

Notice of Meeting

Water and Sewer Advisory Committee Meeting

A Water and Sewer Advisory Committee Meeting of Byron Shire Council will be held as follows:

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 20 October 2022
Time	9.00am

Phil Holloway
Director, Infrastructure Services

I2022/1484
Distributed 14/10/22



BYRON
SHIRE
COUNCIL

CONFLICT OF INTERESTS

What is a “Conflict of Interests” - A conflict of interests can be of two types:

Pecuniary - an interest that a person has in a matter because of a reasonable likelihood or expectation of appreciable financial gain or loss to the person or another person with whom the person is associated.

Non-pecuniary – a private or personal interest that a Council official has that does not amount to a pecuniary interest as defined in the Code of Conduct for Councillors (eg. A friendship, membership of an association, society or trade union or involvement or interest in an activity and may include an interest of a financial nature).

Remoteness – a person does not have a pecuniary interest in a matter if the interest is so remote or insignificant that it could not reasonably be regarded as likely to influence any decision the person might make in relation to a matter or if the interest is of a kind specified in the Code of Conduct for Councillors.

Who has a Pecuniary Interest? - a person has a pecuniary interest in a matter if the pecuniary interest is the interest of the person, or another person with whom the person is associated (see below).

Relatives, Partners - a person is taken to have a pecuniary interest in a matter if:

- The person’s spouse or de facto partner or a relative of the person has a pecuniary interest in the matter, or
- The person, or a nominee, partners or employer of the person, is a member of a company or other body that has a pecuniary interest in the matter.

N.B. “Relative”, in relation to a person means any of the following:

- (a) the parent, grandparent, brother, sister, uncle, aunt, nephew, niece, lineal descends or adopted child of the person or of the person’s spouse;
- (b) the spouse or de facto partners of the person or of a person referred to in paragraph (a)

No Interest in the Matter - however, a person is not taken to have a pecuniary interest in a matter:

- If the person is unaware of the relevant pecuniary interest of the spouse, de facto partner, relative or company or other body, or
- Just because the person is a member of, or is employed by, the Council.
- Just because the person is a member of, or a delegate of the Council to, a company or other body that has a pecuniary interest in the matter provided that the person has no beneficial interest in any shares of the company or body.

Disclosure and participation in meetings

- A Councillor or a member of a Council Committee who has a pecuniary interest in any matter with which the Council is concerned and who is present at a meeting of the Council or Committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.
- The Councillor or member must not be present at, or in sight of, the meeting of the Council or Committee:
 - (a) at any time during which the matter is being considered or discussed by the Council or Committee, or

- (b) at any time during which the Council or Committee is voting on any question in relation to the matter.

No Knowledge - a person does not breach this Clause if the person did not know and could not reasonably be expected to have known that the matter under consideration at the meeting was a matter in which he or she had a pecuniary interest.

Non-pecuniary Interests - Must be disclosed in meetings.

There are a broad range of options available for managing conflicts & the option chosen will depend on an assessment of the circumstances of the matter, the nature of the interest and the significance of the issue being dealt with. Non-pecuniary conflicts of interests must be dealt with in at least one of the following ways:

- It may be appropriate that no action be taken where the potential for conflict is minimal. However, Councillors should consider providing an explanation of why they consider a conflict does not exist.
- Limit involvement if practical (eg. Participate in discussion but not in decision making or vice-versa). Care needs to be taken when exercising this option.
- Remove the source of the conflict (eg. Relinquishing or divesting the personal interest that creates the conflict)
- Have no involvement by absenting yourself from and not taking part in any debate or voting on the issue as of the provisions in the Code of Conduct (particularly if you have a significant non-pecuniary interest)

RECORDING OF VOTING ON PLANNING MATTERS

Clause 375A of the Local Government Act 1993 – Recording of voting on planning matters

- (1) In this section, **planning decision** means a decision made in the exercise of a function of a council under the Environmental Planning and Assessment Act 1979:
 - (a) including a decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but
 - (b) not including the making of an order under that Act.
- (2) The general manager is required to keep a register containing, for each planning decision made at a meeting of the council or a council committee, the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.
- (3) For the purpose of maintaining the register, a division is required to be called whenever a motion for a planning decision is put at a meeting of the council or a council committee.
- (4) Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document, and is to include the information required by the regulations.
- (5) This section extends to a meeting that is closed to the public.

OATH AND AFFIRMATION FOR COUNCILLORS

Councillors are reminded of the oath of office or affirmation of office made at or before their first meeting of the council in accordance with Clause 233A of the Local Government Act 1993. This includes undertaking the duties of the office of councillor in the best interests of the people of Byron Shire and the Byron Shire Council and faithfully and impartially carrying out the functions, powers, authorities and discretions vested under the Act or any other Act to the best of one's ability and judgment.

BYRON SHIRE COUNCIL

BUSINESS OF MEETING

1. APOLOGIES

2. DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

3. ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

- 3.1 Adoption of Minutes from Previous Meeting 6

4. STAFF REPORTS

Sustainable Environment and Economy

- 4.1 Review of Council's Onsite Sewage Management Strategy 2001 and Onsite Sewage Management Guidelines 2004 12

Infrastructure Services

- 4.2 Management of Bamboo at Bangalow STP 107
4.3 Utilities Overview 110

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

Report No. 3.1 Adoption of Minutes from Previous Meeting

Directorate: Infrastructure Services



5 **Report Author:** Dominika Tomanek, Executive Assistant Infrastructure Services

File No: I2022/1464

10 **RECOMMENDATION:**

That the minutes of the Water and Sewer Advisory Committee Meeting held on 28 September 2022 be confirmed.

Attachments:

15 1 Minutes 28/09/2022 Water and Sewer Advisory Committee Extraordinary, I2022/1319 , page 8  

BYRON SHIRE COUNCIL

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1

Report

The attachment to this report provides the minutes of the Water and Sewer Advisory Committee Meeting of 28 September 2022 .

5

Report to Council

The minutes will be reported to Council on 27 October 2022.

Minutes of Meeting
Extraordinary Water and Sewer Advisory
Committee Meeting

Venue	Conference Room, Station Street, Mullumbimby
Date	Wednesday, 28 September 2022
Time	10.30am



BYRON SHIRE COUNCIL

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

BYRON SHIRE COUNCIL

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

BYRON SHIRE COUNCIL

EXTRAORDINARY WATER AND SEWER ADVISORY COMMITTEE MEETING
MINUTES 28 SEPTEMBER 2022

Minutes of the Extraordinary Water and Sewer Advisory Committee Meeting held on Wednesday, 28 September 2022

File No: I2022/1319

PRESENT: Cr M Lyon, Cr D Dey

Staff: Phil Holloway (Director Infrastructure Services)

Cameron Clark (Manager Utilities)

Dominika Tomanek (Minute Taker)

Community: Ben Fawcett, David Fligelman, Elia Hauge

Visitor: Robyn Campbell, Robyn Campbell

Cr Lyon (Chair) opened the meeting at 10:39 am and acknowledged that the meeting was being held on Bundjalung Country.

APOLOGIES:

Cr S Ndiaye

Cr C Coorey

DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

David Fligelman declared a pecuniary/non-pecuniary interest in Report 4.1. The nature of the interest being that he currently has a tender for potable reuse investigations under assessment by Rous Water.

Ben Fawcett declared a pecuniary/non-pecuniary interest. The nature of the interest being that his residence is close to Laverty's Gap.

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

WSAC Extraordinary Water and Sewer Advisory Committee Meeting

page 3

BYRON SHIRE COUNCIL

ADOPTION OF MINUTES FROM PREVIOUS MEETINGS

3.1 - ATTACHMENT 1

BYRON SHIRE COUNCIL

EXTRAORDINARY WATER AND SEWER ADVISORY COMMITTEE MEETING
MINUTES 28 SEPTEMBER 2022

Report No. 3.1 Adoption of Minutes for Previous Meeting
File No: I2022/1309

Committee Recommendation:

That the minutes of the Water and Sewer Advisory Committee Meeting held on 18 August 2022 be confirmed.

(Dey/Hauge)

The recommendation was put to the vote and declared carried.

BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

STAFF REPORTS - INFRASTRUCTURE SERVICES

Report No. 4.1 Safe and Secure Yield
File No: I2022/1281

Committee Recommendation:

1. That the Council:
 - a) notes the report
 - b) defers the report to next committee meeting and invite the Rous representatives to discuss regarding future water supply.
2. That committee receives report on integrated water cycle management in the shire.

(Dey/Hauge)

The recommendation was put to the vote and declared carried.

There being no further business the meeting concluded at 12:51 pm.

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

Report No. 4.1 Review of Council's Onsite Sewage Management Strategy 2001 and Onsite Sewage Management Guidelines 2004

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Directorate: Sustainable Environment and Economy
Report Author: Tim Connors, Team Leader Environmental Health
File No: I2022/934

Summary:

10 Council's Environmental Health team together with Tim Fitzroy of Fitzroy & Associates, have conducted a review of Council's Onsite Sewage Management Strategy 2001 and Onsite Sewage Management Guidelines 2004.

15 The review of both documents resulted in the drafting of a new Onsite Sewage Management Strategy and Onsite Sewage Management Guidelines. The Water and Sewer Advisory Committee is a key stakeholder group to be involved in the revision of these documents. As such, it is requested that the attached newly drafted Strategy and Guidelines be reviewed by the committee members prior to both documents being reported to Council seeking endorsement for public exhibition.

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RECOMMENDATION:

That the Water and Sewer Advisory Committee notes:-

- 25
- 1. The draft Onsite Sewage Management Strategy and draft Onsite Sewage Management Guidelines; and**
.
 - 2. That both documents will be reported to Council seeking endorsement for public exhibition.**

30

Attachments:

- 1 Draft Onsite Sewerage Management Strategy, E2022/97265 , page 16  
2 Draft Onsite Sewerage Management Guidelines, E2022/97263 , page 47  

35

Report

5 Council's Onsite Sewage Management Strategy and Onsite Sewage Management Guidelines have been in place since 2001 and 2004, respectively. Due to ongoing changes since that time, deficiencies in Council's current strategy and guidelines have been identified by Council staff, designers, and installers. To overcome these deficiencies, Council's Environmental Health Team engaged Tim Fitzroy of Fitzroy and Associates to review and update Council's documents.

10 Following benchmarking against best practice OSMS policies throughout Australia, Council's Environmental Health Team together with Tim Fitzroy of Fitzroy and Associates have conducted several workshops which resulted in the production of the revised draft Onsite Sewage Management Strategy and Onsite Sewage Management Guidelines documents.

The revised strategy and guidelines are attached to this report for consideration by the Water and Sewer Advisory Committee.

15 Strategic Considerations

Community Strategic Plan and Operational Plan

CSP Objective	CSP Strategy	DP Action	Code	OP Activity
1: Effective Leadership We have effective decision making and community leadership that is open and informed	1.1: Enhance trust and accountability through open and transparent leadership	1.1.1: Leadership - Enhance leadership effectiveness, capacity, and ethical behaviour	1.1.1.1	Coordinate Council's annual policy review program, update and publish adopted policies
1: Effective Leadership We have effective decision making and community leadership that is open	1.2: Engage and involve community in decision making	1.2.1: Community-led decision making - Engage with community to inform Council decision	1.2.1.1	Provide opportunities for the community to have input, comment and feedback to Council on projects and matters of interest.

BYRON SHIRE COUNCIL

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

4.1

and informed		making		
1: Effective Leadership We have effective decision making and community leadership that is open and informed	1.2: Engage and involve community in decision making	1.2.1: Community-led decision making - Engage with community to inform Council decision making	1.2.1.2	Support staff to consider communication and engagement as part of all project development and implementation.
1: Effective Leadership We have effective decision making and community leadership that is open and informed	1.2: Engage and involve community in decision making	1.2.4: Advisory Committees - Coordinate advisory committees to inform decision making on their areas of expertise	1.2.4.1	Coordinate and support Advisory Committees to assist with effective Council decision making

Recent Resolutions

- 13–135 (14/03/2013)
- 07-231 (10/05/2007)

Legal/Statutory/Policy Considerations

- 5
- Protection of the Environment Operations Act 1997
 - Local Government Act 1993
- 10
- Local Government (General) Regulation, 2005.
 - Byron Shire Council (2018). Policy No. 14/009. On-Site Sewage management Systems in Reticulated Areas. Adopted by Council 22 May 2003. Last review date: September 2014.

BYRON SHIRE COUNCIL

STAFF REPORTS - SUSTAINABLE ENVIRONMENT AND ECONOMY

4.1

- Byron Shire Council (2001). On-site Sewage Management Strategy. November 2001.
- 5 • Byron Shire Council (2004). Design Guidelines for On-site Sewage Management for Single Households. 1 December 2004.
- Byron Shire Council Community Engagement Policy 2018.

Financial Considerations

10 N/A

Consultation and Engagement

- Council's Environmental Health Team have conducted several workshops with Tim Fitzroy of Fitzroy and Associates.
- 15 • Benchmarking against other Onsite Sewage Management Policies, particularly the policies of neighbouring Local Government Authorities.

Onsite Sewage Management Strategy 2022



DRAFT OSSM Strategy 2022

Acknowledgement of Country

Byron Shire Council recognises the traditional owners of this land the Bundjalung of Byron Bay, Arakwal People, the Widjabal People, the Midjungbal People and the wider Bundjalung Nation.

The Council recognises that the most enduring and relevant legacy that Indigenous offer is their understanding of the significance of land and the local and deep commitment to place.

This document respects and embraces this approach and acknowledges that our country and resources are precious and must be looked after for future generations.

DRAFT OSSM Strategy 2022

Contents

1. Introduction.....	5
Aims	6
Goals	6
Objectives	7
Citation.....	8
Commencement	8
Corporate Linkages	8
Scope.....	9
2. Approvals and Development Application Processes	11
Local Government Act Requirements.....	11
Guiding Documents relevant to the Approval of OSSM Systems	11
Approval to Install/Construct/Alter an OSSM System	12
Emergency works.....	12
Approval to Operate an OSSM System	12
Approval Processes for Different Development Applications	13
3. Quality Control of Service Providers, Approvals and OSSM Systems.....	15
Site evaluators and soil assessors	15
Certification of Design and Installations	17
4. Sustainable Development	19
Water Efficiency.....	19
Energy Efficiency.....	20
5. Ongoing Management and Monitoring	21
Maintain Database of OSSM Systems.....	21
Risk-based ATO Renewal and Audit Inspection Program	21
Servicing Requirements	22
Education of Owners.....	23
6. Compliance and Enforcement.....	25
7. Renewal and Annual OSSM Management Fee	26
OSSM Program - Key Performance Indicators	26

DRAFT OSSM Strategy 2022

8. Acronyms 27
9. Glossary 28
10. References 30

#E2022/95319

DRAFT OSSM Strategy 2022

1. Introduction

It is a requirement for councils within New South Wales, which have non-sewered areas, to review their On-Site Sewage Management (OSSM) Strategy at appropriate intervals in consultation with the community

The function of an OSSM system is to collect, contain, treat, assimilate, and process wastewater in a sustainable manner so that the key performance objectives are achieved.

- 29 (2) (a) *preventing the spread of disease by micro-organisms,*
- (b) *preventing the spread of foul odours,*
- (c) *preventing contamination of water,*
- (d) *preventing degradation of soil and vegetation,*
- (e) *discouraging insects and vermin,*
- (f) *ensuring that persons do not come into contact with untreated sewage or effluent (whether treated or not) in their ordinary activities on the premises concerned,*
- (g) *the re-use of resources (including nutrients, organic matter and water),*
- (h) *the minimisation of any adverse impacts on the amenity of the land on which it is installed or constructed and other land in the vicinity of that land.*

The focus of Byron Shire Council's OSSM Strategy is to sustainably manage the design, construction, installation and ongoing operation and maintenance of all OSSM systems within the Local Government Area (LGA).

The OSSM Strategy affirms the community's objectives and outlines Council's monitoring program and support services to assist homeowners install and maintain their OSSM system in a satisfactory operating condition.

Key components of the OSSM Strategy are identified in the ensuing aims, goals, and objectives. A risk assessment method provides a mechanism for Council to allocate resources, site inspections and to identify priority high risk areas.

The OSSM Strategy supports several wider Council program objectives and initiatives, including the improvement of water quality in waterways, estuaries, protection of drinking water catchments, priority oyster aquaculture areas, and groundwater and stormwater management.

The OSSM Strategy is to be read in conjunction with Council's On-Site Sewage Management Guidelines (OSSM Guidelines), which contain the detailed requirements for the design, construction, installation, replacement, repair, alteration and maintenance of OSSM systems.

DRAFT OSSM Strategy 2022

Community and homeowner education will be an important component of the OSSM Strategy.

Aims

The aims of this OSSM Strategy are:

- a. to provide a management framework to enable Council to proactively regulate all OSSM systems within the shire
- b. to enhance the capacity of Council to fund and resource the OSSM monitoring and management program
- c. to provide education, support and supervision to help homeowners maintain their OSSM system in a satisfactory condition
- d. to implement a best practice OSSM management program to ensure the protection of public and environmental health, amenity and to use resources efficiently.

Goals

To achieve the aims the OSSM Strategy goals are to:

- a. maintain a register of all OSSM systems installed within Byron Shire
- b. ensure the protection of the environment including
 - groundwater,
 - drinking water catchments,
 - priority oyster aquaculture areas,
 - waterways,
 - estuaries,
 - stormwater,
 - surface water,
 - land
 - vegetation
- c. protect public health by minimising the risk of human contact with wastewater and effluent
- d. restrict vector access into OSSM systems, for example mosquitos, flies and rodents
- e. ensure that specific site constraints and locations are considered to ensure suitable OSSM systems are installed

DRAFT OSSM Strategy 2022

- f. maintain and enhance community amenity regarding installation and operation of OSSM systems,
- g. ensure that all applications to install or alter OSSM systems comply with relevant Acts, Regulations, Australian Standards, guidelines, and application approval conditions
- h. promote ecologically sustainable development, for example efficient use of resources, water and energy in the design and operation of OSSM systems
- i. ensure that resources are provided for council to develop communication and homeowner education programs
- j. ensure the efficient and effective use of Council resources
- k. promote the safe and beneficial reuse of effluent, when and where suitable
- l. ensure that only suitably qualified and experienced persons design, install and service OSSM systems
- m. develop key performance indicators that will monitor and measure the success of the OSSM Strategy

Objectives

To achieve the Strategy goals, Council has set the following objectives:

- a. coordinate and record all OSSM applications and approvals into the OSSM register, including inspection and monitoring information
- b. develop OSSM Guidelines for the design, construction, installation, replacement, repair, alteration, and maintenance of an OSSM system
- c. develop and implement a OSSM communication and education plan targeting homeowners, plumbers and drainers, designers, installers, service agents, real estate agents, solicitors, conveyancers, architects, planning consultants, and the general wastewater industry
- d. educate OSSM owners on the importance of monitoring OSSM systems and to encourage a voluntary compliance attitude
- e. develop and implement an OSSM monitoring program to ensure that all systems are serviced at required intervals and service reports are submitted to Council within acceptable timeframes
- f. develop an OSSM inspection program that is risk based and considers available resources
- g. develop a process for listing suitably qualified persons for designing, installing and servicing OSSM systems and make the list accessible to the public

DRAFT OSSM Strategy 2022

- h. ensure that all OSSM designs, and installations are certified by suitably qualified persons for compliance with the Council approved plans and conditions and where applicable the manufacturer's commissioning requirements
- i. ensure that, where practical, OSSM systems are designed and managed to use materials, water and energy efficiently during construction, installation and operation
- j. ensure that development approvals in non-sewered areas, ie subdivisions, boundary adjustments, dwelling entitlements and change of land use, comply with the OSSM Strategy.

Citation

This OSSM Strategy has been adopted by Council and should be read in conjunction with the Byron Shire Development Control Plan and Council's On-Site Sewage Management Guidelines.

Commencement

This OSSM Strategy applies to non-sewered areas in the Byron Shire from the date of adoption by Council, to all development applications, construction certificate applications, and Local Government Act Section 68 OSSM applications relating to or affected by the matters contained in the OSSM Strategy.

Corporate Linkages

This OSSM Strategy applies to all land within the Byron Shire. In the event of any inconsistency between this OSSM Strategy and previous Development Control Plans, policies or codes, or previous information issued by Council with respect to OSSM treatment and disposal, this OSSM Strategy shall prevail.

Links to Council's Community Strategic Plan:

Our Vision:

Byron Shire is a 'meeting place': Where people can come together to connect, share, grow, inspire, and create positive change.

Links to Council's Local Strategic Planning Statement:

Our Themes and Key Priorities

A Sustainable Shire

- SP1. Protect and enhance our biodiversity, ecosystems and ecology.
- SP2. Strive to become a sustainable community.
- SP3. Adapt to climate change and build resilience.

DRAFT OSSM Strategy 2022

A Liveable Shire

LP1. Support and celebrate our heritage, vibrant culture and diverse lifestyles.

LP2. Create great places that support and encourage an active, healthy and connected community.

A Thriving Shire

TP1. Support a strong diversified and sustainable economy based on Byron Shire's unique character, landscapes and important farmland.

TP2. Develop and implement strategies to support agriculture, agri-business and farmers.

A Connected Shire

CP1. Ensure infrastructure delivery is aligned with planned growth.

CP3. Support community wellbeing with appropriate community infrastructure.

CP4. Provide essential services and reliable infrastructure which meet an acceptable community standard.

Scope

This OSSM Strategy and Council's OSSM Guidelines are written with and meet or exceed the standards within the *'NSW Environment & Health Protection Guidelines: On-Site Sewage Management for Single Households and AS/NZS 1547 – Domestic On-Site Wastewater Management.'*

The guideline and strategy are also written to consider local environmental features of the Byron Shire such as the high rainfall, volcanic soils, undulating and steep escarpments, interspersed with drainage channels and watercourses, the coastal plain, wetlands and estuarine environments and marine reserves and high biodiversity.

These features present challenges that often require specialised solutions for wastewater treatment and management.

The OSSM Strategy and Guidelines provide a local framework to implement sustainable OSSM practices.

The Protection of the Environment Operations (POEO) Act is relevant to all potential sources of pollution.

Under the provisions of Local Government Act, Councils are responsible for regulating the installation and operation of OSSM systems, which do not exceed 2,500 Equivalent Persons (EP) or 750 kilolitres per day.

The NSW Ministry of Health issues certificates of accreditation for OSSM facilities not exceeding 10 EP or 2,000 litres of daily sewage flow. OSSM systems with capacities above 10 EP and less than 2,500 EP have no formal accreditation process. Council will assess

DRAFT OSSM Strategy 2022

proposals for these systems on a case-by-case situation utilising a risk assessment process and referring to wastewater industry guidelines.

Drinking water catchments are subject to specific requirements. If a property is located within these catchment areas, then the Rous Water On-Site Wastewater Management Guidelines are applicable and are to be read in conjunction with Council's OSSM Strategy and Guidelines.

DRAFT OSSM Strategy 2022

2. Approvals and Development Application Processes

Owners or occupiers of properties with OSSM systems are required to hold an Approval to Operate an OSSM system which is determined by Council. A separate approval is also required from Council to install, construct or alter an OSSM system. This chapter provides an overview of these approvals and processes for various development application types.

Local Government Act Requirements

The Section 68 of the Local Government Act 1993 clause states that prior approval must be obtained from Council before carrying out the following:

Part C5 Installation, construction or alteration of a waste treatment device or a human waste storage facility or a drain connected to any such device or facility

Part C6 Operation of a system of sewage management.

The Division 4 Local Government (General) Regulation 2021 sets out:

- Council's responsibilities and powers to regulate the installation and ongoing operation of OSSM systems.
- the information that must accompany an OSSM application.
- the matters to be taken into consideration by Council in determining an OSSM application.
- the performance standards to be satisfied before an OSSM approval can be issued.

Guiding Documents relevant to the Approval of OSSM Systems

Council's *On-Site Sewage Management Guidelines* provide essential information for designers, installers, homeowners, and the community about how Council approves, manages and monitors OSSM systems. The guidelines are based on contemporary standards and guidance. To ensure ongoing improvement in the management and performance of OSSM systems, it is important to ensure that the information in Council's guidelines and fact sheets are up to date.

Action 2.1

Monitor contemporary guidance on OSSM systems and update Byron Shire Council guidelines and fact sheets as necessary.

Action details

To ensure Council provides contemporary guidance on OSSM systems:

1. Update Council's *On-Site Sewage Management Guidelines* every 10 years or in response to any significant change to on-site sewage management technology or procedures.
2. Review Council's OSSM fact sheets every 5 years and update on an as-needs basis.

DRAFT OSSM Strategy 2022

Approval to Install/Construct/Alter an OSSM System

An approval to install, construct or alter an OSSM system (often known as a 'Section 68 application') is required for the installation, upgrading or alteration of an OSSM system including the connection of new drains to an existing OSSM system or for new development that results in an additional load on the system.

An application for approval to install, construct or alter an OSSM system is to be submitted to Council via the [NSW Planning Portal](#) with payment of appropriate fees prior to any work commencing.

It is an offence under the [Local Government Act s627](#) to undertake work to install/construct or alter an OSSM system without prior written approval from Council.

Emergency works

Emergency works are those that if delayed have high potential for adverse off-site public and or environmental health and may be necessary from time to time to mitigate those imminent impacts.

Emergency works must be notified to council in writing (emails are acceptable) for approval and may still require payment of fees and inspections. The works should be implemented to ensure compliance with the Byron Shire Council guidelines for onsite sewage management. Details of the works conducted is still required when completed.

Approval to Operate an OSSM System

It is an offence under the [Local Government Act s 626](#) to operate an OSSM system without a current Approval to Operate (ATO) issued by Council.

This is an ongoing approval through Council that is issued to the property owner and does not 'attach' to the property or OSSM system (like a driver's license attached to a person, not the car). Owners require an approval to operate per OSSM system.

An ATO relating to a new or upgraded OSSM system will only be issued when all the following have been satisfactorily completed:

- An application has been submitted to Council complete with necessary information and payment of fees.
- a final inspection has been undertaken.
- all certification documentation has been received by Council.
- As council sees fit

New owners of a property with an OSSM system need to apply for an Approval to Operate as they expire upon the sale of a property. This must be done within two months of the date on which the land is transferred to enable continued operation of the OSSM system without approval until the application is finally determined (based on requirements under [Section 47 of the Local Government \(General\) Regulation 2021](#)).

DRAFT OSSM Strategy 2022

Existing ATO's are automatically renewed annually with payment of the fee for service charge in the annual rates notices.

Refer to Chapter 5 regarding an action to ensure all OSSM systems have a current Approval to Operate.

Approval Processes for Different Development Applications

New Dwellings and Developments

New dwellings / developments with an OSSM system require an application, commonly called a s68 application, for approval to install, construct or alter an OSSM system to be submitted to Council. Details of supporting information required to be submitted with the application are detailed in Council's *On-Site Sewage Management Guidelines*.

An Approval to Operate certificate must be issued by Council prior to the issuing of an interim or final occupation certificate.

Alterations and Additions to Developments or Change of Building Use

For developments/dwellings with an existing OSSM system an application for approval to install, construct or alter an OSSM system is required for any of the following instances:

- the alteration / addition or change of use that results in an additional load on the existing OSSM system.
- the alteration / addition or change of use involves connection of new drains to the existing OSSM system (even if it does not impose any additional load on the system).
- the alteration / addition or change of use involves a modification to / replacement of the existing OSSM system.

If the alteration / addition or change of use does not involve any of the above, then an 'approval to install, construct or alter' is not required. However, a service and or condition report less than 12 months old may be required by Council to indicate the existing OSSM system is operating satisfactorily.

Where council has no record of an approval to install an OSMS than a condition report including diagrams and dimensions is required to be submitted as an Acknowledgment of Works application. Council will determine from that information and the risk assessment process if an upgrade or replacement is required.

When an approval to install, construct or alter an OSSM system is required for alterations and additions, the approval must be issued by Council prior to the issuing of a construction certificate for any building or construction work.

For a change of building use, an Approval to Operate certificate must be issued by Council prior to the issuing of an interim or final occupational certificate.

DRAFT OSSM Strategy 2022

Subdivision/Boundary Adjustments/Rezoning Applications

For development applications (DA's) involving the subdivision of land into multiple parcels, an OSSM Design Report or land capability assessment must be prepared and accompany the DA.

The OSSM Design Report or land capability assessment will need to justify that an OSSM system can be installed on the new parcel/s of land and that the requirements council's development Control plans and Local Environmental plan are met or exceeded

Details of information requirements for an OSSM Design Report or land capability assessment are addressed in Council's *On-Site Sewage Management Guidelines*.

DRAFT OSSM Strategy 2022

3. Quality Control of Service Providers, Approvals and OSSM Systems

The performance of OSSM systems can be variable due to faults arising from initial planning and design through to operation by householders and service agents. The multitude of stakeholders involved in planning, design, assessment installation, certification and operation can make quality control more complex. This chapter provides quality control measures for practitioners involved in the design, installation and servicing of OSSM systems.

To help provide consistent and satisfactory quality output from service providers, Council has adopted recommendations in AS/NZS 1547:2012 with respect to suitable qualifications for each element of the OSSM design and installation process and for the ongoing servicing of OSSM systems.

Site evaluators and soil assessors

Site evaluators and soil assessors may include professional engineers, soil scientists, environmental health scientists, plumbers with appropriate training, competence, and experience in design and installation practice. Site evaluators and soil assessors must ensure that they:

- a. Are appropriately trained.
- b. Are familiar with any regulatory requirements for site evaluation.
- c. Are responsible for all work to evaluate the capacity of a site and its soil for accepting treated wastewater.
- d. Certify that the evaluation procedures have been undertaken in accordance with AS/NZS 1547:2012 and Council's *On-site Sewage Management Guidelines*.

OSSM Designers

Designers may include professional engineers, soil scientists, environmental health scientists, or plumbers with appropriate training, competence, and experience in design and installation practice. Designers must ensure they:

- a. are appropriately trained.
- b. prepare and certify OSSM Design Reports and land capability assessments in accordance with Council's *On-site Sewage Management Guidelines*.
- c. are familiar with current OSSM legislation and regulation, these guidelines, and relevant Australian Standards.
- d. Prepare a draft Operation and Maintenance Manual based on the findings of the OSSM Design Report.
- e. Designers must state their qualifications within every design report

DRAFT OSSM Strategy 2022

OSSM Installation Contractors

Installation contractors may include licensed plumbers, A licensed plumber is required as part of the installation process. Plumbers must ensure that they:

- a. Are appropriately trained – it is recommended that plumbers attend an appropriate accredited training program for installing OSSM systems.
- b. Consult with the OSSM Designer on the intention of the design and requirements essential to achieving design integrity.
- c. Arrange inspections of the installation with Council certifiers.
- d. Compile the final Operation and Maintenance Manual and provide copies together with the OSSM Approval to the owner and resident following installation or upgrading of an OSSM system.
- e. Provide Council with copies of the sewer services and work as executed diagrams.

Inspections of OSSM plumbing and drainage works associated with installations or alterations can only be conducted by Council Officers.

Servicing Agents for OSSM Systems

OSSM servicing agents are engaged by property owners.

Certain OSSM systems or elements can be adequately serviced by a NSW Licensed Plumber. For more complex OSSM systems for example aerated treatment systems Council requires the servicing agent to have specific training and accreditation. [Action 5.1](#) lists the accreditation requirements of servicing agents for different OSSM systems and components.

All OSSM electrical work is to be performed by a licensed electrical contractor and in accordance with all appropriate electrical regulations and standards.

Duties of OSSM servicing agents are addressed in Council's *On-site Sewage Management Guidelines* and [NSW Health Servicing of Single Domestic Secondary Treatment Sewage Management Facilities Advisory Notes](#)

Action 3.1:

Introduce a process and register of authorised service agents for certain types of OSSM systems.

Action details

Council will introduce a process and register of authorised servicing agents for OSSM systems that include any of the following elements:

- Aerated Wastewater Treatment Systems (AWTS's)
- any NSW Health accredited system
- sub-surface drip irrigation systems
- surface irrigation systems.

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To become a Council authorised OSSM servicing agent the following is required:

1. Completion of an appropriate course conducted by a registered training organisation.
2. Minimum six months relevant experience.
3. Public liability insurance (\$10 million).

Council will:

1. establish an application process for authorisation of OSSM servicing agents.
2. establish a process for authorised servicing agents to maintain accreditation.
3. maintain a register of authorised servicing agents.

Certification of Design and Installations

To verify that the various stages of design and installation have been satisfactorily completed, Council requires the following certification for quality control (refer also to **Table 3.1**):

1. **Certification of OSSM Design Report:** This certification is to be completed by the OSSM designer within the design report verifying that the OSSM design complies with the requirements of Council's *On-Site Sewage Management Guidelines*.
2. **Certification of Minor Alterations:** Council's certifiers and/or environmental health officers may approve in writing any minor alterations to the approved design made in writing to the certifiers. Any alterations to the approved installation that are not of a minor nature will require an amended application to be lodged with Council.
3. **Certification of Installation and Commissioning:** The OSSM installation contractor must verify to council via a certificate of compliance that installation of the OSSM system has been completed in accordance with the approval and any minor alterations.

The certificate of compliance must be accompanied by a sewer services diagram and work as executed drawings to scale before or when booking the final inspection

Certification of OSSM Systems that Council can approve for installation

NSW Health administers the certification of accreditation of sewage management facilities and vessels in accordance with Clause 41 of the Local Government (General) Regulation 2005. A certificate of accreditation may include specific requirements for the installation, operation and maintenance of the accredited OSSM system.

NSW Health issues certificates of accreditation for OSSM facilities not exceeding 10 EP or 2,000 litres of daily sewage flow.

DRAFT OSSM Strategy 2022

To ensure the provision of quality control of OSSM systems, Council will only approve systems that have a certificate of accreditation with NSW Health, excluding reed bed systems.

Reed bed systems are not accredited by NSW Health. Council will approve reed bed systems that are designed and installed to contemporary, best-practice standards.

Staged development

A s68 application design proposal that is made to accommodate future developments should indicate that it is staged development and what the stages are.

A final certificate will not be issued if all stages are not completed, and staging has not been indicated.

Commercial OSSM Treatment Systems

Commercial OSSM systems are classified by Council as OSSM systems with capacities above 10 EP but less than 2,500 EP. These systems typically service holiday accommodation premises, tourist developments, restaurants, cafes, and processing facilities. The wastewater generated from these premises can vary significantly from the wastewater generated by a typical domestic residence

Commercial systems must be designed by persons with recognised experience in commercial system design. That experience must be included in the design reports.

Applications for approval to install Commercial systems will not be accepted without consideration for the quality of the influent and relative trade waste or pre-treatment devices include.

Conditions pertaining to trade waste management and effluent quality monitoring and reporting may be applied as part of any approval to install commercial systems.

Design reports for tourist accommodation that do not include laundries must discuss the alternative laundry arrangements.

DRAFT OSSM Strategy 2022

4. Sustainable Development

Council's goal is for all buildings connected to OSSM systems to install water and energy efficient plumbing products to minimise water and energy use, minimise wastewater generation, assist in the satisfactory long-term operation of OSSM systems.

Water Efficiency

Reductions in wastewater loadings on OSSM systems is encouraged to help extend the life of OSSM systems and can be achieved with the use of water efficient fixtures and appliances in the dwellings including:

- Showerheads
- Toilets
- Kitchen taps
- Bathroom taps
- Dishwashers
- Washing machines.

For new dwellings and alterations / additions to homes of \$50,000 or more, a BASIX certificate is required which will require the installation of water efficient fixtures.

There may be instances where a new OSSM system or upgrade is required that is not related to a new dwelling or dwelling renovation. In these instances, it is desirable to install water efficient fixtures to minimise the loading on the new or upgraded OSSM system. The installation of water efficient appliances such as dishwashers and washing machines is also encouraged.

The WELS water rating label provides water efficiency information for water-using products. It allows consumers to compare products and rewards manufacturers and retailers who make and stock water efficient models.

The use of in sink food waste disposal systems (for example, InSinkErators) is not supported

Action 4.1:

For upgrades or replacements of OSSM systems that do not require a BASIX certificate the approval to install will recommend the inclusion of water efficient fittings and appliances.

Action details

For any application for approval to install, construct or alter an OSSM system Council will recommend the installation of water efficient fixtures with the following minimum WELS* star rating:

- Showerheads - 4-star rating
- Toilets - 4-star rating
- Kitchen taps - 5-star rating

DRAFT OSSM Strategy 2022

- Bathroom taps - 5-star rating.

Note: * Refer to the [Australian Government Water Efficiency Labelling and Standards \(WELS\) Scheme and Energy Rating](#) website to compare the water and energy efficiency of different products.

Energy Efficiency

The adoption of energy efficient measures and passive OSSM system, passive meaning no energy input is required to operate the OSSM associated with the OSSM system is encouraged.

Design reports must include a statement acknowledged by the system owner as to the reason why a passive system could not be utilised in the proposal.

Proposals that do not include that statement and acknowledgment may not be accepted.

The OSSM Designer must consider measures to minimise energy use such as:

- minimising pumping requirements.
- adoption of treatment systems that minimise or avoid energy use (for example reed bed systems, systems that operate under gravity, passive systems).
- energy efficient pumping units.
- Minimise moving parts and replacement costs
- Minimise servicing requirements

DRAFT OSSM Strategy 2022

5. Ongoing Management and Monitoring

Council will implement both a monitoring and auditing program to ensure the ongoing satisfactory performance of on-site systems.

Maintain Database of OSSM Systems

Council currently has a database of registered OSSM systems. Ongoing maintenance of the database is essential to monitoring of OSSM systems.

Action 5.1

Ongoing maintenance of OSSM database.

Action details

Council's database of OSSM systems will be maintained and updated to include the following data for each OSSM system/property:

- details of OSSM systems including wastewater loadings / details of connected development
- date of installation and subsequent upgrades / alterations
- records of approvals to install, construct or alter
- details / records of Approval to Operate
- schedules and records of servicing reports
- risk classification of OSSM system (refer to [Action 5.2](#))

Risk-based ATO Renewal and Audit Inspection Program

Previous inspection programs and catchment-based community engagement and risk assessment programs have identified that homeowner engagement and education is the preferred operator engagement method.

The inspection programs revealed that new owners:

- may never have used OSSM before
- are unaware of their obligations when managing a system that has potential to pollute or create adverse health impacts for themselves or the public.
- appreciate our advice plans and records and written information and onsite advice
- are more likely to actively engage, protect and maintain their systems when they know where it is in their backyard and how to look after it and understand that not looking after it can prove costly.

DRAFT OSSM Strategy 2022

- are more likely to engage with council without fear of facing regulative actions.

Action 5.2

Community engagement and risk assessment process

Action details

Council will continue to engage with new owners of OSSM systems and continue to apply a desktop and site inspection risk assessment / evaluation performed to identify site features and constraints. Each of those properties will then be allocated a corresponding risk level (ie high, medium or low).

The risk method process will identify all applicable site characteristics on a property and evaluate the level of constraint for each. The horizontal and/or vertical setback distance from a sensitive receptor to the OSSM system (including the effluent land application area) will be the key element in determining the level of risk.

Servicing Requirements

Routine servicing of OSSM systems is considered critical to ensure their performance and compliance with permit conditions and minimise their potential for impacting public health, amenity and the environment.

Servicing is to be conducted at regular intervals in accordance with:

- NSW Health Accreditation for an OSSM system (for example, servicing at three monthly intervals for an AWTS); and/or the OSSM Approval to Operate conditions or the manufacturers recommendations.
- at a minimum of three-monthly intervals for any electrified systems if not specified in the Certificate of Accreditation.

Action 5.3

Ensure routine and effective servicing of all OSSM systems.

Action details

To ensure routine and effective servicing of all OSSM systems the following will be undertaken:

- servicing frequency and servicing report records for each OSSM system will be incorporated into Council's database to trigger alerts of late service reports.
- servicing only to be undertaken by service persons described in [Action 5.1](#). Owners can choose to engage servicing agents to manage any OSSM system, for example general maintenance of standard septic tank systems.

DRAFT OSSM Strategy 2022

- service agents must submit a Service Report to Council and the owner / OSSM system 'operator' within 14 days of servicing the system or component. The service agent is also required to maintain a copy for their records.
- Service Report will be in a form similar to the guidance in NSW Health Advisory Note 5 - Servicing of Single Domestic Secondary Treatment Sewage Management Facilities (SMF) – refer also to Council's *On-Site Sewage Management Guidelines*.
- If a service agent observes that an OSSM system failure has been caused by improper use of the system, the service agent is to consult with the owner / 'operator' to ensure preventative actions are undertaken.

If the problem continues, then the matter is to be reported to Council for appropriate action. When there is an identified pollution incident, (for example effluent discharge), the service agent is required to notify Council. Any of the above is to be recorded in the service report. Council is to record key matters in the OSSM database.

Education of Owners

A key strategy to assist with satisfactory performance of existing OSSM systems is to educate homeowners to help provide an understanding of the operating requirements of OSSM systems; the need to adjust household activities accordingly, the importance of ensuring servicing of the system; and approval requirements of Council regarding upgrades or alterations to the system.

Education material is currently disseminated to homeowners in the following ways:

- fact sheets available on Council's website
- operation and maintenance manuals / information provided by OSSM installation contractors for new installations / upgrades or alterations of existing OSSM systems.
- operation and maintenance information attached to Council issued Approval to Operate certificates.
- Informal requests for advice to councils' environmental health officers
- Onsite inspection programs for new owners or catchment-based programs implemented from time to time
- compliance inspection pertains to customer requests

Action 5.4

Ensure ongoing education of homeowners

Action details

Council will:

DRAFT OSSM Strategy 2022

- continue to disseminate information regarding homeowner responsibilities on an annual basis via rate notices
- update fact sheets as necessary on Council's website.

DRAFT OSSM Strategy 2022

6. Compliance and Enforcement

When Council conducts a OSSM system site inspection and confirms that the system is operating un-satisfactorily (for example defective, failed system or effluent run-off) then the following enforcement steps are undertaken to ensure that the OSSM system is rectified promptly and returns to satisfactory operation.

- 1 Council sends the property owner a warning / defect letter that details what is required to bring the system into satisfactory operation with a due by date according to the risk for example high risk is a short compliance period.
- 2 If no response is received, then a reminder letter is issued with a shorter compliance period.
- 3 A failure to respond to the reminder letter will result in a Prevention Notice under the Protection of the Environment Operations Act or a Notice of Proposed Order under the Local Government Act
- 4 If the property owner does not comply with the notices Council may either issue penalties and or engage a solicitor to start proceedings to have the matter heard in either the Land and Environment Court or the Local Court.
- 5 Depending on the risk to public and environmental health or the potential deliberate action to pollute, council may take more serious enforcement action much earlier in the process described above.

DRAFT OSSM Strategy 2022

7. Renewal and Annual OSSM Management Fee

For a property that has an OSSM system installed, Council charges the property owner an annual fee to assist with the funding of the OSSM Fee-for-Service Program. The fee is charged as a separate item on the annual rates notice. The fee contributes to the development and dissemination of education material, OSSM audit inspections and the acquisition of resources to implement the OSSM Program objectives.

The fee is based on per system or per dwelling and for commercial systems based on litres per equivalent tenement.

OSSM Program - Key Performance Indicators

The OSSM Program provides quarterly statistics to Council as part of the Development Environmental and Health Group quarterly reporting process. The statistical reports are a gauge confirming if compliance with the Key Performance Indicators is being achieved. A summary of OSSM statistical information is also included in Council's State of the Environment Annual Report.

Key Performance Indicators	Measurement (Task Actioned / Completed)
Response to customer request for BSC management action (for example effluent runoff complaints where there is public and environmental health risk)	Within 24 hours
Response to customer request for BSC management action, for example OSSM complaints where there are no apparent public and environmental health risk	Within 72 hours
Timeframe for service agents to send their Aerated Wastewater Treatment System (AWTS) completed service reports to BSC. (In future all types of OSSMs service reports will need to be lodged to BSC within this timeframe)	Within 14 days
BSC perform audit of AWTS service reports overdue (>30 days) – letter to owner if overdue in first instance, enforcement process to follow if needed	3 audit reports run/year
Statistics of OSSM inspections performed on existing systems and provide breakdown of inspection results - compliances, non-compliances and failures	Quarterly 4 audit reports run/year

DRAFT OSSM Strategy 2022

7. Acronyms

Acronym	Full description
AS / NZS	Australian/New Zealand Standard™
ATO	Approval to Operate
AWTS	Aerated wastewater treatment system
DA	Development Application
DPI	NSW Department of Primary Industries
EHP	Environment & Health Protection (in reference to the Environment & Health Protection Guidelines (Department of Local Government, 1998))
EP	Equivalent population or Equivalent persons
ETA	Evapotranspiration absorption (beds)
LEP	Local Environmental Plan
LGA	Local government area
LPED	Low pressure effluent distribution
OSSM	On-site sewage management - used interchangeably with OSMS, SMF and septic system
OSMS	On-site sewage management system (commonly used by other Councils)
POAA	Priority oyster aquaculture area
POEO Act	Protection of the Environment Operations Act
SDI	Sub-surface drip irrigation
SSI	Sub-surface irrigation
SMF	Sewage management facility

DRAFT OSSM Strategy 2022

8. Glossary

Term	Description
Aerated Wastewater Treatment System (AWTS)	a wastewater treatment process typically involving settling of solids and flotation of scum; oxidation and consumption of organic matter through aeration; clarification – secondary settling of solids, and disinfection of wastewater before irrigation.
Aerobic	dissolved or free oxygen is present
Anaerobic	dissolved or free oxygen is not present
Anaerobic digestion	Anaerobic digestion is a sequence of processes by which microorganisms break down biodegradable material in the absence of oxygen.
Blackwater	human excreta and water grossly contaminated with human excreta, for example toilet wastewater (although not strictly water-based, human excreta entering waterless composting toilets is considered as 'blackwater')
Domestic wastewater	water arising from household activities, including wastewater from bathrooms, kitchens and laundries
Effluent	treated wastewater
Equivalent population or Equivalent persons (EP)	a measure typically used in the design of wastewater management systems which equates flows or pollutant strengths to what is typically generated by a person, for example a total wastewater flow of 490 litres per day from a dwelling with roof water supply can be described as a 3.5 EP loading where the typical flow per person is 140 litres per day
Evapotranspiration	the process by which water is transferred from the land to the atmosphere by evaporation from the soil and other surfaces and by transpiration from plants
Greywater	domestic wastewater from sources other than toilets, including washing machines and dishwashers. Also generally excludes kitchen waste. Also sometimes termed 'sullage'.
Human excreta	human faeces and urine
Land application area	the area over which treated wastewater is applied i.e. the disposal area

DRAFT OSSM Strategy 2022

Term	Description
On-site sewage management (OSSM)	treatment and use of all wastewaters generated within a household, completely within the boundary of the premises
Sewage	wastewater arising from premises and may contain waste arising from toilets and similar fixtures, showers, baths, hand basins, clothes washing machines, laundry tubs, kitchen sinks and dishwashers and commercial processes Sewage includes blackwater and greywater but not stormwater
Sewage management	any activity carried out for the purpose of holding or processing, or reusing or otherwise disposing of, sewage or by-products of sewage
Sewage management facility (SMF)	a human waste storage facility or a waste treatment device intended to process sewage (clause 3 Local Government (General) Regulation 2005).
Silver Bullet	Colloquial term for the document: <i>Environment & Health Protection Guidelines, On-site Sewage Management for Single Households</i> (Department of Local Government, 1998)
Sludge	mainly organic semi-solid product produced by wastewater treatment processes
Wastewater	liquid waste containing solids generated by a domestic premises and includes sewage, greywater and blackwater
Waterless composting toilet (Humus closet, biological toilet)	Waterless system that uses the principle of composting to break down human excreta to a humus-type material. The liquid fraction is evaporated or directed to an appropriate management system
Wet composting toilet	treats all household wastewater and putrescible household organic solid wastes such as food waste. Uses the principle of aerobic composting to break down the solid waste; the liquid component is directed to a land application system after passing through the pile of solids

DRAFT OSSM Strategy 2022

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Onsite Sewage Management Guidelines 2022



DRAFT OSSM Guideline 2022

Acknowledgement of Country

Byron Shire Council recognises the traditional owners of this land the Bundjalung of Byron Bay, Arakwal People, the Widjabal People, the Midjungbal People and the wider Bundjalung Nation.

The Council recognises that the most enduring and relevant legacy that Indigenous offer is their understanding of the significance of land and the local and deep commitment to place.

This document respects and embraces this approach and acknowledges that our country and resources are precious and must be looked after for future generations.

DRAFT OSSM Guideline 2022

Contents

1. Introduction	5
Relationship with other guidelines	5
Byron Shire – Local Context	5
Brief History of Byron Shire Council’s OSSM Program.....	6
Primary Performance Objectives for OSSM.....	6
2. Roles and Responsibilities.....	7
Local Government.....	7
Homeowners and Occupiers.....	8
NSW Health.....	8
Rous County Council	9
OSSM Designer	9
OSSM Installation Contractor	9
OSSM Service Agent.....	10
Real estate agents and property transfer agents	11
3. Applications and Approval Processes	12
Approvals required from Council.....	12
What is an Approval to Operate?	12
Approvals to Install	13
4. OSSM Design Reports	15
Site Inspection	15
Key Components of Report.....	15
Desktop Study.....	16
Drinking Water Catchment Areas.....	16
Priority Oyster Aquaculture Areas.....	16
Soil Landscape Maps.....	17
Groundwater Bores	17
Flood Level Requirements	17
Site and Soil Evaluation.....	17
Setback Distances	19
Wastewater Loadings	20
Treatment and Disposal System	20
5. Site Plans.....	21
Operation and Maintenance Manual	21
Owners Acknowledgement.....	22
6. Choosing a Treatment System	23
Composting Toilets	23
Domestic Greywater Treatment Systems.....	23
Primary Treatment Systems	24
Secondary Treatment Systems	25

DRAFT OSSM Guideline 2022

7. Choosing a Disposal System.....	28
Reuse of Treated Effluent	28
Greywater Diversion Devices.....	29
Absorption Trenches.....	29
ETA systems – Evapotranspiration Absorption Beds and Trenches	30
Sub-Surface Irrigation Systems	30
Surface Dripper-Under-Mulch Systems	31
Wisconsin Sand Mound Systems	31
Dose loading of disposal systems	32
8. Sizing of Treatment Components	33
Calculating Wastewater Volumes and Equivalent Population (EP)	33
Sizing of Treatment Components	34
Using AS/NZS 1547:2012 to Size Disposal Systems	36
Wisconsin Sand Mound Systems	36
Reserve Disposal Area.....	36
9. Installation or upgrade of OSSM Systems.....	38
Plumbing Permit	38
Irrigation Installations.....	38
Variations to the Approval to Install.....	38
Works as Executed diagram.....	38
Installation Inspections.....	39
Operation and Maintenance Manual	39
10. Operation and Maintenance of OSSM Systems	41
Mutual Obligation.....	41
Operation and Maintenance Manual	41
Who is responsible for rental properties?.....	41
Servicing agents for OSSM Systems.....	41
Servicing Frequency.....	42
Maintenance Reports	42
Council Inspections	42
11. Acronyms.....	44
12. Glossary.....	46
13. References.....	48
14. Appendices.....	50
Appendix A - Viral Die-Off Method.....	51
Appendix B - Background Information to OSSM Design Model	55
Appendix C – Example Service Report	59

#2022/95318

DRAFT OSSM Guideline 2022

1. Introduction

Byron Shire Council's On-Site Sewage Management Guidelines (the 'Guidelines') have been developed primarily for domestic dwellings and domestic-grade wastewater. The Guidelines originated out of recommendations from *Environment & Health Protection Guidelines On-site Sewage Management for Single Households (Department of Local Government, 1998)*.

On-Site Sewage Management (OSSM) systems treat wastewater generated from premises located in non-sewered regions and apply the effluent to the land. Typical OSSM systems include septic tanks, aerated wastewater treatment systems, composting toilets, reed beds, and biological filters. The treated wastewater (effluent) is applied to the land according to the site constraints using various land application methods, for example evapotranspiration beds and trenches, Wisconsin sand mounds and subsurface irrigation systems.

These Guidelines do not apply to premises in a sewered area.

These Guidelines provide essential information for designers, installers, homeowners and the community about how Council approves, manages and monitors OSSM systems. The Guidelines detail the information that must be included with an application to install, construct, alter or operate an OSSM system. The Guidelines will focus on providing designers and installers with local requirements and clarifications.

The long-term viability and satisfactory performance of each OSSM system is fundamental in minimising any potential adverse impacts to public health and our precious local environment. Council is committed to continually improve the management of OSSM systems. Accordingly, these Guidelines will be reviewed every five years.

Relationship with other guidelines

The requirements in these Guidelines take precedence over requirements in AS/NZS 1547:2012 and the Environment & Health Protection Guidelines On-site Sewage Management for Single Households.

Byron Shire – Local Context

Byron Shire is the traditional home of the people from the Bundjalung nation.

The areas beaches, hinterland and villages together with the waterways, natural habitats, farming landscape and cultural and heritage values, help to define the place and its communities.

About 93% of the shire is zoned rural or environmental protection. There are about 4,000 OSSM systems in the shire with a high proportion likely to be due for repair or replacement and many installed without contemporary approval processes.

These Guidelines will assist in protecting and caring for the land and communities.

DRAFT OSSM Guideline 2022

Brief History of Byron Shire Council's OSSM Program

Prior to the mid 1990's most OSSM systems in the LGA were septic tank and trench systems and often with trench sizes smaller than current standards.

Standards for designing and installing OSSM systems were improved in the mid 1990's after the development of the 1994 *Australian Standard for 'Disposal systems for effluent from domestic premises' (AS 1547-1994)*.

In 1998 the NSW Government produced the *Environment & Health Protection Guidelines - On-site Sewage Management for Single Households* (often referred to as the 'Silver Bullet'). This document was produced to provide a consistent and comprehensive state-wide approach to on-site sewage management for domestic households.

Following recommendations in the 'Silver Bullet', Byron Shire Council developed an *On-site Sewage Management Strategy in 2001* and *Design Guidelines in 2004*.

The Australian Standards for on-site sewage management (AS 1547) have also undergone several revisions with the latest version released in 2012.

Council has since implemented several catchment-based studies that have helped guide and refine on-site sewage management for the LGA. These include:

- 1999 assessment for Federal Village
- 2011 Lavery's Gap Drinking Water Catchment risk assessments
- 2017 Upper Coopers Creek Drinking Water Catchment risk assessments
- 2018 Ewingsdale risk assessments.

Primary Performance Objectives for OSSM

To protect public health, the environment and community amenity, Section 44 (1) of the local Government Act regulations require that OSSM systems shall be designed and managed to:

- prevent the spread of disease by micro-organisms
- prevent contamination of waterways and groundwater
- prevent the spread of foul odours
- prevent the degradation of soil and vegetation
- discourage insects and vermin
- avoid people coming into contact with untreated sewage or effluent in their ordinary activities around a property
- avoid adverse impacts on the amenity of the premises and surrounding lands
- to achieve sustainable use of resources (including minimizing energy inputs and reusing nutrients, organic matter, and water where appropriate)

DRAFT OSSM Guideline 2022

2. Roles and Responsibilities

Council is the regulator for the installation and operation of OSSM systems. Council's OSSM policies have been developed so that Council can work with property owners and residents with a mutual obligation to sustainably manage OSSM systems.

Local Government

The role of Local Government is to:

- determine applications for the installation, construction or alteration of OSSM systems and connected drains. This includes evaluating the option of connecting to reticulated sewerage to ensure the best practicable option is adopted
- require owners to enter into a servicing or monitoring agreement as appropriate for the ongoing operation of a OSSM system
- maintain records of OSSM systems
- conduct monitoring and education programs for OSSM systems
- provide reports to relevant drinking water catchment authorities regarding the status of OSSM systems or relevant new proposals within drinking water catchments.

It is not Council's role to design or recommend an OSSM system.

The homeowner will need to consult with a OSSM designer regarding options for OSSM on their property.

As part of the service fee on rates notice Council can provide independent advice on designs prior to application when requested by the property owner.

Council cannot approve the installation of certain types of OSSM systems unless they are accredited by NSW Health.

Under the provisions of Clauses 40 and 41, Local Government (General) Regulation 2021, a local council must not approve of the installation of certain OSSM systems unless they have been accredited by the NSW Ministry of Health.

Exemptions may be applied for refer to NSW Health Advisory Note 1 Compliance and Enforcement

Council may issue notices or orders requiring a person:

- to comply with an approval
- to repair, replace or install an OSSM system

DRAFT OSSM Guideline 2022

- to take action to maintain premises with an OSSM system in a healthy condition.

Notices and Orders may be given to the owner or occupier of the premises or to the person responsible for the OSSM system.

Notices or orders can be issued under the Local Government Act, Environmental Planning and Assessment Act or the Protection of the Environment Operations Act.

Please refer to Council's Enforcement Policy for information on how we will manage enforcement action.

Homeowners and Occupiers

Property owners should fully inform themselves about the OSSM system on their property and its operation and maintenance.

A copy of the OSSM approval details and the operation and maintenance manual shall be made available to the owner and resident by:

- the OSSM Installation Contractor for a new or upgraded OSSM system
- Pre-purchase inspection from Council or a nominated licensed plumber
- Council records and council inspection processes.

Purchasers of properties with an existing OSSM system must also lodge an *Application for an Approval to Operate* with Council.

The property owner shall maintain the OSSM system in accordance with the operation manual and Council's *Approval to Operate* documentation.

Servicing of OSSM with electrical components must be conducted by a Byron Shire Council authorised service agent (refer to Council's website for authorised service agents).

Property owners should also ensure that OSSM approval details and the operation and maintenance manual are retained on the property and are readily accessible to each occupier.

Property owners should ensure that tenants have information that enables them to use the system safely.

If an OSSM system is defective and cannot be corrected by proper operation and maintenance, the homeowners or tenants should report this to Council to discuss possible system replacement.

NSW Health

NSW Health administers the certification of accreditation of sewage management facilities (SMF's) and vessels in accordance with Clause 41 of the Local Government (General) Regulation 2021. A certificate of accreditation may include specific requirements for the installation, operation and maintenance of the accredited OSSM system.

DRAFT OSSM Guideline 2022

Accreditation of SMF's applies to facilities that normally service domestic premises with less than 10 people and flows less than 2,000 litres per day, such as the following:

- wet composting systems
- waterless composting systems
- greywater treatment systems
- septic tanks
- aerated wastewater treatment systems, sand filter and textile filter systems
- holding tanks and collection wells
- pumping systems designed to macerate and discharge to a sewerage system.

Council will only approve OSSM systems that have a certificate of accreditation with NSW Health, excluding reed bed systems.

Further information about OSSM systems and accreditation can be sourced from NSW Health webpage for [On-site single domestic wastewater management](#).

Rous County Council

Rous County Council is a regional water supply authority, supplying drinking water to local government areas in the Northern Rivers including Byron Shire. Rous County Council manages the drinking water catchments to ensure the quality of drinking water.

Rous County Council has a responsibility to promote measures that protect water quality within the drinking water catchments. To minimise the risk of OSSM systems contaminating drinking water, Rous County Council has developed guidelines for OSSM systems within drinking water catchments.

OSSM systems operating in a Rous County Council drinking water catchment area are subject to [Rous County Council's On-site Wastewater Management Guidelines](#) via a memorandum of understanding with Byron Shire Council.

OSSM Designer

The key role of an OSSM designer is to:

- perform site and soil assessments in accordance with *AS/NZS 1547 On-site domestic wastewater management*, and these guidelines
- prepare and certify OSSM Design Reports
- be familiar with current OSSM legislation and regulation, these guidelines, and relevant Australian Standards
- prepare a draft OSSM Operation and Maintenance Manual

OSSM Installation Contractor

The OSSM installation contractor must:

DRAFT OSSM Guideline 2022

- be a licensed plumber
- not make alterations or installations without council approval
- consult and liaise with the designer during installation and construction phase to ensure design integrity and certify that the installation has been installed in accordance with the approved design report.
- Arrange inspections with Council certifiers
- Compile the final Operation and Maintenance Manual based on the draft manual prepared in the OSSM Design Report and any adjustments or details arising from the installation.
- Provide a copy of the Operation and Maintenance Manual and OSSM approval details to the owner and resident following installation or upgrading of an OSSM system.
- Provide Council with copies of the sewer service and work as executed diagrams.

It is also recommended that OSSM installation contractors attend an appropriate accredited training program for installing OSSM systems.

OSSM Service Agent

There are certain OSSM systems that require servicing by a Council authorised service agent. Servicing is to be conducted at regular intervals in accordance with their NSW Health Accreditation and/or the OSSM Approval to Operate conditions or the manufacturers recommendations.

All service agents conducting inspections and/or performing maintenance work on OSSM systems must be suitably qualified persons and have appropriate training. Service agents are to provide advice and education to owners and property occupiers of OSSM systems regarding their system operation and maintenance requirements.

Servicing frequency and maintenance shall be undertaken by service agents in accordance with the requirements outlined in the NSW Health Certificate of Accreditation for the OSSM system or at a minimum quarterly frequency for any electrified systems if not specified in the Certificate of Accreditation.

All servicing and service report format must be consistent with the *NSW Health Advisory Note 5 Servicing of Single Domestic Secondary Treatment Sewage Management Facilities (SMF) February 2018*.

Service agents are to produce an inspection report for each service undertaken. This report is to certify compliance with operating requirements, specify repairs undertaken and results of on-site tests. The service agent is to provide a copy of the report to the owner and Council and a copy is to be kept for their own records.

If a service agent observes that an OSSM system failure has been caused by improper use of the system, the service agent is to consult with the owner / 'operator' to ensure

DRAFT OSSM Guideline 2022

preventative actions are undertaken. If the problem continues, then the matter is to be reported to Council for appropriate action.

Where there is an identified pollution incident, (for example, effluent discharge to a location other than that approved), the service agent is required to notify Council.

Any of the above is to be recorded in the maintenance report.

Real estate agents and property transfer agents

Council recommends that estate agents and property transfer agents handling the sale, purchase, or letting of properties and facilities serviced by an OSSM system should ensure that:

- they are aware of the type and location of the OSSM system for each property and facility. Information can be obtained via the process at this link: [Access to information - Byron Shire Council \(nsw.gov.au\)](#)
- they arrange for an operation, maintenance, and performance monitoring check prior to finalising a sale, and either:
 - organise for completion of any maintenance and remedial actions identified by the check including a maintenance certificate provided to the purchaser
 - or adequately inform the purchaser of the required maintenance and remedial actions identified by the check
- prospective purchasers and occupiers are made aware of the details of the OSSM system, including operation and maintenance requirements
- each purchaser and occupier are supplied with a copy of the current OSSM approval details and the operation and maintenance manual
- purchasers and occupiers certify in writing that they have received information on the working details of the system and are aware of its type, maintenance requirements, and location, and any consent, approval or permit requirements (where applicable)
- purchasers lodge an Application for an Approval to Operate with Council for existing OSSM systems on the property within three months after property transfer
- prospective purchasers of land in a new subdivision development requiring an OSSM system are aware of the requirements of this guideline.

DRAFT OSSM Guideline 2022

3. Applications and Approval Processes

Under [Section 68 of the Local Government Act 1993](#), Council approval is required for the installation, construction or alteration of an OSSM system including the drains connected to the system. Failure to obtain an approval or to comply with the conditions of an approval is an offence, which may result in fines being issued and/or legal action

Approvals required from Council

There are two separate applications for OSSM approval:

- 1 **An approval to install, construct or alter** an OSSM system (often known as a 'Section 68 application'); and
- 2 **An approval to operate (ATO)** an OSSM system.

The approval to install, construct or alter an OSSM system (a 'Section 68 application') is required for all circumstances regardless of whether an OSSM Design Report is required. This application is to be submitted to Council with payment of appropriate fees prior to any work commencing.

For new or altered OSSM systems, the Approval to Operate (ATO) for an OSSM system will be issued to the owner of a property when a final inspection has been undertaken and when all certification documentation (inspection reports, sewerage service diagrams, work-as-executed diagrams etc) has been received by Council.

For a property that has an existing OSSM system and is sold, the new property owner must lodge an ATO application with Council within two months of property transfer to enable continued operation of the system without approval until the application is finally determined (s47(2) of the Local Government (General) Regulation 2021 [NSW])

It is an offence under the Local Government Act (Section 626) to:

- *undertake work to install/construct or alter an OSSM system without a Council issued Approval to Install, Construct or Alter an On-Site Sewage Management System.*
 - *to operate an OSSM system without a current Approval to Operate issued by Council.*
-

An administration fee is to be paid to Council for the processing and issuing of the OSSM Approval to Operate certificate (see [Council fees and changes](#)).

What is an Approval to Operate?

An **Approval to Operate (ATO)** is mandatory for all owners of OSSM systems. The ATO explains the obligations of the owner of an OSSM system with the intent to improve

DRAFT OSSM Guideline 2022

awareness of environmental and public health risks, as well as maintenance and operating requirements for the OSSM system.

An ATO applies to all systems. It is issued to the property owner and does not 'attach' to the property (like a driver's licence is attached to a person, not the car). An ATO applies to the role of managing sewage on-site. It is not an approval of the OSSM facilities.

Owners require approval to install or operate for each OSSM system.

An Approval to Operate will specify if the OSSM system or components of the system requires an authorised OSSM servicing agent, and the frequency of regular maintenance by the servicing agent.

Approvals to Install

New Dwellings and Developments

An OSSM Design Report is required for all new dwellings proposing to use an OSSM system. This also applies to other developments that generate wastewater.

An application for approval to install, construct or alter an OSSM system (a 'Section 68 application') is to be submitted to Council with the OSSM Design Report with payment of appropriate fees prior to any work commencing (prior to gaining a plumbing permit).

If an applicant is unsure of Council requirements when lodging a development application, a request should be made for a pre-lodgement meeting with Council.

Council will assess the application, and if satisfactory, will issue an approval to install.

Before commissioning the new OSSM system or moving into the new home, the property owner or installer must arrange a series of inspections by Council to check that the OSSM system has been installed correctly. Council will then issue an Approval to Operate.

Alterations and Additions to Developments or Change of Building Use

For developments/dwellings with an existing OSSM system an application for approval to install, construct or alter an OSSM system (a 'Section 68 application') is required for any of the following instances:

- the alteration / addition or change of use results in an additional load on the existing OSSM system
- the alteration / addition or change of use involves connection of new drains to the existing OSSM system (even if it does not impose any additional load on the system)
- the alteration / addition or change of use involves a modification to / replacement of the existing OSSM system (even if it does not impose any additional load on the system).

DRAFT OSSM Guideline 2022

If the alteration / addition or change of use does not involve any of the above, then a Section 68 application is not required. However, a service report less than 12 months old may be required by Council to indicate the existing OSSM system is operating satisfactorily.

An **OSSM Design Report is required** as part of the Section 68 application **EXCEPT** for instances where the alteration / addition or change of use does not:

- impose any additional load on the system OR
- involve any significant modification / replacement of the existing OSSM system OR
- where council does not have any records that describe the current installation.

Subdivision / Boundary Adjustment / Rezoning Applications

For development applications (DA's) involving the subdivision of land into multiple parcels, an OSSM Design Report **or land capability assessment** must be prepared and accompany the DA.

The OSSM Design Report will address the requirements in this guideline to sufficient detail to justify that an OSSM system can be installed on the new parcel/s of land.

The size and location of the subdivision will determine the extent of content to be included in the OSSM Design Report. For large subdivisions (for example, subdividing into greater than five parcels of land) and where the soil assessment characteristics are confirmed the OSSM designer may only need to justify that an OSSM system can be installed on the most limiting parcels within the subdivision. This would mean a site and soil assessment and effluent land application area calculation, based on a standard four-bedroom dwelling, is only carried out on the most limiting parcel/s, and not on every parcel of land. The most limiting size of effluent land application area would be indicatively placed onto a site plan for all parcels of land within the subdivision justifying that an OSSM system can be installed in accordance with this guideline and Council's OSSM Strategy and if applicable, Rous County Council On-Site Wastewater Management Guidelines.

DRAFT OSSM Guideline 2022

4. OSSM Design Reports

Any new OSSM system or an alteration to an existing OSSM system requires preparation of an OSSM Design Report. The OSSM Design Report is to be prepared by suitably qualified persons and lodged with Council together with an application form and payment of an application fee.

Site Inspection

A site inspection must be undertaken by the designer as part of the process of preparing an OSSM Design Report.

Key Components of Report

The following is a list of the necessary & compulsory components of an OSSM Design Report required for decision ready applications:

1. **Executive summary** – including key constraints and mitigation measures, proposed OSSM system, and a statement whether the proposal meets Council's guidelines and if not, what other mitigation strategies have been included to address any shortfalls.
2. **Introduction** –property location and reason for lodgement of application and any relationship to development approvals at the property
3. **Summary of proposed works** – nominate wastewater volumes, type of OSSM system and calculated effluent land application area size.
4. **Desktop Study** – identifying key features and considerations – refer to following sections. This includes constraints such as flooding (1 in 100 year).
5. **Site and Soil Evaluation** –site and soil features and constraints
6. **Setback Distances** – compliance with recommended setback distances
7. **Wastewater Loadings**- a printout of Byron shire council onsite sewage management system model.
8. **Treatment and Disposal System** – details of the proposed OSSM system including a certificate for the NSW accreditation of the treatment units and cross sections and plans of the disposal areas (sub-surface irrigation systems must be designed by a qualified irrigation designer).
9. **Site Plan** – must include a map / diagram of the whole property and another that zooms into the location of proposed system and key features including existing OSSM systems. All buildings (their uses and whether they generate wastewater must be discussed in the report)
10. **Floor Plans** – for all buildings proposed to be connected to OSSM system

DRAFT OSSM Guideline 2022

11. **Operation and Maintenance Manual** – prepare a draft operation and maintenance information for the owner / occupier.

The desktop study does not negate performing site and soil evaluations, which are needed to cross-check and confirm the desktop study information and fill any data-gaps, but assists in the preliminary assessment of the property for environmental conditions and OSSM suitability

Desktop Study

As a minimum the following desktop study elements are to be researched and included in the OSSM Design Report.

Drinking Water Catchment Areas

The OSSM Design Report needs to identify if a property is located within any drinking water catchment area as identified in the [Drinking Water Catchment Map](#) contained in Byron LEP 2014 (the Drinking Water Catchment Map is also available on Council's [online mapping](#)).

Council will determine if the application needs to be referred to Rous County Council for assessment based on the "Suitability" assessment for the system according to the Rous County Council On-site Wastewater Management Guidelines.

Priority Oyster Aquaculture Areas

Identify if a property is located within a Priority Oyster Aquaculture Area (POAA) zone of influence. If the property is located within 100m of the riverbank or tributary and within 10km upstream or downstream (measured along the river) to the nearest POAA then the OSSM installation is within the zone of influence (NSW DPI, 2017).

Refer to the DPI [Fisheries NSW Spatial Data Portal](#) for mapping of Priority Oyster Aquaculture Areas.

If the property is located within a Priority Oyster Aquaculture Area zone of influence the design of the treatment and disposal system shall consider the following measures which have been sourced from the [Healthy Estuaries for Healthy Oysters](#) – Guidelines (NSW DPI, 2017:7):

- secondary treatment with disinfection
- sub-surface dispersal of effluent
- located on hill crests or convex slopes
- be greater than 100 metres from waterways
- have a minimum depth of 600 millimetres to the water table

DRAFT OSSM Guideline 2022

- have high sun and wind exposure
- be located to not be affected by flooding, surface wetness or erosion.

Soil Landscape Maps

Identify the soil landscape for the location of the OSSM system. Soil landscape mapping and information is available online using the NSW Government [eSPADE information system](#).

eSPADE – soil map and information

Soil information is available on the internet via the eSPADE Google Maps-based information system. This website provides mapping and access to soil land information, including soil profiles, downloadable reports, and maps of profile points classified using a number of different soil attributes.

www.environment.nsw.gov.au/topics/land-and-soil/information/espade

This information is for input to the OSSM Design Model and to assist in determining potential limitations to the OSSM system.

Groundwater Bores

Identify the location and details of groundwater bores within 250 metres downstream (or cross-gradient) and 50 metres upstream of the proposed OSSM system.

The WaterNSW website provides groundwater bore data and maps to check the location and details of the nearest licensed groundwater bores in proximity to the property.

<https://realtimedata.waternsw.com.au/>

Flood Level Requirements

The flooding potential of the property must be determined, regarding the installation of the OSSM system, especially for low-lying floodplain areas. The OSSM tank lid and electrics are to be above the 1 in 100-year flood level.

Site and Soil Evaluation

The site and soil evaluation will follow the procedures outlined in AS/NZS 1547:2012 *On-site domestic wastewater management*.

The OSSM Design Report will include:

- The date of the site inspection and name of the site/soil assessor
- Tabulated results of the site and soil evaluation

DRAFT OSSM Guideline 2022

- A summary of the key site and soil constraints and measures to address any limiting factors.

A key component of the soil assessment is determining the Soil Category (soil texture and structure) to be assigned for design purposes. Soil category determination shall take into account the soil horizons within the depth range into which effluent is absorbed (see Section 5.2.3 in AS/NZS 1547:2012).

If the OSSM designer (soil evaluator) has doubt in determining the soil category, then it is recommended that a sample of soil is taken to a soil laboratory for analysis and classification.

Site and soil assessment references in AS/NZS 1547:2012:

Appendix B – Site-and-soil evaluation procedures

Appendix C – Site-and-soil evaluation for Planning, Rezoning and Subdivision of Land

Appendix D - Site-and-soil evaluation for individual lots

Appendix E - Site-and-soil properties

Appendix F – Dispersive soil and sodality

Acid Sulfate Soils

The OSSM Design Report should determine if the property is within an acid sulfate soil (ASS) zone. ASS mapping and information is available online using either the NSW Government's eSPADE information system or SEED maps (Sharing and Enabling Environmental Data).

If the property is within an ASS zone, provide the following information:

- probability of ASS occurrence and likely depth to ASS based on the mapping
- if the proposed OSSM works will penetrate the ASS layers or result in the lowering of the water table to within these layers
- extent of proposed works, for example excavation depth, volume of excavation, duration that excavation hole will be exposed, management of soil stockpile and if any soil is to be transported off-site
- if ASS materials are likely to be disturbed, laboratory analysis should be undertaken to determine whether ASS are present or absent, to delineate the lateral and vertical extent, and to quantify the quantities requiring management if disturbed
- if the potential impacts are considered significant provide a management plan within the OSSM Design Report detailing the acid sulfate soil monitoring method and testing procedure (for example field pH tests and soil laboratory analysis), preventive actions,

DRAFT OSSM Guideline 2022

containment of soil stockpiles, transportation method and amelioration application rates (for example, lime).

For further guidance refer to the *Acid Sulfate Soils Assessment Guidelines* and the *National acid sulfate soils sampling and identification methods manual* (see References section).

Setback Distances

The OSSM designer is to refer to AS/NZS 1547 – Appendix R, Table R1 - Guidelines for Horizontal and Vertical Setback Distances.

There are two acceptable methods to comply with horizontal and vertical setback distances from OSSM systems and effluent land application areas to site features

1. Adopt the maximum setback distances in AS/NZS 1547 Table R1 where the site/system features are on the high end of the constraint scale. If the site assessment and OSSM Design Report adopts and confirms compliance with the maximum setback distances (or greater) then no additional information is required.
2. If the design does not comply with the above separation distances, then use the sliding scale method of AS/NZS 1547 – Appendix R – to support the nominated setback distance from a site feature to the effluent land application area.
3. If setback distances cannot be achieved, then effluent must be disinfected.

Distance from a watercourse

The critical distance is that distance between the disposal area and the watercourse. The buffer distance is that distance between the disposal area and the top of the bank of the nearest watercourse.

Viral Die-Off Method when Setback Distances to Groundwater Bores Cannot be Achieved

The OSSM Design Report is to include viral die-off calculations to support any reduced separation distance to a groundwater bore. Refer to Appendix A for an example of how to use the viral die-off calculations.

Systems in a Rous County Council Drinking Water Catchment Area

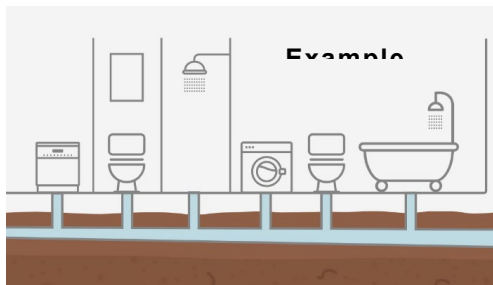
If a property is located within the Rous County Council Catchment Area for the Wilsons River Source, then the report needs to determine the suitability of the proposed OSSM system based on the criteria listed in the Rous County Council On-site Wastewater Management Guidelines.

DRAFT OSSM Guideline 2022

Wastewater Loadings

The OSSM Design Report will include the following information and relevant assumptions:

- Number of habitable rooms and equivalent persons (EP)
- Wastewater flow allowances per person
- Total daily wastewater volume loadings on the OSSM system. This is to consider all sources of wastewater on the property.



Further information is provided in this guideline in the 'Sizing of Treatment Components' section.

Treatment and Disposal System

The OSSM Design Report will include the following information:

- Summary of the proposed OSSM treatment and land application system
- Summary of any key design assumptions or criteria and how the proposed OSSM system addresses any site or soil limitations. Refer to further information below regarding systems in a Drinking Water Catchment Area or a Priority Oyster Aquaculture Areas zone of influence
- Calculations of the sizing and layout of the land application system – a copy of the calculations from the OSSM Design Model (the "Design Model" worksheet as a minimum) or other method is to be included in the appendices of the report
- Any other key information for the OSSM system components such as the size of a septic tank or reed bed system, the inclusion of septic tank outlet filters, if a specific AWTS or other proprietary system is proposed including the NSW Health Certificate of Accreditation
- Technical drawings that may be based on example standard design drawings on Council's *On-site sewage* webpage

DRAFT OSSM Guideline 2022

5. Site Plans

The OSSM Design Report will include site plans to scale which show:

- north arrow
- property boundaries
- the location of existing and proposed buildings and associated development
- key site features (for example, contours, watercourses, groundwater bore locations, soil landscape boundaries, buildings)
- any key setback distances
- the location and general arrangement of the proposed OSSM treatment system and effluent land application area
- the location of any and all existing OSSM systems
- High value vegetation as defined by the following environmental layers in Council's online mapping: "Areas of High Environmental Value" and "Big Scrub Rainforest Remnants"
- a reserve disposal area

The OSSM Design Report is to consider and reference any applicable building envelop and environmental zones, within the OSSM Report and on the site plan, when determining the location of OSSM systems and effluent land application areas.

Operation and Maintenance Manual

The OSSM Design Report will include an appended draft *Operation and Maintenance Manual*.

The draft Manual will form the basis of the final Operation and Maintenance Manual that will be provided to the owner by the OSSM Installation Contractor.

The content of the draft Manual in the OSSM Design Report will include:

- Fact sheets from Council's On-site sewage webpage that area relevant to the proposed OSSM system
- The NSW Health Certificate of Accreditation if a specific OSSM proprietary system is proposed

DRAFT OSSM Guideline 2022

- Other general maintenance requirements relating to the OSSM system that would not generally be undertaken by a OSSM Service Agent.

Further details of the content of the final O&M Manual that is to be completed by the OSSM Installation Contractor is contained in the chapter: *Operation and Maintenance of OSSM Systems*.

Owners Acknowledgement

The OSSM Design Report will include an *Owners Acknowledgement Statement* (signed by the owner) confirming that they are aware of the type of system being nominated in the report, that a variety of treatment options have been discussed, and of the operating and maintenance schedule required to be carried out for the nominated system.

DRAFT OSSM Guideline 2022

6. Choosing a Treatment System

This chapter provides an overview of standard treatment systems to assist in selecting the most suitable system that will satisfy the needs of the development and homeowner and the site constraints.

There are many different systems which treat and dispose of domestic wastewater, the more typical ones are described below.

The choice of a system may be partly dictated by the constraints of a site. An OSSM Designer would be the best to consult regarding choosing an appropriate OSSM system and understanding the maintenance and operation requirements.

Council will only approve OSSM systems that have a certificate of accreditation with NSW Health, excluding reed bed systems.

Composting Toilets

A Waterless Composting Toilet (WCT) collects toilet waste (normally called 'blackwater' for standard toilet systems) but not greywater (from the bathroom, laundry and kitchen). This reduces the solids, nitrogen and pathogens going to the septic tank.

A greywater system, usually a septic tank, is also required with a WCT, so that the greywater from the bathroom, laundry and kitchen can be collected and treated, prior to disposal.

WCT's are dry systems. They use no water, but instead sawdust or a similar material is used to help breakdown the waste solids into a 'compost like' material.

Wet compost toilets are special types of compost toilets that do use water and can also be used to breakdown kitchen vegetable scraps, paper and some garden waste. Other, more advanced wet composting systems might actively use 'worms' to breakdown solids.

Composting toilets require electricity to drive a small air circulation fan.

WCT's require routine removal of the 'composted' waste with care taken to avoid contacting the waste material.

Composting toilets are usually located on an external wall of a building, and with a large storage area below the floor level, for collection / storage of the waste and carrying out maintenance.

Domestic Greywater Treatment Systems

'Greywater' is all household wastewater excluding toilet wastes, (from the bathroom, laundry and kitchen). Greywater generally contains lower nutrients but can still contain significant levels of pathogens. NSW Health requires that greywater be disposed of below ground level unless it has been adequately disinfected.

Greywater must be collected in an in-ground septic tank for primary treatment before being dispersed into the soil. Where the site has minimal constraints, the effluent can be

DRAFT OSSM Guideline 2022

discharged via a sub-surface land trench system, but this is likely to reduce the operational life of the land application system. Council recommends that effluent from the septic tank be further filtered and/or treated before land application (for example, in a reed-bed or sand filter).

The minimum allowable size for a greywater dispersal bed must be calculated based on the nutrient uptake and hydraulic capacity of the land application system, but in no cases shall it be smaller than 10 m² per person. This minimum figure is based on hydraulic dispersion capabilities of most soils and would only be considered appropriate for at least secondary treated greywater.

Primary Treatment Systems

Primary treatment refers to the removal of solids and organic matter through settling and sedimentation.

Primary treatment lowers suspended solids and biochemical oxygen demand (organic matter) in the effluent but does not significantly reduce nutrient levels.

The effectiveness of primary treatment depends on the length of time the sewage is in the tank which is a function of the size of the tank and the volume of water used in the house.

Septic Tanks

Septic tanks provide primary treatment through settlement plus anaerobic digestion of organic solids by microbes.

A septic tank is a simple but robust system for primary treatment. The size of the tank depends on the potential wastewater volume and accounts for the volume of wastewater to be detained over a number of days, plus an allowance for accumulation of sludge at the bottom of the tank and accumulation of a thick scum layer at the top of the tank (a scum layer is required for a 'healthy' septic tank).

Pathogens in the wastewater are NOT reduced in the septic tank.

Disposal of effluent from a septic tank is usually with a sub-surface trench or series of trenches. Pathogens are reduced in the soil.

Septic tanks should be pumped out at least every 3-5 years to remove accumulated solids. Frequency of pump outs depends on how many people are using the system and how big the septic tank is. Septic tanks do not require electricity to operate.

Septic Tank Effluent Filters

An effluent filter is a coarse screen filter that fits into the outlet of a primary treatment tank. Effluent filters reduce *Total Suspended Solids* (TSS) carry over and thereby extend the operational life of land application components. Effluent filters are required to be fitted on the outlets of both septic and greywater tanks. Homeowners shall be made aware of the frequency and mode of cleaning before a particular filter is selected.

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Secondary Treatment Systems

Secondary treatment refers to a higher level of treatment compared to primary treatment systems – particularly in regard to the reduction of nutrient levels and pathogens. Secondary treatment often uses some form of aeration, settlement and clarification. The most common form of secondary OSSM treatment systems are aerated wastewater treatment systems but secondary treatment systems can comprise a septic tank with an additional downstream treatment unit such as a reed bed.

By improving the quality of effluent, the size of the effluent disposal area can be reduced. It is also considered an added measure when confronted with site constraints ie poor soils and reduced distances to watercourses etc.

AWTS – Aerated Wastewater Treatment System

AWTS settle solids, reduce nitrogen and are generally fitted with a disinfection chamber for reduction of pathogens. This is usually done with the addition of chlorine in the final treatment stage, although some AWTS use ultra-violet radiation.

AWTS's use oxygen from electrical/mechanical 'blowers' to provide aerobic biological treatment – which generally produces a higher quality effluent compared to anaerobic treatment in septic tanks. AWTS require significant electricity to operate the blowers and other pumping units.

As with septic tanks, solids must be removed every 3-5 years.

Reed Bed Systems

Reed beds provide secondary treatment following primary treatment using a septic tank.

A reed bed is typically a rectangular or round concrete or poly tank, filled with gravel and planted with water loving reeds or sedge type plants.

Effluent from the septic tank passes through the gravel and root zone of the reeds where it undergoes treatment via physical, chemical and biological processes. The reed bed is designed so that the water always remains below the gravel surface.

A reed bed must be sized to achieve a minimum 5–7-day residence time (the time that it takes for wastewater to travel through the gravel).

The reed bed residence time is determined by the water holding capacity of the reed bed, which is governed by the water depth, reed bed surface area and porosity of the gravel used.

Disinfection

There are a number of options for disinfection for OSSM systems. Chlorination is commonly used with AWTS's. Some systems use bromine, UV light or ozone to disinfect.

DRAFT OSSM Guideline 2022

For dripper-under-mulch or spray irrigation systems, the effluent must be disinfected after secondary treatment. Subsurface irrigation requires partial-secondary or secondary treatment but does not require disinfection. NSW Health regulations require that disinfection of AWTS effluent occurs in most cases, even for sub-surface applications.

Collection Wells and Pumping Systems

Collection wells and pumping systems for on-site sewage management are normally storage wells that collect sewage or effluent by gravity flow before pumping to a treatment device/treatment compartment or a land application system. The sizing of collection wells is addressed in the *Sizing of Treatment System and Disposal Area* chapter.

A wastewater collection well and pumping system is to comply with NSW Ministry of Health - Sewage Management Facility Vessel Accreditation Guideline. NSW Health provides a register of accredited pumping wells ("sewage ejection pump stations") and collection wells.

Commercial OSSM Treatment Systems

1. Commercial OSSM systems are classified by Council as OSSM systems with capacities above 10 EP but less than 2,500 EP. These systems typically service unsewered holiday accommodation premises, and other unsewered commercial premises such as restaurants, cafes, and processing facilities. The wastewater from some of these premises is of a higher strength than 'domestic wastewater' served by standard OSSM systems.
2. If a commercial OSSM system is proposed, then the following assessment steps and information is to be included in the OSSM Approval to Install Application (OSSM Design Report).
3. **Conduct a desktop study**, refer to soil maps, drinking water catchment maps, Rous County Council On-Site Wastewater Management Guidelines, soil stability and climate data etc. Ensure documents are referenced if applicable
4. **Determine the effluent quality** required to achieve development objectives (ie reuse or landscape subsurface irrigation). Effluent quality is to be based on several factors eg the intended end use of the effluent, method of applying the effluent to the land, is recycled water used for particular plumbing fixtures, site constraints, receiving environment, sensitive area (oyster aquaculture farming), drinking water catchment area, high groundwater table, soil types, slope, separation distance from registered groundwater bore location, drinking water supply source, buffers from site features etc. State how you determined the level of effluent quality needed for the development and provide supporting information/documentation (for example, risk assessment method)
5. **Nominate the type of OSSM system** that can treat the maximum quantity and quality of wastewater generated and achieve the effluent standard required
6. **Provide documentation** to support that the nominated OSSM system can treat the wastewater strength and volumes generated and achieve the effluent quality standard required, for example include any state government (or equivalent) certificate of accreditation, standards and/or water marks for manufactured components. Design

DRAFT OSSM Guideline 2022

certification is required from a Wastewater Consultant or registered Professional Engineer. The applicant/owner may be required to conduct an in-situ effluent quality validation and verification accreditation monitoring program (for example, refer to Part 7 of NSW Guidelines for Management of Private Recycled Water Schemes, for guidance on this process)

7. **Conduct an appropriate site and soil evaluation** on the property. The assessments are to be in accordance with AS/NZS 1547: On-site domestic wastewater management or other suitable equivalent technical standards
8. **Calculate the size of the effluent land application area** required. Include water and nutrient balance model/spreadsheet/calculations and select the most limiting sized area (for example, largest area). Detail how the effluent is to be applied evenly to the land. Provide irrigation design and pump calculations, details of flush points and nominate all effluent irrigation areas and reserve areas if applicable.
9. Site plan indicating the location of all OSSM system and effluent land application facilities and setback distances from site features
10. Include any other documentation. For example, photos, reports, previous approvals, technical documents that will support your application
11. Operation and maintenance management plan is to be developed. Provide an OSSM treatment train process flow chart and nominate all critical control points in the process that will need to be monitored. Include details on:
 - What is to be monitored
 - How it is to be monitored
 - When is it to be monitored
 - Who is to monitor
12. Include education information that details how the OSSM system works, what to do, what not to do and a training awareness program. Provide details of an education program that includes responsibilities for the owners, staff and general public. A maintenance plan is needed that will include information on trouble shooting what to do if something goes wrong with the OSSM system, and emergency procedures and contacts etc
13. Detail how often the OSSM system will need to be serviced, include a copy of the standard service report check list, state the qualifications of the service person and the time intervals to send service reports to Council. For Commercial scale systems quarterly sampling and reporting is required.

Council will perform a monitoring and auditing role to ensure that the OSSM system continues to operate satisfactorily. The audit interval is to be determined based on a risk assessment process. All servicing reports are to be kept on-site and copies provided to Council. Refer to Council's website for further information.

DRAFT OSSM Guideline 2022

7. Choosing a Disposal System

Disposal systems are to be selected to satisfy the needs of the homeowner, the development, and the site constraints. Standard design drawings are provided on Council's website as examples of how different systems can be installed. Designers and installers should consult this guideline and AS/NZS 1547:2012 for additional details.

In regard to protection of public health, disposal systems generally reinforce the 'barrier system' approach with OSSM systems. The barrier system is used to humans and animals from the wastewater by containing it in pipes and tanks; and from the effluent by use of a soil barrier (for example, applying the effluent into the soil at an appropriate depth) and sometimes using exclusion zones on a property

Choosing an appropriate disposal system ('land application area') is largely determined by the effluent quality (determined by the treatment system) plus site and soil characteristics of a site. Cost and maintenance requirements are also relevant in choosing the type of system.

The sizing of the disposal system (for example, the number of trenches and length and width of each trench) is to be calculated using Council's OSSM Design Model (see next chapter).

'Reserve' areas, with equivalent characteristics to the disposal system, shall be designated and set aside in all new applications. Refer to more information in the chapter 'Sizing of Treatment Components'.

Reuse of Treated Effluent

Beneficial reuse of treated sewage is possible under certain conditions.

To allow reuse it is necessary to provide a suitable level of treatment to sewage. This allows a relaxing of the 'barrier system' approach to public health protection, for example by reducing disease causing micro-organisms in the effluent with improved treatment it is possible to relax requirements and allow the discharge of effluent at shallower soil depths where it can be used by the overlying vegetation / lawns.

The following reuse applications and associated treatment requirements are recommended by [NSW Health Advisory Note 4](#) and adopted by Council:

For secondary treatment without disinfection:

- Sub-surface application at depths between 150mm to 300mm.
- Low Pressure Effluent Distribution (LPED) Irrigation and Shallow Sub-surface Drip Irrigation if installed in accordance with AS/NZS 1547:2012 – Appendix M;

For secondary treatment with disinfection, the same applications as above are permitted plus:

- Surface under mulch drip irrigation and spray irrigation with appropriate design and buffers

DRAFT OSSM Guideline 2022

Refer to further details on effluent quality for the above in [NSW Health Advisory Note 4](#)

-
- *The reuse of treated greywater inside the house for washing machine water or toilet flushing is not permitted by Council.*
 - *Treated and disinfected sewage must not be used for drinking, ablution, car washing or topping up swimming pools.*
-

Greywater Diversion Devices

Greywater diversion devices are specialised plumbing fixtures with a hand-activated switch that diverts untreated greywater by gravity or pump directly to a sub-surface irrigation system.

Greywater diversion devices are not accredited by NSW Health.

Council does not recommend the use of greywater diversion devices on a risk management basis. The benefits of reusing greywater in a high rainfall area are not considered sufficient to outweigh the risks associated with soil degradation, impacts to sensitive environments and public health risks.

Council may from time to time during droughts - for example permit temporary greywater diversion if considered safe by Council.

Absorption Trenches

The traditional absorption trench is a “disposal-only” system. Because there is little opportunity for reuse or treatment through plant uptake and because it is difficult to distribute effluent evenly in a way that does not pollute in the long-term, traditional trenches are discouraged in new OSSM installations. Systems which rely on soil absorption as the principal mechanism, for example absorption trenches, generally do not comply with the requirements of these Design Guidelines or the NSW EHP Guidelines 1998 (p119).

On some highly constrained lots where insufficient space is available for any other form of land application, absorption trenches may be the only viable option for effluent dispersal. In these cases, Byron Shire Council would generally expect that absorption trenches be preceded by at least secondary treatment, and that all necessary efforts would be made to disperse effluent evenly over the entire length of the trenches, for example by pumping or intermittently dosing.

On highly permeable soils which are located a sufficient distance above the standing water table beneath, it may sometimes be acceptable to use a “discharge control trench”, in which the trench beneath the distribution pipe is deepened and filled with washed sand (refer AS/NZS1547:2012 for design details).

On other types of highly constrained site, for example where only very small land application area is available, it is sometimes appropriate to distribute effluent in “micro-trenches”. These

DRAFT OSSM Guideline 2022

micro-trenches comprise narrow, shallow, gravel-filled trenches in which sub-surface irrigation pipes are installed. The advantages of micro-trenches are that by shallowly laying them along the contour and pumping the effluent into them, they can distribute effluent reliably, evenly and intermittently. Assuming that stormwater is adequately diverted, micro-trenches provide a good opportunity for reuse by plants and only a low risk of effluent surcharging during wet periods.

ETA systems – Evapotranspiration Absorption Beds and Trenches

Evapotranspiration/Absorption (ETA) beds (and ETA trenches) use subsurface adsorption of effluent into the soil and evapotranspiration by plants.

ETA are wider and shallower than traditional absorption trenches, thereby providing a much greater opportunity for uptake by plants and reduced dependence on infiltration and soil assimilation capacities to treat the effluent.

Owners of ETA beds should maintain appropriate vegetation on the beds. Mowed grass is the preferred vegetation cover, although shrubs and trees can be planted suitable distances away from the edge of ETA beds.

Sub-Surface Irrigation Systems

Sub-surface drip irrigation (SDI), also commonly referred to as sub-surface irrigation (SSI), is a good means of distributing treated effluent because it can distribute small, measured doses to evenly spaced centres in relatively undisturbed soil. This ensures a very reliable distribution available for rapid root uptake and minimises the risk of the irrigation field becoming saturated during extended rainfall. Sub-surface irrigation is particularly appropriate where there are site or soil limitations or limitations, such as steep slopes, on heavy impermeable (often termed “puggy”) soils and can even be used with care on highly permeable sandy soils.

Sub-surface irrigation systems must be designed and installed by suitably qualified persons. A Certified Irrigation Designer must submit a Detailed Irrigation Plan for installation on slopes greater than 30% and for commercial uses.

Sub-surface irrigation systems must be flushed to remove sediment/slime at least once per year, and preferably quarterly, by a qualified professional as part of the maintenance requirements. Suitably located pressure-release valves and flush pits must be provided to allow this regular flushing maintenance without causing pollution.

There are a number of different types of proprietary SDI systems on the market. Council requires that all new installations use pressure-compensated emitters, and strongly prefers the use of non-drain varieties.

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Surface Dripper-Under-Mulch Systems

Byron Shire includes productive farming area where effluent reuse can be particularly beneficial. The irrigation of effluent by above-ground drippers in plantations and ornamental garden beds may be appropriate in some applications.

Surface dripper-under-mulch options may be considered for domestic situations in Byron Shire. The thickness of mulch should be at least 150 mm. Higher maintenance and monitoring conditions will be required to ensure that the mulch remains in place over the drippers and that casual access by children, vehicles and livestock is restricted by a vegetative border, fence or similar device. Disinfection of effluent is required.

Where surface dripper-under-mulch is installed, the following signage requirements must be implemented to ensure that access to the land application area is restricted.

- install a minimum of one sign along the perimeter of the land application area with lettering visible from three (3) metres
- Sign is to contain words to the effect:

“Recycled wastewater below.

- *do not dig*
 - *do not drink*
 - *no vehicle entry*
 - *no stock access”*
-

Wisconsin Sand Mound Systems

Raised effluent mound application systems, such as Wisconsin Mounds, are normally used on relatively flat slopes that have site or soil restrictions. The restrictions may be:

- Slowly permeable soils
- Permeable layer (300 mm to 600 mm) of soil overlying a limiting layer such as rock, hardpan; or
- Permeable soils with high water table within 300 mm to 600 mm of ground level.

The mound is constructed directly on to the natural ground surface, which is ploughed beforehand. Primary treated effluent is dose loaded into the mound with further treatment taking place in the sandfill of the mound. An area of aggregate is used to distribute primary effluent on to the surface of the sand-fill media beneath. The effluent discharges from the sand-fill media directly into the underlying soil.

The sizing of mounds is addressed in the following chapter.

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Dose loading of disposal systems

Dose loading of treated effluent by LPED lines (low pressure effluent distribution lines), and automatic sequencing valves is recommended as providing for more effective control in achieving uniform and even distribution over a disposal area. LPED avoids the spot loading inherent in perforated lines and provides more effective distribution of effluent along the full length of a trench or bed system. (AS/NZS 1547:2012, pp148).

Where pressure dose loading of effluent by siphon or pump is used for Absorption or ETA trenches/beds, the designer shall determine trench or bed lengths and perforated pipe details appropriate to the system layout and the siphon or pump duties.

Automatic sequencing valves

A distribution valve which under each pumping cycle (or siphon dosing cycle) trips to a new outlet feeding an individual distribution line in a land application system, thus dosing each distribution line in sequence.

Pressure-dosed distribution systems ensure that effluent is applied at the design hydraulic loading rate (DLR) uniformly throughout the design area. When used in conjunction with automatic sequencing valves hydraulic design is simplified, and each element of the land application area receives its proportioned dose over a few minutes each day, enabling a rest period throughout the remainder of the 24-hour period.

Dosing Siphons

Dosing siphons are used extensively in the USA and are becoming more readily available from OSSM suppliers in Australia.

They change low or variable flows into regular doses and suit pressurising laterals and land application areas. They have no moving parts and need no electricity. They are typically used with sand filters or absorption trenches/beds or ETA beds.

Due to the emerging development of dosing siphons, Council will consider the application of dosing siphons on a case-by-case basis.

DRAFT OSSM Guideline 2022

8. Sizing of Treatment Components

Council's required method for sizing OSSM systems is using Council's OSSM Design Model or alternatively methods in AS/NZS 1547:2012 for highly constrained sites. The sizing of other treatment components is generally based on AS/NZS 1547:2012 and the use of NSW Health accredited treatment systems.

Calculating Wastewater Volumes and Equivalent Population (EP)

Residential Dwellings

The potential Equivalent Population (EP) loading for domestic properties is calculated based on the number of bedrooms. The following loadings are to be used:

- 2 EP loading for one-bedroom dwellings
- 2 EP for the first habitable room and 1.5EP per bedroom for each habitable room after that, for example for a 4-bedroom / habitable room house = (1 x 2EP) + (3 x 1.5 EP) = 6.5 EP
- Tourist cabins / accommodation are to be based on 2 EP per bedroom.

Refer to the **OSSM Design Model** available on Council's 'On-site sewage' website.

If the dwelling floor plan nominates a study, office or rumpus room, then this room is to be included as a bedroom in the EP calculations as these types of rooms can easily be converted into an additional bedroom and therefore potentially increasing the wastewater volume and size of the OSSM system.

- flow allowances per person based on water supply ('town water supply' or roof water) and whether water saving fixtures are installed
- flow allowances for each source (toilet, bathroom, laundry and kitchen).

Non-Residential Loadings

Flow allowances for non-residential developments such as motels, factories and community buildings are to be based on either measured water usage or values in AS/NZS 1547:2012 *On-site domestic wastewater management – Appendix H – Table H4 for domestic flows from non-residential premises:*

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Sizing of Treatment Components

Septic Tanks

Sizing of septic tanks is to be based on *AS/NZS 1547: On-site domestic wastewater management – Appendix J – Recommended Capacities for Septic Tanks*.

Reed Beds

Sizing of reed beds can be based on any of the three following methods:

1. Using Council's OSSM Design Model
2. Coarse sizing method – allowing 4m² (surface area) per person to achieve a residency time of seven days, for example for a five-person household: 4m² x 5 EP = 20m² reed bed surface area. This is based on a minimum reed bed water depth of 0.5m.
3. Calculation Formula to achieve a minimum residence time of five to seven days:
Residence time (days) = Reed Bed Volume (litres) x Porosity (dimensionless – fraction or %) / Daily Wastewater Generation (litres).

AWTS

A domestic-sized AWTS must comply with and have obtained a Certificate of Accreditation issued by NSW Health and be in accordance with the NSW Health - Sewage Treatment Accreditation Guideline.

Waterless Composting Toilets

A Waterless Composting Toilet must comply with and have obtained a Certificate of Accreditation issued by the NSW Health and be in accordance with the NSW Ministry of Health – Waterless Composting Toilet Accreditation Guideline (NSW Ministry of Health, 2016).

Collection Well for Pumping

The collection well capacity is to be determined by the daily flow/person (DF) multiplied by the number persons (EP) to calculate one day's storage volume. Confirm and provide details if the wastewater is to be pumped to an effluent land application area, reticulated sewerage system, forms part of a common effluent drainage system, and the number of pumps used.

For collection wells that have pump/s installed they must also be fitted with a non-return valve on the pump outlet pressure pipework.

DRAFT OSSM Guideline 2022

Collection Well Capacities

	Single Pump	Dual Pump	Tanker Pump Out
Capacity calculation	DF x N x 2 (2 days of storage)	DF x N (1 day of storage)	DF x N x 7 (7 days of storage)
Minimum capacity	2050 litres	2050 litres	5250 litres

Sewage Ejection Pump Station

A sewage ejection pump station macerates and pumps sewage to a small diameter sewerage reticulated system. A sewage ejection pump station is to comply with the *NSW Ministry of Health - Sewage Management Facility Vessel Accreditation Guideline*.

The minimum capacity of the sewage ejection pump station is to equate to six hours of the average wastewater peak flow measured over an eight-hour period per day. A wastewater daily flow of 150 litres/ person/day is used in this calculation.

The sewage ejection pump station must be fitted with a non-return valve on the pump outlet pressure pipework and fitted with a high-level audio and visual alarm.

High Level Alarms

All OSSM installations that incorporate a pump must have a high-level alarm installed, for example audio and visual alarm positioned either on the top of OSSM tank or fastened against a permanent structure where it will be observed during normal daily trafficable flow paths.

Sizing of Disposal Systems – Council’s OSSM Design Model for households

A computer model in the form of an MS Excel spreadsheet is available from Council to calculate the area required for the land application area – the Byron **OSSM Design Model**. The OSSM Design Model is available for free download on Council’s website.

The model’s theory and operation are described in *Appendix C- Background Information to OSSM Design Model*. The designer remains responsible for adopting the sizing calculated by the Byron OSSM Design Model and needs to amend the design as necessary with consideration of any site-specific characteristics.

DRAFT OSSM Guideline 2022

How to Accommodate for Heavy Clays

The OSSM Design Model will not allow operation for Soil Category 6 (Medium to Heavy Clays, or dispersive or shrink-swell soils). To calculate the effluent dispersal area in this situation it will generally be necessary to provide secondary treatment of effluent and to ameliorate soil conditions if they are dispersive, then to apply the computer model as though the site had a weakly structured Light Clay soil with DLR value of 5mm/day.

Using the OSSM Design Model for Non-standard applications

The OSSM Design Model can be used for non-standard applications, for example a small number of eco-tourist cabins connected to a common OSSM system with enhanced nutrient removal. The model can be used for these types of application by utilising the 'Design Model' worksheet in the program.

In the 'Design Model' worksheet the following parameters can be adjusted for non-standard applications:

- Total daily flow
- The wastewater source (toilet, bathroom, laundry, kitchen)
- Nitrogen and phosphorus loadings
- Nitrogen reduction in the treatment process.

Any adjustments need to be detailed and justified in the OSSM Design Report.

Using AS/NZS 1547:2012 to Size Disposal Systems

Council will also accept the use of sizing methods described in AS/NZS 1547:2012 in instances where the design output from the OSSM Design Model is unable to be accommodated on a constrained site.

Wisconsin Sand Mound Systems

Sizing of Wisconsin Sand Mound Systems is to be based on guidance provided in Appendix N (Land Application Methods - Mounds) of AS/NZS 1547:2012.

Additional reference material can be sourced from Wisconsin Mound Soil Absorption System; Siting, Design and Construction Manual (Converse and Tyler, 2000).

Reserve Disposal Area

A reserve disposal area is an area set aside for future use as a land application area to replace or extend the original land application system. A reserve disposal area may be required in the future if the primary disposal area fails over time due to, for example, reductions in permeability of the soil or the soil's capacity to absorb phosphorus becomes supersaturated.

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Reserve areas, with equivalent characteristics to the disposal system, shall be designated and set aside in all new applications. The reserve area shall be protected from any development that would prevent it being used in the future.

On site with large areas and limited constraints, the size of the reserve area will generally be 100% of the design disposal area.

Council will consider a reduction in the size of a reserve area based on allowances outlined in AS/NZS 1547:2012, for example the reserve area may be reduced:

- if an improved wastewater treatment and improved land application system is provided.
- if dose loading or alternating loading of the design land application areas are employed.
- or where a standard procedure for site evaluation (see Appendix D in AS/NZS 1547:2012) supports a reduction in area.

On small sites, it may not be possible to provide a reserve area. The designer, in consultation with Council, should assess the options available for the site and select an appropriate design that will provide security in case of unexpected failure. In the case of irrigation line or soil quality degradation in a shallow irrigation system, the lines may be easily replaced, or topsoil quality may be improved, or topsoil replaced, enabling continued use rather than full decommissioning of the primary irrigation area.

DRAFT OSSM Guideline 2022

9. Installation or upgrade of OSSM Systems

The installer/plumber must obtain a plumbing permit from Council prior to installation. The installation is to be in strict accordance with the approved plans and conditions. It is the responsibility of the installer to book the necessary inspections with Council.

Plumbing Permit

Following Council approval to install, construct or alter an OSSM system, the installer/plumber must obtain a plumbing permit from Council prior to commencement of work on site.

There are some exceptions to the need for a plumbing permit such as connecting drains to an existing OSSM system that does not impose any additional load on the system. Installers are to refer to Council's [Local Approvals Policy](#) to check if exemptions apply and for any associated requirements.

Irrigation Installations

Installers of irrigation systems are required to have a current trade certificate in plumbing, drainage or related trade or discipline.

Variations to the Approval to Install

Council expects systems to be installed in strict accordance with the approved plans and conditions.

If it is necessary to substantially alter the design or configuration of the OSSM system, the following will need to be lodged with Council and approved before proceeding with the amended installation:

- a Section 4.55 Modification application for OSSM systems approved as part of a Development Application
- a Section 106 Modification (S106) for systems approved under s68 of Local Government Act application.

Where the necessary amendments are of a very small or insubstantial nature it is permissible to install the altered system only with acknowledgment in writing from council's certifiers or environmental health officers.

Works as Executed diagram

Works as Executed diagrams are required for all new OSSM systems and for modifications to existing OSSM systems.

The Works as Executed diagrams must clearly show the size of all OSSM components and their position relative to major features (for example house, driveway and/or waterways).

DRAFT OSSM Guideline 2022

See also [Plumbing inspection documents | NSW Fair Trading](#)

Installation Inspections

It is the responsibility of the installer to book the necessary inspections with Council. The exact inspections required for the installation / upgrade will be specified in the Conditions imposed on the plumbing permit and Council's Conditions of Approval for the installation, construction or alteration of the OSSM system.

It is an Offence under the Local Government Act not to comply with an Approval issued by Council.

It is offence under the Plumbing and Drainage Act to conduct plumbing and drainage works unless the responsible person has given the plumbing regulator a notice of work, and (b) the work carried out corresponds to the specifications in the notice of work.

A breach of these regulations may leave you liable to financial penalties.

It is a requirement that the installer contacts Council prior to backfilling any sub-surface installation so that the system can be inspected and tested.

Certification of key activities/requirements (for example application of lime to trenches) and Works as Executed diagrams shall be provided by the plumber/installer and submitted to Council prior to inspection. Final inspection will not be approved until such certification is submitted to Council.

Inspections of OSSM plumbing and drainage works can only be carried out by Council Officers. Private certifiers or designers do not have authority to inspect any aspect of OSSM installations or drainage.

A final certificate must be issued by council after the final inspection before commission and use of the OSSM system can occur.

It is offence under the Plumbing and Drainage Act not to provide certificates and plans to the regulator or owner.

Operation and Maintenance Manual

It is the responsibility of the installer to prepare a final Operation and Maintenance (O&M) Manual for the owner.

The O&M Manual based on:

DRAFT OSSM Guideline 2022

- the draft O&M Manual appended to the OSSM Design Report
- the Council approved plans and condition of approval
- any NSW Health Certificate of Accreditation for the OSSM components
- any amendments to the design or configuration of the OSSM system from the installation works.

Further details of the content of an O&M Manual are provided in the following chapter.

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10. Operation and Maintenance of OSSM Systems

It is the responsibility of the installer to prepare a final Operation and Maintenance Manual for the owner. Owners and residents are to regularly maintain their OSSM system, either through a self-maintenance program or by using a service agent.

Mutual Obligation

Council's OSSM policies, strategies and guidelines have been developed so that Council can work with property owners and residents to sustainably manage OSSM systems.

Part of this mutual obligation involves owners and residents to regularly maintain their OSSM system, either through a self-maintenance program or by using a service agent. Owners must also have a current Approval to Operate for their OSSM system.

Operation and Maintenance Manual

It is the responsibility of the installer to prepare a final Operation and Maintenance Manual for the owner.

The content of the Operation and Maintenance Manual will include:

- Fact sheets from Council's On-site Sewage webpage that are relevant to the installed OSSM system (Note: Council's webpage includes an "OSSM Management Plan template" with useful information)
- Any relevant NSW Health Certificates of Accreditation for installed or upgraded on-site sewage management facilities
- Copies of: Council-stamped design plans; Council's Conditions of Approval; details of any modifications to the approved design plans, and Works as Executed diagrams
- Manufacturer information where key OSSM components, for example warranty and service life information
- contact information of servicing agent if applicable.

Who is responsible for rental properties?

The property owner is the responsible OSSM system 'operator' - responsible for the system operation and maintenance.

Owners of rented properties should ensure that occupiers of the premises are aware of the requirements for safe operation and regular maintenance of the OSSM system.

Servicing agents for OSSM Systems

Property owners / OSSM system 'operators' must engage an authorised OSSM servicing agent for an OSSM system that includes any of the following systems:

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- Aerated Wastewater Treatment Systems (AWTS's)
- any NSW Health accredited system (for example, sand filter systems)
- sub-surface drip irrigation systems
- surface irrigation systems.

Owners / OSSM system 'operators' can choose to engage servicing agents to manage any OSSM system, for example for general maintenance of standard septic tank systems or reed bed systems.

Servicing Frequency

Quarterly maintenance is the minimum frequency for any OSSM systems / components that require an authorised OSSM servicing agent.

If an OSSM system component has a NSW Health Certificate of Accreditation that requires a more frequent servicing frequency then this will govern the servicing frequency.

An Approval to Operate will specify if the OSSM system or components of the system require a an authorised OSSM servicing agent, and the frequency of regular maintenance by the servicing agent.

Maintenance Reports

Any servicing undertaken by an authorised OSSM servicing agent will be reported to Council and the owner / OSSM system 'operator'.

The reporting will be in a form similar to those provided in Appendix D (extract from *NSW Health Advisory Note 5 - Servicing of Single Domestic Secondary Treatment Sewage Management Facilities (SMF)*).

The report is to be submitted to Council and the owner / 'operator' within 7 days of servicing the system or component. The service agent is also required to maintain a copy for their records.

If a service agent observes that an OSSM system failure has been caused by improper use of the system, the service agent is to consult with the owner / 'operator' to ensure preventative actions are undertaken. If the problem continues, then the matter is to be reported to Council for appropriate action. When there is an identified pollution incident, (for example, effluent discharge), the service agent is required to notify Council. Any of the above is to be recorded in the maintenance report.

Council Inspections

Council may undertake OSSM inspections for a number of reasons:

- in association with development or section 68 applications

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- a new owner has purchased the property
- as a check to ensure compliant operation of OSSM systems - particularly in sensitive areas
- if complaints have been made
- if service reports are overdue.

Inspection programs by Councils are required across NSW under the Local Government Act 1993. This requirement includes keeping a register of all OSSM systems

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11. Acronyms

Acronym	Full description
ARI	Average recurrence interval
AS / NZS	Australian/New Zealand Standard™
ASS	Acid sulfate soils
ATO	Approval to Operate
AWTS	Aerated wastewater treatment system
BSC	Byron Shire Council
DA	Development Application
DF	Daily flow
DIR	Design irrigation rate
DLR	Design loading rate
DPI	NSW Department of Primary Industries
EHP	Environment & Health Protection (in reference to the Environment & Health Protection Guidelines (Department of Local Government, 1998)
EP	Equivalent population or Equivalent persons
ETA	Evapotranspiration absorption (beds)
LEP	Local Environmental Plan
LGA	Local government area
LPED	Low pressure effluent distribution
MS	Microsoft

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OSSM	On-site sewage management - used interchangeably with OSMS, SMF and septic system
OSMS	On-site sewage management system (commonly used by other Councils)
POAA	Priority oyster aquaculture area
POEO Act	Protection of the Environment Operations Act
SDI	Sub-surface drip irrigation
SEED	Sharing and Enabling Environmental Data
SSI	Sub-surface irrigation
SSD	Sewerage Service Diagram
SMF	Sewage management facility
SSI	Sub-surface irrigation
SMF	Sewage management facility
TN	Total nitrogen
TP	Total phosphorus
TSS	Total suspended solids
UV	Ultraviolet
WCT	Waterless composting toilet

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12. Glossary

Term	Description
Aerated Wastewater Treatment System (AWTS)	a wastewater treatment process typically involving settling of solids and flotation of scum; oxidation and consumption of organic matter through aeration; clarification – secondary settling of solids, and disinfection of wastewater before irrigation.
Aerobic	dissolved or free oxygen is present
Anaerobic	dissolved or free oxygen is not present
Blackwater	human excreta and water grossly contaminated with human excreta, for example toilet wastewater (human excreta entering waterless composting toilets is considered as 'blackwater')
Domestic wastewater	water arising from household activities, including wastewater from bathrooms, kitchens, toilets and laundries
Effluent	treated wastewater
Equivalent population or Equivalent persons (EP)	a measure typically used in the design of wastewater management systems which equates flows or pollutant strengths to what is typically generated by a person
Evapotranspiration	the process by which water is transferred from the land to the atmosphere by evaporation from the soil and other surfaces and by transpiration from plants
Greywater	domestic wastewater from sources other than toilets, including washing machines and dishwashers. Also generally excludes kitchen waste. Also sometimes termed 'sullage'.
Habitable Room	Byron Shire Council Water and Sewage Equivalent Tenancy policy definition: A "bedroom" is any habitable room that, in the opinion of Council, by its physical design, designated or capable of being used as a bedroom including separably accessible rooms designated a bedroom, study, studio, den, attic, media room, home office or the like other than a kitchen, WC, bathroom or laundry
Human excreta	human faeces and urine

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Land application area	the area over which treated wastewater is applied is also called the disposal area
On-site sewage management (OSSM)	treatment and use of all wastewater generated within a household, completely within the boundary of the premises
Sewage	wastewater and human waste arising from domestic premises and may contain waste arising from toilets and similar fixtures, showers, baths, hand basins, clothes washing machines, laundry tubs, kitchen sinks and dishwashers. Sewage includes blackwater and greywater but not stormwater
Sewage management	any activity carried out for the purpose of holding or processing, or reusing or otherwise disposing of, sewage or by-products of sewage
Sewage management facility (SMF)	a human waste storage facility or a waste treatment device intended to process sewage (clause 3 Local Government (General) Regulation 2005).
Silver Bullet	Colloquial term for the document: <i>Environment & Health Protection Guidelines, On-site Sewage Management for Single Households</i> (Department of Local Government, 1998)
Sludge	mainly organic semi-solid product produced by wastewater treatment processes
Wastewater	liquid waste containing solids generated by a domestic premises and includes sewage, greywater and blackwater
Waterless composting toilet	(humus closet, biological toilet) waterless system that uses the principle of composting to break down human excreta to a humus-type material. The liquid fraction is evaporated or directed to an appropriate management system
Wet composting toilet	treats all household wastewater and putrescible household organic solid wastes such as food waste. Uses the principle of aerobic composting to break down the solid waste; the liquid component is directed to a land application system after passing through the pile of solids

DRAFT OSSM Guideline 2022

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DRAFT OSSM Guideline 2022

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DRAFT OSSM Guideline 2022

14. Appendices

DRAFT OSSM Guideline 2022

Appendix A - Viral Die-Off Method

The following is based on Cromer, W. C., Gardner, E. A. and Beavers, P. D. (2001) and has been adapted from the Ballina Shire Council OSSM Guidelines (2017).

Viral Die-Off Method - Key Points & Parameters:

- Viruses are smaller and more resistant to natural die-off than bacteria, so if viral numbers (in effluent/soil) are acceptably low, then it is considered that bacterial numbers are also low
- It is recommended to target the following viral reductions for different treatment systems:
 - Raw wastewater 7 order of magnitude ($M_i/M_o = 0.0000001$)
 - Primary treatment (septics)..... 7 order of magnitude ($M_i/M_o = 0.0000001$)
 - Greywater..... 5 order of magnitude ($M_i/M_o = 0.00001$)
 - Secondary treated effluent..... 3 order of magnitude ($M_i/M_o = 0.001$)
- Be cautious using the calculations for very low permeability soils because the low permeability input sometimes produces very small setback distances
- For “effective porosity” of the soil, it is recommended to use a number between 20% (0.2) and 35% (0.35)
- Temperature of the wastewater in the soil: it is recommended to use 14°C.

Estimating a setback distance using the viral die-off method has three main steps:

1. Determine how much time is needed for viruses in the effluent to naturally die off to acceptably low levels (the recommended target viral reductions listed above). To estimate this time (t), use **Equation 1a** and **Equation 1b** overleaf
2. Determine how far the effluent has seeped laterally downgradient or cross gradient in the time period calculated in Step 1. To estimate this travel distance, use **Equation 2** overleaf.
3. Establish a setback distance by applying a safety factor of 2 to the estimated viral die-off distance from Step 2 (ie double the answer from **Equation 2**). This is due to the range of variable inputs into the viral die-off equation e different soil layers, porosity, soil permeability and groundwater gradient.

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Equation 1a: $\frac{M_t}{M_0} = e^{-kt}$

where:

$\frac{M_t}{M_0}$	is the dimensionless ratio between the viral concentration in the groundwater at any time t (M_t) and the viral concentration in the wastewater at the time of its application to the subsurface (M_0). Use the recommended viral reductions listed above for this ratio
t	is the travel time (days) of the viruses in the groundwater (to be calculated using this equation)
k	is the first order rate coefficient for the die-off rate of the organism and is the temperature- dependent variable (°C). Calculate k using Equation 1b and the recommended wastewater temperature value of 14°C.

Equation 1b: $k = (T - 8.5)/20$

where:

T	is the wastewater temperature in the soil (in °C) – use the recommended wastewater temperature value of 14°C
---	--

Equation 2: $d_g = \frac{t - (d_v \times \frac{P}{K})}{(\frac{P}{K} \times i)}$

where:

d_g	is the horizontal distance from effluent land application area to where virus die-off occurs (metres) (calculated by this equation)
t	is the travel time (days) of the viruses in the groundwater (calculated using Equation 1a and 1b)
d_v	is the vertical distance to groundwater (metres) estimated from groundwater bore log data
P	Is the porosity soil expressed as a fraction for example, clay 0.4-0.7, silt 0.35 – 0.5, sand 0.25-0.5, gravel 0.20-0.4. It is recommended to use a number between 0.2 and 0.35
K	is the soil permeability (m/day). Use either a measured permeability or the indicative permeability values in Table L1 of AS/NZS1547:2012 for the identified subsoil type

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<i>i</i>	is the groundwater gradient (fraction for example, 0.02 if slope of groundwater 1:50). Use an estimate based on the ground surface slope.
----------	---

Example:

For a secondary treatment system with a subsoil disposal system and the following site and soil characteristics

Step 1 - Determine travel time (t - days) required to achieve target viral reduction:

Equation 1b - determine value for (k) based on T = recommended wastewater temp. of 14°C

$$k = (T - 8.5) / 20$$

$$k = (14 - 8.5) / 20 = 0.275$$

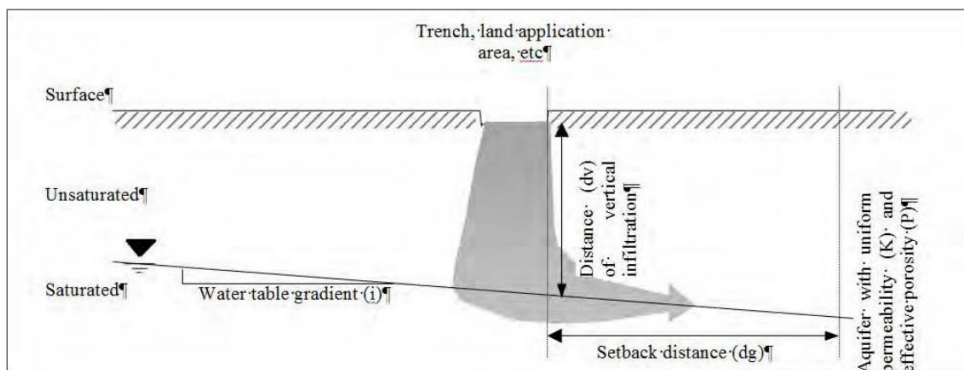
Equation 1a - determine travel time (t) in days

Mt/Mo = 0.001 – the target viral reduction for secondary treated effluent as per target values on first page of this Appendix

Rearranging Equation 1a gives

$$t = \ln (Mt / Mo) / -k$$

$$\text{Therefore } t = \ln (0.001) / -0.275 = \mathbf{25.1 \text{ days}}$$



Step 2 - Determine viral travel distance (metres) based on the travel time from Step 1:

$$\text{Formula: } d_g = (t - d_v \cdot P/K) / (P/K \cdot i)$$

d_g = horizontal distance from effluent land application area to where virus die-off occurs (m)

d_v = vertical distance to groundwater (m) = 2.0 metres for this example

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t = travel time (days) = 25.1 days from Step 1

P = porosity soil fraction = 0.35 for clay loam for this example

K = permeability (m/day) = 1.5 m/day from Table L1 of AS/NZS1547:2012 for clay loam for this example

i = groundwater gradient fraction = 0.02 for this example based on surface slope of 1:50)

Therefore, $d_g = ((25.1 - 2 \times (0.35/1.5)) / (0.35/(1.5 \times 0.02)))$

$d_g = (24.633) / (11.667) = 2.11$, say 2.1m

Step 3 – Apply Safety Factor of 2 to estimated viral travel distance from Step 2:

The minimum setback distance = 2 x d_g (twice the horizontal distance from effluent land application area to where virus die-off occurs)

Therefore, the minimum setback distance = 2 x 2.1m = **4.2 metres**

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Appendix B - Background Information to OSSM Design Model

The Byron OSSM Design Model is an MS Excel spreadsheet computer model that was originally developed for Lismore City Council by Greg Alderson & Associates and has been reworked for Byron Shire Council by Antony McCardell and David Bonner.

The model calculates the minimum land application area required based on: Hydraulic loading; Total Phosphorous (TP) loading; and Total Nitrogen (TN) loading. The largest of these areas is selected as the minimum sustainable area for the application of effluent.

Hydraulic Calculations

The model performs a daily soil water moisture calculation to provide a baseline for the soil's capacity to absorb the next day's water input. The calculation is based on rainfall infiltration, hydraulic load from the household, evapotranspiration, and deep percolation (drainage).

Rainfall and Class A Pan Evaporation Data, for the 21yr period to 2003, was accessed from the Alstonville Agricultural Research Station, and is considered to be representative of rainfall patterns likely to occur in the Byron LGA region.

Soil texture and structure determine the permeability of the soil. Predicted soil percolation values were taken from AS/NZS 1547:2000 and applied in the model where soil type is identified and selected.

The required land application area, for the hydraulic load, is the land area (in m²) which will accept the volume of applied effluent for 95% of the time (for example, the 95th percentile for the 21yr database). Of the 5% of days that fall outside the soil capacity to accept this volume of water, effluent-contaminated runoff might theoretically occur. It is assumed however that, during these unusually high rainfall periods when some "daylighting" of effluent might occur, almost all of the runoff would consist of rain water and that actual contamination would be so low and diluted that the overall effects would be negligible.

Phosphorus Calculations

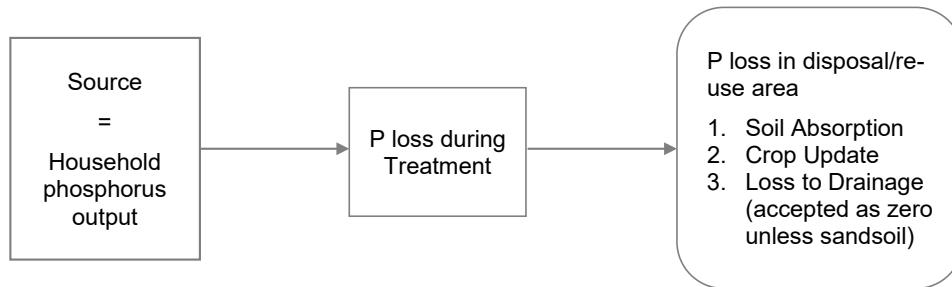
The model calculates an annual total phosphorus budget based on TP input, soil adsorption potential, and crop uptake.

Default values for TP input and crop phosphorus uptake is 0.6kg/person/yr and 20/kg/ha/yr respectively.

The adsorptive capacity of the soil is considered to be finite and is based on predicted soil adsorption capacity for soil type (default values for known soil types are listed in the model). The soil adsorptive capacity is reduced by both depth (to rock or water-table) minus a default 0.5m water-table buffer.

The design life of the land application area is restricted to 50yrs in the case of the phosphorus calculation. The model considers the treatment/ disposal process in a series of 'compartments' or sub-models, which can be described as:

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Phosphorus balance sub-model within OSSM Design Model

The equation for the phosphorus application is:

$$\text{Area (m}^2\text{)} = (10,000 \times P_{\text{load}}) / [(P_{\text{sorp}} (W-b)) / T + P_{\text{crop}}] \dots \text{Eqn. 1}$$

Where:

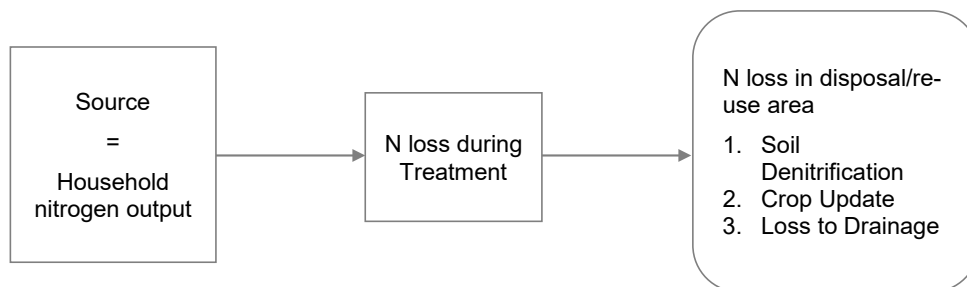
- Area - land application area required for soil/ plan P removal
- 10,000 - conversion factor from hectares to m²
- P_{load} - dwelling P output less any removal during treatment (kg/yr)
- P_{sorp} - soil P adsorption capacity (kg/ha/m depth)
- B - buffer to water-table (default 0.5m)
- T - time to max soil adsorption limit (default 50 years)
- P_{crop} - annual crop P uptake capacity (kg/ha). Default in model is set at 10 kg/ha/year

Nitrogen Calculations

As with the phosphorus calculation the model calculates the land application area size for nitrogen based on an annual nitrogen budget for the site. Unlike the phosphorus cycle, the nitrogen cycle has an additional 'gas' phase that helps reduce the TN load applied to the land application area.

The model considers the treatment/ disposal process in a series of 'compartments' or sub-models which can be described as:

Nitrogen balance sub-model within OSSM Design Model



Model assumptions for the nitrogen calculations are:

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1. 20% of the TN arriving at the land application area will rapidly cycle through to the gaseous N phase and vent to the atmosphere,
2. The default value for TN production is 4.2kg/person/yr,
3. Plant N uptake is 200 kg/yr (unless otherwise justified).

The equation for the phosphorus application is:

The basic model function for the nitrogen calculation is described by the equation.

$$\text{Area (m}^2\text{)} = ((N_{\text{load}} - N_{\text{denit}} / N_{\text{crop}}) \times 10,000 \dots\dots\dots \text{Eqn. 2}$$

Where:

- Area - land application area required for soil/ plan N removal
- 10,000 - conversion factor from hectares to m²
- N_{treat} - dwelling N output less any removal during treatment (kg/yr)
- N_{denit} - soil N denitrification capacity (default = 20% of TN after treatment)
- N_{crop} - annual crop N uptake capacity (kg/ha).

It is acknowledged that using the above equation produces large, and therefore costly, land application areas. To reduce the requirement for these large areas Council accepts that domestic OSSM systems in rural areas of low development density present much lower risks to the broader environment because of the additional assimilative (effluent polishing) capacity of the lands surrounding the land application area. Consequently, the equation has been re-arranged to reflect a relaxation of minimum disposal area sizes in low density, well-buffered developments, to include a nitrogen 'release to the environment factor'. This factor, currently set at a maximum of 10 kg TN/yr in the Byron OSSM Design Model, based conservatively on work done by Hornsby Shire Council (HSC, 1994), is calculated and applied according to block size.

The equation for the 'nitrogen release factor' is:

$$N_{\text{lim}} = N_{\text{max}} [1 - \exp(-kB)] \dots\dots\dots \text{Eqn. 3}$$

Where:

- N_{lim} - the allowable TN release/ export for the system (kg/yr)
- N_{max} - the maximum annual allowable TN release per household (currently 10kg/yr)
- k - curve to the line
- B - block size

Equations 2 and 3 are re-arranged within the nitrogen sub-model to calculate land application thus;

$$\text{Area (m}^2\text{)} = (1 - N_{\text{lim}} / N_{\text{treat}} - N_{\text{denit}}) \times ((N_{\text{treat}} - N_{\text{denit}} / N_{\text{crop}})) \times 10,000 \dots\dots\dots \text{Eqn 4}$$

Nitrogen Calculation and Creek Buffer

Reductions from the recommended minimum buffer distances to waterways restricts the nitrogen calculation by reducing the allowable nitrogen 'release to the environment'. The nitrogen sub-model does this as a simple linear reduction, for example if the buffer distance between the proposed land application area is 50m (where the guidelines require 100m),

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then the effective block size is reduced by 50%. Essentially, the model increases land application areas by reappportioning the entered block size value.

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Appendix C – Example Service Report

Local Council STS (DGTS) Service Report: (Version 5: August 2017)		
Owners name:		Local Council:
Installation Address:		
System Brand & Model	<input type="checkbox"/> Domestic	<input type="checkbox"/> Commercial
Date of this service	Date of last service	Next service due
Has the STS/DGTS been serviced in accordance with the manufacturer / suppliers' requirements and sing the service sheet? <input type="checkbox"/> Yes <input type="checkbox"/> No - If 'No' why?		
STS/DGTS functioning correctly? <input type="checkbox"/> Yes <input type="checkbox"/> No - If 'No' why?		
According to sludge-judge or other methodology is de-sludging needed? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'No' why?		
Offensive odours? <input type="checkbox"/> Yes <input type="checkbox"/> No - If 'Yes' why?		
Alarms tested and functional? <input type="checkbox"/> Yes <input type="checkbox"/> No - If not 'functional' what action is recommended?		
Final Effluent Quality Tested? <input type="checkbox"/> Yes <input type="checkbox"/> No Disinfected? <input type="checkbox"/> Yes <input type="checkbox"/> No Chlorine tablets remaining? <input type="checkbox"/> Yes <input type="checkbox"/> No Quality? <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory On what evidence is this judgement made? If 'Unsatisfactory', what action was recommended?		
Land Application Area Surface ponding? <input type="checkbox"/> Yes <input type="checkbox"/> No Run off? <input type="checkbox"/> Yes <input type="checkbox"/> No Excess plant growth? <input type="checkbox"/> Yes <input type="checkbox"/> No Effluent leaving premises? <input type="checkbox"/> Yes <input type="checkbox"/> No High risk areas contaminated?* <input type="checkbox"/> Yes <input type="checkbox"/> No *Patio, play areas, BBQ, etc. Operating satisfactorily? <input type="checkbox"/> Yes <input type="checkbox"/> No If not 'Operating Satisfactorily', what action was recommended?		
Overall Condition of STS? <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor Comments / Action Recommended / Repairs Needed / Repairs Performed Has the owner / occupier taken recommended actions? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Service Agent		Contact Details
Signature		Signature

Extract from NSW Health (2018). *Advisory Note 5 – February 2018. Servicing of Single Domestic Secondary Treatment Sewage Management Facilities (SMF)*. Available online: <https://www.health.nsw.gov.au/environment/domesticwastewater/Documents/adnote5.pdf>



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STAFF REPORTS - INFRASTRUCTURE SERVICES

Report No. 4.2 Management of Bamboo at Bangalow STP

Directorate: Infrastructure Services

5 **Report Author:** Dean Baulch, Principal Engineer, Systems Planning

File No: I2022/1285

Summary:

The Bangalow STP land covers three land parcels [36.4Ha], the bamboo crop occupies a region of approximately 4.4Ha of the Bangalow STP lands.

10 The Bamboo is at a stage that it needs to be harvested and/or removed to make way for an activity that reuse water would be best suited.

Utilities staff intend to draft a Land Management/Masterplan document for the site in the near future.

15 **Report**

Thus report comes from a request of Cr Dey: “I’d like to know what management and performance assessments have been done for the bamboo plantation, which I didn’t realise is so big (area and size)”

The Bangalow STP land covers three land parcels [36.4Ha] adjacent to Dudgeons Lane.

Title	Area, m ²
Lot 31 DP1034122	286,791.09
Lot 1 DP556233	40,471.13
Lot 33 DP1034122	36,488.63
TOTAL	363750.85



The subject land is operational land and doesn't require a plan of management like 'community land'.

The Bamboo crop occupies a region of approximately 4.4Ha of the Bangalow STP lands.



5

Performance of the Bamboo crop has not been monitored for some time. The Bamboo is at a stage that it needs to be harvested and/or removed to make way for an activity that reuse water would be best suited.

BYRON SHIRE COUNCIL

STAFF REPORTS - INFRASTRUCTURE SERVICES

4.2

Utilities staff intend to draft a Land Management/Masterplan document for the site in the near future.

Financial Considerations

- 5 The reuse system for the Bamboo crop is out of service and needs serious maintenance budget to return it to service. Approximately \$200,000.

10

RECOMMENDATION:

That a Master Plan for the Bangalow STP lands be drafted for Council

15

Report No. 4.3 Utilities Overview

Directorate: Infrastructure Services
Report Author: Cameron Clark, Manager Works
File No: I2022/1331

5 **Summary:**

Council staff have developed a presentation summarising the services provided to Byron Shire Community by Councils Utilities Branch. The presentation has been developed to allow for open discussion with committee members.

22-203 Resolved that Council adopts the following Committee Recommendations:

Report No. 3.3 Utilities Overview

File No: I2022/291

Committee Recommendation 3.3.1

1. That Council notes the presentation: Infrastructure Services Utilities Overview Presentation to Water & Sewer Advisory Committee 21 April 2022 (E2022/32261).
2. This summary to continue at the next Water and Sewer Advisory Committee.

(Lyon/Ndiaye)

Minutes of the Water and Sewer Advisory Committee Meeting held on Thursday, 18 August 2022 File No: I2022/1484

Report No. 4.2 Utilities Overview
File No: I2022/653

Committee Recommendation:

That the item be moved to the next meeting

(Ndiaye/Fawcett)

The recommendation was put to the vote and declared carried.

BYRON SHIRE COUNCIL


STAFF REPORTS - INFRASTRUCTURE SERVICES

4.3

RECOMMENDATION:

That the committee notes the presentation.

Attachments:

- 5 1 Utilities Overview, E2022/32261 , page 112 [↓](#) 

Byron Shire Council Utilities Overview





Governance

Key Legislation



- [Local Government Act](#)
- [Local Government \(General\) Regulation 2021](#)
- [Work Health and Safety Act 2011](#)
- [Water Act 2007](#)
- [NSW Water Management Act 2000 No 92](#)
- [Environment Protection and Biodiversity Conservation Act 1999](#)
- [Environmental Planning and Assessment Act 1979](#)
- [Land Acquisition \(Just Terms Compensation\) Act 1991](#)

External Stakeholders



- Our Community
- Bundjalung of Byron Bay Aboriginal Corporation (Arakwal)
- Consultants
- Contractors
- Environmental Protection Authority
- Rous County Council (water supply)
- Northern Rivers Joint Organization
- Australian Water Association
- Water NSW
- Department of Planning and Environment
- Crown Lands
- Office of Environment and Heritage
- Department of Primary Industries
- NSW Health
- Tweed Laboratory
- NSW Police
- NSW Fire and Rescue
- NSW Rural Fire Service
- NSW State Emergency Service
- Bureau of Meteorology
- National Parks and Wildlife
- Byron Bay Bird Buddies
- Non-Government Organisations



Strategies & Plans

- Integrated Water Cycle Management Strategy (30yr Plan) Currently under development
- Strategic Business Plan for Water Supply and Sewerage Services (2016)
- Byron Shire Council Development Servicing Plan for Water Supply and Sewerage (2016)
- Byron Shire Council Drinking Water Management System (DWMS) (2021)
- Byron Shire Recycled Water Management Strategy 2017-2027
- Integrated Water Cycle Management Plan - Water Supply and Sewerage Strategic Plan (2017)
- Mullumbimby Drought Management Plan (2014)
- Regional Water Supply Drought Management Plan (2016)
- Northern Rivers Regional Bulk Water Supply Strategy
- Digital Asset Management Plan (Water, Sewer & Reuse Water) (Draft)
- Operations Environmental Management Plan
- Operational Environmental Management Plan (OEMP) for BBIWMR
- Pollution Incident Response Management Plan
- BSC Wastewater Management System

Council Policies



- Backflow Prevention 2020
- Access to bulk water from Council water mains 2019
- Building in the Vicinity of Underground Infrastructure 2020
- Liquid Trade Waste 2019
- Pressure Sewerage 2020
- Private sewer pump station 2020
- Reticulated Town Drinking Water Quality 2020
- Urban Recycled Water Connections 2019
- Water and Sewer Equivalent Tenements Policy 2018
- Water Conservation 2019
- Dual Water Reticulation Supply Policy (Draft)

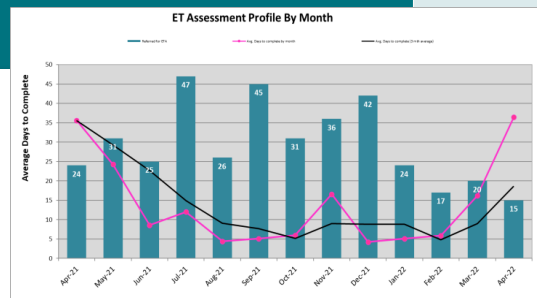


Systems Planning

Systems Planning

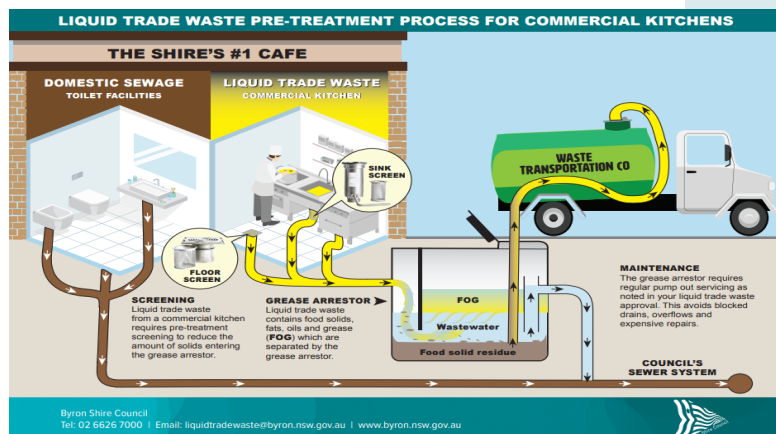


Section 307 Certificate of Compliance



Systems Planning

- Water Utilities in the Water Management Act
- Water and Sewer Systems Planning
- Section 64 Contributions under the LG Act (1993) enables Council to levy developer charges for water supply and sewerage.
- Section 307 Certificates
- Integrated Water Management Strategic Planning
- Liquid Trade Waste Regulation & Compliance
- Asset Maintenance Planning
- Regulation Compliance Reporting
- Water & Wastewater Public Data



Utilities Assets Overview



Water Hydrants – 2459



Water Treatment Plants – 1



Water Pump Stations – 9



Water Valves – 1606



Water Mains – 1741 (250km)



Dam Weirs – 1



Water Reservoirs – 15



Water Reuse Access Points – 7



Water Reuse Pump Stations – 1



Water Reuse Valves – 163



Water Reuse Mains – 90 (26km)



Water Reuse Filling Stations – 4



Irrigation Systems – 20



Sewer Treatment Plants – 4



Sewer Pump Stations – 87



Sewer Rising Mains – 166 (72km)



Sewer Rising Main Valves – 210



Sewer Gravity Mains – 5187 (195km)



Sewer Gravity Main Valves – 3



Sewer Gravity Manholes – 3941



Vacuum Sewer Mains – 174 (7km)



Vacuum Sewer Valves – 20



Vacuum Sewer Pods – 84



Pressure Sewer Mains – 600 (10km)



Pressure Sewer Boundary Kits – 315



Buildings – 29



Shelters – 9

Predictive modelling of Utilities Assets

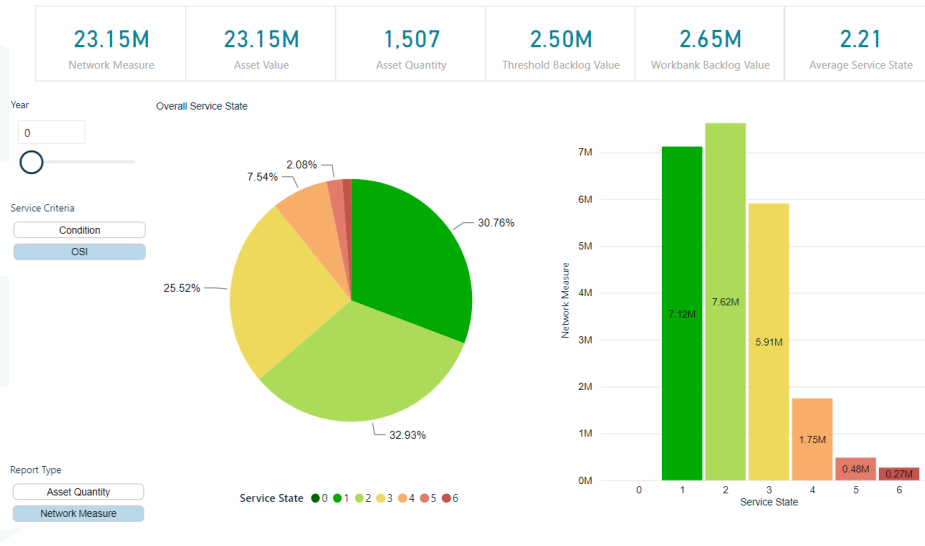


- Optimise available funding to extend asset life and improve levels of service.
- Apply condition based life cycle degradation profiles to accurately model future asset conditions.
- Produce prioritised long term capital work and financial plans.
- Drive capital investment in regards to agreed levels of service.

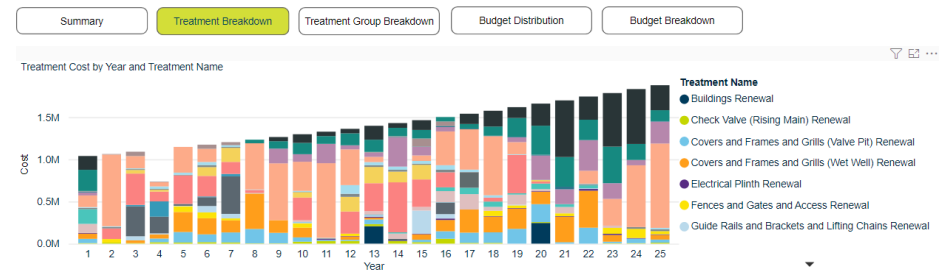
2022 - MAINTAIN - Budget to maintain + 2.5% Inflation

Asset Name	Unique Asset ID	0	1	2	3	4	5	6	7	8	9	10	11	12
SPS1002 Raftons Road Behind 5&7 Palm Tree Crs	(Rising Main)													
SPS1002 Raftons Road Behind 5&7 Palm Tree Crs Covers and Frames and Grills (Valve Pit)		4.00	0.00	0.00	1.00	1.00	2.00	2.00	2.00	2.00	3.00	3.00	3.00	0.00
SPS1002 Raftons Road Behind 5&7 Palm Tree Crs Covers and Frames and Grills (Wet Well)		4.00	0.00	0.00	1.00	1.00	2.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00
SPS1002 Raftons Road Behind 5&7 Palm Tree Crs Guide Rails and Brackets and Lifting Chains		2.00	2.00	2.00	3.00	3.00	3.00	3.00	3.00	4.00	4.00	4.00	4.00	4.00
SPS1002 Raftons Road Behind 5&7 Palm Tree Crs Instrumentation		4.00	4.00	5.00	0.00	0.00	1.00	1.00	2.00	2.00	3.00	3.00	3.00	4.00

2022 - MAINTAIN - Budget to maintain + 2.5% Inflation



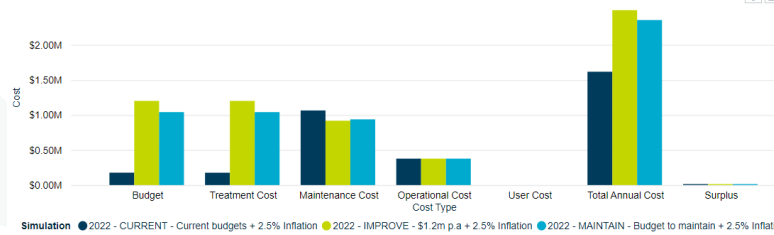
2022 - MAINTAIN - Budget to maintain + 2.5% Inflation





Predictive Modelling – Compare budgeting scenarios

Cost by Simulation and Cost Type



Create scenarios to clearly demonstrate the impact of increased, static or decreased funding to ultimately make better informed decisions.

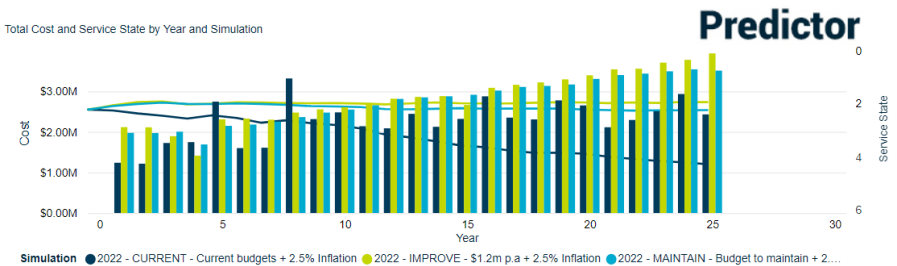
Budget and Cost Allocation by Simulation

Simulation	Budget	Treatment Cost	Maintenance Cost	Operational Cost	User Cost	Total Annual Cost	Surplus
2022 - CURRENT - Current budgets + 2.5% Inflation	\$176,493.00	\$175,787.50	\$1,063,591.74	\$376,644.45	\$0.00	\$1,616,023.69	\$705.50
2022 - IMPROVE - \$1.2m p.a + 2.5% Inflation	\$1,200,000.00	\$1,199,762.50	\$917,513.02	\$376,644.45	\$0.00	\$2,493,919.97	\$237.50
2022 - MAINTAIN - Budget to maintain + 2.5% Inflation	\$1,040,000.00	\$1,039,862.50	\$906,649.97	\$376,644.45	\$0.00	\$2,353,156.92	\$137.50

Total Backlog

Year	2022 - CURRENT - Current budgets + 2.5% Inflation	2022 - IMPROVE - \$1.2m p.a + 2.5% Inflation	2022 - MAINTAIN - Budget to maintain + 2.5% Inflation
0	\$2,645,525.00		\$2,645,525.00
1	\$2,469,737.50		\$1,445,762.50
2	\$2,718,492.19		\$497,996.25
3	\$2,802,069.41		\$0.00
4	\$2,909,650.78		\$0.00
5	\$3,284,478.04		\$451,431.88
6	\$4,074,582.82		\$18,555.09
7	\$5,372,859.61		\$0.00
8	\$5,569,319.64		\$308,255.93
9	\$6,752,602.08		\$433,355.45
10	\$7,504,495.64		\$332,821.98
11	\$9,208,224.16		\$860,728.85
12	\$10,752,386.15		\$1,172,743.05
13	\$11,665,649.72		\$736,124.90
14	\$12,631,279.47		\$33,911.37
15	\$13,385,171.65		\$0.00
16	\$13,725,738.97		\$786,787.98
17	\$14,289,694.44		\$764,466.09

Total Cost and Service State by Year and Simulation



Service State

Year	2022 - CURRENT - Current budgets + 2.5% Inflation	2022 - IMPROVE - \$1.2m p.a + 2.5% Inflation	2022 - MAINTAIN - Budget to maintain + 2.5% Inflation
19	3.76		1.94
20	3.80		1.95
21	3.91		1.97
22	3.99		1.95
23	4.06		1.97
24	4.11		1.93
25	4.18		1.94



Integrated Water Management



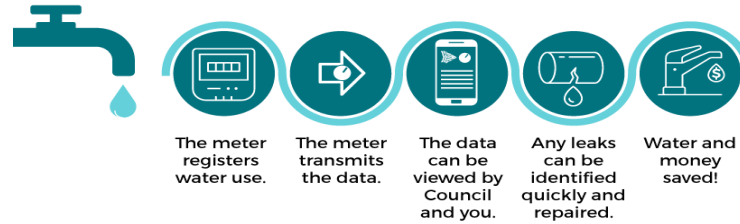
Integrated Water Management encourages less reliance on limited natural water sources with less production of pollutant loads to the receiving environment from sewerage operations.



Smart water metering



HOW DO SMART WATER METERS WORK?



HOW

SMART WATER METERS HELP EVERYONE





Utilities Operations

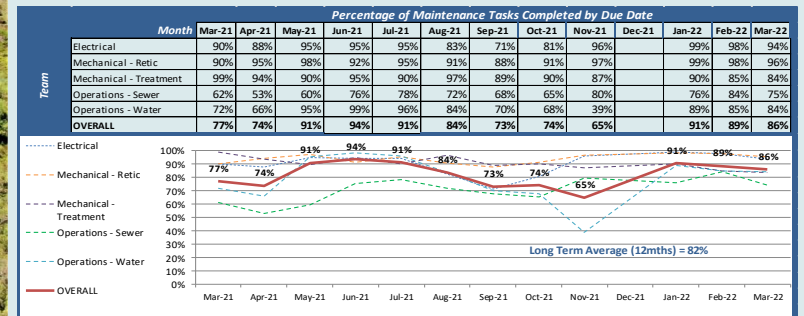


Utilities Operations



Utilities Operations consists of 5 Teams:

- Treatment Systems
- Water Operations
- Sewer Reticulation and Pump Stations
- Mechanical Maintenance
- Electrical Maintenance

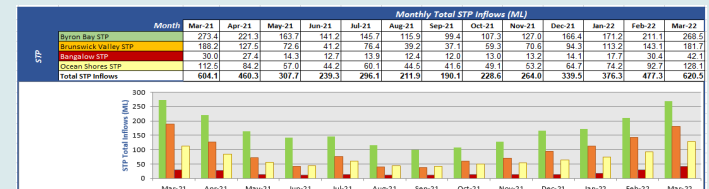


Utilities Operations



Operations

- Delivery of potable water (Rous)
- Mullumbimby Water Treatment Plant
- Water and Sewer Network Asset Maintenance
- Sewerage Treatment Plant Operations
- SCADA
- Recycled Water Network Operations
- Byron Integrated Water Management Reserve Operations
- Coordinate Infrastructure Services on-call after hours
- Emergency Management Response back up





Capital Works

Upcoming Capital works projects



- RFT 2021-1145 - Fletcher, Bangalow and Carlyle Water Main Replacements, Byron Bay
- RFT2021-1130 Reservoir Roof Replacements Work
- RFT2021-1131 - Reservoir Slope Stability Works
- RFT2021-1247 - Panel of Providers - Plumbing, Electrical, General Building and Maintenance
- RFQ 2021-0035 Byron STP Inlet Works Remediation
- RFQ2021-1144 Carlyle Street Water Main Replacement
- Byron Bay Industrial Estate Channel Bed Mowing Services
- RFT2021-1102 Sewer Pump Stations 5015 & 5019 Refurbishment Work
- RFT2021-1146 Inflow & Infiltration 21/22 Construction Package
- RFQ2021-1144 Casons Road Water Main Replacement
- RFT2021-1097 Sewer Pump Stations 3018 & 3020 Refurbishment Work

Additional Flow Path (Byron Arts & Industry Estate)




ADDITIONAL FLOW PATH

A drainage upgrade project to better manage treated water and stormwater flows in the Belongil catchment.



We want to hear from you

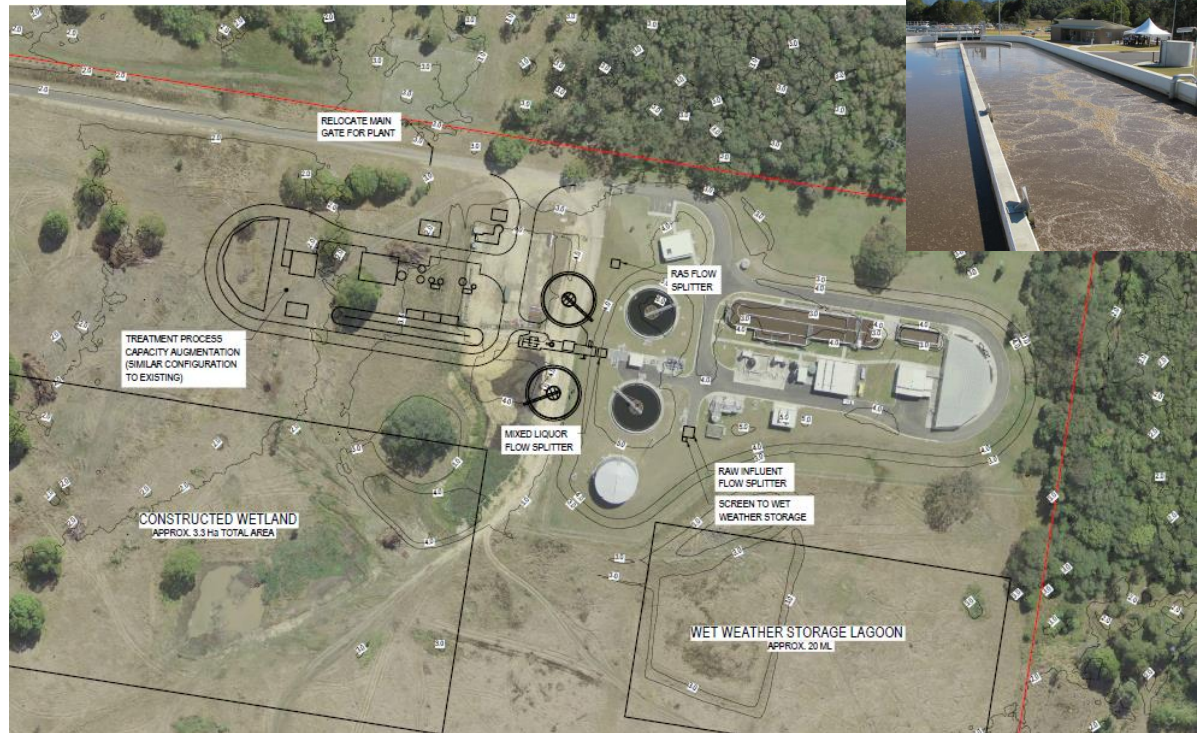
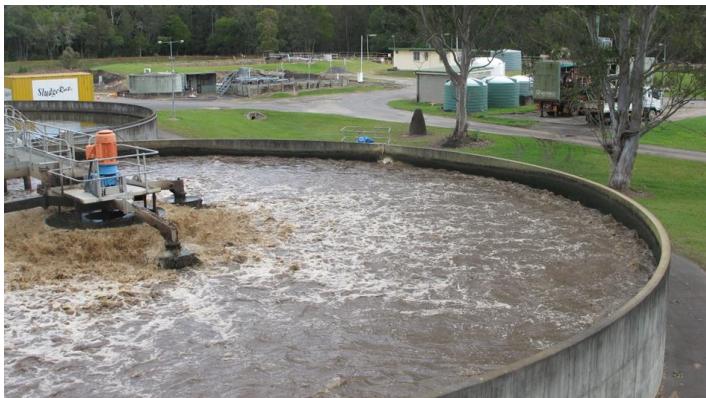
www.yoursaybyronshire.com.au





Additional Projects

Ocean Shores to Brunswick Valley STP Transfer












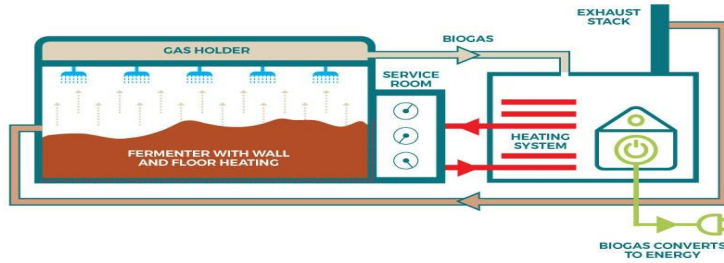
Byron Shire Bioenergy Facility (\$22.5m)



WHAT IS BIO ENERGY?

Converting organic waste into clean and green renewable energy.

COMMERCIAL ORGANIC WASTE SOLUTIONS	
CURRENT	VS BIOENERGY
 HIGH SERVICE COSTS	 LOWER SERVICE COSTS
 OUT OF AREA HAULAGE HIGH COST AND CO ₂	 LOCAL LOWER KMs COST AND CO ₂
 CH ₄ + CO ₂ OPEN AIR RELEASE FROM LANDFILL	 CH ₄ CONTAINED AND CONVERTED
 WASTE	 RENEWABLE ENERGY, COMPOST PRODUCT AND LOCAL JOB CREATION



Thank you.
We look forward to working together in W&SAC.

If you would like more information please contact:

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0417 464 716

