

# TEMORA SHIRE COUNCIL



TEMORA

*The Friendly Shire*

## ON-SITE SEWAGE MANAGEMENT PLAN

**ACTIVE**

**Review Details**

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## ON SITE SEWAGE MANAGEMENT PLAN

### 1. Introduction

Effective management of domestic sewage and wastewater is an important consideration for the health of *Temora Shire Council* residents and the environment. It requires the active involvement of both the Council and landholders.

Management of sewage on-site will not be seen as the simple disposal of an unwanted nuisance. Wastewater, including the nutrients and organic matter it contains, will be managed appropriately and used whenever possible.

This Management Plan has been developed to help *Temora Shire Council* assess, regulate and manage the selection, design, installation, operation and maintenance of on-site sewage management systems. The Plan may also be useful to householders, developers and others who wish to reside in the *Temora Shire* area

This Management Plan draws upon the principles, technical data and overall advice contained in the publication "*Environment and Health Protection Guidelines - On Site Sewage Management for Single Household*". This publication is available at *Temora Shire Council* office.

It is the Council's intention to incorporate the on-site sewage management strategy within its Management Plan. Each year Council's State of Environment Report will address on-site sewage management matters.

### 2. Purpose

The purpose of the On-site Sewage Management Plan is to:

- guide landholders towards sustainable on-site management of domestic sewage and waste water
- protect and enhance the quality of public health and the environment in the long term within the *Temora Shire*.
- to assist Council to prioritise resources for the efficient regulation and monitoring of on-site sewage management systems within its area

### 3. Objectives

3.1 The objectives of this On-Site Sewage Management Plan are -

**Prevention of public health risk** - sewage contains bacteria, viruses, parasites and other disease-causing organisms. Contact with effluent should be minimised or eliminated, particularly for children. Insects can also act as vectors for disease where they have access to effluent. Residuals, such as composted material, should be handled carefully. Treated sewage should not be used on edible crops that are consumed raw

**Protection of surface water** - on-site sewage management systems should be selected, sited, designed, constructed, operated and maintained to ensure that surface waters are not contaminated by any flow from treated systems and land application areas (including effluent, rainfall run-off and contaminated groundwater flow)

**Protection of groundwater** - on-site sewage management systems should be selected, sited, designed, constructed, operated and maintained to ensure that groundwater will not be contaminated by any flow from either the treatment systems or land application areas

**Protection of land** - on-site sewage management systems should be selected, sited, designed, constructed, operated and maintained to ensure that land is not contaminated by any flow from treated systems, effluent, rainfall run-off or contaminated groundwater flow

**Conservation and reuse of resources** - the resources in domestic wastewater (including nutrients, organic matter and water) should be identified and utilised as much as possible within the bounds posed by the other performance objectives; water conservation should be practised and wastewater production should be minimised

**Protection of community amenity** - on-site sewage management systems should be selected, sited, designed, constructed, operated and maintained to ensure that they do not unreasonably interfere with quality of life. Where possible, such systems should enhance the local amenity - special consideration should be given to aesthetics, odour, dust, vectors and excessive noise.

#### 4. Goals

The goals of this On-site Sewage Management Plan are to:

- review council development standards and approval criteria for subdivision, development and building to ensure that appropriate provision is made for sustainable on-site sewage management when residential development occurs in non-sewered area
- identify the additional resources needed to support on-site sewage management systems
- survey and maintain a database of all on-site sewage management systems
- identify additional public infrastructure needed to support on-site sewage management systems
- adopt a partnership approach with households and service agents to support continual improvement of on-site sewage management
- map and maintain details of soil and site conditions and suitability for on-site sewage management systems
- consult with householders on the development and implementation of a strategy to eliminate illegal discharges from pump-out systems
- specify qualifications and accreditation processes for third parties wishing to certify maintenance work and/or compliance with approval standards for all types of systems

- consult with local service agents to ensure that they are aware of qualification and accreditation procedures
- ensure that all on-site waste management systems assessed as being high or medium risk are inspected by qualified and accredited people at the intervals determined through the risk assessment process
- to co-operate with householders, to develop site-specific sewage management plans which resolve identified problems

## **5. Programs**

The council has identified the following programs as being necessary for the effective and efficient implementation of its On-site Sewage Management Plan. It is Council's intention to use these programs to ensure the effective delivery and application of the Plan.

### **5.1 Environmental Assessment Program**

Council will undertake assessment of each individual site based on the criteria contained in the Risk Assessment Matrix. (See *Annexures 1 & 2*).

In undertaking this assessment council officers will be mindful of the individual environment in which the system is to be located and will determine the total impact the system is likely to have on the immediate environment as well as the environment of the council area as a whole.

Council officers will also consider the likely impact of proposed or existing systems on neighbouring council areas.

Council will consult with appropriate organisations that have an interest in the environment (DEH, LLS, EPA, OLG, Landcare, Dept Health) where necessary.

### **5.2 Environmental Overview of the Temora Shire Local Government Area**

The Temora Shire is located within the Riverina region of New South Wales. It is located 80 kilometres north of Wagga Wagga, forming part of the rich sheep and wheat belt.

The Shire of Temora contains one (1) major centre of population, that being Temora, which has a population of 4,560. The small rural town of Aria Park located 32 kilometres due west of Temora contains a population of 450. There are also two (2) smaller villages of Reefton and Springdale.

The towns and villages of Temora Shire have low density population, with residential allotments ranging from 650m<sup>2</sup> to 1000m<sup>2</sup>.

The major township is serviced by a gravitational sewerage system, and since 1979 has incorporated an effluent reuse scheme which provides all of the towns sporting and recreation areas with a treated supply of irrigation water.

The surrounding hinterland of Temora, the village of Aria Park, as well as dwellings on rural properties, utilise conventional septic tanks with wastewater disposal onsite.

The Shire has an approximate area of 2,813 square kilometres, which experiences low summer humidity with an average temperature of 30°C and high winter humidity with an

average temperature of 15°C. Rainfall within the area is commonly recognised as 584mm per annum, predominantly from the west and generally distributed through winter and spring. Rainfall in the summer months is usually storms, producing short heavy downpours, resulting in minor local short term flooding to many areas in the Shire.

It is estimated that Temora Shire has some 1,300 onsite sewage treatment plants, which generally serve the large rural holdings throughout the Shire.

The town of Aria Park has 200 of these onsite sewage treatment plants, which are all conventional septic tanks.

Due to the relatively small nature of these village allotments, Council is of the opinion that, it is this area that has the greater potential to adversely impact on the environment, and public health.

However, having stated this, it is evident from Council's records that during the past twenty (20) years, only four (4) septic tank installations have been a source of concern.

### 5.3 Regulatory Program

Council's regulatory programs to meet the stated goals will include the following:

- all existing on-site sewage management systems will be registered with council (see *Annexure 4*)
- applications will be obtained for all new on-site sewage management systems
- the specifications of various on-site systems will be checked
- each on-site sewage management system will be assessed as per the established criteria contained in Council's Risk Management Matrix (see *Annexure 1*)
- sites inspected as per the assessed level of risk, determined through the Risk Management Matrix:
  - **Low risk**, exempt from inspection
  - **Medium risk**, inspection to occur between 3 and 5 years to be determined at the time of assessment
  - **High risk**, inspection to occur every one to two years
  - **Aerated Wastewater Treatment Systems (AWTS)**, inspection to occur according to the assessed risk determined by Council at the time of assessment. The AWTS must be inspected and serviced according to the manufacturer's instructions by a service technician approved by the manufacturer, at cost to the owner and the resultant certificate provided to Council for registration. Failure to submit the certificate will result in Council inspecting the AWTS at cost to the owner.
- all owners/occupiers with on-site sewage management systems to be advised in writing of the assessment of the site and the need for inspections
- where sites are assessed as being high or medium risk and inspections are to be carried out by an accredited provider, such inspections will be paid for by the householder
- advise the NSW Government Department responsible for funding sewerage schemes of the need to install a sewerage scheme in a particular area or location to serve residents where this is required in the interest of public health and the environment
- Council will develop and maintain a database of all on-site sewage management systems operating within its boundaries.

## 5.4 Risk Assessment Program

Council has adopted a system of risk assessment; the level of risk will determine the level of inspection.

When assessing the level of risk the Council Officer or Accredited Service Technician will utilise the stated risk assessment criteria (*see below*) together with information provided by the householder on their application or registration forms, council's planning documents, information from relevant authorities and his or her own knowledge of the area.

RISK ASSESSMENT FACTORS	LEVEL OF RISK		
	HIGH	MEDIUM	LOW
In an environmentally sensitive area			
Area of land			
Distance from nearest body of water			
Soil type			
Distance to downhill boundaries			
Number of bedrooms in residence/occupants of premises			
Landfall/slope			
Level of groundwater/nearest bore			
Arrangements for stormwater diversion			
Type of system proposed/in use			
Rainfall			
Proximity to human activity			
<i>Other site specific factors:</i>			
<b>OVERALL RISK ASSESSMENT</b>			

Each of the criteria is considered individually and a risk level determined for each. Council may choose to include additional criteria to reflect specific issues relevant to a particular area. The Council Officer responsible may also choose to determine "weightings" for each criteria to assist in the decision making process.

Once the assessment has been undertaken and the weighting determined (which may vary from site to site) then the assessor determines the overall risk level of the site.

The risk assessment determines the frequency of inspection. Inspections will be as follows:

- **High risk** systems to be inspected every one (1) to two (2) years.
- **Medium risk** systems to be inspected every three (3) to five (5) years. The assessor may decide the inspection frequency within this time frame, using the risk assessment factors as a guide.
- **Low risk** systems are exempt from inspection.
- **Aerated Wastewater Treatment Systems (AWTS)** will be inspected according to the level of risk assigned at the initial inspection. The AWTS must be inspected and serviced according to the manufacturer's instructions by a service technician approved by the manufacturer, at cost to the owner and the resultant certificate provided to Council for registration. Failure to submit a certificate will result in Council inspecting the AWTS at cost to the owner.

Council will determine a suitable schedule of review of the risk assessments to ensure the protection of the environment.



## 5.5 Monitoring Program

The following processes will be put into place to ensure that both existing and proposed systems are adequately monitored:

- inspections to be carried out on existing sites where deemed necessary by the nominated council officer
- on-going inspections of on-site sewage management systems to be carried out in accordance with the inspection regime determined at the time of assessment
- to ensure a consistency of approach to inspections of on-site sewage management systems all inspections will utilise the appropriate inspection checklist (*see Annexure 3*) and attach the completed checklist to the inspection report at the time of lodgement
- aim to inspect all on-site sewage management complaints within (48) hours of notifications
- issue orders/notices where necessary for faulty, defective, unhealthy on-site sewage management systems
- use the database to ensure that inspections of on-site sewage systems have occurred by the due date and that the results of those inspections have been lodged with council
- where inspections indicate faulty, defective or unhealthy systems notify the owner/occupier and then co-operate with the householder to develop a site-specific sewage management plan which will resolve the identified problem/s
- where inspections and maintenance certificates have not occurred by the due date, send reminders to owners/occupiers
- where the inspection or maintenance certificate continues to be outstanding council officers will visit the site and conduct the required inspection, fees to be charged for the visit are to be determined by council

Council will also undertake the following activities in order to monitor the impact of systems on the local environment:

- regular monitoring of the water environment in sensitive areas (alluvial, flats, granite and basalt aquifers, wetlands);
- implementation and evaluation of the On-site Sewage Management Plan

## 5.6 Emergency Response Program

Response procedures by the Council in the case of emergencies shall be:

- inspection of site within (48) hours;
- contact the owner/occupier of the property affected by the emergency;
- issue a Council Order if necessary.

## 5.7 Service Program

Council will identify opportunities to improve services to households on an on-going basis.

Council will identify additional resources needed to support on-site sewage management systems and will determine the costs involved.

## 5.8 Accreditation of On-site Sewage Management System Service Providers

Council will utilise the process agreed to by all REROC Councils with regard to the accreditation of service providers. That process will be as follows:

- all persons wishing to become service providers to undertake and successfully complete the REROC approved course offered by TAFE NSW
- Service Providers to advise REROC or the Council of completion of the above course together with documentary evidence
- names of all accredited Service Providers to be placed on the REROC website to enable access by all member councils

## **5.9 Community Consultation**

Council will undertake a process of community consultation prior to the final adoption of its On-site Sewage Management Plan. Council's consultation process may include the following individuals, organisations and agencies:

- householders
- communities
- local environment groups
- Landcare
- Department of Land and Water Conservation
- Environment Protection Agency
- Department of Health

Council will undertake further consultation with the community should it be necessary to make significant amendments or changes to the way in which the Plan is delivered to consumers.

## **5.10 Educational Program**

Council will undertake the following educational activities in relation to on-site sewage management systems:

- Council will ensure its own staff are appropriately trained to assess, monitor and inspect on-site sewage management systems
- Council will conduct public awareness activities for on-site sewage householders to ensure they understand the best and most effective ways to maintain their systems
- Council will utilise resources developed by the NSW Department of Local Government and REROC to assist in the educational process

## **6 Resources**

The resources identified will assist council staff and householders to make effective and efficient assessments about the operation of their on-site sewage management system.

### **6.1 Funding**

Council will adopt a user-pays approach to the implementation of facets of the on-site sewage management planning.

Council recognises that it is able to raise revenue for the programs and services provided through the following avenues:

- ordinary rates for general council administration purposes
- charges for on-site sewage management services actually provided to particular properties

- approved fees for services (including regulatory services) to people

Council will determine the appropriate revenue mix for the on-site sewage management activities during estimates each year. Council’s revenue policies are detailed in the latest Council Management Plan.

## 6.2 Legislation

In implementing this Plan *Temora Shire Council* shall take into consideration the:

- Local Government Act 1993
- Part 3 of the Local Government (Approvals) Regulation 1993
- Local Government (General) Regulation
- land use and development control functions under the Environmental Planning and Assessment Act 1979,
- Building Control Functions of the Environmental Planning and Assessment (Amendment) Act 1997.

Council will also use its powers, when required, as contained in the:

- Local Government Act 1993
- Part 3 of the Local Government (Approvals) Regulation 1993
- Public Health Act 2010
- Clean Waters Act 1970
- Environmental Offences and Penalties Act 1989
- All human waste treatment devices should be accredited by NSW Health.

## 6.3 Council Planning Instruments

The following Council planning instruments will impact or are likely to impact on the implementation and delivery of the On-site Sewage Management Plan:

- Temora Shire Local Environment Plan 2010
- Development Control Plan 2012
- Stormwater Catchment Management Plan

## 7. Evaluation

Council will maintain an on-going evaluation of the Plan. Results of the assessment, monitoring and evaluation will be included in Council’s State of the Environment Report.

### 7.1 Proposed Actions

Council proposes the following actions to fulfil the goals stated in Section 4 of this Management Plan:

<b>Goals</b>	<b>Actions</b>
4.1 Review council development standards and approval criteria for subdivision, development and building, to ensure that appropriate provision is made for sustainable on-site sewage management when residential development occurs in non-sewered areas	<ul style="list-style-type: none"> <li>◆ identify all areas of council which are affected by or can affect the OSMP</li> <li>◆ identify processes already in place that address the objects and goals of the OSMP</li> <li>◆ identify “gaps” in the process with regard to the effective implementation of OSMP</li> <li>◆ determine strategies and processes to fill identified gaps</li> </ul>

4.2 Identify the additional resources needed to support on-site sewage management systems	<ul style="list-style-type: none"> <li>◆ conduct audit of existing facilities</li> <li>◆ identify gaps in facilities</li> <li>◆ community consultation to identify community needs</li> <li>◆ make list of possible infrastructure projects</li> </ul>
4.3 Survey and maintain a database of all existing systems	<ul style="list-style-type: none"> <li>◆ build database shell</li> <li>◆ send surveys to targeted households</li> <li>◆ input responses on database</li> </ul>
4.4 Identify the additional public infrastructure needed to support on-site sewage management systems	<ul style="list-style-type: none"> <li>◆ identify current on-site sewage management problems which could be resolved via additional infrastructure</li> <li>◆ consult other staff to determine future developments that will require on-site sewage management</li> <li>◆ determine costings for additional infrastructure</li> </ul>
4.5 Adopt a partnership approach with households and service agents to support continual improvement of on-site sewage management	<ul style="list-style-type: none"> <li>◆ determine on-going consultation process</li> <li>◆ develop a communications strategy</li> <li>◆ develop appropriate training programs and educational materials for householders and service agents</li> </ul>
4.6 Map and maintain details of soil and site conditions and suitability for on-site sewage management systems	<ul style="list-style-type: none"> <li>◆ identify all high risk areas</li> <li>◆ determine suitability of all council areas to support on-site sewage management</li> <li>◆ flag areas assessed as high or medium risk</li> <li>◆ require geotechnical reports for all new subdivision applications</li> </ul>
4.7 Consult with householders on the development and implementation of a strategy to eliminate illegal discharges from pump-out systems	<ul style="list-style-type: none"> <li>◆ develop and implement consultation process</li> <li>◆ determine and implement feedback mechanisms for consultation process</li> </ul>
4.8 Specify qualifications and accreditation processes for third parties wishing to certify maintenance work and/or compliance with approval standards for all types of systems	<ul style="list-style-type: none"> <li>◆ determine competencies needed to effectively undertake certification and compliance work</li> <li>◆ determine what occupations service agents are likely to be drawn from</li> <li>◆ determine qualifications required for accreditation</li> </ul>
4.9 Consult with local service agents to ensure that they are aware of qualification and accreditation procedures	<ul style="list-style-type: none"> <li>◆ advise service agents of means of accreditation</li> <li>◆ develop database to record accredited service providers</li> </ul>
4.10 Ensure that all on-site waste management systems assessed as being high or medium risk are inspected by qualified and accredited people at the intervals determined through the risk assessment process	<ul style="list-style-type: none"> <li>◆ implement database system which allows “flagging” of inspection times</li> <li>◆ develop and implement recording processes for inspections</li> </ul>
4.11 Co-operate with householders, to develop site-specific sewage management plans which resolve identified problems	<ul style="list-style-type: none"> <li>◆ identify sites that have problems</li> <li>◆ develop and implement consultation process with householders</li> </ul>

## **8. Continuing Improvement – Review of the Plan**

*Temora Shire Council* makes a commitment to the continuing improvement in the regulation and operation of on-site sewage management systems.

To that end, Council undertakes to review this Plan on an annual basis to ensure that it reflects the needs and concerns of Council's residents as well as meeting the changing needs of the environment in which Council operates.

In addition, Council will review its other planning instruments to ensure they reflect the decisions and actions of this Plan.

## *Annexure 1*

ASSESSING THE RISK OF AN ON-SITE SEWAGE MANAGEMENT SYSTEM
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### **INTRODUCTION**

In determining the most effective and efficient way of assessing risk, the REROC Working Party elected to formulate a Risk Assessment Matrix.

The Risk Assessment Matrix has been designed as a simple and straightforward tool to assist anybody assessing an On-site Sewage Management System to determine the level of risk attached to that system. The level of risk will determine the frequency of inspection required.

The Matrix is designed to adapt to individual council situations and for that reason is not prescriptive. The intention of this tool is that its application should reflect the needs of individual councils. The Matrix lists criteria that affect the level of risk associated with the operation of an On-site Sewage Management System. The criteria have been drawn from the publication "Environment and Health Protection Guidelines – On Site Sewage Management for Single Households" and the experience and knowledge of the REROC Working party.

The registration and application forms included in this Kit are designed to provide the information needed to complete the Matrix.

### **USING THE MATRIX**

When assessing the level of risk the Council Officer or Accredited Service Technician must utilise the stated risk assessment criteria together with information provided by the householder on their application or registration forms, Council's planning documents, information from relevant authorities and his or her own knowledge of the area.

Each of the criteria are considered individually and a risk level determined for each (a tick in the box). Council may choose to include additional criteria to make it more effective for their individual area. The Council Officer responsible may also choose to determine "weightings" for each criteria to assist in the decision making process.

Once the assessment has been undertaken (a tick placed in all boxes) and the weighting determined (which may vary from site to site) then the assessor determines the overall risk level of the site.

### Weightings – for Use as a Guide Only

Below is a suggested Guide to the weighting of assessment criteria. Councils intending to utilise this tool should review and revise it to ensure it adequately reflects the conditions found in their own LGA.

Environmentally sensitive area	High (25 points)	Medium (10 points)	Low (0 points)
Area of land	High (15 points)	Medium (5 points)	Low (0 points)
Distance from nearest waterbody	High (25 points)	Medium (10 points)	Low (0 points)
Soil Type	High (15 points)	Medium (5 points)	Low (0 points)
Distance to down hill boundary	High (10 points)	Medium (2 points)	Low (0 points)
Landfall Slope	High (15 points)	Medium (5 points)	Low (0 points)
Level of Groundwater	High (25 points)	Medium (10 points)	Low (0 points)
Arrangements for Stormwater	High (15 points)	Medium (5 points)	Low (0 points)
Rainfall	High (5 points)	Medium (2 points)	Low (0 points)
Proximity to Human Activity	High (15 points)	Medium (10 points)	Low (0 points)
Type of System	High (15 points)	Medium (10 points)	Low (0 points)

The overall score obtained can be used to assist the council officer in determining the level of risk. For the above example the following could be used:

- < 25 = low risk
- > 25 but less than 50 = medium risk
- > 50 = high risk

### Frequency of Inspections

The risk assessment determines the frequency of inspection.

- **High risk** systems will require inspection every two (2) years.
- **Medium risk** systems will require inspection every three (3) to five (5) years. The assessor may decide the inspection frequency within this time frame, using the risk assessment factors as a guide.
- **Low risk** systems are exempt from inspection.
- **Aerated wastewater treatment systems (AWTS)** will be inspected according to the level of risk assigned at the initial inspection. It is suggested that inspections be required on a quarterly basis.

The AWTS must be inspected and serviced according to the manufacturer's instructions by a service technician approved by the manufacturer, at cost to the owner and the resultant certificate provided to Council for registration. Failure to submit a certificate will result in Council inspecting the AWTS at cost to the owner.

Council will determine a suitable schedule of review of the risk assessments to ensure the protection of the environment.





## RISK ASSESSMENT MATRIX

*Annexure 2*

**THIS FORM IS FOR COUNCIL USE ONLY**

PROPERTY ADDRESS:.....OWNER/OCCUPIER NAME:.....

TYPE OF SYSTEM IN USE:.....

RISK ASSESSMENT FACTORS	LEVEL OF RISK			NOTES
	HIGH	MEDIUM	LOW	
In an environmentally sensitive area				
Area of land				
Distance from nearest body of water				
Soil type				
Distance to downhill boundaries				
Number of bedrooms in residence/occupants of premises				
Landfall/slope				
Level of groundwater/nearest bore				
Arrangements for stormwater diversion				
Type of system proposed/in use				
Rainfall				
Proximity to human activity				
<i>Other site specific factors:</i>				
<b>OVERALL RISK ASSESSMENT</b>				

This matrix was completed by:

Name:.....Signature:.....Date:.....

*Advice Sent to Householder*

**Date:** \_\_\_\_\_

### *Annexure 3*

INSPECTION CHECKLIST
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In order to ensure that inspections carried on behalf of Council are consistent, the following checklist has been developed for use by both internal and external assessors.

In determining the checklist the Working Party consulted the Conditions of Approvals set out in the booklet *“Environment and Health Protection Guidelines – On Site Sewage Management for Single Households”* in addition their own knowledge of existing Conditions of Approval operating in REROC councils.

**INSPECTION CHECKLIST  
FOR AN ON-SITE SEWAGE MANAGEMENT SYSTEM**

**Date of Inspection:** \_\_\_\_\_ **Current Risk Category:**  
High/Medium/Low

**PROPERTY DETAILS**

Address of property  
\_\_\_\_\_  
\_\_\_\_\_

Lot & DP Numbers \_\_\_\_\_  
\_\_\_\_\_

Assessment

Number \_\_\_\_\_

Area of Land \_\_\_\_\_metres<sup>2</sup>/hectares

Residential Use

Non-residential Use

**OWNER/OCCUPIER**

Owner's  
name \_\_\_\_\_

Postal address  
\_\_\_\_\_  
\_\_\_\_\_

Occupier's Name  
\_\_\_\_\_

**TYPE OF SYSTEM**

Manufacturer (if known) \_\_\_\_\_ Size  
(L) \_\_\_\_\_

Septic Tank

Aerated Waste Treatment System (AWTS)

Other (please specify)

Year Installed: \_\_\_\_\_ Date Last Inspected: \_\_\_\_\_

Date of Last Pump-out: \_\_\_\_\_

**DISPOSAL AREA**

Distance of disposal area from the nearest watercourse? \_\_\_\_\_ m/km

Describe the watercourse \_\_\_\_\_

Distance of disposal area from the nearest downhill boundary \_\_\_\_\_ m/km

Distance of disposal area from nearest residence \_\_\_\_\_ m/km

Distance of disposal area from nearest bore \_\_\_\_\_ m/km

Level of groundwater (if known) \_\_\_\_\_ m

Is there are physical barrier between the disposal area and the watercourse? Yes/No

Is stormwater runoff diverted away from the disposal area? Yes/No

**SITE INSPECTION REPORT**

**For all Systems:**

Can any odours be detected? Yes/No

Is there evidence of effluent at ground surface? Yes/No

What is the length/size of the disposal trench/irrigation area? \_\_\_\_\_ m/m<sup>2</sup>

Is the length/size appropriate? Yes/No

Is the tank/lid intact? Yes/No Is it insect proof? Yes/No

Are the pumps and float switches working? Yes/No Pump out/Collection Well

Are vehicles, stock and people excluded from the disposal area? Yes/No

Is there any potential for contamination of a water supply or watercourse? Yes/No

If yes please explain: \_\_\_\_\_  
\_\_\_\_\_

Are there any negative impacts of the system on neighbours? Yes/No

If yes what are they: \_\_\_\_\_

**For Septic Tank Systems Only:**

Is the tank lid/riser 100mm above ground level? Yes /No

Does the tank have a baffle? Yes/No

Does the tank have a "T" inlet and outlet Yes/No

Does the absorption trench follow the land contours? Yes/No

---

**For AWTS Only:**

Are the distribution lines buried? Yes/No

What type of sprinkler is being used? \_\_\_\_\_ How many are there? \_\_\_\_\_

Are the type and number of sprinklers adequate and operating? Yes/No

If no why not? \_\_\_\_\_

Is the effluent irrigation system **unable** to be connected to standard water fittings? Yes/No

Are fruit or vegetables irrigated by the effluent disposal system Yes/No

There are at least two "Reclaimed Water. Do Not Drink" warning signs posted. Yes/No

When was the system last serviced by an accredited technician. Date: \_\_\_\_\_

Any other comments on or observations about the system.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Date: \_\_\_\_\_ Lic. No. \_\_\_\_\_

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# TEMORA SHIRE COUNCIL

## REGISTRATION OF EXISTING ON-SITE SEWAGE MANAGEMENT SYSTEMS (SEPTIC TANKS, AERATED WATER TREATMENT SYSTEMS)

The State Government has enacted the Local Government (Approvals) Amendment (Sewage Management) Regulation 1998, that requires owners/occupiers of all relevant premises to apply to Council for approval to operate an on-site sewage management system. An on-site system of sewage management is a septic tank, aerated water treatment system or any variation of one of these types of systems.

Council is required by the NSW Government to register all systems by 31 August, 1999.

A system of sewage management must be operated in a manner that achieves the following performance standards:

- (a) the prevention of the spread of disease by micro-organisms;
- (b) the prevention of the spread of foul odours;
- (c) the prevention of contamination of water;
- (d) the prevention of degradation of soil and vegetation;
- (e) the discouragement of insects and vermin;
- (f) ensuring that persons do not come into contact with sewage or effluent (whether treated or not) in their ordinary activities on premises concerned;
- (g) the minimisation of any adverse impacts on the amenity of the premises and surrounding lands; and
- (h) appropriate provision for the reuse of resources.

Some systems may require a renewable annual approval. ***Failure to obtain approval may result in penalties of up to \$2,200.***

***If you currently have an on-site sewage management system on your property, please complete the attached form and return to:***

**THE GENERAL MANAGER  
TEMORA SHIRE COUNCIL  
PO BOX 262  
TEMORA 2666**

For further information, please contact Council's Environmental Department on (02) 69 801100.

## REGISTRATION OF EXISTING

### ON-SITE SEWAGE MANAGEMENT SYSTEM

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**PROPERTY DETAILS**

Address of property \_\_\_\_\_  
\_\_\_\_\_

Lot & DP Numbers (see rate notice) \_\_\_\_\_

Assessment Number (see rate notice) \_\_\_\_\_

Area of Land \_\_\_\_\_ metres<sup>2</sup>/hectares

***If you have more than one on-site sewage management system, a separate form must be completed for each system.***

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**PROPERTY OWNER/OCCUPIER DETAILS**

Owner's name \_\_\_\_\_

Postal address \_\_\_\_\_  
\_\_\_\_\_

Contact number/s \_\_\_\_\_

Occupier's Name \_\_\_\_\_

Contact number/s \_\_\_\_\_

Council officers may need to inspect your on-site waste management system. Please provide the name, address and phone numbers of the person to be contacted should an inspection be necessary

\_\_\_\_\_  
\_\_\_\_\_

**TYPE OF ON-SITE SEWAGE MANAGEMENT SYSTEM** (please tick)

Manufacturer (if known) \_\_\_\_\_ Size (L) \_\_\_\_\_

**Septic Tank**                       **Aerated Waste Treatment System (AWTS)**

**For an AWTS:** Who will maintain the system?

Name \_\_\_\_\_ Licence No. \_\_\_\_\_

Address \_\_\_\_\_

Contact Number/s \_\_\_\_\_

**Other type of system** (please specify) \_\_\_\_\_

**SITE DETAILS**

Number of bedrooms in house (residential) \_\_\_\_\_ **OR**

Number of occupants of premises (non-residential) \_\_\_\_\_

Please indicate the predominant soil type on the property:

sand                       clay                       loam                       unknown

Please indicate the slope of the land:

steep                       gentle                       flat

Are there any stony outcrops near the disposal area?                      Yes/No

**DISPOSAL AREA DETAILS** (the land over which treated wastewater is used or disposed of)

Distance of disposal area from the nearest watercourse? \_\_\_\_\_ m/km

Describe the watercourse(e.g. permanent creek, dam etc) \_\_\_\_\_

Distance of disposal area from the nearest downhill boundary \_\_\_\_\_ m/km

Distance of disposal area from nearest residence \_\_\_\_\_ m/km

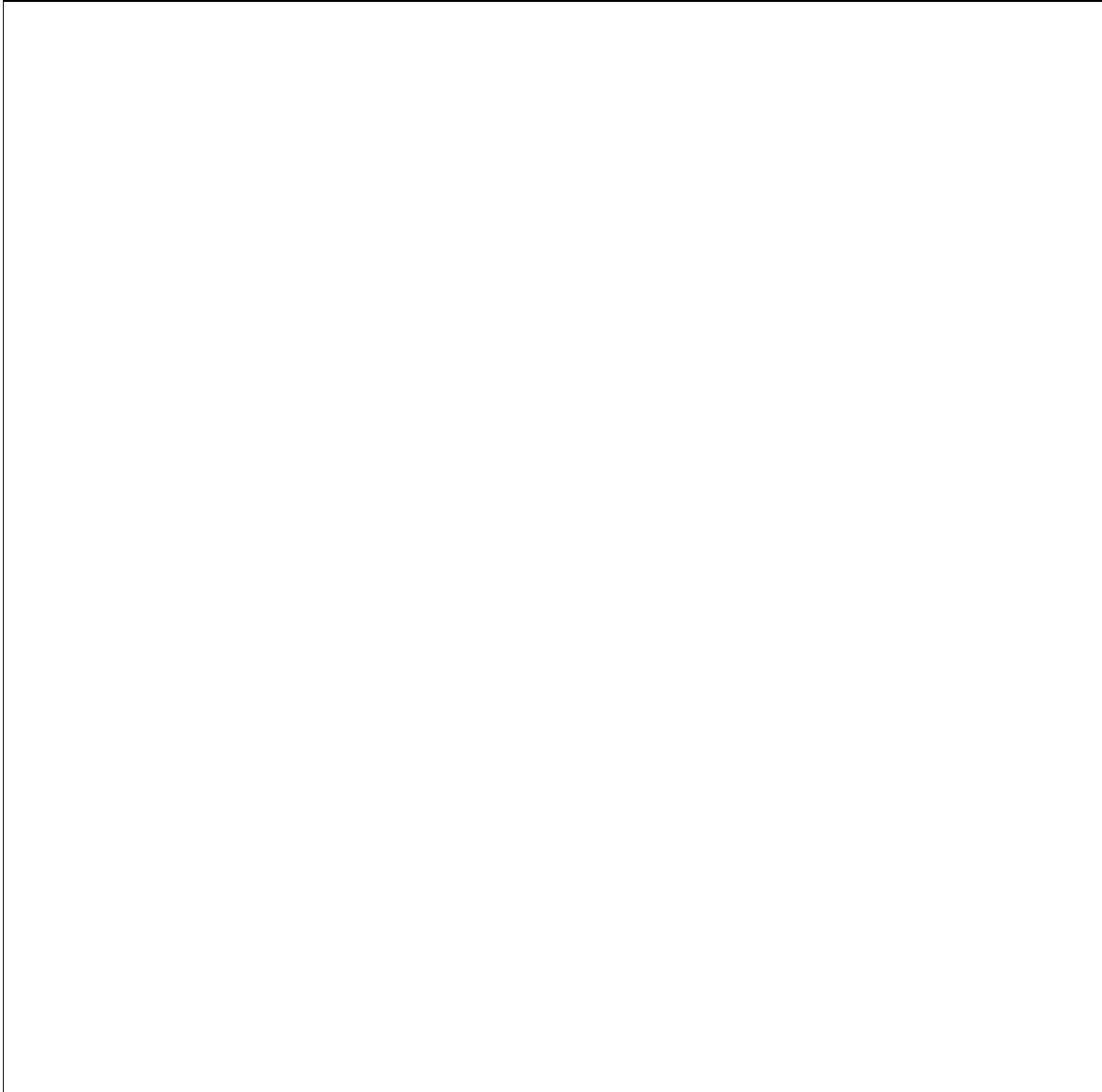
Distance of disposal area from nearest bore \_\_\_\_\_ m/km

Level of groundwater (if known) \_\_\_\_\_ m

Is stormwater runoff diverted away from the disposal area?                      Yes/No



Please provide a sketch showing the location of your tank, disposal area and all buildings in the immediate areas. Please show approximate distances between these items.



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Are there any other aspects of your waste treatment system or property you consider to be of relevance to the registration of the system? \_\_\_\_\_

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