufacturing premises, other than:
a) waste that is a prohibited substance; or
b) human waste; or
c) stormwater.

Trade Waste Agreement (Agreement)
Trade waste approval for the discharge of liquid waste classified as Category 3. It states the terms and conditions to be met by the trade waste generator and the owner with respect to the discharge of trade waste into Council's sewerage system.

Trade waste approval
Written approval by Council for a person to discharge trade waste to Council's sewerage system. See *trade waste agreement* and *trade waste permit*.

Trade waste generator
Any person, owner, occupier, company or body whose activity produces or has the potential to produce trade waste.

Trade Waste Officer
Trade waste officer means a person appropriately delegated by the Rockhampton Regional Council.

Trade Waste Permit (Permit)
Trade waste approval for the discharge of liquid waste classified as Category 1 or 2. It states the terms and conditions to be met by the trade waste generator and the owner with respect to the discharge of trade waste into Council's sewerage system.

3. TRADE WASTE POLICY

Purpose
To provide a liquid waste disposal service for domestic, commercial and industrial waste in accordance with the principles of environmental sustainability and in a manner which safeguards public health and is consistent with Council's responsibilities and obligations under Queensland legislation.

Objectives
- To safeguard public health and the environment.
- To prevent harm or injury to sewerage employees.
- To safeguard the sewerage system against damage, blockage or surcharging.
- To exclude non-biodegradable and potentially harmful substances that may:
  - lead to non-compliance with the conditions of Council's environmental authority issued by DERM;
  - cause the treatment process to fail;
  - render effluent or biosolids unacceptable for reuse or disposal;
  - cause physical damage to infrastructure; or
  - cause any other detriment to the environment.
- To equitably recover the cost of services to commerce and industry including the cost of conveyance, treatment and disposal and, maintenance and repair of damage to the sewerage system.
- To provide operational data on the volume and composition of industrial and commercial effluent to assist in the operation of the sewerage system, the design of augmentations or new sewerage systems, and waste management reporting.
- To encourage waste minimisation and cleaner production, including waste prevention, recycling, and pre-treatment.
- To promote water conservation.
- To assist Council to meet its statutory obligations.

Process
Council aims to achieve these objectives by a process which is transparent, equitable, accountable, consistent with best practice, and responsive to changing community needs and concerns.

Policy instruments
The objectives will be achieved using a combination of policy instruments, including:
- sewer admission limits (acceptable concentration/mass limits for sewerable wastes);
- conditional trade waste approvals (permits and agreements);
- "user pays" pricing;
- effluent improvement programs; and
- prohibition of discharge of substances and/or treatment devices.

4. CONTROL OF TRADE WASTE

A list of legislation relevant to trade waste control and acceptance to sewerage system is given in Appendix 1. This is not a complete listing of all legislation pertaining to the control of trade waste.

It is an offence to discharge trade waste to the sewerage system unless a trade waste approval has been issued by Council under the *Water Supply (Safety and Reliability) Act*. Any person wishing to discharge trade waste to the sewerage system must apply for a trade waste approval (see section 8).

A trade waste approval is the written approval from Council that states the requirements and conditions under which discharge to sewerage system is allowed. Two types of approval are referred to in this plan – a Trade Waste Permit (Permit) for Category 1 and 2 discharges and a Trade Waste Agreement (Agreement) for Category 3 discharges.

It is an offence for a person to discharge waste (including trade waste) other than uncontaminated stormwater to stormwater drainage.

4.1 SUSPENSION OR CANCELLATION OF TRADE WASTE APPROVAL

Grounds and procedures for suspension or cancellation of a trade waste approval are defined in the *Water Supply (Safety and Reliability) Act*.

Terms and conditions of a trade waste approval in respect of any matter occurring before the suspension or cancellation, including the payment of charges owing, will continue to have force and effect after the suspension or cancellation of the trade waste approval.

4.2 PENALTIES AND RECOVERY OF COSTS

Council may prosecute any person who commits a breach of the appropriate provisions of the *Water Supply (Safety and Reliability) Act , Local Government Act* or the *Environmental Protection Act* and its subordinate legislation, or who refuses or neglects to comply with any direction or requirement by Council pursuant to the above legislation. Penalties are set out in the above legislation, and include substantial fines.

Council may recover costs of repairing the damaged sewerage or stormwater system from a person causing damage to the system by discharging a prohibited substance or acting in a manner contrary to the relevant legislation.

5. SEWER ADMISSION LIMITS

Any waste discharged to Council's sewerage system must comply with the Trade Waste Sewer Admission Limits as set out in Appendix 2 unless otherwise specified in the trade waste approval. These limits are subject to periodic review.

The sewer admission limits, unless otherwise specified in the trade waste approval, are absolute maximums.

The trade waste stream and domestic sewage stream should, wherever practicable, discharge separately to the sewerage system. Where there is a common sanitary drain, an allowance for the domestic component will be made to estimate the actual trade waste component strength.

Council requires that trade waste generators implement waste minimisation practices and install best practice pre-treatment processes to reduce both the volume and the contaminant load of discharges to the sewerage system.

The dilution of trade waste with water to achieve compliance with the sewer admission limits is prohibited. Council has obligations to avoid sewer overflows and consequently will impose limits on the rate and timing of trade waste discharges.

5.1 EFFLUENT IMPROVEMENT PROGRAMS

For Category 1 and 2 discharges, the installation of a properly sized, approved best practicable pre-treatment device, together with an acceptable maintenance program in accordance with the trade waste approval conditions will be deemed to provide a satisfactory effluent with respect to the Sewer Admission Limits.

Council may, at its discretion, negotiate with a Category 3 trade waste generator to accept discharges to the sewerage system that exceeds any of the Sewer Admission Limits. Additional charges may apply for such parameters.

Where such an agreement is made, Council may require the trade waste generator to undertake an effluent improvement program. This program should include:

- a description of the effluent quantity and quality;
- provision for monitoring and reporting waste quantity and quality;
- an examination of waste prevention and recycling options;
- an examination of options for the conservation of water;
- a program involving the development of waste reduction and pre-treatment aimed at reducing contaminant levels over a period of not more than three years to the prescribed admission limits with an action program including expected outcomes, timelines and milestones; and
- a report for Council, including a summary of achievements and options.

Category 3 trade waste generators will be advised, in writing, if Council requires them to develop an effluent improvement program. If, at the time the trade waste approval falls due for renewal, the holder of the approval has not completed a satisfactory effluent improvement program, the approval holder is required to request in writing from Council an extension of time and provide an explanation as to why the effluent improvement program has not been completed.

Council may issue a new trade waste approval, subject to conditions that:
a) a satisfactory effluent improvement program be submitted within 60 days; and
b) the trade waste approval may be varied after submission of the effluent improvement program as necessary to enforce the implementation of the program.

6. DISCHARGE CATEGORIES

All trade waste accepted to the sewerage system will be classified according to the following three categories for the purposes of a trade waste approval and charging.

Parameter	**Category 1 low strength / low volume**	**Category 2 low strength / high volume**	**Category 3 high strength / any volume**
Biochemical Oxygen Demand (BOD_5), mg/L	< 300	< 300	>300
Chemical Oxygen Demand (COD), mg/L	< 600	< 600	> 600
Suspended Solids, mg/L	< 300	< 300	> 300
Total Kjeldahl Nitrogen, mg/L N	< 80	< 80	> 80
Total Phosphorus, mg/L P	< 15	< 15	> 15
Volume, kL/annum	< 250	> 250	Any volume
Trade waste approval	Permit	Permit	Agreement
Charges	Annual Charge (see section 7.1.1)	• Quantity based charge (see section 7.1.1) • Minimum charge applies	• Quantity/ Quality charge on total annual load (see section 7.1.1) • Minimum charge applies

Acceptance of waste under any category is conditional on the discharge meeting Council's Sewer Admission Limits (Appendix 2) unless otherwise specified in the trade waste approval.

It is the responsibility of the trade waste generator to install, operate and maintain best practicable pre-treatment devices or processes to ensure sewer admission limits are not exceeded.

In the event of a significant change in the strength or volume of a waste approved under Category 1 or Category 2, the waste will be treated as a Category 3 waste for the purposes of charging and monitoring.

7. TRADE WASTE CHARGES AND FEES

Trade waste fees are levied under sections 92 and 97 of the *Local Government Act.* Trade Waste Charges and associated fees will be as contained within Council's Fees and Charges as set by Council resolution.

Trade waste charges and fees as applicable from time to time are listed in the Schedule of Fees and Charges on the FRW website (www.frw.com.au) and are also available from Council's Customer Service Centre on request.

7.1 TRADE WASTE CHARGES

Trade waste is divided into three categories for charging purposes (section 6). Charges cover the cost of treatment and recurring administration and overhead costs associated with trade waste control.

Accounts for trade waste discharged to sewer will be:
a) forwarded annually for Category 1;
b) forwarded quarterly for Category 2 and Category 3;
c) if not paid within 30 days, thereafter bear interest at such rate per centum per annum as will be fixed by the Council; and
d) recoverable as a debt to Council.

7.1.1 GENERAL TRADE WASTE CHARGES

Charges are based on the actual quality and quantity of discharge for the period, not on figures described in the trade waste approval.

Where there is no flow monitoring device in place, measurement of flow will be inferred from other information including pump run hours. An agreed factor will be defined in each case to take in to account the specifics of the infrastructure at individual sites in order to calculate the flow measurement.

Charges will be determined as follows:

Category 1:
- An annual charge to cover the cost of administration, compliance inspections and overhead costs associated with trade waste control will apply.

Category 2:
- A quantity charge on the total annual volume of trade waste discharged to the sewer to be calculated as follows:

Calculating Trade Waste Fees (including BOD)

VR + BOD Rate = C

Where:

VR = Q x a
BOD Rate = ((Q x BOD) / 1000) x BOD Charge

VR = Volumetric Rate
Q = Volume (Quarterly Consumption)
a = Current Fees and Charges Rate for Volumetric Rate
BOD = Self-assessed by Permit holder
BOD Charge = Current Fees and Charges BOD Rate
C = Charged amount

Calculating Trade Waste Fees (excluding BOD)

VR = Q x a = C

Where

VR = Volumetric Rate
Q = Volume (Quarterly Consumption)
a = Current Fees and Charges Rate for Volumetric Rate
C = Charged amount

- A minimum charge will be established and listed in the Schedule of Fees and Charges on the FRW website (www.frw.com.au) and are also available from Council's Customer Service Centre on request.

Category 3:

- A quantity and quality charge on the total annual discharge of trade waste to the sewer to be calculated as follows:

Calculating Trade Waste Fees (including BOD)

VR + BOD Rate = C

Where:

VR = Q x a
BOD Rate = ((Q x BOD) / 1000) x BOD Charge
VR = Volumetric Rate
Q = Volume (Quarterly Consumption)
a = Current Fees and Charges Rate for Volumetric Rate
BOD = Self-assessed by Permit holder
BOD Charge = Current Fees and Charges BOD Rate
C = Charged amount

Calculating Trade Waste Fees (excluding BOD)

VR = Q x a = C

Where

VR = Volumetric Rate
Q = Volume (Quarterly Consumption)
a = Current Fees and Charges Rate for Volumetric Rate
C = Charged amount

- A minimum charge will be established and listed in the Schedule of Fees and Charges on the FRW website (www.frw.com.au) and are also available from Council' Customer Service Centre on request.

7.1.2 ADDITIONAL CHARGES FOR OVER LIMIT DISCHARGE (PENALTY CHARGE)

This penalty charge applies:

a) Where Council agrees to accept to sewerage, discharge which has properties in excess of the Sewer Admission Limits and these conditions of acceptance are defined in the trade waste approval.
b) Where a trade waste generator continually discharges to sewerage system in excess of the limits defined in the trade waste approval or the Sewer Admission Limits (Appendix 2) without approval to exceed the limits.

This penalty charge will apply to each non-complying parameter in addition to the general charges under section 7.1.1.

The formula for calculation is:

Charge = (actual/approved) × d × charge rate ($/kg) × kg pollutant

Where

- d is a constant to be determined by Council;
- the minimum ratio for actual/approved (as it refers to any volume or concentration) is 1.0; and
- approved means the sewer admission limit value or other negotiated value defined in the trade waste approval.

The period of the charge will be the time period, based on the sampling frequency, between the identification of the exceedance and the rectification of that exceedance. The type and frequency of sampling will be specified in the Trade Waste Permit or Agreement.

7.1.3 EQUIVALENT ARRESTOR CHARGES

This charge applies where an existing waste stream requires the installation of an arrestor to provide best practice pre-treatment for Category 1 or Category 2 discharges, but site-specific conditions do not allow for appropriate devices to be installed.

In addition to the normal Category 1 or Category 2 charges, a charge equal to the average cost paid by other trade waste generators of similar discharge type and quantity, to have arrestors regularly cleaned, will apply.

7.2 TRADE WASTE FEES

7.2.1 INSPECTION AND ANALYSIS FEES

The trade waste charges in all categories allow for compliance inspections and auditing analyses conducted by Council. Where additional inspections and laboratory analyses are required because of non-compliance with trade waste approval conditions, full costs will be recovered from the trade waste generator who is the holder of the approval.

The cost of inspection is as listed in the Schedule of Fees and Charges on the FRW website (www.frw.com.au) and are also available from Council's Customer Service Centre on request.

7.2.2 APPLICATION FEES

Applications for approval to discharge trade waste must be accompanied by the prescribed application fee.

7.2.3 SEPTIC TANK AND OTHER LIQUID WASTE FEES

Licensed bulk waste transporters and other persons disposing of septic tank, portable toilet or other approved liquid waste to the sewer or sewerage treatment plant under approved conditions will be charged on a calculated volume basis ($/kL) which takes account of both the volume and concentration of the waste.

8. APPLICATION AND RENEWAL PROCEDURES

8.1 APPLICATION PROCEDURE

Any person wishing to discharge trade waste to sewerage system must make written application for an approval to discharge. Applicants should contact Council's Customer Service Centre for information on trade waste applications.

Applications should be lodged prior to commencement of trading. Examples of appropriate times for lodging applications may include:

- during the processing of a building application for new premises or extensions intended for industrial and/or commercial usage;
- change in tenancy of such premises;
- change of ownership of such premises;
- shop fit-outs of such premises;
- during the processing of an application to strata title such premises;
- existing premises where trade waste is generated and no trade waste approval has been issued; or
- where a change in process technology occurs.

Liquid waste disposal contractors wishing to discharge septic tank, portable toilet waste or other approved holding tank or liquid waste to the sewer or sewerage treatment plant must be licensed and must apply for an approval.

An application form and advice on how to complete the form may be obtained in person from:

- Council's Customer Service Centres in Gracemere, Mt Morgan, Rockhampton or Yeppoon;
- The website: www.frw.com.au; or
- can be forwarded on request by telephoning 1300 225 577, or by email request to admin@frw.com.au.

Failure to provide all required information will result in delays in approvals.

Applications for approval to discharge Category 3 waste are subject to an Agreement being negotiated and must be accompanied by the application fee.

Applications should include details of the proposed method of pre-treatment to be used to ensure discharge meets sewer admission limits. One (1) copy of treatment plans should be forwarded with the application.

Any plumbing and drainage work associated with installing any treatment process must be in accordance with the *Plumbing and Drainage Act*, the *Standard Plumbing and Drainage Regulation*, the National Plumbing and Drainage Codes (AS/NZS 3500) and the approved sewerage drainage plan for the premises. The plumbing and drainage work must be carried out by a licensed plumber and drainer.

Applicants are referred to Minimum Pre-Treatment Requirements for Trade Waste Generating Processes Guideline (Appendix 3) for further guidance.

Where a discharge is deemed to be unacceptable, an approval will **not** be issued and alternative arrangements for disposal will have to be made. Detailed advice on treatment and disposal options for unacceptable discharge should be sought from appropriately qualified private consultants.

Where a trade waste generator is found to be discharging to Council's sewerage system without approval, Council will respond in accordance with approved procedures.

8.2 RENEWAL PROCEDURE

Council will issue a renewal notice not less than four (4) weeks prior to the expiry of a trade waste approval.

A review of trade waste discharge will be undertaken during the renewal. Where details have changed and/or discharge quantity or quality have changed to the point of category, the renewal will be treated as a new application and new application fees will apply.

A renewal must be properly made, failure to provide all required information will result in delays in renewal approval.

Where a trade waste generator fails to renew their application by the due date, Council will respond in accordance with approved procedures.

9. PERMITS AND AGREEMENTS

9.1 PERMITS

A trade waste generator producing waste assessed as suitable for sewer discharge and classified as Category 1 or Category 2 may be issued with a written trade waste approval in the form of a Permit which will remain in force for the specified period unless cancelled sooner.

Permits are not transferable.

The Permit states the terms and conditions which the trade waste generator must comply with in order to discharge trade waste to Council's sewerage system. These include, but are not limited to:

- expiry/renewal date;
- the location of the premises and nature of the occupancy;
- the type and composition of trade waste that may be discharged;
- a statement that the quality of waste will comply with Council's sewer admission limits as specified in Appendix 2 of the Trade Waste Environmental Management Plan (or attached to the permit) and details of any allowed variations;
- the quantity of trade waste that may be discharged;
- the rate of discharge, including maximum rate of discharge;
- the time when trade waste may be discharged;
- the period for which trade waste may be discharged;
- the method for estimating or measuring discharge volume;
- provisions for measuring and sampling discharge (including type and frequency of sampling) prior to entry to sewer;
- details of any pre-treatment required;
- conditions for maintenance of and removal of waste from pre-treatment equipment including the frequency of cleaning and nominated waste transporter;

- records to be kept concerning the cleaning and maintenance of pre-treatment equipment; and
- reporting requirements related to the above.

9.2 AGREEMENTS

A trade waste generator producing waste assessed as suitable for sewer discharge and classified as Category 3 may be issued with a written trade waste approval in the form of an Agreement. The Agreement will remain in force for the specified period unless terminated by either party in accordance with the Trade Waste Environmental Management Plan.

Agreements are not transferable.

The Agreement states the terms and conditions which the trade waste generator must comply with, in order to discharge trade waste to Council's sewerage system. These include but are not limited to:

- expiry/renewal date;
- the location of the premises and nature of the occupancy;
- the type and composition of trade waste that may be discharged;
- a statement that the quality of waste will comply with Council's sewer admission limits as specified in Appendix 2 of the Trade Waste Environmental Management Plan (or attached to the permit) and details of any allowed variations;
- the quantity of trade waste that may be discharged;
- the rate of discharge, including maximum rate of discharge;
- the time when trade waste may be discharged;
- the period for which trade waste may be discharged;
- the method for estimating or measuring discharge volume;
- provisions for measuring and sampling discharge (including type and frequency of sampling) prior to entry to sewer;
- details of any pre-treatment required;
- conditions for maintenance of and removal of waste from pre-treatment equipment including the frequency of cleaning and nominated waste transporter;
- records to be kept concerning the cleaning and maintenance of pre-treatment equipment; and
- reporting requirements related to the above.

10. OBLIGATIONS

Both Council and the trade waste generator have legal obligations and obligations under the trade waste approval. Key obligations are highlighted below.

10.1 TRADE WASTE GENERATORS

The trade waste generator is responsible for requesting approval to discharge trade waste to the sewerage system and to comply with relevant legislation, approval conditions and this Trade Waste Environmental Management Plan.

Once Council approves the discharge of trade waste into the sewerage system, the trade waste generator is responsible for installing, operating and maintaining best practice pre-treatment devices and processes to reduce the volume and the contaminant load of wastes discharged to sewer.

The trade waste generator must advise Council of any change to the quality and/or quantity of trade waste generated.

Upon request, the trade waste generator must supply the following documents:

- trade waste approval;
- record of maintenance;
- disposal dockets;
- MSDS documents; and
- any other relevant documents and notices.

10.2 COUNCIL

Where unauthorised discharge of trade waste to the sewerage system is detected, it is Council's responsibility to ensure that the unauthorised discharge is responded to in accordance with Council policy and procedures.

It is Council's responsibility for receiving and processing applications to discharge trade waste to the sewer and where appropriate, issue trade waste approvals and renewals in accordance with adopted procedures.

It is Council's role to monitor trade waste generator(s) compliance with trade waste approval(s), manage trade waste in accordance with Policy and to respond to breaches of approvals as per Council policy and procedures.

Council will communicate changes to policy, procedures and other documentation that may impact on trade waste generators through appropriate communication media.

11. INSPECTION AND MONITORING

It is the responsibility of the trade waste generator to ensure that they comply with the trade waste permit or agreement conditions. For the purpose of monitoring and auditing the conditions of discharge, Council may routinely and randomly inspect all premises occupied by the holder of a trade waste approval.

Inspections may include, but not be limited to, the following:

- Inspection of maintenance records;
- Inspection of sampling and discharge data records (if relevant);
- Check of all chemical storage areas to ensure that they are appropriately bunded and connected to sewer;
- Check to ensure that there are no stormwater connections to the trade waste system or sewerage system;
- Check to ensure that there are no illegal trade waste connections to stormwater or sewer and there is no potential for trade waste discharge to overflow improperly to sewer, stormwater or waterways;
- Check to ensure that pre-treatment facilities are regularly and properly serviced and standby equipment is available where necessary; and
- Assessment of work practices to ensure that they do not result in a breach of the trade waste approval.

11.1 INSPECTION CHAMBERS AND/OR GAUGING FACILITY

Category 3 discharges will be permitted to enter Council's sewerage system through a suitable inspection chamber and/or gauging facility. The inspection chamber and/or gauging facility will be located on the trade waste discharge line in an area accessible at all times to Council, allowing for sampling and/or monitoring equipment to be installed and operated.

A suitable 240 volt power outlet and a standard water supply outlet with a back-flow prevention device, installed in accordance with AS 3500 Part 1 and AS 2845., is required at all gauging facility sites.

For new Category 2 and 3 discharges the trade waste discharge line must be separate from the domestic waste discharge line.

For existing approved facilities retrofitting is not required except where it may be done during any proposed upgrading or alterations.

If commercial or industrial premises generate trade waste but do not discharge trade waste to Council's sewerage system, a suitable inspection point must be installed on the sanitary drain. It must be in an accessible location within the property boundary prior to the Council sewerage system connection. This is to enable checks to be made to ensure that trade waste is not being discharged to sewer.

Arrestor trap installations and other pre-treatment devices on premises discharging Category 1 and 2 discharge must have an inspection opening

provided externally to the building, within the premises, at finished ground level.

12. DETERMINATION OF DISCHARGE QUANTITY

12.1 CATEGORY 1 AND 2

In the absence of an approved trade waste flow meter, the volume of trade waste discharged will be estimated from total metered water consumption, less an allowance for domestic waste based on 136 kL/annum per pedestal and an allowance for water consumed on the property, based on a discharge factor.

Investigations have established a basis for estimating the proportion of water consumption discharged as trade waste by various types of trade and manufacturing processes. This estimated proportion will be used to determine the volume of discharge considered when a permit is issued unless the trade waste generator can provide justification for another volume to be considered.

Category 2 trade waste generators may, and are encouraged to, install an approved flow measurement device.

12.2 CATEGORY 3

The volume of trade waste discharged to the sewerage system must be measured by an approved flow measurement device. This should be located on the trade waste discharge stream, which should be separate from the domestic waste discharge stream.

Where the flow measured includes domestic waste, an allowance as determined by Council per pedestal shall be made.

Trade waste generators exempt from installing a flow measurement device will have the volume of discharge estimated as under section 12.1.

13. DETERMINATION OF DISCHARGE QUALITY

13.1 CATEGORY 1 AND 2

Measurements relating to discharge quality for Category 1 and 2 discharges are required for compliance checks only and in accordance with the Permit. It is the responsibility of the trade waste generator to undertake measurements and analysis and provide the results as detailed in the Trade Waste Permit or upon request.

Where additional inspection and testing is required because of a suspected non-compliance that is later substantiated, the additional costs incurred must be met by the trade waste generator. Council will provide indicative cost estimates to the trade waste generator prior to completion of the testing.

13.2 CATEGORY 3

Measurements relating to discharge quality for Category 3 discharges are required for compliance checks, charging and in accordance with the Agreement.

Council will inspect the premises and collect and analyse samples for overall assessment of compliance with sewer admission limits and agreement conditions as part of its inspection and monitoring program.

Where additional inspection and testing is required because of a suspected non-compliance that is later substantiated, the additional costs incurred must be met by the trade waste generator. Council will provide indicative cost estimates to the generator prior to completion of the testing.

14. SPECIFIC REQUIREMENTS FOR COMMERCIAL AND INDUSTRIAL WASTES

14.1 REMOVING REGULATED WASTE FROM PREMISES

Removal of over 250kg of regulated waste in a single load from a premises must only be carried out where the transportation is undertaken on a commercial basis, by waste transporters licensed in accordance with the Environmental Protection Act and the Environmental Protection Regulation and transported, stored, treated or disposed of in accordance with the requirements of the Environmental Protection Regulation Act and the Environmental Protection (Waste Management) Regulation.

No person will discharge or cause to be discharged directly or indirectly to the sewerage system, waste from any waste transport vehicle, without a trade waste approval.

Removing and disposing of septic tank waste, portable toilet waste and holding tank waste will only be done by a licensed waste transporter. Such waste may be disposed of to the sewerage system in accordance with approval conditions.

Waste from grease and oil arrestors, other than treated effluent from approved installations (section 14.2), must not be disposed of to the sewerage system. Such wastes must be disposed of in a manner and/or at a site approved in accordance with requirements of the Environmental Protection Act and the Environmental Protection Regulation and the Environmental Protection (Waste Management) Regulation.

All waste transporters will be required to maintain records as prescribed by Council, to account for all waste collected and disposed of within or outside Council's local government area.

Trade waste charges will apply to all transported liquid and sludge waste approved for discharge to the sewerage system.

14.2 ARRESTOR INSTALLATIONS

Where arrestor installations are required to pre-treat waste before discharge to sewer they must be of a design and capacity approved by Council.

14.2.1 GREASE ARRESTORS

The maximum capacity of an individual grease arrestor will be 5000 litres subject to approval. Where the capacity requirement for premises is greater than 5000 litres, additional arrestors will be used, with each arrestor to be a discrete installation separately treating a defined waste stream.

Where possible, multiples of smaller sized grease arrestors are recommended.

Where it is intended that several trade waste generators share the use of a grease arrestor, the following information is required to be clearly tabled on the plan submitted with the application for approval:

- the size of the arrestor;
- details of the loading to be discharged by each trade waste generator; and
- the names of the businesses and shop number(s) sharing the arrestor.

Grease arrestors must be located so as to allow appropriate access for inspection, pump out and cleaning. Where practicable, a hose cock with suitable backflow prevention is to be provided for cleaning. The location must be approved by Council prior to installation.

All grease arrestors will be fitted with full length and width opening, gas tight covers and frames.

The use of solvents, enzymes, mutant or natural bacterial cultures, odour control agents or pesticides in grease arrestors is prohibited unless specifically approved by Council. Conditional approval may be given to allow the trade waste generator to demonstrate to Council that the product to be used does not adversely impact on the sewerage system or the environment.

Maintenance and cleaning of grease arrestors must be carried out on a regular basis in accordance with conditions of the trade waste approval by a waste transporter licensed under the Environmental Protection Act and the Environmental Protection Regulation.

In a situation where a grease arrestor is required for pre-treatment but cannot be installed because of specific site constraints an equivalent arrestor charge will apply.

14.2.2 MINERAL OIL ARRESTORS

Appropriately sized mineral (petroleum) oil arrestors for the treatment of oily discharge will be approved in most circumstances. Acceptable methods include:

- coalescing plate separators;
- membrane technology;
- dissolved air flotation (DAF);
- chemical precipitation;
- hydrocyclones;
- triple stage interceptors; and
- other apparatus /methods.

Each application will be assessed on the nature of the oily discharge to be treated, the proposed treatment method and site location.

Subject to recommendations by the manufacturers of plate separators, "Quick Break Detergents" may be used with plate separation units.

Maintenance and cleaning of mineral oil arrestors must be carried out on a regular basis in accordance with conditions of the trade waste approval. Removal of oily discharge must be carried out by a waste transporter licensed under the *Environmental Protection Act* and the *Environmental Protection Regulation*.

14.2.3 OTHER ARRESTOR APPLICATIONS

Arrestor installations may be used for other trade waste treatment applications such as:

- silt separation;
- oil and grease (non petroleum);
- cooling;
- neutralisation; and
- other specific applications approved by Council.

Each application will be assessed on the nature of the discharge to be treated, the proposed treatment method and site location.

Maintenance and cleaning of arrestors must be carried out on a regular basis in accordance with conditions of the trade waste approval by a waste transporter licensed under the Environmental Protection Act and the Environmental Protection Regulation.

14.3 ENZYMES / BIOLOGICAL ADDITIVES

14.3.1 ENZYME AND BACTERIAL CULTURES

Enzyme and mutant or natural bacterial cultures may be permitted for use in certain biological pre-treatment systems by way of specific application to Council.

Applicants will need to demonstrate to Council that the product to be used does not adversely impact on the sewerage system or the environment.

14.3.2 GENETICALLY MODIFIED ORGANISMS (GMOs)

Any person wishing to discharge commercial products containing genetically modified organisms to sewerage must first obtain approval for release to coastal and inland waters from the Office of the Gene Technology Regulator, Canberra. Council may then grant approval for discharge to the sewerage system.

Laboratories and other facilities which culture, package or transport GMOs should have in place sufficient procedures and pre-treatment equipment to ensure that no live GMOs are discharged to the sewerage system.

14.4 FOOD WASTE DISPOSAL UNITS

Food waste disposal units (garbage grinders / sink-to-sewer disposal units) may be approved for non-domestic use by specific application to the Council. Where installation is approved, the annual charge shall be based on motor power for Category 1 and 2 approvals.

14.5 COMMERCIAL SWIMMING POOLS / ORNAMENTAL PONDS

Filter backwash water and water from commercial and public swimming pools and ornamental ponds may not be discharged to sewer without approval through the issue of a trade waste approval. Trade waste charges in accordance with the discharge category will apply.

14.6 MEDICAL, CLINICAL, VETERINARY AND INFECTIOUS WASTES

Clinical and related waste should be managed in accordance with the requirements of the Environmental Protection (Waste Management) Regulation.

Solid wastes from any hospital, clinic, office or surgery of a medical or veterinary facility or laboratory, convalescent or nursing home or health transport facility including, but not limited to, hypodermic needles, syringes, instruments, utensils, swabs, dressings, bandages, or any paper or plastic item of a disposable nature, or any portions of human or animal anatomy, shall not be discharged to the sewer.

Infectious or hazardous liquid wastes deemed to pose a threat to public health and safety must not be discharged to the sewer without approval from Council. Such wastes will require treatment to render them non-infectious or non-hazardous prior to discharge. When approved for discharge, trade waste charges will apply.

14.7 CONTAINMENT OF TOXIC / HAZARDOUS SUBSTANCES

Any potentially toxic or hazardous substances must be stored in bunded areas where leaks, spillage, or overflows cannot be drained by gravity or by any automated mechanical means to the sewerage system or the stormwater drainage system.

Bunding of toxic or hazardous substances must meet recommendations of applicable best practice guidelines, standards, or codes of practice.

14.8 DISCHARGE OF LIQUID WASTES FROM VESSELS, VEHICLES AND AIRCRAFT

14.8.1 VESSELS

Depending on the quality, the discharge of certain galley and toilet wastes from vessels may be permitted via approved "pump out" facilities at ports and marinas. The operator of such facilities must hold an approval for discharge to the sewerage system.

Charges will apply.

The discharge of untreated bilge water to the sewer is prohibited.

14.8.2 BUSES, AIRCRAFT, RECREATIONAL VEHICLES

The discharge of toilet waste from buses, aircraft or recreational vehicles may be permitted at approved discharge locations. The owner of the premises on which such facilities are located must hold an approval for discharge to sewerage and discharge must be in accordance with the approval conditions.

Charges will apply.

14.9 LANDFILL LEACHATE & DISPOSAL FACILITY WASTEWATER

Leachate from landfill sites and effluent from waste treatment/disposal facilities constitutes a trade waste and must not be discharged to sewer without approval through the issue of a trade waste approval.

Charges in accordance with the discharge category classification will apply.

14.10 DISCHARGE FROM OPEN AREAS

The discharge of rainwater and stormwater to the sewerage system is prohibited.

The ingress of surface water from a potentially contaminated open area to sewerage can cause severe operational problems for Council. However, there may be circumstances when it is environmentally beneficial to accept these wastes to the sewer under strict controls.

The discharge to sewer from any potentially contaminated open area that is raised or bunded may be considered, provided the quality and quantity requirements of this plan are met.

Applicants should note that an open area approval is not an alternative to the appropriate management of polluted areas such as roofing or other methods to keep water away from the open area. Applicants must demonstrate to Council that all appropriate measures to keep runoff water away from the potentially contaminated open area have been taken.

A trade waste approval is required to discharge such waste.

All applications for sewer discharge from open areas must have controls incorporated in the design that will, in the opinion of Council ensure that:

- all contaminated liquid waste is pumped to sewer at a rate acceptable to Council;
- all discharge to sewer ceases automatically after a predetermined level of rainfall volume (mm) and/or intensity (mm/hour) to be set by Council;
- the "first flush" volume is collected and segregated during wet weather with additional runoff directed to the stormwater system. Applicants should seek advice from Council on the required “first flush” volume to be collected;
- the "first flush" volume collected is pumped to sewer, after any necessary pre-treatment, no sooner than one (1) hour after the rain stops; and
- a suitable device for the determination of sewer discharge flow and volume to be installed.

Charges in accordance with the discharge category classification will apply.

15. DISCRETIONARY POWER

Notwithstanding the provisions of this plan, due to the complexity of many industrial wastes and the need to protect Council's sewerage system, employees, and the environment, acceptance of any given trade waste to sewer will always be at the discretion of Council.

16. IMPLEMENTATION

This plan will become effective from the date adopted by Council. Businesses commencing after the plan being adopted will be required to fully comply with the policy from their date of commencement.

Businesses that generate trade waste, operating prior to the adoption of this plan, will be required to comply as per approved Council policies and procedures.

17. RECORDS AND REPORTS

Council will capture and record details of quality and quantity of trade waste discharge from each trade waste generator and report annually on the implementation of its Trade Waste Environmental Management Plan to DERM.

APPENDIX 1

SELECTED LEGISLATION AND STANDARDS RELEVANT TO TRADE WASTE

Water Supply (Safety and Reliability) Act
Environmental Protection Act
Environmental Protection (Water) Policy
Environmental Protection Regulation
Environmental Protection (Waste Management) Policy
Environmental Protection (Waste Management) Regulation
Local Government Act
Plumbing and Drainage Act
Standard Plumbing and Drainage Regulation
Sustainable Planning Act

AS 3500.1 2003 Plumbing and Drainage - Water Services
AS 2845.3 Water Supply—Backflow Prevention Devices

APPENDIX 2

SEWER ADMISSION LIMITS

The upper limits for the quality of trade waste discharged to the sewer for all categories are set out below.

Schedule I GENERAL LIMITS

Parameter	**Concentration - mg/L**
Temperature	45°C
pH	6-10
Biochemical Oxygen Demand (BOD5)	600 mg/L
Chemical Oxygen Demand (COD)	1500 mg/L
Total Organic Carbon (TOC)	1200 mg/L
Total Suspended Solids (TSS) #	600 mg/L
Total dissolved solids (TDS) #	10000 mg/L
Total oil/grease	200 mg/L
Gross solids	non faecal gross solids shall have a maximum linear dimension of less than 20 mm and a quiescent settling rate of less than 3 m/hr
Colour	limited such as not to give any discernible colour in treatment works discharge
Odour	not detectable in 1% dilution or causing an odour problem in Council's sewerage system
Chlorine (as Cl2)	10 mg/L
Sulphate (as SO-)#	1500 mg/L
Sulphite (as SO3)	15 mg/L
Surfactants - Anionic (MBAS)	500 mg/L
Aluminum (asAl)	100 mg/L
Iron (as total Fe) #	100 mg/L
Ammonia plus ammonium ion (as NH3)	100 mg/L
Total Kjeldahl Nitrogen (as N)	150 mg/L
Phosphorus (total P) #	50 mg/L

Council may in some circumstances accept waste containing higher concentrations of these substances. Additional charges for treatment will apply.

Schedule II PROHIBITED DISCHARGES

- Prohibited substances as defined in the *Water Supply (Safety and Reliability) Act*.
- Flammable/explosive substances.
- Radioactive substances except as allowed for under the *Queensland Radioactive Substances Act 1958.*
- Pathological and infectious waste and Cytotoxic waste.
- Genetically modified (engineered) organisms other than as provided for in this Plan.
- Rainwater, stormwater and uncontaminated water.

Schedule III SPECIFIC LIMITS - INORGANIC

Parameter	Concentration
Boron (B)	100 mg/L
Bromine (Br2)	10 mg/L
Fluoride (F)	30 mg/L
Cyanide (CN-)	5 mg/L
Sulphide (S--)	5 mg/L

Schedule IV SPECIFIC LIMITS - METALS

Parameter	Maximum Concentration mg/L	Maximum Mass Load g/day++
Arsenic (As)	5	15
Cadmium (Cd)	2	6
Chromium (Total Cr)	10	30
Cobalt (Co)	10	30
Copper (Cu)	10	30
Lead (Pb)	10	30
Manganese (Mn)	100	30
Mercury (Hg)	0.05	0.15
Nickel (Ni)	10	30
Selenium (Se)	5	15
Silver (Ag)	5	15
Tin (Sn)	10	30
Zinc (Zn)	10	30

++ Either the concentration or mass load method may be utilised, however once the mass load is exceeded only the concentration is to be used.

Schedule V SPECIFIC LIMITS - ORGANIC

Council may request specific demonstrable evidence based on degradability and toxicity concerning substances listed below.

Parameter	**Concentration mg/L**
Formaldehyde (HCHO)	50
Phenolic compounds (as Phenol)	100
Pentachlorophenol	5
Petroleum hydrocarbons	30
Halogenated Aliphatic hydrocarbons	5
Halogenated Aromatic Hydrocarbons (HAH)	0.002
- Polychlorinated biphenyls (PCB)	0.002
- Polybrominated biphenyls (PBB)	0.002
Polynuclear Aromatic Hydrocarbons (PAH)	5
Pesticides	
- General (insecticides/ herbicides/ fungicides)	1
- Organophosphates	0.1
- Organochlorines	
Aldrin	0.001
Chlordane	0.006
DDT	0.003
Dieldrin	0.001
Heptachlor	0.003
Lindane	0.1

Schedule VI OTHER

Any substance not listed in the above tables is a prohibited discharge and may not be discharged without prior approval of Council. Council may request specific demonstrable evidence based on degradability and toxicity for any substance when assessing acceptance to the sewerage system.

APPENDIX 3

MINIMUM PRE-TREATMENT REQUIREMENTS FOR TRADE WASTE GENERATING PROCESSES GUIDE

This information has been provided as an indication of minimum pre-treatment requirments that may be required, however you are strongly advised to seek advice from a consulting engineer or ensure strict compliance with guidelines provided by the manufacturer of the arresting device or similar installation.

Process	**Threats to Sewerage System**	**Minimum Pre-Treatment Requirements**
Abattoir		Trade Waste Consultant Recommended
Adhesives/Latex Manufacture		Trade Waste Consultant Recommended
Auto Dismantling	Oil, Petroleum, Hydrocarbons, Metals, Suspended Solids, Grease	Hydrocyclone or triple interceptor (TI) sized according to the influent flow rate. TI minimum 1kL/hour. Consultants/Equipment Suppliers must provide their sizing calculations and a recommended Maintenance Schedule for the customer to present to Trade Waste Officer.
Bakery (Retail) – Hot Bread, Cakes. (No pies or sausage rolls cooked on site)	BOD, Suspended Solids, Grease	Dry floor sweeping before washing, basket/bucket trap/arrestor if floor wastes in food preparation area. Written declaration required that no meat products are/will be made.
Bakery (Retail) – Pies, Sausage Rolls (Cooked on site)	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Boarding House/Hostel Kitchen	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size**

Process	Threats to Sewerage System	Minimum Pre-Treatment Requirements
		will be related to size of operation.[1]
Boiler Blowdown	Total Dissolved Solids, Metals, High Temperature	Cooling pit/tank to reduce wastewater temperature to less than 38°C. If volume of the cooling pit/tank is less than three times the maximum blowdown volume, cooling calculations are to be provided by the applicant/consultant.
Butcher – Retail	BOD, Suspended Solids, Grease	All drainage from sinks and floor wastes to pass through a basket/bucket trap/arrestor. Grease trap 1000L minimum capacity. **Grease trap size will be related to size of operation.[1]**
Butcher – Wholesale (cutting and dismantling pork and poultry)	BOD, Suspended Solids, Grease	Sweep up solids prior to wet cleaning. 3000L grease trap. Basket/bucket trap/arrestor if floor wastes in meat cutting and storage areas.
Butcher – Wholesale (cutting and dismantling not pork or poultry)	BOD, Suspended Solids, Grease	Sweep up solids prior to wet cleaning. 2000L grease trap. Basket/bucket trap/arrestor if floor wastes in meat cutting and storage areas.
Café/Canteen/Cafeteria Hot food cooked and served	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.[1]**
Car Body Repairs		See Panel Beating
Car Detailing	Oil, Grease, Suspended Solids	Hydrocyclone or triple interceptor (TI) sized according to the influent flow rate. TI minimum size 1kL/hour. Consultants/Equipment

Process	Threats to Sewerage System	Minimum Pre-Treatment Requirements
		Suppliers must provide their sizing calculations and a recommended Maintenance Schedule for the customer to present to the Trade Waste Officer.
Carpet Cleaning – Industrial		Trade Waste Consultant Recommended
Chemical Factory		Trade Waste Consultant Recommended
Chicken (BBQ/Charcoal) Cooking on site	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Chicken (fresh) retail only, with cutting and preparation of fresh meat	BOD, Suspended Solids, Grease	All drainage from sinks and floor wastes to pass through a basket/bucket trap/arrestor. Grease trap 1000L minimum capacity. **Grease trap size will be related to size of operation.**[1]
Coffee Shop/Sandwich Shop No cooking on site	Suspended Solids	Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. Written declaration that no hot food is/will be prepared or served.
Coffee Shop Food cooked on site	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Commercial Kitchen/Caterer	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of**

Process	Threats to Sewerage System	Minimum Pre-Treatment Requirements
		operation.[1] If volume of wastewater exceeds 16kL/day a consultant is recommended.
Community Hall Kitchens Food cooked on site	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Confectionery		Trade Waste Consultant Recommended
Cooling Tower Bleed Off No treatment chemicals containing chromium to be used		Beneficial re-use should be considered. No pre-treatment. Discharge rate to be limited to suit sewer capacity.
Crafts/Hobbies Less than 200L per day	Suspended Solids	No pre-treatment
Crafts (eg clubs, clay, pottery, gem stones, jewellery) 200L to 1000L/day	Suspended Solids	Plaster Arrestor
Crafts (secondary schools, cottage industries, clay pottery, gem stones, jewellery) in excess of 1000L/day	Suspended Solids	1000L General Purpose Pit
Dairy Products including milk, butter, cheese, yoghurt, ice-cream		Trade Waste Consultant Recommended
Day Care Centre With food cooked and served on site	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Day Care Centre No hot food prepared or served		Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas.

Process	Threats to Sewerage System	Minimum Pre-Treatment Requirements
Delicatessen Food cooked on site	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Delicatessen – no meat cooked on site. No hot food prepared or served.		Written declaration that no food is/will be prepared or served. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas.
Dental Surgery dental chairs, Plaster casts X-rays	Suspended Solids, Amalgam	Amalgam separator built into cuspidor by manufacturer. Plaster Arrestor See Photographic
Dental Technician Plaster casts X-rays	Suspended Solids	 Plaster Arrestor See Photographic
Dessert Restaurants		See Restaurants
Doctor's Surgery Plaster casts X-rays		 Plaster Arrestor See Photographic
Doughnuts – cooking	Grease	Grease trap 1000L minimum capacity. All floor wastes to drain through the grease trap. **Grease trap size will be related to size of operation.**[1]
Dry Cleaning		No application required unless boiler blowdown and/or washing machines on site. Any floor drain must be protected by bunding to prevent any dry cleaning fluid entering the sewer.

Process	Threats to Sewerage System	Minimum Pre-Treatment Requirements
Engine/Gearbox Reconditioning, Parts Washing	Lead, Kerosene, Oil, Grease, Suspended Solids	Hydrocyclone or triple interceptor (TI) sized according to the influent flow rate. TI minimum 1kL/hour. Consultants/Equipment Suppliers must provide their sizing calculations and a recommended Maintenance Schedule for the customer to present to Trade Waste Officer. Acid cracking, dissolved air flotation, pH correction, pH monitoring, flow measurement, trade waste sampling facility may be required. Trade Waste Consultant Recommended
Equipment Hire Company	Kerosene, Suspended Solids, Oil, Grease	Gross solids settlement, hydrocyclone or triple interceptor (TI) sized according to the influent flow rate. TI minimum 1kL/hour. Consultants/Equipment Suppliers must provide their sizing calculations and a recommended Maintenance Schedule for the customer to present to Trade Waste Officer.
Fast Food Outlets (McDonalds/KFC/Pizza Hut/Dominos/Hungry Jacks)	BOD, Suspended Solids, Grease	Grease trap minimum size 1500L. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Fast Photo Processing (mini lab with wash water for film and paper processors)		See Photographic
Fast Photo Processing		See Photographic

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Process	Threats to Sewerage System	Minimum Pre-Treatment Requirements
(mini lab, **waterless** film and paper processors)		
Fish – fresh (retail) No cooking on site	Suspended Solids (eg scales and fish gut)	All drainage from sinks and floor wastes to pass through a basket/bucket trap/arrestor.
Fish Shop Cooking on site	Suspended Solids (eg scales)	All drainage from sinks and floor wastes to pass through a basket/bucket trap/arrestor. Grease trap 1000L minimum capacity. **Grease trap size will be related to size of operation.** [1]
Fruit and Vegetable market (retail)	Suspended Solids	Basket/bucket trap/arrestor if floor wastes in food preparation area.
Function Centre	BOD, Suspended Solids, Grease	See Restaurants
Funeral Parlour With food cooked and served on site	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Funeral Parlour No hot food prepared or served		No pre-treatment. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas.
Garbage Can Cleaning Hotels/restaurants/units	BOD, Suspended Solids, Grease	Fixed screen over floor waste. Wastewater to pass via grease trap (if installed)
Glass Cutting and Grinding (Including windscreens)	Suspended Solids	Re-use of wastewater should be considered. A solid settlement pit/tank, maximum of 2 hours retention at maximum flow rate. Cleaning of pit/tank to be carried out before thickness of settled material exceeds 200mm.
Graphic Arts		See Photographic

Process	Threats to Sewerage System	Minimum Pre-Treatment Requirements
Hairdressing Salon	Minor	No pre-treatment. Avoid discharge though grease trap.
Hotel (with counter lunches or restaurant)	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Ice Cream Parlour	Grease	No pre-treatment (pre-wipe utensils with paper towels before washing up)
Ice Cream Parlour (with hot food take away)	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Kennels	Suspended Solids	Screens installed at open drains for gross solids removal. Minimum size 1000L general purpose pit/tank (solids settlement pit/tank).
Laboratory (School)	Chemicals	1000L Balancing Tank/Pit.
Laboratory (other) (including Hospital, University)	Chemicals	To be assessed, after details of operation (including reagents used) are supplied.
Laundry (coin operated) (eg Laundrette, Laundromat)	Suspended Solids (lint), High temperature	Lint screens 1mm mesh (washing machine internal screens acceptable). Cooling pit if temperature exceeds 38°C.
Laundry (Commercial/Industrial)		Trade Waste Consultant Recommended
Laundry (Self-contained) (Boarding House/Hostel/Motel/Hotel)	Suspended Solids (lint), High temperature	Lint screens 1mm mesh (washing machine internal screens acceptable). Cooling pit if temperature exceeds 38°C.

Process	Threats to Sewerage System	Minimum Pre-Treatment Requirements
Lawn Mower Repairs	Oil, Grease, Grass Solids	Gross solids removal plus hydrocyclone or triple interceptor (TI) sized according to the influent flow rate. TI minimum 1kL/hour. Consultants/Equipment Suppliers must provide their sizing calculations and a recommended Maintenance Schedule for the customer to present to Trade Waste Officer.
Medical Centre Plaster cast area Dental work X-ray	Suspended Solids	 Plaster Arrestor See Dental Surgery See Photographic
Mechanical Workshop	Oil, Grease, Kerosene, Solids, Petroleum, Hydrocarbons	Hydrocyclone or triple interceptor (TI) sized according to the influent flow rate. TI minimum 1kL/hour. Consultants/Equipment Suppliers must provide their sizing calculations and a recommended Maintenance Schedule for the customer to present to Trade Waste Officer.
Motel Kitchen/Restaurant	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Municipal Pool	Suspended Solids, Chlorine	No pre-treatment If a kiosk is on the site, see Take Away Food.
Nightclub	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor

Process	Threats to Sewerage System	Minimum Pre-Treatment Requirements
		if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Nursing Home Kitchen	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Oil Refinery		Trade Waste Consultant Recommended
Open Areas Contaminated Area		Trade Waste Consultant Recommended
Optical Factory (grinding of glass and plastic)	Suspended Solids	Minimum size 1000L general purpose pit/tank (solids settlement pit/tank). Cleaning frequency to be determined to ensure that sludge does not occupy more than a third of pit depth or that thickness of scum does not exceed 80mm.
Optical Services (Retail)	Suspended Solids	No pre-treatment
Panel Beating Spray Painting	Suspended Solids, Grease, Oil	Established premised may use an existing 1000L general purpose pit, providing it is in a satisfactory condition. For a new operation on the site, a hydrocyclone or a triple interceptor (TI) 1kL/hour minimum.
Photographic processing & developing	Silver, Ammonia, Thiosulphate, Sulphite	Silver rich solutions must either be secured for off-site disposal, or pass through a silver recovery unit prior to discharge to sewer.
Pizza Cooking Takeaway/Home Delivery	BOD, Suspended Solids, Grease	Grease trap 1000L minimum capacity.

Process	Threats to Sewerage System	Minimum Pre-Treatment Requirements
No seats – (bakehouse)		Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Potato Peeling (within commercial food preparation area)	BOD, Suspended Solids	Peeling machine to have built in screen in place. Wastewater to pass through a basket/bucket trap/arrestor and the grease trap servicing the kitchen area.
Poultry Abattoir		Trade Waste Consultant Recommended
Printing Presensitised photopolymer printing plate		See Photographic
Radiator Repair	Suspended Solids pH Toxic Metals	pH adjustment to 9-10 prior to solids removal (settlement and filtration) and pH adjustment to 7-10 before discharge to sewer. Floor must be bunded to prevent spillage draining to sewer.
Restaurants	BOD Suspended Solids Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Sandwich Bar/Salad Bar/Coffee Lounge No cooking		See Coffee Shop
Sandwich Bar/Salad Bar/Coffee Lounge with hot food cooking/eat in or take-away		See Coffee Shop (hot food cooked and served)
Sea Foods (wholesale) (no hot food cooking)	Suspended Solids	Oyster shucking – general purpose pit, 1000L minimum capacity. Basket/bucket trap/arrestor

Process	Threats to Sewerage System	Minimum Pre-Treatment Requirements
		for fish filleting.
School Home Science Laboratory	 BOD Suspended Solids Grease Chemicals	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1] See Laboratory (School)
School Canteen No Cooking		Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas.
School Canteen Cooking	BOD Suspended Solids Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.**[1]
Screen Printing Photographic Stencil Development Stencil Cleaning Stencil Stripping	 Silver, Ammonia, Thiosulphate, Sulphite Suspended Solids Suspended Solids, Flammable, Solvents, Chlorinated Solvents Suspended Solids	 See Photographic Settling tank/pit No discharge to sewer, surplus ink scraped off for re-use, solvent is filtered and re-used. Settling tank/pit. Minimum size to equal the actual volume from 1 hours of washing. Cleaning schedule required.
Service Station (with mechanical workshop)	Oil, Grease, Petroluem, Hydrocarbons	Hydrocyclone or triple interceptor (TI) sized according to the influent flow rate. TI minimum 1kL/hour. Consultants/Equipment Suppliers must provide

Process	Threats to Sewerage System	Minimum Pre-Treatment Requirements
		their sizing calculations and a recommended Maintenance Schedule for the customer to present to Trade Waste Officer.
Service Station Covered forecourt only (no mechanical workshop)	Oil, Grease, Flammables	Covered forecourt discharge/run off is generally permitted – liaise with your Trade Waste Officer. Dry sweeping to be adopted.
Shopping Centre (including food preparation)	BOD Suspended Solids Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.[1]**
Smallgoods Manufacture		Trade Waste Consultant Recommended
Stone Working	Fine Solids	Solids settlement pit/tank.
Supermarket	BOD Suspended Solids Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.[1]**
Swimming Pool		See Municipal Pool
Takeaway Food Outlets (Fish & Chips, Hot Chicken)	BOD Suspended Solids Grease	Grease trap 1000L minimum capacity. Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. **Grease trap size will be related to size of operation.[1]**
Takeaway Food No hot food	BOD Suspended Solids Grease	Basket/bucket trap/arrestor if floor wastes in food preparation and handling areas. Written declaration required that no hot food is/will be prepared at the premises.

Process	Threats to Sewerage System	Minimum Pre-Treatment Requirements
Vegetable Cleaning Vegetable Peeling	BOD Suspended Solids	Basket/bucket trap/arrestor, solids settlement pit (wholesale premises), curved screen, proprietary settler, pH adjustment, flow measurement, wastewater sampling facility. Trade Waste Consultant Recommended
Vehicle Washing (Roofed) Including machinery part, etc.	Suspended Solids Oil Grease	Wash area roofed and bunded to exclude rainwater, but include washwater. Basket/bucket trap/arrestor to screen out gross solids. Minimum size 1000L general purpose pit/tank (solids settlement pit/tank) or hydrocyclone or triple interceptor (TI) sized according to the influent flow rate, with an oil collection container and sludge withdrawal system, all within a roofed and bunded area. TI minimum size 1kL/hour. Overflow to sewer only from final compartment of pit/tank.
Vehicle Washing (Open Areas, un-roofed) Including machinery part, etc. **NB: Open Areas are not considered as an alternative to roofing**	Suspended Solids, Oil, Grease, Rainwater	Basket/bucket trap/arrestor to screen out gross solids. Minimum size 1000L general purpose pit/tank (solids settlement pit/tank) or Hydrocyclone or triple interceptor (TI) sized according to the influent flow rate. TI minimum 1kL/hour. Consultants/Equipment Suppliers must provide their sizing calculations and a recommended Maintenance Schedule for the customer to present to

Process	Threats to Sewerage System	Minimum Pre-Treatment Requirements
		Trade Waste Officer. Area must be roofed if likely to be used during wet weather.
Veterinary Clinics Veterinary X-ray	Suspended Solids	Basket/bucket trap/arrestor. See Photographic

[1]All non-residential premises engaged in the cooking and preparation of foodstuffs, are required to install and maintain an adequately sized grease trap. A minimum size of 1000L is required and a minimum 1 hour retention time at maximum flow.

Where possible it would be preferred for total grease trap capacity requirements to be met by at least two grease traps. A guide to the sizing of a grease trap is as follows:

Canteens, Cafeterias, Kitchens, Restaurants, etc	**Grease Trap Capacity**
Discharge up to 1,100 litres/day, typically up to 69 seats	1000 Litres
Discharge up to 3,200 litres/day, typically 70-199 seats	1500 Litres
Discharge up to 6,400 litres/day, typically 200-399 seats	2000 Litres
Discharge up to 9,600 litres/day, typically 400-599 seats	3000 Litres
Discharge up to 12,800 litres/day, typically 600-799 seats	4000 Litres
Discharge up to 16,000 litres/day, typically 800-1000 seats	5000 Litres

Shopping Complex

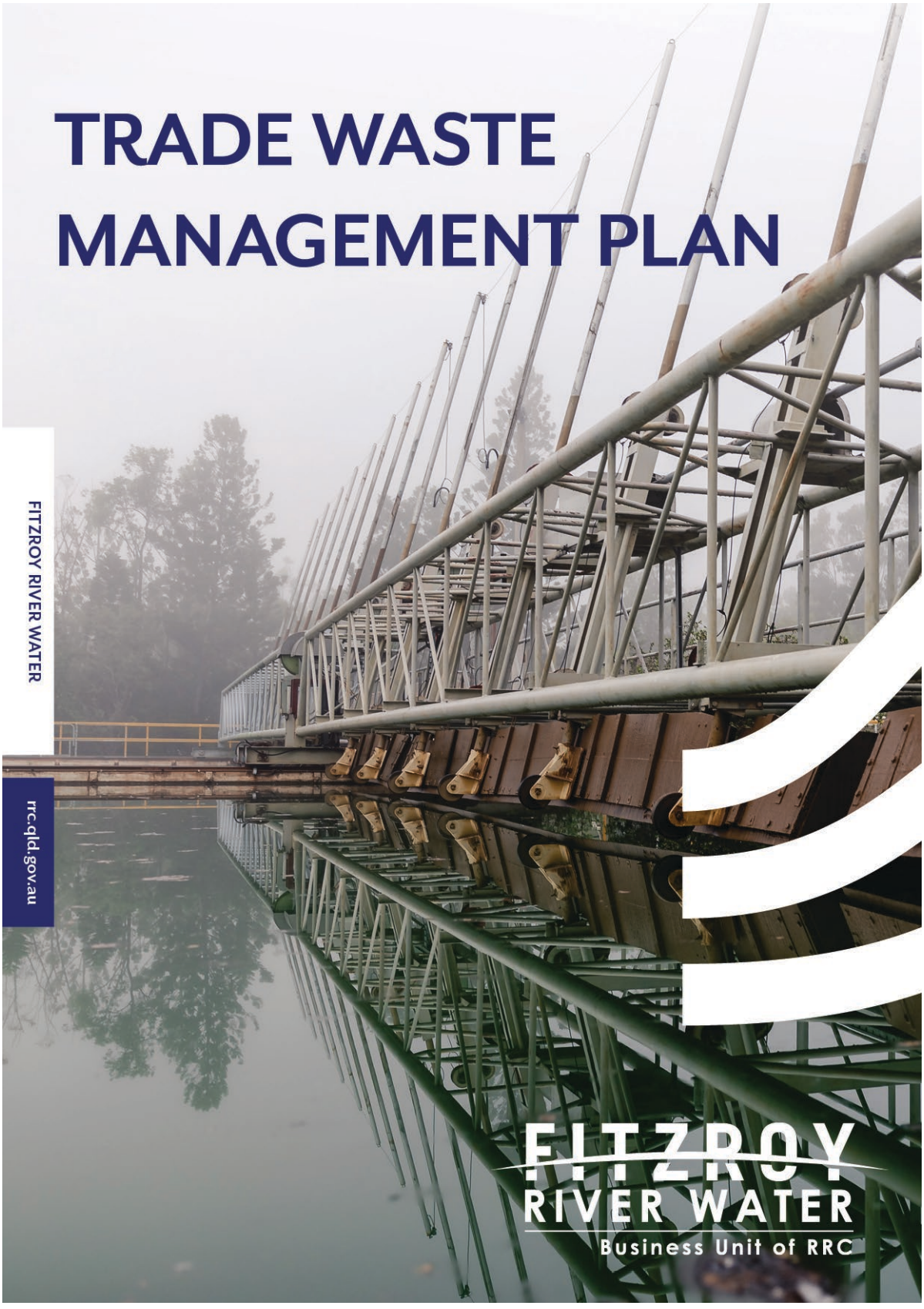
60% of the sum of the capacities specified for all food outlets.

TRADE WASTE MANAGEMENT PLAN

Proposed Trade Waste Management Plan

Meeting Date: 20 May 2025

Attachment No: 2


TRADE WASTE
MANAGEMENT PLAN
FITZROY RIVER WATER
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Business Unit of RRC

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Version Control

Revision No.	Description	Date	Reviewer
0	Original adopted version	September 2010	Jason Plumb Michael Dalton Ariane Leyden Jo Parker
1	First revision	April 2025	Dan Toon Paul Dean Jo Parker

1. INTRODUCTION

Liquid wastes are produced by a variety of industrial, commercial and domestic activities. The *Environmental Protection Act* provides a general prohibition against the pollution of the environment by the discharge of such wastes, except where the person or agency holds an environmental authority permitting such discharge.

All discharges to receiving waters are required to be treated to a standard that will maintain or enhance receiving water quality and environmental values.

Liquid waste generated by industry, small business and commercial enterprises is referred to as trade waste. The *Water Supply (Safety and Reliability) Act* prohibits the unauthorised discharge of wastes, other than domestic sewage, into the sewerage system. The options for producers of trade waste are to have it treated at an approved treatment facility, obtain approval from Council to discharge to the sewerage system, or to obtain an environmental authority under the *Environmental Protection Act* to treat the waste themselves before discharge to the environment.

Rockhampton Regional Council provides a sewerage system primarily for transporting and treating domestic sewage. Payment for this service is collected through sewerage charges on each rateable property. This system may also be used, with the approval of Council, for the acceptance and treatment of trade waste. As trade waste imposes an additional load on the sewerage system, trade waste charges apply.

Council is required to meet the conditions of the environmental authority (licence), issued by the Department of Environment and Science (DETSI), for its sewerage system including the disposal and reuse of treated effluent and biosolids. Council is also required by the *Water Supply (Safety and Reliability) Act* and the *Environmental Protection (Water) Policy (EPP (Water))* to fully assess the effect of trade waste on the sewerage system and the environment before issuing a trade waste approval.

The discharge of trade waste to stormwater drainage is prohibited under the *Local Government Act*. The stormwater system must only be used for the disposal of uncontaminated stormwater runoff. Under the *Environmental Protection Act*, Council and in some cases DETSI are responsible for the investigation and where appropriate legal action against individuals and organisations that pollute waterways or stormwater systems.

Domestic sewage consists mostly of water which, after treatment to reduce biodegradable material, suspended solids and nutrients, can be disposed of inaccordance with the treating Sewage Treatment Plants environmental authority requirements. Council is actively seeking opportunities to reuse treated effluent and biosolids.

Trade waste may have an organic strength many times that of domestic sewage and may overload the treatment facility. Trade waste may also contain other substances such as high levels of fats and grease, heavy metals, organic solvents and chlorinated organic substances which sewerage systems are not designed to treat. These substances may:

- pose a serious risk to the safety and health of sewerage workers;
- damage the infrastructure of the sewerage system;
- inhibit biological processes at the treatment plant;
- accumulate in biosolids, making their reuse difficult or impracticable; or
- pass through the plant untreated resulting in environmental contamination.

To ensure the continued protection of our environment and waterways, Council's policy is to accept, subject to conditions, biodegradable waste into the sewerage system provided that:

- the system is of adequate capacity to effectively collect, transport and treat the waste; and
- all practicable waste minimisation, recycling and reuse options have been applied by the trade waste generator.

Discharge of waste containing substances in amounts liable to be toxic or hazardous to the sewerage system, treatment process, personnel or the environment is prohibited. Council may consider the acceptance of tradewaste containing toxic or hazardous substances and non-degradable pollutants to sewer only after the waste has been pre-treated by on site "best practicable treatment" to ensure sewer admission limits are not exceeded.

2. TRADE WASTE PLAN

Purpose

To provide a liquid waste disposal service for domestic, commercial and industrial waste in accordance with the principles of environmental sustainability and in a manner which safeguards public health and is consistent with Council's responsibilities and obligations under Queensland legislation.

Objectives

- To safeguard public health and the environment;
- To prevent harm or injury to sewerage employees;
- To safeguard the sewerage system against damage, blockage orsurcharging;
- To exclude non-biodegradable and potentially harmful substances that may:
  - lead to non-compliance with the conditions of Council's environmentalauthority issued by DETSI;
  - cause the treatment process to fail;
  - render effluent or biosolids unacceptable for reuse or disposal;
  - cause physical damage to infrastructure; or
  - cause any other detriment to the environment.
- To equitably recover the cost of services to commerce and industry including the cost of conveyance, treatment and disposal and, maintenance and repair of damage to the sewerage system;
- To provide operational data on the volume and composition of industrial and commercial effluent to assist in the operation of the sewerage system, the design of augmentations or new sewerage systems, and waste management reporting;
- To encourage waste minimisation and cleaner production, including waste prevention, recycling, and pre-treatment;
- To promote water conservation;
- To assist Council to meet its statutory obligations.

Process

Council aims to achieve these objectives by a process which is transparent, equitable, accountable, consistent with best practice, and responsive to changing community needs and concerns.

Plan instruments

The objectives will be achieved using a combination of plan instruments,including:

- sewer admission limits (acceptable concentration/mass limits for sewerable wastes);
- conditional trade waste approvals (permits and agreements)
- "user pays" pricing;
- effluent improvement programs;
- prohibition on discharge of substances and/or requirement for treatment devices.

3. TRADE WASTE OFFICER ASSISTANCE

FRW provide advice to generators to assist with informed business decisions and meet their trade waste requirements.

- To contact FRW's Trade Waste Officer email FrwTradeWaste@rrc.qld.gov.au;
- Trade Waste Officers are available by appointment to clarify trade waste requirements and assist with trade waste approval applications;
- By request they can make site visits and provide advice of a general nature about trade waste matters, including pre-treatment and monitoring requirements;
- Heavy industries with complex production issues should discuss requirements with the Trade Waste Officer and may be required to engage with a consultant to assist with design and resolve specific waste pre-treatment problems;
- Methods of containing costs by adopting cleaner production or waste minimisation strategies to ensure the generator does not exceed the sewer admission limits. This can be discussed with the Trade Waste Officer, although specialist advice may be required to address specific site requirements if the waste is continuing to exceed limits.

4. MONITORING AND ENFORCEMENT

A list of legislation relevant to the control of trade waste and acceptance to the sewerage system is given in Appendix 1. This is not a complete listing of all legislation pertaining to the control of trade waste.

It is an offence to discharge trade waste to the sewerage system unless a trade waste approval has been issued by Council under the *Water Supply (Safety and Reliability) Act*. Any person wishing to discharge trade waste to the sewerage system must apply for a trade waste approval (see section 8).

It is an offence for a person to discharge waste (including trade waste) other than uncontaminated stormwater to stormwater drainage.

4.1 SUSPENSION OR CANCELLATION OF TRADE WASTE APPROVAL

Grounds and procedures for suspension or cancellation of a trade waste approval are defined in the *Water Supply (Safety and Reliability) Act*.

Terms and conditions of a trade waste approval in respect of any matter occurring before the suspension or cancellation, including the payment of charges owing, will continue to have force and effect after the suspension or cancellation of the trade waste approval.

4.2 PENALTIES AND RECOVERY OF COSTS

Council may prosecute any person who commits a breach of the appropriate provisions of the *Water Supply (Safety and Reliability) Act, Local Government Act* or the *Environmental Protection Act* and its subordinate legislation, or who refuses or neglects to comply with any direction or requirement by Council pursuant to the above legislation. Penalties are set out in the above legislation and include substantial fines.

Council may recover costs of repairing the damaged sewerage or stormwater system from a person causing damage to the system by discharging a prohibited substance or acting in a manner contrary to the relevant legislation.

5. TRADE WASTE DISCHARGE CATEGORIES

All trade waste accepted to the sewerage system will be classified according to the following three categories for the purposes of a trade waste approval and charging.

Parameter	Category 1 low strength / low volume	Category 2 low strength / high volume	Category 3 high strength / any volume
Biochemical Oxygen Demand (BOD), mg/L	< 600	< 600	>600
Chemical Oxygen Demand (COD), mg/L	< 1500	< 1500	> 1500
Suspended Solids, mg/L	< 600	< 600	> 600
Total Kjeldahl Nitrogen, mg/L N	< 150	< 150	> 150
Total Phosphorus, mg/L P	< 50	< 50	> 50
Volume, kl/annum	< 250	> 250	Any volume
Trade waste approval	Permit	Permit	Agreement
Charges	Annual Charge (see section 7.1.1)	• Quantity based charge (see section 7.1.1) • Minimum charge applies	• Quantity and Quality charge on total annual load (see section 7.1.1) • Minimum charge applies

Acceptance of waste under any category is conditional on the dischargemeeting Council's Sewer Admission Limits (Appendix 2) unless otherwise specified in the trade waste approval.

It is the responsibility of the trade waste generator to install, operate and maintain best practicable pre-treatment devices or processes to ensure sewer admission limits are not exceeded.

In the event of a significant change in the strength or volume of a waste approved under Category 1 or Category 2, the waste will be treated as a Category 3 waste for the purposes of charging and monitoring.

5.1 Sewer Admission Limits

Any waste discharged to Council's sewerage system must comply with the Trade Waste Sewer Admission Limits as set out in Appendix 2 unless otherwise specified in the trade waste approval. These limits are subject to periodic review.

The sewer admission limits, unless otherwise specified in the trade waste approval, are absolute maximums.

The trade waste stream and domestic sewage stream should, wherever practicable, discharge separately to the sewerage system. Where there is a common sanitary drain, an allowance for the domestic component will be made to estimate the actual trade waste component strength.

Council requires that trade waste generators implement waste minimisation practices and install best practice pre-treatment processes to reduce both the volume and the contaminant load of discharges to the sewerage system.

The dilution of trade waste with water to achieve compliance with the sewer admission limits is prohibited. Council has obligations to avoid sewer overflows and consequently will impose limits on the rate and timing of trade waste discharges.

5.2 Effluent improvement program

For Category 1 and 2 discharges, the installation of a properly sized, approved best practicable pre-treatment device, together with an acceptable maintenance program in accordance with the trade waste approval conditions will be deemed to provide a satisfactory effluent with respect to the Sewer Admission Limits.

Council may, at its discretion, negotiate with a Category 3 trade waste generator to accept discharges to the sewerage system that exceeds any of the Sewer Admission Limits. Additional charges may apply for such parameters.

Where such an agreement is made, Council may require the trade waste generator to undertake an effluent improvement program. This program should include:

- a description of the effluent quantity and quality;
- provision for monitoring and reporting waste quantity and quality;
- an examination of waste prevention and recycling options;
- an examination of options for the conservation of water;
- a program involving the development of waste reduction and pre-treatment aimed at reducing contaminant levels over a period of not more than three years to the prescribed admission limits with an action program including expected outcomes, timelines and milestones; and
- a report for Council, including a summary of achievements and options.

Category 3 trade waste generators will be advised, in writing, if Council requires them to develop an effluent improvement program. If, at the time the trade waste approval falls due for renewal, the holder of the approval has not completed a satisfactory effluent improvement program, the approval holder is required to request in writing from Council an extension of time and provide an explanation as to why the effluent improvement program has not been completed.

Council may issue a new trade waste approval, subject to conditions that:

a) a satisfactory effluent improvement program be submitted within 60 days; and
b) the trade waste approval may be varied after submission of the effluent improvement program as necessary to enforce the implementation of the program.

6. DETERMINATION OF DISCHARGE QUANTITY

6.1. CATEGORY 1 AND 2

In the absence of an approved trade waste flow meter, the volume of trade waste discharged will be estimated from total metered water consumption,less an allowance for domestic waste based on 136 kl/annum per pedestal and an allowance for water consumed on the property, based on a discharge factor.

Investigations have established a basis for estimating the proportion of water consumption discharged as trade waste by various types of trade and manufacturing processes. This estimated proportion will be used to determine the volume of discharge considered when a permit is issued unless the trade waste generator can provide justification for another volume to be considered.

Category 2 trade waste generators may, and are encouraged to, install an approved flow measurement device.

6.2. CATEGORY 3

The volume of trade waste discharged to the sewerage system must be measured by an approved flow measurement device. This should be located on the trade waste discharge stream, which should be separate from the domestic waste discharge stream.

Where the flow measured includes domestic waste, an allowance as determined by Council per pedestal shall be made.

Trade waste generators exempt from installing a flow measurement device will have the volume of discharge estimated as under section 6.1.

7. DETERMINATION OF DISCHARGE QUALITY

7.1 CATEGORY 1 AND 2

Measurements relating to discharge quality for Category 1 and 2 discharges are required for compliance checks only and in accordance with the Permit. It is the responsibility of the trade waste generator to undertake measurements and analysis and provide the results as detailed in the Trade Waste Permit or upon request.

Where additional inspection and testing is required because of a suspected non-compliance that is later substantiated, the additional costs incurred must be met by the trade waste generator. Council will provide indicative cost estimates to the trade waste generator prior to completion of the testing.

7.2 CATEGORY 3

Measurements relating to discharge quality for Category 3 discharges are required for compliance checks, charging and in accordance with the Agreement.

Council will inspect the premises and collect and analyse samples for overall assessment of compliance with sewer admission limits and agreement conditions as part of its inspection and monitoring program.

Where additional inspection and testing is required because of a suspected non-compliance that is later substantiated, the additional costs incurred must be met by the trade waste generator. Council will provide indicative cost estimates to the generator prior to completion of the testing.

8. TRADE WASTE APPROVAL AND APPLICATION

8.1 Approval

A trade waste approval is the written approval from Council that states the requirements and conditions under which discharge to the sewerage system is allowed. The generator of the trade waste must apply and receive written approval from FRW before discharging trade waste to the sewerage infrastructure. Two types of approval are referred to in this plan – a Trade Waste Permit (Permit) for Category 1 and 2 discharges and a Trade Waste Agreement (Agreement) for Category 3 discharges.

8.2 New application

Any person wishing to discharge trade waste to sewerage system must make written application for an approval to discharge. Applicants should contact Council's Customer Service Centre for information on trade waste applications.

Applications should be lodged prior to commencement of trading. Examples of appropriate times for lodging applications may include:

- during the processing of a building application for new premises or extensions intended for industrial and/or commercial usage;
- change in tenancy of such premises;
- change of ownership of such premises;
- shop fit-outs of such premises;
- during the processing of an application to strata title such premises;
- existing premises where trade waste is generated and no trade wasteapproval has been issued; or
- where a change in process technology occurs.

An application form and advice on how to complete the form may be obtained in person from:

- Council's Customer Service Centre's in Gracemere, Mt Morgan or Rockhampton;
- The website: www.rockhamptonregion.qld.gov.au; or
- can be forwarded on request by telephoning 1300 225 577, or by emailrequest to FrwTradeWaste@rrc.qld.gov.au

Failure to provide all required information will result in delays in approvals.

Applications for approval to discharge Category 3 waste are subject to anAgreement being negotiated and must be accompanied by the application fee.

Applications should include details of the proposed method of pre-treatment to be used to ensure discharge meets sewer admission limits. One (1) copy of treatment plans should be forwarded with the application.

Any plumbing and drainage work associated with installing any treatment process must be in accordance with the Plumbing and Drainage Act, the Standard Plumbing and Drainage Regulation, the National Plumbing and Drainage Codes (AS/NZS 3500) and the approved sewerage drainage plan for the premises. The plumbing and drainage work must be carried out by a licensed plumber and drainer.

Applicants are referred to Pre-Treatment Requirements for Trade Waste Generating Processes Guideline (Appendix 3) for further guidance.

Where a discharge is deemed to be unacceptable, an approval will **not** be issued and alternative arrangements for disposal will have to be made. Detailed advice on treatment and disposal options for unacceptable discharge should be sought from appropriately qualified private consultants.

Where a trade waste generator is found to be discharging to Council's sewerage system without approval, Council will request the generator submits an application for trade waste as a matter of urgency.

8.3 Renewal application

Council will issue a renewal notice prior to the expiry of a trade waste approval.

A review of trade waste discharge will be undertaken during the renewal. Where details have changed and/or discharge quantity or quality have changed to the point of stepping in to a different category, this will be discussed with the generator the change in requirements in their renewed permit.

A renewal must be properly made, failure to pay renewal application fee and provide all required information will result in delays in renewal approval.

9. PERMITS AND AGREEMENTS

9.1. Permits

A trade waste generator producing waste assessed as suitable for sewer discharge and classified as Category 1 or Category 2 may be issued with a written trade waste approval in the form of a Permit which will remain in force for the specified period unless cancelled sooner.

Permits are not transferable.

The Permit states the terms and conditions which the trade waste generator must comply with in order to discharge trade waste to Council's sewerage system. These include, but are not limited to:

- expiry/renewal date;
- the location of the premises and nature of the occupancy;
- the type and composition of trade waste that may be discharged;
- a statement that the quality of waste will comply with Council's sewer admission limits as specified in Appendix 2 of the Trade Waste Management Plan (or attached to the permit) and details of any allowed variations;
- the quantity of trade waste that may be discharged;
- the rate of discharge, including maximum rate of discharge;
- the time when trade waste may be discharged;
- the period for which trade waste may be discharged;
- the method for estimating or measuring discharge volume;
- provisions for measuring and sampling discharge (including type and frequency of sampling) prior to entry to sewer;
- details of any pre-treatment required;
- conditions for maintenance of and removal of waste from pre-treatment equipment including the frequency of cleaning and nominated waste transporter;
- records to be kept concerning the cleaning and maintenance of pre- treatment equipment; and
- reporting requirements related to the above.

9.2. Agreements

A trade waste generator producing waste assessed as suitable for sewer discharge and classified as Category 3 may be issued with a written trade waste approval in the form of an Agreement. The Agreement will remain in force for the specified period unless terminated by either party in accordance with the Trade Waste Management Plan.

Agreements are not transferable.

The Agreement states the terms and conditions which the trade waste generator must comply with, in order to discharge trade waste to Council's sewerage system. These include but are not limited to:

- expiry/renewal date;
- the location of the premises and nature of the occupancy;
- the type and composition of trade waste that may be discharged;

- a statement that the quality of waste will comply with Council's sewer admission limits as specified in Appendix 2 of the Trade Waste Management Plan (or attached to the permit) and details of any allowed variations;
- the quantity of trade waste that may be discharged;
- the rate of discharge, including maximum rate of discharge;
- the time when trade waste may be discharged;
- the period for which trade waste may be discharged;
- the method for estimating or measuring discharge volume;
- provisions for measuring and sampling discharge (including type and frequency of sampling) prior to entry to sewer;
- details of any pre-treatment required;
- conditions for maintenance of and removal of waste from pre-treatment equipment including the frequency of cleaning and nominated waste transporter;
- records to be kept concerning the cleaning and maintenance of pre- treatment equipment; and
- reporting requirements related to the above.

10. TRADE WASTE FEES AND CHARGES

Trade waste fees are levied under sections 92 and 97 of the *Local Government Act*. Trade Waste fees and charges will be as contained within Council's Fees and Charges schedule as set by Council resolution.

Trade waste charges and fees as applicable from time to time are listed in the Schedule of Fees and Charges on the Rockhampton Regional Council's website (www.rockhamptonregion.qld.gov.au) and are also available from Council's Customer Service Centre on request.

Trade waste is divided into three categories for charging purposes (section 6).Charges cover the cost of treatment and recurring administration and overhead costs associated with trade waste control.

Accounts for trade waste discharged to sewer will be:

a) forwarded annually for Category 1;
b) forwarded quarterly for Category 2;
c) forwarded monthly for Category 3
d) recoverable as a debt to Council as per the Debt Recovery Policy

Charges are based on the actual quality and quantity of discharge for the period, not on figures described in the trade waste approval.

Where there is no flow monitoring device in place, measurement of flow will be inferred from the properties water meter reading or pump run hours. An relevant discharge factor will be defined by FRW in consultation with the generator in each case to take in to account the specifics of the infrastructure at individual sites in order to calculate the flow measurement.

Charges will be determined as follows:

Category 1:

- An annual charge to cover the cost of administration, compliance inspections and overhead costs associated with trade waste control will apply.

Category 2:

- A quantity charge on the total annual volume of trade waste discharged to the sewer to be calculated as follows:

  Calculating Trade Waste Fees

  Q x a = C

  Where:

  Q = Volume (Quarterly Consumption)
  a = Current Fees and Charges Rate for Volumetric Rate
  C = Charged amount

- A minimum charge will be established and listed in the Schedule of Fees and Charges on the Rockhampton Regional Council's website (www.rockhamptonregion.qld.gov.au) and are also available from Council's Customer Service Centre on request.

Category 3:

- A quantity and quality charge on the total annual discharge of trade waste to the sewer to be calculated as follows:

  Volumetric Charge only

  M x a = C

  Where:

  M = Volume (Monthly Consumption)
  a = Current Fees and Charges Rate for Volumetric Rate
  C = Charged amount

- A minimum charge will be established and listed in the Schedule of Fees and Charges on the Rockhampton Regional Council website (www.rockhamptonregion.qld.gov.au) and are also available from Council's Customer Service Centre on request.

  Calculating Penalty Charge Fees

  This penalty charge will apply to each non-complying parameter in addition to the general charges under section 5.

  M x R ÷ 1000 = KG
  KG x PC ($/kg) = C

  Where:

  M = Volume (Monthly Consumption)
  R = Sample Result minus Sewer Admission Parameter Limit
  KG = Kilogram figure to charge
  PC = Current Fees and Charges for Penalty Rate
  C = Charged amount

10.1 TRADE WASTE FEES

- **INSPECTION AND ANALYSIS FEES**

The trade waste charges in all categories allow for compliance inspections and auditing analyses conducted by Council. Where additional inspections and laboratory analyses are required because of non-compliance with trade waste approval conditions, full costs will be recovered from the trade waste generator who is the holder of the approval.

The cost of inspection is charged at an hourly rate as listed in the Schedule of Fees and Charges on the Rockhampton Regional Councils website https://www.rockhamptonregion.qld.gov.au/AboutCouncil/Finance-Rates-and-Budget/Fees-and-Charges and are also available from Council's Customer Service Centre on request.

- **APPLICATION FEES**

Applications for approval to discharge trade waste must be accompanied by the prescribed application fee.

11. OBLIGATIONS

Both Council and the trade waste generator have legal obligations and general obligations under the trade waste approval. Key obligations are highlighted below.

11.1 TRADE WASTE GENERATORS

The trade waste generator is responsible for requesting approval to discharge trade waste to the sewerage system and to comply with relevant legislation, approval conditions and this Trade Waste Management Plan.

Once Council approves the discharge of trade waste into the sewerage system, the trade waste generator is responsible for installing, operating and maintaining best practice pre-treatment devices and processes to reduce the volume and the contaminant load of wastes discharged to sewer.
The trade waste generator must advise Council of any change to the quality and/or quantity of trade waste generated.

Upon request, the trade waste generator must supply the following documents:

- trade waste approval;
- record of maintenance;
- disposal dockets;
- MSDS documents; and
- any other relevant documents and notices.

11.2 COUNCIL

Where unauthorised discharge of trade waste to the sewerage system is detected, it is Council's responsibility to ensure that the unauthorised discharge is responded to in accordance with this plan.

It is Council's responsibility for receiving and processing applications to discharge trade waste to the sewer and where appropriate, issue trade waste approvals and renewals in accordance with this adopted plan.

It is Council's role to monitor trade waste generator(s) compliance with trade waste approval(s), manage trade waste in accordance with this plan and to respond to breaches of approvals as per this plan.

Council will communicate changes to trade waste management plan, procedures and other documentation that may impact on trade waste generators through appropriate communication media.

12. INSPECTION AND MONITORING

It is the responsibility of the trade waste generator to ensure that they comply with the trade waste permit or agreement conditions. For the purpose of monitoring and auditing the conditions of discharge, Council may routinely and randomly inspect all premises occupied by the holder of a trade waste approval.

Inspections may include, but not be limited to, the following:

- Inspection of maintenance records;
- Inspection of sampling and discharge data records (if relevant);
- Check of all chemical storage areas to ensure that they are appropriately bunded and not directly connected to sewer;
- Check to ensure that there are no stormwater connections to the trade waste system or sewerage system;
- Check to ensure that there are no illegal trade waste connections to stormwater or sewer and there is no potential for trade waste discharge to overflow improperly to sewer, stormwater or waterways;
- Check to ensure that pre-treatment facilities are regularly and properly serviced and standby equipment is available where necessary; and
- Assessment of work practices to ensure that they do not result in a breach of the trade waste approval.

13. SPECIFIC REQUIREMENTS FOR COMMERCIAL AND INDUSTRIAL WASTES

13.1 REMOVING REGULATED WASTE FROM PREMISES

Removal of over 250kg of regulated waste in a single load from a premises must only be carried out where the transportation is undertaken on a commercial basis, by waste transporters licensed in accordance with the *Environmental Protection Act* and the *Environmental Protection Regulation* and transported, stored, treated or disposed of in accordance with the requirements of the *Environmental Protection Regulation Act* and the *Environmental Protection (Waste Management) Regulation*.

No person will discharge or cause to be discharged directly or indirectly to the sewerage system, waste from any waste transport vehicle, without a trade waste approval.
Waste from grease and oil arrestors, other than treated effluent from approved installations (section 14.2), must not be disposed of to the sewerage system.
Such wastes must be disposed of in a manner and/or at a site approved in accordance with requirements of the *Environmental Protection Act* and the *Environmental Protection Regulation* and the *Environmental Protection (Waste Management) Regulation.*

13.2 ARRESTOR INSTALLATIONS

Where arrestor installations are required to pre-treat waste before discharge to sewer they must be of a design and capacity approved by Council.

- **GREASE ARRESTORS**

The maximum capacity of an individual grease arrestor will be 5000 litres subject to approval. Where the capacity requirement for premises is greater than 5000 litres, additional arrestors will be used, with each arrestor to be a discrete installation separately treating a defined waste stream.

Where possible, multiples of smaller sized grease arrestors are recommended.

Where it is intended that several trade waste generators share the use of a grease arrestor, the following information is required to be clearly tabled onthe plan submitted with the application for approval:

- the size of the arrestor;
- details of the loading to be discharged by each trade waste generator; and
- the names of the businesses and shop number(s) sharing the arrestor.

Grease arrestors must be located so as to allow appropriate access for inspection, pump out and cleaning. Where practicable, a hose cock with suitable backflow prevention is to be provided for cleaning. The location must be approved by Council prior to installation.

All grease arrestors will be fitted with full length and width opening, gas tight covers and frames.

The use of solvents, enzymes, mutant or natural bacterial cultures, odour control agents or pesticides in grease arrestors is prohibited unless specifically approved by Council. Conditional approval may be given to allow the trade waste generator to demonstrate to Council that the product to be used does not adversely impact on the sewerage system or the environment.

Pre-Treatment Devices Maintenance Requirements.

- Approval Holders must, at their cost, ensure proper maintenance of all trade waste pre-treatment infrastructure in accordance with Trade Waste Approval conditions.
- Properly sized Basic Pre-Treatment Devices must be serviced in accordance with the manufacturer's recommendations or as described below:

  If no manufactures recommendations, and if not specified by FRW within the Trade Waste Approval, maintenance and cleaning of grease arrestors must be carried out at least once every 13 weeks by a waste transporter licensed under the

Environmental Protection Act and the Environmental Protection Regulation,
Unless otherwise specified by FRW within the Trade Waste approval, at least once every 13 weeks,, maintenance and cleaning of grease arrestors must be carried out on a regular basis in accordance with conditions of the trade waste approval by a waste transporter licensed under the *Environmental Protection Act* and the *Environmental Protection Regulation*.

- **MINERAL OIL ARRESTORS**

Appropriately sized mineral (petroleum) oil arrestors for the treatment of oily discharge will be approved in most circumstances. Acceptable methodsinclude:

- coalescing plate separators;
- membrane technology;
- dissolved air flotation (DAF);
- chemical precipitation;
- hydrocyclones;
- triple stage interceptors; and
- other apparatus /methods.

Each application will be assessed on the nature of the oily discharge to be treated, the proposed treatment method and site location.

Subject to recommendations by the manufacturers of plate separators, "Quick Break Detergents" may be used with plate separation units.

Maintenance and cleaning of mineral oil arrestors must be carried out on a regular basis in accordance with conditions of the trade waste approval and manufacturer guidelines. Removal of oily discharge must be carried out by a waste transporter licensed under the *Environmental Protection Act* and the *Environmental Protection Regulation*.

- **OTHER ARRESTOR APPLICATIONS**

Arrestor installations may be used for other trade waste treatment applications such as:

- silt separation;
- oil and grease (non-petroleum);
- cooling;
- neutralisation; and
- other specific applications approved by Council.

Each application will be assessed on the nature of the discharge to be treated, the proposed treatment method and site location.

Maintenance and cleaning of arrestors must be carried out on a regular basis in accordance with conditions of the trade waste approval by a waste transporter licensed under the *Environmental Protection Act* and the *Environmental Protection Regulation*.

13.3 ENZYMES / BIOLOGICAL ADDITIVES

- **ENZYME AND BACTERIAL CULTURES**

Enzyme and mutant or natural bacterial cultures may be permitted for use in certain biological pre-treatment systems by way of specific application to Council.

Applicants will need to demonstrate to Council that the product to be used does not adversely impact on the sewerage system or the environment.

- **GENETICALLY MODIFIED ORGANISMS (GMOS)**

Any person wishing to discharge commercial products containing genetically modified organisms to sewerage must first obtain approval for release to coastal and inland waters from the Office of the Gene Technology Regulator, Canberra. Council may then grant approval for discharge to the sewerage system.

Laboratories and other facilities which culture, package or transport GMOs should have in place sufficient procedures and pre-treatment equipment to ensure that no live GMOs are discharged to the sewerage system.

13.4 COMMERCIAL SWIMMING POOLS / ORNAMENTAL PONDS

Filter backwash water and water from commercial and public swimming pools and ornamental ponds may not be discharged to sewer without approval through the issue of a trade waste approval. Trade waste charges in accordance with the discharge category will apply.

13.5 MEDICAL, CLINICAL, VETERINARY AND INFECTIOUS WASTES

Clinical and related waste should be managed in accordance with the requirements of the Environmental Protection (Waste Management) Regulation.
Solid wastes from any hospital, clinic, office or surgery of a medical or veterinary facility or laboratory, convalescent or nursing home or health transport facility including, but not limited to, hypodermic needles, syringes, instruments, utensils, swabs, dressings, bandages, or any paper or plastic item of a disposable nature, or any portions of human or animal anatomy, shall not be discharged to the sewer.

Infectious or hazardous liquid wastes deemed to pose a threat to public healthand safety must not be discharged to the sewer without approval from Council. Such wastes will require treatment to render them non-infectious or non-hazardous prior to discharge. When approved for discharge, trade waste charges will apply.

13.6 CONTAINMENT OF TOXIC / HAZARDOUS SUBSTANCES

Any potentially toxic or hazardous substances must be stored in bunded areas where leaks, spillage, or overflows cannot be drained by gravity or by any automated mechanical means to the sewerage system or the stormwater drainage system.

Bunding of toxic or hazardous substances must meet recommendations of applicable best practice guidelines, standards, or codes of practice.

13.7 DISCHARGE OF LIQUID WASTES FROM VESSELS, VEHICLES AND AIRCRAFT

- **VESSELS**

Depending on the quality, the discharge of certain galley and toilet wastes from vessels may be permitted via approved "pump out" facilities at ports and marinas. The operator of such facilities must hold an approval for discharge to the sewerage system.

Charges will apply.

The discharge of untreated bilge water to the sewer is prohibited.

- **BUSES, AIRCRAFT, RECREATIONAL VEHICLES**

The discharge of toilet waste from buses, aircraft or recreational vehicles may be permitted at approved discharge locations. The owner of the premises on which such facilities are located must hold an approval for discharge to sewerage and discharge must be in accordance with the approval conditions.

Charges will apply.

13.8 LANDFILL LEACHATE & DISPOSAL FACILITY WASTEWATER

Leachate from landfill sites and effluent from waste treatment/disposal facilities constitutes a trade waste and must not be discharged to sewer without approval through the issue of a trade waste approval.

Charges in accordance with the discharge category classification will apply.

13.9 DISCHARGE FROM OPEN AREAS

The discharge of rainwater and stormwater to the sewerage system is prohibited.

The ingress of surface water from a potentially contaminated open area to sewerage can cause severe operational problems for Council. However, there may be circumstances when it is environmentally beneficial to accept these wastes to the sewer under strict controls.

The discharge to sewer from any potentially contaminated open area that is raised or bunded may be considered, provided the quality and quantity requirements of this plan are met.

Applicants should note that an open area approval is not an alternative to the appropriate management of polluted areas such as roofing or other methods to keep water away from the open area. Applicants must demonstrate to Council that all appropriate measures to keep runoff water away from the potentially contaminated open area have been taken.

A trade waste approval is required to discharge such waste.

All applications for sewer discharge from open areas must have controls incorporated in the design that will, in the opinion of Council ensure that:

- all contaminated liquid waste is pumped to sewer at a rate acceptable to Council;
- all discharge to sewer ceases automatically after a predetermined level of rainfall volume (mm) and/or intensity (mm/hour) to be set by Council;
- the "first flush" volume is collected and segregated during wet weather with

additional runoff directed to the stormwater system. Applicants should seek advice from Council on the required “first flush” volume to be collected;
- the "first flush" volume collected is pumped to sewer, after any necessary pre-treatment, no sooner than one (1) hour after the rain stops; and
- a suitable device for the determination of sewer discharge flow and volume to be installed.

Charges in accordance with the discharge category classification will apply.

14 DISCRETIONARY POWER

Not withstanding the provisions of this plan, due to the complexity of many industrial wastes and the need to protect Council's sewerage system, employees, and the environment, acceptance of any given trade waste to sewer will always be at the discretion of Council.

15 IMPLEMENTATION

This plan will become effective from the date adopted by Council. Businesses commencing after the plan being adopted will be required to fully comply with the plan from their date of commencement.

Businesses that generate trade waste, operating prior to the adoption of this plan, will be required to comply as per approved Council policies and procedures.

16 RECORDS AND REPORTS

Council will capture and record details of quality and quantity of trade waste discharge from Category 2 and 3 trade waste generators, and report annually on the implementation of its Trade Waste Management Plan to DETSI.

Acronyms

BOD	Biochemical oxygen demand
COD	Chemical oxygen demand
DF	Discharge factor
EIP	Effluent improvement plan
FRW	Fitzroy River Water
NATA	National Association of Testing Authorities
O&G	Oil and grease
RRC	Rockhampton Regional Council
SAL	Sewer admission limits
SDS	Safety data sheets
TKN	Total Kjeldahl nitrogen
TN	Total nitrogen
TP	Total phosphorus
TPH	Total petroleum hydrocarbons
TSS	Total Suspended Solids

Glossary

Agreement – see trade waste agreement

Arrestor – an apparatus designed to intercept and retain silt, sand, oil, grease, sludgeand other substances in a waste discharge.

Council – in this plan a reference to Council means the Rockhampton Regional Council including its commercial unit, Fitzroy River Water, or any person appointed or authorised by the Rockhampton Regional Council to act on behalf of Council as the case may require.

Biosolids – the treated solids (sludge), mainly organic, produced by sewage treatment.

Discharge factor – see trade waste discharge factor

Domestic sewage – faecal matter and urine of human origin and liquid household wastes from water closet pans, sinks, baths, basins and similar fixtures designed for use in private dwellings.

Effluent – the liquid discharged following a sewerage treatment process.

Generator – see trade waste generator.

Human wastes – human faecal substances and urine.

Owner of land – as defined in the Local Government Act.

Permit – see trade waste permit.

Premises – a lot as defined in the *Sustainable Planning Act*, or for a lot under the *Body Corporate and Community Management Act* or the *Building Units and Group Titles Act* – the common property for the lot.

Prohibited substances – a substance prescribed in Schedule 1 of the *Water Supply (Safety and Reliability) Act.*

Regulated waste – non-domestic waste as mentioned in Schedule 7 of the Environmental Protection Regulation (whether or not it has been treated or immobilised) and includes:
for an element – any chemical compound containing the element; and
anything that has contained the waste.

Septage – refers to the entire contents of a septic tank, including the liquid and sludge.

Sewage – all faecal matter, urine, household and commercial waterborne discharges that contain human waste.

Sewerage or sewerage system – a sewer, access chamber, vent, engine, pump, structure, machinery, outfall orother work used to receive, store, transport or treat sewage.

Sewer admission limits – the upper limits or acceptable range for the quality of trade waste discharge to the sewer (see Appendix 2)

Stormwater drainage – a drain, channel, pipe, chamber, structure, outfall or other work used to receive, store, transport or treat stormwater.

Trade waste – the waterborne waste from business, trade or manufacturing premises, other than:
a) waste that is a prohibited substance; or
b) human waste; or
c) stormwater.

Trade waste agreement (Agreement) – trade waste approval for the discharge of liquid waste classified as Category 3. It states the terms and conditions to be met by the trade waste generator and the owner with respect to the discharge of trade waste into Council's sewerage system.

Trade waste approval – written approval by Council for a person to discharge trade waste to Council's sewerage system. See trade waste agreement and trade waste permit.

Trade waste discharge factor – the percentage of the water supplied to the property, as measured by the water meter, which is discharged to the sewerage system as trade waste. The discharge factor includes all commercial and/or industrial sewage that enters the sewerage system from a property. Discharge factors may range from 0 to 100% and in exceptional circumstances may be greater than 100% if additional material is added to the waste stream as part of the production process.

Trade waste generator – any person, owner, occupier, company or body whose activity produces or has the potential to produce trade waste.

Authorised Officer – means a person appropriately delegated by the Rockhampton Regional Council.

Trade waste permit (Permit) – trade waste approval for the discharge of liquid waste classified as Category 1 or 2. It states the terms and conditions to be met by the trade waste generator and the owner with respect to the discharge of trade waste into Council's sewerage system.

APPENDIX 1

SELECTED LEGISLATION AND STANDARDS RELEVANT TO TRADE WASTE

Water Supply (Safety and Reliability) Act 2008
Environmental Protection Act 1994
Environmental Protection (Water and Wetland Biodiversity) Policy 2019
Environmental Protection Regulation 2019
Plumbing and Drainage Act 2018
Planning Act 2016
Local Government Act 2009

Legislation	Relevance to Trade Waste
Water Supply (Safety and Reliability) Act 2008	Prohibits the unauthorised discharge of wastes into the sewerage system. Ensures Fitzroy River Water fully assess the effect of the proposed discharge on any existing or potential re-use of wastewater or sludge before issuing a trade waste approval. Gives grounds for suspension, cancellation or amendment of a trade waste approval as defined in sections 182, 183, 184 and 185. Lists substances which are prohibited from discharge into the sewerage system.
Environmental Protection Act 1994 *Environmental Protection Regulation 2019* *Environmental Protection (Water and Wetland Biodiversity) Policy 2019*	Provides a general prohibition against the pollution of the environment by the discharge of such wastes, except where the person or agency holds an environmental authority permitting such discharge. Ensures Fitzroy River Water is responsible for any pollution from stormwater outfalls which must be used only for the disposal of clean water. Requires Fitzroy River Water to develop an environmental plan about trade waste management that controls trade waste entering the system.
Plumbing and Drainage Act 2018 and Plumbing and Drainage Regulation 2019	Concerns plumbing and drainage, the licensing of plumbers and drainers, and onsite sewerage facilities. Trade waste not specifically mentioned, but sanitary plumbing and drainage requirements are necessary to convey the trade waste to sewer.
Planning Act 2016	Framework to integrate planning and development assessment so that development and its effects are managed in a way that is ecologically sustainable. No specific mention of Trade Waste.
Local Government Act 2009	Deems it an offence for a person to discharge waste (including trade waste) other than uncontaminated stormwater to stormwater drainage.

APPENDIX 2

SEWER ADMISSION LIMITS

The upper limits for the quality of trade waste discharged to the sewer for all categories are set out below.

Schedule I GENERAL LIMITS

Parameter	**Concentration - mg/L**
Temperature	38°C
pH	6-10
Biochemical Oxygen Demand (BOD5)	600 mg/L
Chemical Oxygen Demand (COD)	1500 mg/L
Total Organic Carbon (TOC)	1200 mg/L
Total Suspended Solids (TSS) #	600 mg/L
Total dissolved solids (TDS) #	10000 mg/L
Total oil/grease	200 mg/L
Gross solids	non faecal gross solids shall have a maximum linear dimension of less than 20 mm and a quiescent settling rate of less than 3 m/hr
Colour	limited such as not to give any discernible colour in treatment works discharge.
Odour	not detectable in 1% dilution or causingan odour problem in Council's sewerage system
Chlorine (as Cl2)	10 mg/L
Sulphate (as SO-)#	1500 mg/L
Sulphite (as SO3)	15 mg/L
Surfactants - Anionic (MBAS)	500 mg/L
Aluminum (asAl)	100 mg/L
Iron (as total Fe) #	100 mg/L
Ammonia plus ammonium ion (as NH3)	100 mg/LTotal
Kjeldahl Nitrogen (as N)	150 mg/L
Phosphorus (total P) #	50 mg/L

Council may in some circumstances accept waste containing higher concentrations of these substances. Additional charges for treatment will apply.

Schedule II PROHIBITED DISCHARGES

- Prohibited substances as defined in the *Water Supply (Safety and Reliability) Act.*
- Flammable/explosive substances.
- Radioactive substances except as allowed for under the Queensland Radioactive Substances Act 1958.
- Pathological and infectious waste and Cytotoxic waste.
- Genetically modified (engineered) organisms other than as provided for in this Plan.
- Rainwater, stormwater and uncontaminated water.

Schedule III SPECIFIC LIMITS - INORGANIC

Parameter	Concentration
Boron (B)	100 mg/L
Bromine (Br2)	10 mg/L
Fluoride (F)	30 mg/L
Cyanide (CN-)	5 mg/L
Sulphide (S--)	5 mg/L

Schedule IV SPECIFIC LIMITS - METALS

Parameter	Maximum Concentration mg/L	Maximum Mass Load g/day++
Arsenic (As)	5	15
Cadmium (Cd)	2	6
Chromium (Total Cr)	10	30
Cobalt (Co)	10	30
Copper (Cu)	10	30
Lead (Pb)	10	30
Manganese (Mn)	100	30
Mercury (Hg)	0.05	0.15
Nickel (Ni)	10	30
Selenium (Se)	5	15
Silver (Ag)	5	15
Tin (Sn)	10	30
Zinc (Zn)	10	30

++ Either the concentration or mass load method may be utilised, however once themass load is exceeded only the concentration is to be used.

Schedule V SPECIFIC LIMITS - ORGANIC

Council may request specific demonstrable evidence based on degradability and toxicity concerning substances listed below.

Parameter	Concentration mg/L
Formaldehyde (HCHO)	50
Phenolic compounds (as Phenol)	100
Pentachlorophenol	5
Petroleum hydrocarbons	30
Halogenated Aliphatic hydrocarbons	5
Halogenated Aromatic Hydrocarbons (HAH)	0.002
- Polychlorinated biphenyls (PCB)	0.002
- Polybrominated biphenyls (PBB)	0.002
Polynuclear Aromatic Hydrocarbons (PAH)	5
Pesticides	
- General (insecticides/ herbicides/ fungicides)	1
- Organophosphates	0.1
- Organochlorines	
Aldrin	0.001
Chlordane	0.006
DDT	0.003
Dieldrin	0.001
Heptachlor	0.003
Lindane	0.1

Schedule VI OTHER

Any substance not listed in the above tables is a prohibited discharge and may not be discharged without prior approval of Council. Council may request specific demonstrable evidence based on degradability and toxicity for any substance when assessing acceptance to the sewerage system.

APPENDIX 3

MINIMUM PRE-TREATMENT REQUIREMENTS FOR TRADE WASTE GENERATING PROCESSES GUIDE

This information has been provided as an indication of minimum pre-treatment requirements that may be required, however you are strongly advised to seek advice from a consulting engineer or ensure strict compliance with guidelines provided by the manufacturer of the arresting device or similar installation.

As per the Food Standards Code section 3.2.3 section 5 under bench grease arrestors are not approved to be in a food prep area.

Food premises must have a sewage and wastewater disposal system that –

(a) will effectively dispose of all sewage and wastewater; and
(b) is constructed and located so that there is no likelihood of the sewage and wastewater polluting the water supply or contaminating food.

Safe Food Australia – A guide to the Food Safety Standards expands on the requirements with the below:

(b) is constructed and located so that there is no likelihood of the sewage and wastewater polluting the water supply or contaminating food.
Drainage pipes, grease arrestors, drain inlets and access openings, and on-site sewage treatment plants must be located where there is no risk of them contaminating the water supply or food. For example, grease arrestors located in food preparation areas can result in contamination problems when the arrestors are emptied. It is recommended that grease arrestors are located away from areas where food, equipment or packaging materials are handled or stored and preferably located outside the building. The standard of workmanship overall must ensure that the disposal system is not likely to leak, block, overflow or allow access by vermin into the food premises.

Business Type	Pre-treatment requirements
Bakery	Grease arrestor
Bin wash Associated with commercial premises	Basket trap in floor waste of self-closing or fixed screen type
Boiler blow-down or wastewater	No pre-treatment required
Butcher (retail)	Grease arrestor. In-sink and floor waste basket traps of self-closing or fixed screen type
Carwash Roofed and bunded	Oil Arrestor. Basket trap in floor waste of self-closing or fixed screen type
Car detailing – car yard large scale	Oil Arrestor. Basket trap in floor waste of self-closing or fixed screen type

Car detailing – small scale business	Washbay with basket trap in floor waste of self-closing or fixed screen type
Coffee shop / sandwich shop / sandwich bar No cooking on site	No pre-treatment required
Coffee shop / sandwich shop / sandwich bar Cooking on site	Grease arrestor
Commercial kitchen Hotel, Motel, Function Centre, Hospital	Grease arrestor. In-sink and floor waste basket traps of self-closing or fixed screen type
Community hall kitchens Minimal food preparation at site and no hot food cooked on site	No pre-treatment required
Community hall kitchens Cooking on site and Food Licence	Grease arrestor
Cooling tower condensate and blow-down	No pre-treatment required
Childcare Centre No cooking on site	No pre-treatment required
Childcare Centre Cooking on site	Grease arrestor
Delicatessen No meat or hot food cooked on site	No pre-treatment required
Delicatessen Meat or hot food cooked on site	Grease arrestor
Food service business Cooking on site	Grease arrestor
Food manufacturing – minor	Grease arrestor. In-sink and floor waste basket traps of self-closing or fixed screen type
Fresh fish (retail) No fish cleaned, filleted or cooked on site	No pre-treatment required
Funeral parlour	No pre-treatment required
Mechanical workshop	Oil Arrestor
Laundry Coin operated only (not commercial)	Lint screens and silt pit
Laundry Commercial / Industrial	Lint screens, silt pit and cooling tower if temperature exceeds
Nursing home kitchen	Grease arrestor
School canteen No hot food cooking on site	No pre-treatment required
School canteen or kitchen Cooking on site	Grease arrestor

School science laboratory	Authorised silt trap or dilution chamber with a capacity greater than the peak hourly flow (L/hr) Neutralisation chamber may be required
School art studio / block	Silt arrestor
Service Station Mechanical workshop	Oil Arrestor
Service Station Mechanical workshop / kitchen	Oil Arrestor and Grease arrestor
Service Station No mechanical workshop / kitchen	No pre-treatment required
Supermarket Cooking food on site	Grease arrestor
Retirement village kitchen	Grease arrestor
Washbay Commercial	Oil Arrestor. Wash-down bay to have adequate bunding and a floor that falls to a grate to achieve compliance with the Plumbing Code of Australia. If washbay is not roofed a stormwater diversion valve is required

Business types listed below are exempt from applying for a trade waste approval.

Beautician
Optician
Hairdressing Salon/Barber
Florist
Dentists with digital imaging only
Tattoo Parlour

Site address _____Completed by___|_____

Calculating grease arrestor size

Complete the table below to calculate the size of the proposed grease arrestor by using the *Guidance for sizing passive grease arrestor from fixtures (food-based risk)* section of this document.

Fixture	No. of Fixtures	Peak Flow (L/hr)	Total Volume
Total minimum clear volume (Step 1)			
Storage factor (Step 2)			
Minimum grease arrestor volume (Step 3)			
Proposed grease arrestor details (brand/model/size):			

Guidance for sizing passive grease arrestor from fixtures (food-based risk)

(an excerpt from WSAA's National Guideline For Managing Food, Fats, Oils and Grease (FFOG) From Food Premises 2018)

Follow the steps below to calculate the minimum grease arrestor volume using fixtures and risk ranks:

Step 1 Calculate the minimum clear volume
1.1 Identify installed fixtures on site
Where the fixture is not listed, the volume will be determined on application
1.2 Calculate the total volume per fixture using peak flow (L/hr) (Table 1)
1.3 Add all the total volume per fixture to determine the total minimum clear volume

↓

Step 2 Determine the storage factor
2.1 Determine the food-based risk ranking for the business (low, medium or high risk) (Table 2)
This step should be done in consultation with the Trade Waste approval applicant (business owner)
2.2 Establish the overall risk category (low, medium or high risk)
Where combi ovens, dishwashers, glass washers, woks are <50% of the wastewater volume, the overall risk category remains the same as the food-based risk assessment
Where combi ovens, dishwashers, glass washers, woks are ≥ 50% of the wastewater volume, increase the overall risk category one level from the food-based risk assessment
2.3 Determine the storage factor based on the overall risk category (Table 3)
Where information in Steps 2.1 and 2.2 are not known or insufficient, use storage factor 2

↓

Step 3 Calculate the minimum grease arrestor volume
3.1 Multiply the total minimum clear volume (Step 1.3) by the storage factor (Step 2.3)

Table 1 Determining volume from fixtures

Fixture	Peak Flow (L/hr)	Fixture	Peak Flow (L/hr)
Domestic dishwasher[1]	30	Hand basin[1]	50
Commercial dishwasher (door)	120	Traditional wok (per burner)[1]	200
Commercial dishwasher (conveyor)	300	Waterless wok (per burner)[1]	20
Single sink	75	Combi oven	150
Double sink	150	Bain marie[1]	50
Pot sink	150	Kettle[2]	100
Floor waste[1]	50	Bratt pan[2]	100
Cleaner's sink[1]	50	Noodle/pasta cooker[2]	100

[1] Volume does not vary based on meals produced per hour
[2] Where units are fixed and washed in place

Table 2 Characterisation of food-based risk categories

Typical activities for various risk categories *(circle or highlight the applicable activities)*			
Category	**Low Risk**	**Medium Risk**	**High Risk**
Food preparation	No cooking Raw whole foods[1] Pre-packaged foods Assembling from raw food or food prepared elsewhere Low food waste to sewer	Steaming, boiling, microwaving, grilling, lower fats & oil foods Baking[2] Butchery or delicatessen Moderate food waste to sewer	BBQ, frying, deep frying, grilling, roasting meat Poultry cookers/combi ovens High food waste to sewer
Products	Fresh fruits & vegetables, drinks Sandwiches, rolls Sushi[3] Cakes, slices & nuts	Fresh meat & small goods Low fat or oil food and meals Coffee & associated hot & cold drinks Pizza	High fat or oil food and meals High fat and oil content stocks, bases and sauces Cream products (e.g. ice cream)
Serving	Predominantly takeaway	Both eat-in and takeaway in similar proportions	Predominantly eat-in

[1] Excludes butchery which is in medium risk
[2] Separately consider preparation of contents included in or on baked goods
[3] Assumed cooked contents are prepared elsewhere

Table 3 Storage factors that apply to minimum clear volume to give volume required

	Low Risk	Medium Risk	High Risk
Storage Factor	**1**	**1.5**	**2**

For more information, email FRWTradeWaste@rrc.qld.gov.au or call Fitzroy River Water on 1300 225577

Industry specific discharge factor

Where there is no approved trade waste flow measurement device, the volume of trade waste discharged by a business or industry will be calculated using an industry specific discharge factor, and from this, the volumetric trade waste costs.
Each business or industry is allocated a percentage. This percentage accounts for the amount of water supplied to the property, as measured by the water meter, which is discharged to sewer as trade waste, i.e. if a business has a discharge factor of 50%, then 50% of the water that enters the property is estimated to leave through the sewer as trade waste. Where there is no discharge factor for a business or industry, discharge factor will be determined as per section 10 of this Plan.
The following table details the business/industry type and associated discharge factor.

Business / Industry Type	Discharge Factor (%)
Animal Care / Kennel	0.70
Bakery	0.25
Boarding House / Hostel Kitchen	0.20
Butcher	0.90
Caravan / Mobile Home Parks	0.15
Car Detailing	0.90
Clubs (RSL, sporting and licenced clubs)	0.30
Cooling Tower Bleed Off	0.20
Crafts / Hobbies	0.80
Doctor's Surgery / Medical Centre	0.25
Equipment Hire Company	0.70
Fast Food Outlets	0.60
High school / University / Technical college	0.25
Hospital	0.30
Hotel / Motel with counter lunches or restaurant	0.20
Laboratory	0.98
Laundry (Commercial / Industrial)	0.92
Lawn Mower Repairs	0.70
Nursery / Landscaping / Parks	0.10
Nursing Home	0.30
Panel Beating / Spray Painting	0.70
Primary School / Child Care Facility	0.10
Restaurant / Café / Canteen	0.50
Seafood (wholesale, retail)	0.90
Service Station	0.70
Shopping Centre	0.30
Stone Working	0.80
Supermarket	0.70
Swimming Pool Complex	0.10
Takeaway Food Outlets	0.50
Tavern / Night Club with kitchen	0.25
Vehicle Washing	0.79
Veterinary Clinics	0.20
Workshop - Mechanical / Engineering	0.70


FITZROY
RIVER WATER
Business Unit of RRC

11.3 AMENDMENT TO UNDETECTED LEAK REBATE POLICY - RESIDENTIAL AND NON-RESIDENTIAL

File No:	**6238**
Attachments:	**1. Final Draft Undetected Leak Rebate Policy⇩** **2. Undetected Leak Rebate Policy - Residential (V4)⇩** **3. Undetected Leak Rebate Policy - Non-Residential (V3)⇩**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Dan Toon - Manager Water and Wastewater**

SUMMARY

The Undetected Leak Rebate Policies enable receipt and assessment of applications from customers for relief from higher than normal water bills arising from leaks in internal plumbing that cannot easily be identified. This report provides the outcome from a scheduled review of the policies and recommended changes for adoption.

OFFICER'S RECOMMENDATION

THAT Council:

1. Adopts the Undetected Leak Rebate Policy (Attachment 1 to the report);
2. Rescinds the Undetected Leak Rebate Policy – Residential and the Undetected Leak Rebate Policy – Non-Residential (Attachments 2 and 3 to the report); and
3. Approves a review date for the Undetected Leak Rebate Policy of four years.

COMMENTARY

The Undetected Leak Rebate Policies for Residential and Non-Residential properties were reviewed as is required for all policies and a number of changes are proposed following review in consultation with the Legal and Governance Team.

1. The separate policies have been combined into a single document as the differences were minimal and have been identified in one clause in the new document.
2. A limit of eligibility of one rebate each 3 years has been introduced.
3. Calculation of the rebate for residential customers has been adjusted to any consumption in excess of the average for the three previous billing periods being charged at the lowest charging tier.
4. A specific list has been defined for water loss circumstances that will not receive a rebate.
5. The definitions have been reviewed and refined to reduce differences in interpretation.
6. The exceptional water loss section has been redrafted.

The proposed changes will provide improved clarity in some instances and reduce the quantum of rebates approved annually.

BACKGROUND

Council introduced the Undetected Leak Rebate Policies to assist customers who receive higher than normal water bills due to undetected leaks on the property, or water theft.

PREVIOUS DECISIONS

Council has previously approved changes to enhance the intent of the policy to provide relief to customers where they have incurred a leak or exceptional water loss through theft.

BUDGET IMPLICATIONS

The annual quantum of rebates paid range from $150,000 to $200,000 per annum and the proposed changes are anticipated to reduce that amount by 25 % to 50 %.

LEGISLATIVE CONTEXT

The rebate policies are a voluntary Council initiative.

LEGAL IMPLICATIONS

There are no known legal implications that arise from the changes which have been drafted in consultation with Council's Legal & Governance Team to ensure appropriate legal oversight.

STAFFING IMPLICATIONS

The changes will not make any noticeable change to the staff time reviewing and assessing rebate applications.

RISK ASSESSMENT

There are no known hazards associated with the subject of this report that require risk assessment.

CORPORATE/OPERATIONAL PLAN

Goal 1.1 Action 1.1.2.1 Efficient and effective management of Council's finances.

CONCLUSION

The Undetected Leak Rebate Policies provide a mechanism for customers to seek relief from higher than normal water bills caused by leaks in their private property pipework. The policies were due for review and the proposed changes are recommended to provide greater clarity for assessment of applications and reduce the annual quantum of rebates paid.

AMENDMENT TO UNDETECTED LEAK REBATE POLICY - RESIDENTIAL AND NON-RESIDENTIAL

Final Draft Undetected Leak Rebate Policy

Meeting Date: 20 May 2025

Attachment No: 1

UNDETECTED LEAK REBATE POLICY
COMMUNITY POLICY

1 Scope

This policy applies to properties in the Rockhampton Regional Council Region that are connected to Fitzroy River Water's water reticulation network and have experienced an undetected leak or exceptional water loss.

2 Purpose

The purpose of this policy is to provide:

(a) Financial relief for ratepayers who have high water usage as a result of an undetected leak or an exceptional water loss; and

(b) Clear guidelines on the administration of requests for a rebate on high water usage notices received as a result of an undetected leak or exceptional water loss.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Plumbing and Drainage Act 2018

Plumbing and Drainage Regulation 2019

Undetected Leak Rebate Application Form

Rates Concession Policy

Revenue Statement

Water Access and Consumption Charges Fact Sheet

4 Definitions

To assist in interpretation, the following definitions apply:

Billing Period	In accordance with Council's adopted budget.
Council	Rockhampton Regional Council
Ratepayer	As defined in the *Local Government Regulation 2012*, a person who is liable to pay rates or charges.
Delegated Officer	An employee appointed to a position with the relevant delegation under the *Local Government Regulation 2012*.
Exceptional Water Loss	An exceptional water loss due to unauthorised use or activity which may include break and enter or water theft whilst the property was unattended for a period greater than two weeks.

FRW	Fitzroy River Water, a commercialised business unit of Council.
Licensed Plumber	A plumber who holds a Queensland Building and Construction Commission (QBCC) Plumbing and Drainage Trade Contractor License.
Non-residential	Land used in whole or in part, or intended for use in whole or in part, for non-residential purposes.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Residential	Land used as the ratepayer's principal place of residence, or vacant land where the intended use is for residential purposes.
Suitably Qualified Service Provider	Where repair work is not required to be undertaken by a licensed plumber under the *Plumbing and Drainage Act 2018*, repair work may be undertaken by a service supplier related to the type of leak (for example, landscapers, irrigation specialists or the like may be accepted).
Undetected Leak	A water leak on the ratepayer's side of the water meter, either underground or within walls where the occupant could not reasonably be expected to know of its existence.

5 Policy Statement

FRW regularly receives requests for water accounts to be waived or rebated due to undetected water leaks on the ratepayer's side of the water meter or exceptional water losses. These requests generally occur when a ratepayer receives a higher than normal water usage notice which has resulted from increased consumption.

5.1 Application

An Undetected Leak Rebate Application Form must be completed and received by Council within a reasonable timeframe from the date the leak or loss was discovered and rectified or within 30 days of receipt of the water consumption account

Additional supporting documentation is required in the following circumstances:

(a) Where there has been a change of property ownership, evidence is required that the applicant incurred the cost to repair the leak and paid the water usage notice for that period (for example solicitor settlement figures);

(b) If an undetected leak, include a receipted invoice and statement from a licensed plumber or suitably qualified service provider certifying that an undetected leak has occurred and that a suitable repair has been carried out; and

(c) Where the application is for an exceptional water loss, satisfactory evidence is required such as a police report, detailed circumstances of financial hardship, demonstrated absence from the property and documentation of inability to claim insurance cover.

5.2 Undetected Leak Criteria

Applications for an undetected leak rebate are assessed against the following criteria:

(a) The leak must be repaired by a licensed plumber or suitably qualified service provider within a reasonable timeframe from the date the leak was discovered; and

(b) The leak must be on the ratepayer's side of the water meter, either underground or within walls where the occupant could not reasonably be expected to know of its existence.

Rebates are not granted for water loss from the following:

(a) Water fittings or appliances including taps, toilets, hot water systems and other water appliances;

(b) Water tanks that are plumbed to the water supply;

(c) Sprinklers and above ground irrigation systems;

(d) Swimming pools, spas, ponds and other water features and the related fittings and pipe work supplying them;

(e) Hoses, hose pipes, external taps and fittings; and/or

(f) Solar water heating panels or the associated pipe work.

No rebate is given for any repairs or excavation works associated with the leak.

A ratepayer is eligible for a maximum of one rebate per property in a three year period from the date of the repair of the previous leak.

5.3 Exceptional Water Loss Criteria

Applications for an exceptional water loss rebate are assessed on a case-by-case basis where satisfactory evidence has been provided.

5.4 Approvals

Applications are considered on a case-by-case basis and eligible applications are approved by a delegated officer.

5.5 Calculation of Rebate

Where a rebate is granted, the ratepayer's account is adjusted to reduce the charge rate of the higher consumption determined to be caused by the leak or exceptional water loss. Rebates are applied over two billing periods where there is evidence that the leak or exceptional water loss affected the consumption charges over more than one reading cycle.

This is determined by first calculating the average daily consumption for the previous three equivalent seasonal billing periods or the previous three billing periods depending upon the usage pattern that is evident.

This daily average is then applied to the relevant billing period/s.

5.5.1 Residential

The consumption higher than the normal averaged usage is then calculated at the lowest tier and added to the calculated average bill.

5.5.2 Non-Residential

A non-residential rebate is calculated at 25% of the consumption charges recorded higher than the normal averaged usage.

6 Review Timelines

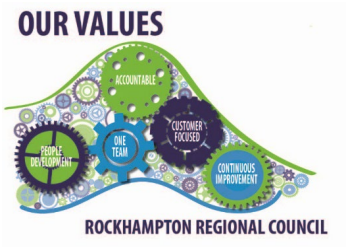
This policy is reviewed when any of the following occur:

(a) The related information is amended or replaced; or

(b) Other circumstances as determined from time to time by Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Regional Services
Policy Owner	Manager Water and Wastewater
Policy Quality Control	Legal and Governance



AMENDMENT TO UNDETECTED LEAK REBATE POLICY - RESIDENTIAL AND NON-RESIDENTIAL

Undetected Leak Rebate Policy - Residential (V4)

Meeting Date: 20 May 2025

Attachment No: 2

UNDETECTED LEAK REBATE POLICY – RESIDENTIAL

COMMUNITY POLICY

1 Scope

This policy applies to residential properties in the Rockhampton Regional Council Region that are connected to Fitzroy River Water's water reticulation network and have registered a water meter reading higher than usual water consumption due to an undetected leak or other exceptional water loss within the property.

2 Purpose

The purpose of this policy is to provide clear and concise guidelines on seeking consideration of a rebate in respect of a water account received, due to an undetected leak or other exceptional water loss on a residential property.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Undetected Leak Rebate Application Form

Residential Water Meters Fact Sheet

4 Definitions

To assist in interpretation, the following definitions apply:

Billing period	In accordance with Council's adopted budget.
Council	Rockhampton Regional Council
Customer	An individual, business, organisation or a member of the public.
FRW	Fitzroy River Water is a commercialised business unit of Council.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Residential	Land used as the owner's principal place of residence, or vacant land where the intended use is for residential purposes.
Undetected Leak	Where a leak has occurred in the property's plumbing (for example, the water service line from the water meter to property).

5 Policy Statement

FRW receives regular requests for water accounts to be waived or rebated due to undetected water leaks on the customer's side of the water meter. These requests result from unexpected increases in the water consumption amount payable by the customer.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 3 September 2019	Department:	Regional Services
Version:	4	Section:	Fitzroy River Water
Reviewed Date:		Page No:	Page 1 of 3

5.1 Applying for a Rebate

To apply for a rebate, an Undetected Leak Rebate Application Form must be completed and submitted to Council with all other required documentation (as per paragraph 5.2).

5.2 Criteria

The following criteria must be met prior to consideration of a rebate application:

(a) The application must be for a residential property;

(b) All requests must be in writing;

(c) A request for a rebate must be received by Council within a reasonable timeframe from the date the leak was discovered or within 30 days of receipt of the water consumption account;

(d) The customer must provide a statement signed by a licensed plumber who repaired the leak certifying that an undetected leak had occurred and was undetectable by the customer;

(e) The leak must have been associated with either underground or internal plumbing that is not normally visible to the customer. Such a leak does not include leaking taps, or plumbing fixtures or fittings that have not been maintained adequately;

(f) Requests must include a receipted invoice from a licensed plumber, as confirmation that a suitable repair has been carried out. All leaks must be repaired by a licensed plumber at the property owner's cost;

(g) The leak must be repaired within a reasonable timeframe from the date the leak was discovered.

An exceptional water loss due to unauthorised use or activity (for example break and enter, water theft), during a period where the property is unattended for a period of greater than two weeks may be considered for a rebate subject to the provision of satisfactory evidence and demonstrated financial hardship. Evidence must include a Police report, demonstrated absence from the property for greater than two weeks, the inability to claim insurance cover, and genuine circumstances of financial hardship. Criteria (a) to (c) above must also be met.

5.3 Conditions

Applications are considered on the following conditions:

(a) Rebates for water consumption charges are granted on a 'one off' basis per residential property and are not eligible, if previously approved.

(b) If the customer is not eligible for a rebate due to previously receiving a rebate under this policy, however the criteria in paragraph 5.2 are satisfied, the Manager FRW may approve:

  (i) Payment of the rebate if the customer can demonstrate genuine circumstances of financial hardship; or

  (ii) If genuine circumstances of financial hardship does not exist, the customer will only be charged at the lowest tier for the volume of water that is calculated to be above the typical usage for similar previous billing periods.

(c) Rebates can be applied over two billing periods where there is evidence that the leak or exceptional water loss may affect the consumption charges over more than one reading cycle.

(d) Where a rebate is granted, the following will apply:

  (i) Customers will be charged based on their average consumption for the period that the leak or exceptional water loss occurred;

  (ii) The average consumption is calculated by averaging the previous three billing periods or previous three equivalent seasonal billing periods depending upon the usage pattern that is evident. The most consistent record is used to calculate the average use; and

  (iii) Rebates are applied to the billing period in which the leak or exceptional water loss occurred up to a maximum of two billing periods.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 3 September 2019	Department:	Regional Services
Version:	4	Section:	Fitzroy River Water
Reviewed Date:		Page No:	Page 2 of 3

The Manager FRW is responsible for ensuring compliance with this policy and will determine all rebates.

6 Review Timelines

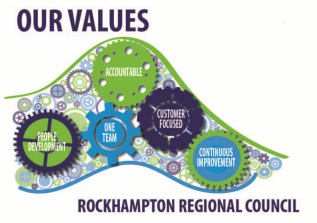
This policy is reviewed when any of the following occur:

(a) The related information is amended or replaced; or

(b) Other circumstances as determined from time to time by Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Regional Services
Policy Owner	Manager Fitzroy River Water
Policy Quality Control	Legal and Governance



AMENDMENT TO UNDETECTED LEAK REBATE POLICY - RESIDENTIAL AND NON-RESIDENTIAL

Undetected Leak Rebate Policy – Non-Residential (V3)

Meeting Date: 20 May 2025

Attachment No: 3

UNDETECTED LEAK REBATE POLICY – NON-RESIDENTIAL

COMMUNITY POLICY

1 Scope

This policy applies to non-residential properties in the Rockhampton Regional Council Region that are connected to Fitzroy River Water's water reticulation network and have registered a water meter reading higher than usual water consumption due to an undetected leak or other exceptional water loss within the property.

2 Purpose

The purpose of this policy is to provide clear and concise guidelines on seeking consideration of a rebate in respect of a water account received, due to an undetected leak or other exceptional water loss on a non-residential property.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Undetected Leak Rebate Application Form

Water Access and Consumption Charges Fact Sheet

4 Definitions

To assist in interpretation, the following definitions apply:

Billing Period	In accordance with Council's adopted budget.
Council	Rockhampton Regional Council
Customer	An individual, business, organisation or a member of the public.
FRW	Fitzroy River Water is a commercialised business unit of Rockhampton Regional Council.
Non-residential	Land used in whole or in part, or intended for use in whole or in part, for commercial or industrial purposes.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Undetected Leak	Where a leak has occurred in the property's plumbing (for example, the water service line from the water meter to the property).

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 11 December 2018	Department:	Regional Services
Version:	3	Section:	Fitzroy River Water
Reviewed Date:		Page No:	Page 1 of 3

5 Policy Statement

FRW receives requests for water accounts to be waived or rebated due to undetected water leaks or other exceptional water loss on the customer's side of the meter. These requests result from unexpected increases in the water rate consumption amount payable by the customer.

5.1 Applying for a Rebate

To apply for a rebate, complete an Undetected Leak Rebate Application Form and submit to Council along with all other required documentation (as per paragraph 5.2).

5.2 Criteria

The following criteria will be assessed prior to approving a rebate application:

(a) The application must be in writing for a non-residential property and include the following:

(i) A statement signed by a licensed plumber who repaired the leak certifying that an undetected leak had occurred and was undetectable by the customer;

(ii) A receipted invoice from a licensed plumber, as confirmation that a suitable repair has been carried out. All leaks must be repaired by a licensed plumber at the property owner's cost;

(b) The leak must have been associated:

(i) With either underground or internal plumbing that is not normally visible to the customer. Such a leak does not include leaking taps, or plumbing fixtures or fittings that have not been maintained adequately; or

(ii) An exceptional water loss due to unauthorised use of activity (for example, break and enter, water theft) during a period where the property is unattended for a period of greater than two weeks may be considered for a rebate subject to the provision of satisfactory evidence and demonstrated financial hardship. Evidence must include, a Police report, demonstrated absence from the property, the inability to claim insurance cover, and genuine circumstances of financial hardship;

(c) The request must be received by Council within a reasonable timeframe from the date the leak was discovered or within 30 days of receipt of the water consumption account; and

(d) The leak must be repaired within a reasonable timeframe from the date the leak was discovered.

5.3 Conditions

The following conditions apply:

(a) Rebates are granted on a 'one off' basis per non-residential property and are not eligible if previously approved.

(b) If the customer is not eligible for a rebate due to previously receiving an undetected leak rebate payment, however the criteria in paragraph 5.2 are satisfied, the Manager FRW may approve payment of the rebate if the customer can demonstrate genuine circumstances of financial hardship.

(c) Rebates can be applied over two billing periods where there is evidence that the leak may affect the consumption charges over more than one reading cycle.

(d) Where a rebate is granted, the following will apply:

(i) Customers will be charged based on their average consumption for the period the leak occurred;

(ii) An average consumption is calculated by averaging the previous three billing periods or previous three equivalent seasonal billing periods depending upon the usage pattern that is evident. The most consistent record is used to calculate the average use;

(iii) Arriving at the difference between the extraordinary water account and the average bill by deducting the average calculated in accordance with the above from the total amount of the water bill/s for which the claim for rebate is being made;

(iv) Calculating the rebate based on 25% of the difference arrived at in the above; and

(v) To the billing period in which the leak occurred up to a maximum of two billing periods or twelve months.

The Manager FRW is responsible for ensuring compliance with this policy and will determine all rebates.

6 Review Timelines

This policy is reviewed when any of the following occur:

(a) The related information is amended or replaced; or

(b) Other circumstances as determined from time to time by Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Regional Services
Policy Owner	Manager Fitzroy River Water
Policy Quality Control	Legal and Governance

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 11 December 2018	Department:	Regional Services
Version:	3	Section:	Fitzroy River Water
Reviewed Date:		Page No:	Page 3 of 3

11.4 KERBSIDE GARDEN ORGANICS COLLECTION SERVICE - BUSINESS CASE CONSIDERATION

File No:	**1914**
Attachments:	**1. A Kerbside GO Collection Service Business Case GP - CONFIDENTIAL**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Michael O'Keeffe - Manager RRWR**

SUMMARY

Rockhampton Regional Waste & Recycling (RRWR) seeks for Council to consider the decision timeframe for the endorsement of the Kerbside Garden Organics (GO) Collection Service.

OFFICER'S RECOMMENDATION

THAT Council approves to delay the decision to endorse the business case for the introduction of a Kerbside Garden Organics (GO) Collection Service for 12 months.

COMMENTARY

A strong policy framework exists across all levels of Australian Government focused on the diversion of waste from landfill, committing industry and government to strategic targets with regard to organic waste including:

- The *National Waste Policy Action Plan 2019*[1] committed Australia to national targets including halving the amount of organic waste sent to landfill by 2030.
- The *Queensland Organics Strategy 2022-2032*[2] set key objectives for Queensland to achieve by 2030 including diverting 80% of organic material from landfill and achieving a minimum organics recycling rate of 70%.
- The Rockhampton Regional Council *Resource Recovery Strategy*[3] outlines the implementation of a kerbside organics service as a strategic priority:

  "Strategic Action 2.1.1. Implement a kerbside organics collection service. Establish a kerbside service that optimises diversion of our organic waste stream at best value to the community."

BACKGROUND

The need for Council to introduce a Kerbside GO Collection Service is further supported by the following:

- Increased Waste Levy on waste disposed of to landfill. The Kerbside GO Collection service will mitigate an estimated $5.3M in Waste Levy over 17 years.
- Consumption of airspace. Annual kerbside waste compositional audits have consistently shown that 50% of the general waste bin is made up of organic waste. The Kerbside GO Collection Service will divert an estimated 3,400 tonnes per annum of organic waste from landfill, reducing the consumption of airspace within the Lakes Creek Road Landfill.

Aligning with the Queensland Government Business Case Development Framework, RRWR have undertaken the following steps:

[1] Australian Government, Department of Climate Change, Energy, the Environment & Water (2019). National Waste Policy Action Plan 2019

[2] Queensland Government, Department of Environment and Science (2022). Queensland Organics Strategy 2022-2032

[3] Rockhampton Regional Council (2023). Resource Recovery Strategy

- Options analysis and strategic assessment evaluating the viability of potential kerbside services that could divert domestic household waste from landfill.
- Kerbside organics collection service trial (FOGO Trial), completed between October 2021 and September 2022 over three neighbourhoods to test three different service configurations of kerbside organics collections. This Trial provided Council with detailed insight into the viability, effectiveness, impact, and sustainability of implementing a Kerbside GO Collection Service.
- Full cost pricing financial analysis for the implementation of a Garden Organics (GO) kerbside collection. The outcome of the analysis provided the increase in utility charge required to achieve a Net Present Value (NPV) of zero.
- Cost benefit analysis evaluating the social and economic costs and benefits of the impact of the Kerbside GO Collection Service on the whole of community.
- Social impact evaluation which identified the proposed service benefits and disbenefits, including both qualitative and quantitative analysis.
- Development of a detailed business case recommending the introduction of a Kerbside GO Collection Service.
- Peer review and update of the financial analysis by account consultants BDO and Council's accounting services.

In November 2024 RRWR provided Council with a briefing session presenting key aspects of the proposed Kerbside GO Collection Service including costs, benefits and risks associated with the service.

In summary the proposed Kerbside GO Collection Service entails:

- The addition of a 240L GO bin, collected fortnightly included in the kerbside collection service.
- The GO bin would accept all garden organic material including grass clippings, garden trimmings, branches and leaves.
- GO waste would then be delivered to an organics processing facility to be turned into compost.
- Funding is available under the State Government's Growing the Recovery of Organic Waste via Food Organic and Garden Organics (GROW FOGO) Fund to the value of $2.4M. This funding is available until the 30 June 2027.
- User Charge amount of $72.68 represents the additional utility charge required to provide the service at a NPV of zero.

The benefits of the service would include:

- Reduction in carbon emissions to the amount of 1,900 tonnes CO2-e per annum.
- Avoided cost of Waste Levy to the value of $5.3M over 17 years.
- Reuse of end product in local economy.
- Increase in local skilled jobs in collections, processing and education.
- Landfill airspace savings – reduction of approximately 3,400 tonnes (or some 6,800 cubic metres) per annum.
- Progress toward achieving State Government target for diverting >90% garden organics at the kerbside.

CONSIDERATION OF BUSINESS CASE

The Queensland Government is currently reviewing the Waste Management and Resource Recovery Strategy (the Strategy), which includes the review of waste diversion targets, Waste Levy application and annual advanced payments (local government rebate). The outcomes of this review will be incorporated into Regional Management Plans throughout Queensland and will inform councils' strategic direction forward.

Further to the Strategy review, regional councils throughout Queensland have been hesitant to introduce kerbside organics collection services due to increased regulatory requirements on organics processors under ERA 53 - Model Operating Conditions[4] including end product characteristics, processing technology and facility locality. The organics processing industry are currently adapting to these new requirements to ensure they can provide a compliant organics processing service.

Both of these items may impact on Council's consideration of the proposed Kerbside GO Collection Service and funding made available by the State Government. In respect of providing Council with a transparent and well timed decision making process, RRWR seeks for Council to consider the following options:

1. Council is presented a report for the endorsement of the Kerbside GO Collection Service before 30 June 2025, for implementation within approximately 2 years.
2. Council delays the decision for endorsement of the Kerbside GO Collection Service for 12 months.

BUDGET IMPLICATIONS

Funding under the State Government's GROW FOGO Fund is available until 30 June 2027 unless previously exhausted. This funding contributes to the financial analysis and calculated user charge of the proposed service. There is currently no further commitment by the State Government to provide funding beyond this date.

LEGAL IMPLICATIONS

NIL

CORPORATE/OPERATIONAL PLAN

Corporate Plan 2022-2027 Our Environment - We seek out opportunities that contribute to the long-term environmental sustainability of the Region; Our waste management practices accommodate and support environmental sustainability; We support our community, businesses and industries as they transition towards a low carbon economy.

CONCLUSION

In considering the best overall outcomes for the immediate and long-term future, Council Officers recommend the decision for endorsement of the Kerbside GO Collection Service is delayed for 12 months. It is expected that this report would be presented to Council by 30 June 2026.

[4] Queensland Government, Department Environment & Science (2024) ERA 53 Model Operating Conditions

11.5 REUSE SHOP & UPCYCLE VILLAGE OCCUPANCY

File No:	**15454**
Attachments:	**1. Map of Proposed Lease Area⇩**
Authorising Officer:	**Peter Kofod - General Manager Regional Services**
Author:	**Michael O'Keeffe - Manager RRWR**

SUMMARY

The purpose of this report is to provide Councillors with an update on the occupancy status of the Reviva Ibis Reuse Shop and Upcycle Village and to seek endorsement to enter into a lease for the extended contract period with Community Resources Ltd (trading as Resource Recovery Australia).

OFFICER'S RECOMMENDATION

THAT:

1. Pursuant to section 236(1)(b)(ii) of the *Local Government Regulation 2012* (Qld), Council approve the Leases of part of 152 Lakes Creek Road (approx. 3,875m^2 of Lot 1 on SP316492) to Community Resources Ltd A.C.N 622 913 384 for a term of 12 months; and
2. Council authorises the Chief Executive Officer (Manager Rockhampton Regional Waste and Recycling) to negotiate the terms and conditions of the lease, as outlined in the report, in preparation for execution by the delegated officer.

COMMENTARY

The RRC Regional Waste Strategy 2020-2030 is aimed at supporting the transition of our community towards a circular economy with the long-term goal of being a zero-waste community by 2040.

The Reuse Shop (branded as Reviva Ibis Reuse Shop by RRA) supports Council's diversion of waste from landfill and provides the Rockhampton region's community with access to inexpensive items for purchase and reuse, adding to the community's circular economy. The Upcycle Village (branded as Tinkerage by RRA) provides an enabling environment where interested members of the community and volunteers get opportunity to participate in hands-on workshops and training in reuse, repair and repurposing of items by delivering upcycling projects whilst diverting waste from landfill through the reuse of waste materials.

BACKGROUND

The Reviva Ibis Reuse Shop (Reuse Shop) and Upcycle Village are located within the Lakes Creek Road Waste Management Facility (LCRWMF) and are both operated under Contract by Resource Recovery Australia (RRA), a not-for-profit social enterprise and registered charity. The two areas share a fenced compound which is divided by an additional internal fence separating the two spaces. See attachment for aerial map.

The Reuse Shop and the Upcycle Village are significant assets in Council's pursuit of waste reduction and resource recovery.

The Upcycle Village is a smaller, simpler set up consisting of a main shed provided with water and power and a new Skillion Roof recently constructed as part of upgrade works at the LCRWMF this financial year.

PREVIOUS DECISIONS

Council have previously resolved on 6 August 2024, to agree for Council to enter into a lease agreement with RRA for the contract period expiring 19 May 2025.

BUDGET IMPLICATIONS

Not applicable.

LEGISLATIVE CONTEXT

Section 236(1)(c)(iii) of the *Local Government Regulation 2012 (Qld)* allows a Local Government to renew a lease to the existing tenant, provided that that Council has decided, by resolution, that the exception applies to the leasing of valuable non-current assets (i.e. land) other than by tender or auction.

RRA is a registered with the Australian Charities and Not-for-profits Commission (ACNC) and therefore considered as a community organisation.

LEGAL IMPLICATIONS

The current lease for the Reuse Shop and Upcycle Facilities expires on 19 May 2025. Renewing the lease will ensure that the existing tenant continues to occupy Council land with appropriate tenure agreement.

STAFFING IMPLICATIONS

Resources within Property and Insurance can adequately manage the lease process.

RISK ASSESSMENT

By not extending the lease for the two sites, Council is not afforded the protection of the conditions of the tenure agreement should a dispute occur in the future.

CORPORATE/OPERATIONAL PLAN

Goal 4.2 Pursue innovative and sustainable practices including waste management practices that accommodate and support environmental sustainability, and supporting our community, businesses and industries as they transition towards a low carbon economy.

CONCLUSION

It is recommended that Council extend the lease with Community Resources Ltd A.C.N 622 913 384 (trading as Resource Recovery Australia) for the Reuse Shop and Upcycle Village areas at Lakes Creek Road Waste Facility on the terms outlined in this report.

REUSE SHOP & UPCYCLE VILLAGE OCCUPANCY

Map of Proposed Lease Area

Meeting Date: 20 May 2025

Attachment No: 1

Proposed Lease Area
152 Lakes Creek Road, The Common, Qld, 4701

A4 scale at 1: 1,105
Printed from GeoCortex on 18/07/2024

Legend

RRC Boundary

GDA2020

Rockhampton Regional Council

11.6 QUEENSLAND GOVERNMENT RESIDENTIAL ACTIVATION FUND - PROPOSED PROJECTS SEEKING FUNDING

File No:	**12534**
Attachments:	**Nil**
Authorising Officer:	**Peter Kofod - General Manager Regional Services** **Martin Crow - Manager Infrastructure Planning**
Author:	**Ann Davie - Senior Advisor Community Development**

SUMMARY

This report provides information about the Queensland Government Residential Activation Fund, Round 1 grant program and recommended projects to be submitted for funding.

OFFICER'S RECOMMENDATION

THAT Council endorse the following projects to seek funding under the Queensland Government Residential Activation Fund, Round 1 and consider Council's co-contribution in the 2025/2026 budget development.

1. Alexandra Street Extended
2. North Rockhampton Sewage Treatment Plant, Stage C
3. Limestone Creek Sewage Pump Station Network

COMMENTARY

In early April, the Queensland Government announced the Residential Activation Fund would be available to "offer $2 billion through the Fund with at least 50% of monies invested in outside of South East Queensland, across both regional, rural and remote Council areas."

Round 1 has made $500 million available across 2 streams or pathways:

- Pathway 1 for Local Governments
    - Delivery infrastructure projects
    - Specific Infrastructure Planning Projects
- Pathway 2 for Developers – delivery infrastructure projects

Application details include:

- Co-contributions are encouraged, but not required
- No upper or lower limits to project size or funding sought (within available funds)
- Projects must commence construction within 12 months of the agreement and be completed within 3 years.
- Councils can submit multiple applications and must prioritise projects across both streams

Proposed projects are:

<u>Delivery</u>

1. <u>Alexandra Street Extended</u>
   Construction of 2.2km of Major Urban Collector road and associated intersections, connecting to two separate residential developments in Parkhurst.
   Project cost: $12,500,000
   Grant funding sought: $9,375,000
   Council contribution: $3,125,000

2. North Rockhampton Sewage Treatment Plant, Stage C
   Addition of Ultra-Violet Disinfection to the North Rockhampton Sewage Treatment Plant to enable treatment capacity beyond 50,000 equivalent persons.
   Project cost: $13,000,000
   Grant funding sought: $9,750,000
   Council contribution: $3,250,000

Planning and design

1. Limestone Creek SPS Network
   Planning and detail design for Limestone Creek Sewage Pump Station and associated Norman Road Sewer Rising main which will remove a sewerage network capacity constraint on development in Parkhurst.
   Project cost: $350,000
   Grant funding sought: $300,000
   Council contribution: $50,000

PREVIOUS DECISIONS

Council has sought funding previously for the Alexandra Street Extended project but was unsuccessful.

BUDGET IMPLICATIONS

The projects that are listed are all Trunk Infrastructure Projects under Council's Local Government Infrastructure Plan and partially offset by Infrastructure Charges. Any external funding that can be attracted to these projects will assist Council's financial position. Council's contributions can be sourced from the capital allocations for these projects within Council's capital budget.

RISK ASSESSMENT

Each project will have its own project plan for delivery, which will include risk assessments and management actions.

CORPORATE/OPERATIONAL PLAN

Seeking funding for these projects is aligned with these goals in the Corporate Plan:

1.1 We are fiscally responsible

1.1.1 We pursue and advocate for funding that enables us to deliver our planned priorities and supports our financial sustainability

CONCLUSION

The projects listed above align with the funding program's objectives and requirements. All projects will provide significant benefits to Rockhampton's housing availability, and allow Council to plan appropriately for growth.

12 NOTICES OF MOTION

Nil

13 QUESTIONS ON NOTICE

Nil

14 URGENT BUSINESS/QUESTIONS

Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting

15 CLOSURE OF MEETING