Section 55 Protection of the Environment Operations Act 1997

Environment Protection Licence

Licence - 1802

Licence Details	
Number:	1802
Anniversary Date:	01-June
Review Due Date:	20-Jan-2016

Licensee

GOSFORD CITY COUNCIL
PO BOX 21
GOSFORD NSW 2250

Licence Type

Premises

Premises

KINCUMBER SEWAGE TREATMENT SYSTEM
DOYLE STREET
KINCUMBER NSW 2251

Scheduled Activity

Sewage treatment

Fee Based Activity	Scale
Sewage treatment - processing by large plants (> 10000 ML per year)	> 20000 - 30000 ML discharged

Region

North East - Hunter
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Information about this licence

Dictionary

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

Responsibilities of licensee

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

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

Variation of licence conditions

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

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

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

Duration of licence

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

Licence review

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

Fees and annual return to be sent to the EPA

For each licence fee period you must pay:

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

The EPA publication "A Guide to Licensing" contains information about how to calculate your licence fees.

The licence requires that an Annual Return, comprising a Statement of Compliance and a summary of any monitoring required by the licence (including the recording of complaints), be submitted to the EPA. The Annual Return must be submitted within 60 days after the end of each reporting period. See condition R1 regarding the Annual Return reporting requirements.

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

Transfer of licence

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

Public register and access to monitoring data

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

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

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

This licence is issued to:

GOSFORD CITY COUNCIL
PO BOX 21
GOSFORD NSW 2250

subject to the conditions which follow.

1 Administrative conditions

A1 What the licence authorises and regulates

A1.1 Not applicable.

A1.2 This licence authorises the carrying out of the scheduled activities listed below at the premises specified in A2. The activities are listed according to their scheduled activity classification, fee-based activity classification and the scale of the operation.

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

Scheduled Activity
Sewage treatment

Fee Based Activity	Scale
Sewage treatment - processing by large plants (> 10000 ML per year)	> 20000 - 30000 ML discharged

A1.3 Not applicable.

A2 Premises to which this licence applies

A2.1 The licence applies to the following premises:

Premises Details
KINCUMBER SEWAGE TREATMENT SYSTEM
DOYLE STREET
KINCUMBER
NSW
2251
Kincumber STP including buffer zone properties Lots 1,2 & 3 DP 533501, Lots 1, 2 & 3 DP 601066, Lot 4 DP 394493, Lot 1 DP 586909, and Woy Woy STP, Pt 1 DP 717038, Lot 1 DP 127178, Pt 1 DP 600393 and Lot 1 DP 1062259, off Nagari Road, Woy Woy.

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

A3 Other activities

A3.1 Not applicable.

A4 Information supplied to the EPA

A4.1 Works and activities must be carried out in accordance with the proposal contained in the licence application, except as expressly provided by a condition of this licence.

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

A5 Objectives of this licence

A5.1 The objectives of this licence are to:

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

A5.2 This licence is to be construed in a manner that will promote the objectives referred to in A5.1.

2 Discharges to air and water and applications to land

P1 Location of monitoring/discharge points and areas

P1.1 Not applicable.

P1.2 The following points referred to in the table are identified in this licence for the purposes of the monitoring and/or the setting of limits for discharges of pollutants to water from the point.

P1.3 The following utilisation areas referred to in the table below are identified in this licence for the purposes of the monitoring and/or the setting of limits for any application of solids or liquids to the utilisation area.

Water and land

EPA identi-fication no.	Type of monitoring point	Type of discharge point	Description of location
1		Discharge to waters	Ocean outfall (4.5km ENE of Kincumber STP) on edge of rock shelf 600m N of Winney Bay, as labelled "Outfall Tunnel" on the map "Gosford Regional Sewerage Scheme" submitted with Licence Information Form dated 18/4/2000.
3	Volume monitoring		"C-FEL-1 Flow Meter" as shown on the "Kincumber Sewage Treatment Plant" diagram received on 10/8/2007.
4	Volume monitoring		From Woy Woy Treatment Works to ocean outfall in the parallel inlet channels downstream of the bar screens labelled as "Point 4" on the drawing titled "Woy Woy Treatment Works" submitted to the EPA on 12/06/2002.
5	Effluent quality monitoring	Effluent quality monitoring	"Combined Sampler" located in the ocean outfall tunnel, as shown on the "Kincumber Sewage Treatment Plant" diagram received on 10/8/2007.
6	Volume monitoring		"Settled Sewage Bypass Meter" as shown on the "Kincumber Sewage Treatment Plant" diagram received on 10/8/2007.
7	Volume monitoring		"Raw Sludge" flow meter as shown on the "Kincumber Sewage Treatment Plant" diagram sreceived on 10/8/2007.
8	Volume monitoring		"Foulwater Pump Stn" as shown on the "Kincumber Sewage Treatment Plant" diagram received on 10/8/2007.
9	Volume monitoring		"Lagoon Pump Stn" as shown on the "Kincumber Sewage Treatment Plant" diagram received on 10/8/2007.

EPA identi-fication no.	Type of monitoring point	Type of discharge point	Description of location
10	Total volume monitoring	Total volume monitoring	Flow meter for Kincumber and Woy Woy STSs located in ocean outfall tunnel approx. 30m downstream of the "Combined Sampler EPA Point 5" referred to on the "Kincumber Sewage Treatment Plant" diagram received on 10/8/2007.

P2 Weather monitoring

P2.1 The following points in the table are identified in this licence for the purposes of the monitoring of weather parameters at the point.

EPA identification number	Type of Monitoring Point	Description of Location
11	*Weather monitoring*	*Raingauge located at Kincumber STP.*

3 Limit conditions

L1 Pollution of waters

L1.1 Except as may be expressly provided in any other condition of this licence, the licensee must comply with section 120 of the Protection of the Environment Operations Act 1997.

L1.2 The licensee may only discharge untreated or partially treated sewage from the sewage treatment plant and/or the reticulation system subject to the conditions of this licence, including O1 and O2.

L2 Load limits

L2.1 The actual load of an assessable pollutant discharged from the premises during the reporting period must not exceed the load limit specified for the assessable pollutant in the table below.

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

L2.2 The actual load of an assessable pollutant must be calculated in accordance with the relevant load calculation protocol.

Assessable Pollutant	Load limit (kg)
BOD (Open Coastal Waters)	
Cadmium (Open Coastal Waters)	41.08
Chromium (Open Coastal Waters)	63.84
Copper (Open Coastal Waters)	113.26
Lead (Open Coastal Waters)	4.43
Mercury (Open Coastal Waters)	0.41
Nitrogen (total) (Open Coastal Waters)	227682.2
Oil and Grease (Open Coastal Waters)	8791.25
Pesticides and PCBs (Open Coastal Waters)	1.77
Phosphorus (total) (Open Coastal Waters)	
Selenium (Open Coastal Waters)	101.69
Total suspended solids (Open Coastal Waters)	243683.93
Zinc (Open Coastal Waters)	561.67

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

L3 Concentration limits

L3.1 For each monitoring/discharge point or utilisation area specified in the table\s below (by a point number), the concentration of a pollutant discharged at that point, or applied to that area, must not exceed the concentration limits specified for that pollutant in the table.

L3.2 Where a pH quality limit is specified in the table, the specified percentage of samples must be within the specified ranges.

L3.3 To avoid any doubt, this condition does not authorise the pollution of waters by any pollutant other than those specified in the table\s.

Water and Land

POINT 5

Pollutant	Units of Measure	50 percentile concentration limit	90 percentile concentration limit	3DGM concentration limit	100 percentile Concentration Limit
Oil and Grease	milligrams per litre	5	10	15	-
pH	pH	-	-	-	6.5-8.5
Total suspended solids	milligrams per litre	35	50	60	-
Biochemical oxygen demand	milligrams per litre	-	30	-	-

L4 Volume and mass limits

L4.1 For each discharge point or utilisation area specified below (by a point number), the volume/mass of:

(a) liquids discharged to water; or;

(b) solids or liquids applied to the area;

must not exceed the volume/mass limit specified for that discharge point or area.

Point	Unit of measure	Volume/Mass Limit
10	kilolitres per day	150000

L5 Waste

L5.1 The licensee must not cause, permit or allow any waste generated outside the premises to be received at the premises for storage, treatment, processing, reprocessing or disposal or any waste generated at the premises to be disposed of at the premises, except as expressly permitted by the licence.

L5.2 This condition only applies to the storage, treatment, processing, reprocessing or disposal of waste at the premises if those activities require an environment protection licence.

L5.3 The licensee may receive and/or transfer sewage and Group C waste generated outside the premises for treatment, processing or reprocessing at the premises. The licensee must take reasonable steps to ensure that sewage received at the premises has been lawfully discharged in accordance with a trade waste agreement or customer contract (as applicable) in force between the licensee and the generator of the waste. The licensee must treat, process or reprocess the sewage and Group C waste in accordance with this licence prior to discharge from the premises.

L5.4 The licensee may receive, store, treat, process or reprocess and/or transfer at the premises sewage products generated or stored outside the premises by the licensee's other sewage treatment systems. Sewage products must be received, treated, processed or reprocessed in accordance with this licence.

L6 Noise Limits

L6.1 Not applicable.

L7 Frequency limits

L7.1 Not applicable.

L8 Potentially offensive odour

L8.1 No condition in this licence identifies a potentially offensive odour for the purposes of section 129 of the Protection of the Environment Operations Act 1997.

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

4 Operating conditions

O1 Activities must be carried out in a competent manner

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

This includes:
(a) the processing, handling, movement and storage of materials and substances used to carry out the activity; and
(b) the treatment, storage, processing, reprocessing, transport and disposal of waste generated by the activity.

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

O2 Maintenance of plant and equipment

O2.1 All plant and equipment installed at the premises or used in connection with the licensed activity:

(a) must be maintained in a proper and efficient condition; and
(b) must be operated in a proper and efficient manner.

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

O3 Appropriate treatment processes

O3.1 Sewage or effluent must not be discharged from Point(s) 1 unless it has been treated in accordance with the requirements of the table below.

Required treatment process	Flow range
Screening, grit removal, primary sedimentation and secondary treatment	All sewage inflows less than 1280L/s
Screening, grit removal, and primary sedimentation	All sewage inflows 1280 L/s or more

The flows noted in the table above are the inflows to the premises' sewage treatment plant(s).

O3.2 However the licensee is not taken to have breached this condition if the licensee can demonstrate:

(a) the failure to treat the liquid waste as required was solely as a result of a failure of the power supply to the premises, or a failure of essential equipment;
(b) the failure of power supply or equipment could not reasonably have been prevented; and
(c) normal operating conditions were restored as soon as possible after the power supply failure or the failure of essential equipment.

O4 Prohibition on acceptance of pesticides

O4.1 The licensee must not consent to the receipt of organochlorine pesticides (including dieldrin, heptachlor and chlordane) into the sewage treatment system after October 2003.

O5 Biosolids management

O5.1 Biosolids at the premises must be stored, treated, processed, classified, transported and disposed in accordance with the Biosolids Guidelines, or as otherwise approved in writing by the EPA.

Note: This condition does not apply to the reuse or disposal of biosolids by the licensee at locations other than the premises.

O6 Effluent application to land

O6.1 Not applicable.

O7 New sewage pumping stations

O7.1 Dry weather overflows resulting in pollution of waters from any sewage pumping station(s) installed within the sewage treatment system after January 2004 are not permitted.

O8 Extensions to the reticulation system

O8.1 The licensee must ensure that any extensions to the reticulation system after January 2004 are planned, designed, constructed and installed to prevent as far as practicable overflows from the premises.

Note: "The premises" includes both the new and the previously existing parts of the sewage treatment system.

5 Monitoring and recording conditions

M1 Monitoring records

M1.1 The results of any monitoring required to be conducted by this licence or a load calculation protocol must be recorded and retained as set out in this condition.

M1.2 All records required to be kept by this licence must be:
(a) in a legible form, or in a form that can readily be reduced to a legible form;
(b) kept for at least 4 years after the monitoring or event to which they relate took place; and
(c) produced in a legible form to any authorised officer of the EPA who asks to see them.

M1.3 The following records must be kept in respect of any samples required to be collected for the purposes of this licence:
(a) the date(s) on which the sample was taken;
(b) the time(s) at which the sample was collected;
(c) the point at which the sample was taken; and
(d) the name of the person who collected the sample.

M2 Requirement to monitor concentration of pollutants discharged

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

Water and Land

POINT 5

Pollutant	Units of measure	Frequency	Sampling Method
Aldrin	micrograms per litre	Special Frequency 1	Grab sample
Arsenic	micrograms per litre	Special Frequency 1	Grab sample
Biochemical oxygen demand	milligrams per litre	Every 6 days	Composite sample
Cadmium	micrograms per litre	Special Frequency 1	Grab sample
Chlordane (cis & trans)	micrograms per litre	Special Frequency 1	Grab sample
Chromium	micrograms per litre	Special Frequency 1	Grab sample
Copper	micrograms per litre	Special Frequency 1	Grab sample
Dieldrin	micrograms per litre	Special Frequency 1	Grab sample
Endosulfan	micrograms per litre	Special Frequency 1	Grab sample
Endrin	micrograms per litre	Special Frequency 1	Grab sample
Heptachlor	micrograms per litre	Special Frequency 1	Grab sample
Heptachlor epoxide	micrograms per litre	Special Frequency 1	Grab sample
Hexachlorobenzene	micrograms per litre	Special Frequency 1	Grab sample
Lead	micrograms per litre	Special Frequency 1	Grab sample
Mercury	micrograms per litre	Special Frequency 1	Grab sample
Methoxychlor	micrograms per litre	Special Frequency 1	Grab sample
Nickel	micrograms per litre	Special Frequency 1	Grab sample
Oil and Grease	milligrams per litre	Every 12 days exactly	Composite sample
PCBs	micrograms per litre	Special Frequency 1	Grab sample
Selenium	micrograms per litre	Special Frequency 1	Grab sample
Silver	micrograms per litre	Special Frequency 1	Grab sample
Total suspended solids	milligrams per litre	Every 6 days	Composite sample
Zinc	micrograms per litre	Special Frequency 1	Grab sample
alpha-BHC	micrograms per litre	Special Frequency 1	Grab sample
beta-BHC	micrograms per litre	Special Frequency 1	Grab sample
gamma-BHC (Lindane)	micrograms per litre	Special Frequency 1	Grab sample
p,p-DDD	micrograms per litre	Special Frequency 1	Grab sample
p,p-DDE	micrograms per litre	Special Frequency 1	Grab sample
p,p-DDT	micrograms per litre	Special Frequency 1	Grab sample
pH	pH	Every 12 days exactly	Representative sample

For the purposes of the table(s) above Special Frequency 1 means the collection of samples twice during each calendar year and with at least 5 months between samples.

M2.2 When the result of sampling for Total Suspended Solids and Oil and Grease is higher than the 90 percentile concentration limit specified in condition L3.3, the licensee must collect a composite sample for Total Suspended Solids and Oil and Grease on both of the two days immediately following the day that the limit was exceeded.

M3 Testing methods - concentration limits

M3.1 Not applicable.

M3.2 Subject to any express provision to the contrary in this licence, monitoring for the concentration of a pollutant discharged to waters or applied to a utilisation area must be done in accordance with the Approved Methods Publication unless another method has been approved by the EPA in writing before any tests are conducted.

Note: Testing methods - load limit

Note: Clause 18 (1), (1A) and (2) of the Protection of the Environment Operations (General) Regulation 1998 requires that monitoring of actual loads of assessable pollutants listed in L2.1 must be carried out in accordance with the testing method set out in the relevant load calculation protocol for the fee-based activity classification listed in condition A1.2.

M4 Recording of pollution complaints

M4.1 The licensee must keep a legible record of all complaints made to the licensee or any employee or agent of the licensee in relation to pollution arising from any activity to which this licence applies.

M4.2 The record must include details of the following:
(a) the date and time of the complaint;
(b) the method by which the complaint was made;
(c) any personal details of the complainant which were provided by the complainant or, if no such details were provided, a note to that effect;
(d) the nature of the complaint;
(e) the action taken by the licensee in relation to the complaint, including any follow-up contact with the complainant; and
(f) if no action was taken by the licensee, the reasons why no action was taken.

M4.3 The record of a complaint must be kept for at least 4 years after the complaint was made.

M4.4 The record must be produced to any authorised officer of the EPA who asks to see them.

M5 Telephone complaints line

M5.1 The licensee must operate during its operating hours a telephone complaints line for the purpose of receiving any complaints from members of the public in relation to activities conducted at the premises or by the vehicle or mobile plant, unless otherwise specified in the licence.

M5.2 The licensee must notify the public of the complaints line telephone number and the fact that it is a complaints line so that the impacted community knows how to make a complaint.

M5.3 Conditions M5.1 and M5.2 do not apply until 3 months after:
(a) the date of the issue of this licence or
(b) if this licence is a replacement licence within the meaning of the Protection of the Environment Operations (Savings and Transitional) Regulation 1998, the date on which a copy of the licence was served on the licensee under clause 10 of that regulation.

M5.4 For the purpose of condition M5.1, operating hours are defined as twenty-four hours a day, seven days a week.

M5.5 The public notification referred to in condition M5.2 must include specific reference to the fact that the complaints line may be used by the community for the reporting of overflows.

M6 Requirement to monitor volume or mass

M6.1 For each discharge point or utilisation area specified below, the licensee must monitor:

(a) the volume of liquids discharged to water or applied to the area;
(b) the mass of solids applied to the area;
(c) the mass of pollutants emitted to the air;

at the frequency and using the method and units of measure, specified below.

POINTS 3,4,6

Frequency	Unit Of Measure	Sampling Method
Continuous	kilolitres per day	Ultrasonic flow meter

POINT 7

Frequency	Unit Of Measure	Sampling Method
Continuous	kilolitres per day	Magnetic flow meter

POINTS 8,9

Frequency	Unit Of Measure	Sampling Method
Daily	kilolitres per day	By Calculation (volume flow rate or pump capacity multiplied by operating time)

POINT 10

Frequency	Unit Of Measure	Sampling Method
Daily	kilolitres per day	Ultrasonic flow meter

M6.2 The licensee must monitor the volume of liquids that bypass secondary treatment (ie. volume of liquids that receive grit removal and primary sedimentation only).

M6.3 Equipment used to monitor the volume must provide data that is within 5 percent of the actual volume over the likely full range of flow required to be measured by the equipment.

M6.4 In the event that the licensee cannot comply with a volume monitoring method stipulated in this licence solely due to the failure or malfunction of essential monitoring equipment, volume may be calculated using another method previously approved in writing by the EPA. The alternate method may not be so employed on more than 14 days during the licence period without specific approval of the EPA.

M6.5 For the purposes of condition M6.4 the alternative method approved by the EPA is as follows:

Location	Circumstance	Alternative Method
Ocean outfall discharge volume monitoring.	In the event of a failure of the flow meter at Point 10.	Addition of volumes measures at Points 3, 4, 6 and 7, minus the volume measured at Points 8 and 9.
Contributing pump stations (PS) to Kincumber STP: Kincumber Major PS, MacMasters PS, Bensville PS, Empire Bay PS, and Hardys Bay PS.	In the event of a failure of the inlet flow meters at Kincumber STP.	Pump hours run multiplied by the capacity of the pumps.
Contributing pump stations (PS) to Woy Woy STP: Woy Woy Major PS.	In the event of a failure of the inlet flow meters at Woy Woy STP.	Pump hours run multiplied by the capacity of the pumps.

M6.6 In the event that the licensee cannot comply with a volume monitoring method as required by this licence solely due to the failure or malfunction of essential monitoring equipment, volume may be estimated using another agreed method approved in writing by the EPA. This provision only applies for the duration of the failure or malfunction. The licensee is to rectify the failure or malfunction as soon as practicable.

M6.7 The licensee must:

(a) submit in writing to the EPA a proposal for a method of volume estimation; or

(b) use a method of volume estimation already approved in writing by the EPA,

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

M7 Requirement to record sewage treatment plant bypasses

M7.1 The licensee must record the following details in respect of each bypass of any of the appropriate treatment processes required by condition O3 which may be reasonably expected to adversely affect the quality of the final discharge:

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

M8 Biosolids monitoring

M8.1 Biosolids at the premises must be recorded, monitored and classified in accordance with the Biosolids Guidelines, to the extent that those Guidelines are applicable, or as otherwise approved in writing by the EPA.

Note: This condition does not apply to the reuse or disposal of biosolids by the licensee at locations other than the premises.

M9 Requirement to record overflows

M9.1 From November 2003 the licensee must record the following details in relation to each observed or reported overflow from the reticulation system and from the sewage treatment plant:

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

M10 Requirement to monitor weather

M10.1 For each monitoring point specified in the table below, the licensee must monitor (by sampling and obtaining results by analysis) the parameters specified in Column 1. The licensee must use the sampling method, units of measure, averaging period and sample at the frequency, specified opposite in the other columns.

Point 11

Parameter	Units of Measure	Frequency	Averaging Period	Sampling Method
Rainfall	mm	Continuous	24 hour	AM-4

6 Reporting conditions

R1 Annual return documents

What documents must an Annual Return contain?

R1.1 The licensee must complete and supply to the EPA an Annual Return in the approved form comprising:
(a) a Statement of Compliance; and
(b) a Monitoring and Complaints Summary.
A copy of the form in which the Annual Return must be supplied to the EPA accompanies this licence. Before the end of each reporting period, the EPA will provide to the licensee a copy of the form that must be completed and returned to the EPA.

Period covered by Annual Return

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

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

R1.3 Where this licence is transferred from the licensee to a new licensee:
(a) the transferring licensee must prepare an Annual Return for the period commencing on the first day of the reporting period and ending on the date the application for the transfer of the licence to the new licensee is granted; and
(b) the new licensee must prepare an Annual Return for the period commencing on the date the application for the transfer of the licence is granted and ending on the last day of the reporting period.

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

R1.4 Where this licence is surrendered by the licensee or revoked by the EPA or Minister, the licensee must prepare an Annual Return in respect of the period commencing on the first day of the reporting period and ending on:
(a) in relation to the surrender of a licence - the date when notice in writing of approval of the surrender is given; or
(b) in relation to the revocation of the licence - the date from which notice revoking the licence operates.

Deadline for Annual Return

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

Notification where actual load can not be calculated

R1.6 Where the licensee is unable to complete a part of the Annual Return by the due date because the licensee was unable to calculate the actual load of a pollutant due to circumstances beyond the licensee's control, the licensee must notify the EPA in writing as soon as practicable, and in any event not later than the due date. The notification must specify:

(a) the assessable pollutants for which the actual load could not be calculated; and
(b) the relevant circumstances that were beyond the control of the licensee.

Licensee must retain copy of Annual Return

R1.7 The licensee must retain a copy of the Annual Return supplied to the EPA for a period of at least 4 years after the Annual Return was due to be supplied to the EPA.

Certifying of Statement of Compliance and signing of Monitoring and Complaints Summary

R1.8 Within the Annual Return, the Statement of Compliance must be certified and the Monitoring and Complaints Summary must be signed by:
(a) the licence holder; or
(b) by a person approved in writing by the EPA to sign on behalf of the licence holder.

R1.9 A person who has been given written approval to certify a certificate of compliance under a licence issued under the Pollution Control Act 1970 is taken to be approved for the purpose of this condition until the date of first review of this licence.

R2 Notification of environmental harm

Note: The licensee or its employees must notify the EPA of incidents causing or threatening material harm to the environment as soon as practicable after the person becomes aware of the incident in accordance with the requirements of Part 5.7 of the Act.

R2.1 Notifications must be made by telephoning the Environment Line service on 131 555.

R2.2 The licensee must provide written details of the notification to the EPA within 7 days of the date on which the incident occurred.

R3 Written report

R3.1 Where an authorised officer of the EPA suspects on reasonable grounds that:
(a) where this licence applies to premises, an event has occurred at the premises; or
(b) where this licence applies to vehicles or mobile plant, an event has occurred in connection with the carrying out of the activities authorised by this licence,

and the event has caused, is causing or is likely to cause material harm to the environment (whether the harm occurs on or off premises to which the licence applies), the authorised officer may request a written report of the event.

R3.2 The licensee must make all reasonable inquiries in relation to the event and supply the report to the EPA within such time as may be specified in the request.

R3.3 The request may require a report which includes any or all of the following information:
(a) the cause, time and duration of the event;
(b) the type, volume and concentration of every pollutant discharged as a result of the event;
(c) the name, address and business hours telephone number of employees or agents of the licensee, or a specified class of them, who witnessed the event;
(d) the name, address and business hours telephone number of every other person (of whom the licensee is aware) who witnessed the event, unless the licensee has been unable to obtain that information after making reasonable effort;
(e) action taken by the licensee in relation to the event, including any follow-up contact with any complainants;
(f) details of any measure taken or proposed to be taken to prevent or mitigate against a recurrence of such an event; and
(g) any other relevant matters.

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

R4 Notification of bypass or overflow incidents

R4.1 Where either:

(a) sewage or partially treated sewage is discharged from the premises as a result of a bypass of the sewage treatment plant, or:
(b) an observed or reported overflow has occurred from the reticulation system, and overflow or bypass may pose a risk to public health, the licensee is to promptly give appropriate notification to any parties that are likely to be affected, including:
  (i) the potentially affected community;
  (ii) the Department of Health;
  (iii) the Safe Food NSW Shellfish Quality Assurance Program, where the bypass or overflow could have potential impacts on shellfish production.

R4.2 When the licensee notifies the Department of Health or Safe Food NSW Shellfish Quality Assurance Program of a bypass or overflow incident, the licensee must also notify the EPA by telephoning its Pollution Line service on 131 555. Notifications are to be given as soon as practicable after the licensee or one of the licensee's employees or agents becomes aware of the incident, and must include all relevant information including the information required under condition M9.1 or M7.1.

R5 Annual System Performance Report

R5.1 The licensee must supply to the EPA an Annual System Performance Report not later than 60 days after the end of each reporting period.

R5.2 The report is to supplement the Annual Return and must include but need not be limited to:

(a) the 50 percentile, 90 percentile, 100 percentile and 3DGM values calculated from the monitoring data required by this licence for the reporting period for each pollutant which has corresponding concentration limits specified in this licence;
(b) the total amounts of biosolids, as classified in the Biosolids Guideline, disposed of on-site, off-site and to landfill during the reporting period;
(c) a diagram showing the major process elements, discharge points and monitoring points at the premises' sewage treatment plant(s),where there has been any significant change since the previous reporting period or this information has not been provided previously to the EPA;
(d) the number of dry and wet weather bypasses recorded over the reporting period (recorded in accordance with condition M7);
(e) a breakdown of the total number of complaints received by the licensee during the reporting period in relation to the premises into categories of "odours – sewage treatment plant", "odours – reticulation system", "water pollution – sewage treatment plant", "water pollution – reticulation system" and any other category indicated by the complaints;
(f) a summary of observed, reported or recorded wet weather overflows and observed, reported or recorded dry weather overflows and sewage treatment plant bypasses. These data are to be for the current reporting period and for the four previous twelve-month periods, for which data has been collected. Any significant actions taken to address bypasses or overflows are to be noted;
(g) the amount of rainfall measured at a rain gauge at the STP, or at the rain gauge closest to the centre of the catchment of the sewage treatment system, for each month of the reporting period; and
(h) a brief progress report on the implementation over the reporting period of actions specified in PRP100.

R5.3 The Annual System Performance Report must be presented in a format approved in writing by the EPA.

R5.4 The requirements of R5.2 (d), (e), (f) and (g) apply to the part of the reporting period beginning three months after the date the licence is varied to include this condition.

General conditions

G1 Copy of licence kept at the premises

G1.1 A copy of this licence must be kept at the premises to which the licence applies.

G1.2 The licence must be produced to any authorised officer of the EPA who asks to see it.

G1.3 The licence must be available for inspection by any employee or agent of the licensee working at the premises.

Note: For the purposes of this condition, "the premises" refers to each Sewage Treatment Plant(s) described in condition A2.1.

G2 Signage

G2.1 The location of EPA point number(s) 3, 4, 5, 6, 7, 8, 9 and 11 must be clearly marked by signs that indicate the point identification number used in this licence and be located as close as practical to the point.

G3 Contact number for incidents and responsible employees

G3.1 The licensee must operate 24-hour telephone contact lines for the purpose of enabling the EPA to directly contact one or more representatives of the licensee who can:
(a) respond at all times to incidents relating to the premises; and
(b) contact the licensee's senior employees or agents authorised at all times to:
(i) speak on behalf of the licensee; and
(ii) provide any information or document required under this licence.

G3.2 The licensee is to inform the EPA in writing of the appointment of any subsequent contact persons, or changes to the person's contact details as soon as practicable and in any event within fourteen days of the appointment or change.

G4 Clean-up

G4.1 In the event of an overflow or bypass that harms or is likely to harm the environment, the licensee must use all practicable measures to minimise the impact of the overflow or bypass on the environment and public health. These measures are to be implemented as soon as practical after the licensee or one of the licensee's employees or agents becomes aware of the overflow or bypass.

Pollution studies and reduction programs

U1 PRP 3 – Implementation of Sewage Treatment Plant Upgrade Works

U1.1 The licensee must implement the sewage treatment plant upgrade works as detailed in the document titled "*Kincumber and Woy Woy Sewage Treatment Plants Program of Works; Submission to Department of Environment, Climate Change and Water*" dated October 2009.

The licensee must implement the following works by the completion dates specified.

Upgrade	Works	Completion Date
Kincumber STP and Woy Woy STP inlet works upgrade	Upgrade works; screen units and penstocks	31 October 2011
	Upgrade works; odour control system	31 October 2011
Kincumber STP secondary process improvements	Fine Bubble Diffused Aeration refurbishment Tank No. 1, 2 and 3	31 December 2011
Kincumber STP biosolids system	Provision of new dewatering facilities	28 February 2011
	Upgrade dewatered biosolids handling and storage system	28 February 2011
	Emptying and overhaul of anaerobic digesters and refurbishment of associated pipe gallery	30 September 2012
Woy Woy STP biosolids system	Upgrade dewatered biosolids handling and storage system	31 March 2011

U1.2 Upon completion of the upgrade works required by condition U1.1, the licensee must undertake an odour assessment of Kincumber Sewage Treatment Plant. The odour assessment must be undertaken by a suitably qualified person. A report detailing the odour assessment, its findings and any recommendations must be provided to the EPA's Regional Manager – Hunter at PO Box 488G, Newcastle NSW 2300 by **31 April 2013**.

Completed Pollution Reduction Programs (PRPs)

No.	PRP	Completed
1	Sewage treatment plant upgrades investigation	December 2008
2	Planning of sewage treatment plant upgrade works	October 2009

Special conditions

E1 Not applicable.

Dictionary

General Dictionary

In this licence, unless the contrary is indicated, the terms below have the following meanings:

3DGM [in relation to a concentration limit]	Means the three day geometric mean, which is calculated by multiplying the results of the analysis of three samples collected on consecutive days and then taking the cubed root of that amount. Where one or more of the samples is zero or below the detection limit for the analysis, then 1 or the detection limit respectively should be used in place of those samples

Act	Means the Protection of the Environment Operations Act 1997
activity	Means a scheduled or non-scheduled activity within the meaning of the Protection of the Environment Operations Act 1997
actual load	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 1998
AM	Together with a number, means an ambient air monitoring method of that number prescribed by the *Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales*.
AMG	Australian Map Grid
anniversary date	The anniversary date is the anniversary each year of the date of issue of the licence. In the case of a licence continued in force by the Protection of the Environment Operations Act 1997, the date of issue of the licence is the first anniversary of the date of issue or last renewal of the licence following the commencement of the Act.
annual return	Is defined in R1.1
Approved Methods Publication	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 1998
assessable pollutants	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 1998
BOD	Means biochemical oxygen demand
CEM	Together with a number, means a continuous emission monitoring method of that number prescribed by the *Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales*.
COD	Means chemical oxygen demand
composite sample	Unless otherwise specifically approved in writing by the EPA, a sample consisting of 24 individual samples collected at hourly intervals and each having an equivalent volume.
cond.	Means conductivity
environment	Has the same meaning as in the Protection of the Environment Operations Act 1997
environment protection legislation	Has the same meaning as in the Protection of the Environment Administration Act 1991
EPA	Means Environment Protection Authority of New South Wales.
fee-based activity classification	Means the numbered short descriptions in Schedule 1 of the Protection of the Environment Operations (General) Regulation 1998.
flow weighted composite sample	Means a sample whose composites are sized in proportion to the flow at each composites time of collection.
general solid waste (non-putrescible)	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
general solid waste (putrescible)	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
grab sample	Means a single sample taken at a point at a single time
hazardous waste	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
licensee	Means the licence holder described at the front of this licence

load calculation protocol	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 1998
local authority	Has the same meaning as in the Protection of the Environment Operations Act 1997
material harm	Has the same meaning as in section 147 Protection of the Environment Operations Act 1997
MBAS	Means methylene blue active substances
Minister	Means the Minister administering the Protection of the Environment Operations Act 1997
mobile plant	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
motor vehicle	Has the same meaning as in the Protection of the Environment Operations Act 1997
O&G	Means oil and grease
percentile [in relation to a concentration limit of a sample]	Means that percentage [eg.50%] of the number of samples taken that must meet the concentration limit specified in the licence for that pollutant over a specified period of time. In this licence, the specified period of time is the Reporting Period unless otherwise stated in this licence.
plant	Includes all plant within the meaning of the Protection of the Environment Operations Act 1997 as well as motor vehicles.
pollution of waters [or water pollution]	Has the same meaning as in the Protection of the Environment Operations Act 1997
premises	Means the premises described in condition A2.1
public authority	Has the same meaning as in the Protection of the Environment Operations Act 1997
regional office	Means the relevant EPA office referred to in the Contacting the EPA document accompanying this licence
reporting period	For the purposes of this licence, the reporting period means the period of 12 months after the issue of the licence, and each subsequent period of 12 months. In the case of a licence continued in force by the Protection of the Environment Operations Act 1997, the date of issue of the licence is the first anniversary of the date of issue or last renewal of the licence following the commencement of the Act.
restricted solid waste	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
scheduled activity	Means an activity listed in Schedule 1 of the Protection of the Environment Operations Act 1997
special waste	Has the same meaning as in Part 3 of Schedule 1 of the Protection of the Environment Operations Act 1997
TM	Together with a number, means a test method of that number prescribed by the *Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales*.
TSP	Means total suspended particles
TSS	Means total suspended solids
Type 1 substance	Means the elements antimony, arsenic, cadmium, lead or mercury or any compound containing one or more of those elements
Type 2 substance	Means the elements beryllium, chromium, cobalt, manganese, nickel, selenium, tin or vanadium or any compound containing one or more of those elements
utilisation area	Means any area shown as a utilisation area on a map submitted with the application for this licence
waste	Has the same meaning as in the Protection of the Environment Operations Act 1997

waste type	Means liquid, restricted solid waste, general solid waste (putrescible), general solid waste (non-putrescible), special waste or hazardous waste

Special Dictionary

ug/L	Means micrograms per litre.
access chamber	a structure constructed to provide physical access to sewer pipes. Also known as a manhole.
approved	Means approved in writing by the EPA. The EPA's approval may be given unconditionally, or subject to conditions.
Biosolids	Has the same meaning as in Schedule 1, Part 3 of the *Protection of the Environment Operations Act 1997.*
Biosolids Guidelines	Means the "Environmental Guidelines: Use and disposal of biosolids products" published by the EPA in October 1997, or any subsequently updated guidelines which replace this publication.
bypass	Means circumstances where sewage has been received at the sewage treatment plant but is discharged from the plant without it being treated, processed or reprocessed by means of any or all of the designed treatment processes of the plant. A new bypass event is defined as a bypass that commences at least 24 hours after the end of the previous bypass.
cfu	Means colony forming units
condition	Means a condition of this licence.
designed overflow structure	Means a designed structure (excluding access chambers) in the reticulation system which operates as a relief to allow sewage to discharge at a planned location or a sewage pumping station, but does not include a bypass from a sewage treatment plant.
designed overflow	Means an overflow from a designed overflow structure.
dry weather bypass	Means a bypass that occurs when the flow rate of sewage at the inflow point of the STP does not exceed the flow rate specified in M7.2.
dry weather overflow	Means an overflow that is not a wet weather overflow.
dry weather sewage treatment plant discharge	Means a discharge of sewage or effluent from the STP that occurs when the flow rate of sewage at the inflow point of the STP does not exceed the flow rate specified in M7.2
effluent	Means sewage that has received all of the designed treatment processes at the sewage treatment plant.
fc	Means faecal coliforms expressed in colony forming units per 100mL.
Group C waste	Has the same meaning as in Part 3 of Schedule 1 of the *Protection of the Environment Operations Act 1997*.
ISO	Means International Standards Organisation.
kL	Means kilolitre.
L/s	Means litres per second.
metal-A	Means the following metals: arsenic, cadmium, chromium, copper, lead, mercury, nickel, selenium, silver and zinc.
mL	Means millilitres.

ML	Means megalitres.
offensive odour	Has the same meaning as in the *Protection of the Environment Operations Act 1997*.
overflow	Is a discharge of untreated or partially treated sewage from the sewage treatment system.
reticulation system	Means that part of the sewage treatment system owned and operated by the licensee which collects and transports sewage to the sewage treatment plant and includes all sewer pipes (whether greater or less than 300mm diameter), sewer rising mains, access chambers, vent shafts, designed overflow structures, sewage ejection units and sewage pumping stations, but does not include the sewage treatment plant.
sewage	Means untreated liquid waste received in the reticulation system.
sewage ejection unit	Is a pump intended to control the transport of sewage from premises normally occupied by no more than 10 persons, or of an average daily flow of sewage not exceeding 2,000 litres through the sewer pipes, where steep hills and other variations in the land topography can prevent or limit the gravity flow of sewage to the sewage treatment plant.
sewage products	Means any by-product of the treatment processes and includes biosolids, raw sludge, liquid sludge, thickened sludge, digested sludge, screenings and grit.
sewage pumping station (SPS)	Is a structure which controls the transport of sewage through the sewer pipes, where steep hills and other variations in the land topography can prevent or limit the gravity flow of sewage to the sewage treatment plant, but does not include a sewage ejection unit.
sewage treatment plant (STP)	Is a facility at which sewage is stored and treated following delivery from the reticulation system prior to discharge, and includes discharge structures and STP bypass points.
sewage treatment system	Means the reticulation system and the sewage treatment plant used for the transport, treatment and discharge of effluent and sewage.
Trade waste agreements	Means agreements reached between the licensee and industrial and commercial customers to restrict the amount of toxic and other potentially harmful substances discharged to the reticulation system.
TRC	Means total residual chlorine.
waters	Has the same meaning as in the *Protection of the Environment Operations Act 1997*.
wet weather bypass	Means a bypass that occurs when the flow rate of sewage at the inflow point of the STP equals or exceeds the rate specified in condition M7.2.
wet weather overflow	A wet weather overflow is an overflow where the probable cause is rainfall.

Ms Nadia Kanhoush

Environment Protection Authority

(By Delegation)

Date of this edition - 30-Dec-2010

End Notes

1	Licence varied by notice 1004276, issued on 14-Feb-2001, which came into effect on 11-Mar-2001.
2	Licence varied by notice 1014847, issued on 28-Jun-2002, which came into effect on 23-Jul-2002.
3	Licence varied by notice 1029049, issued on 02-Sep-2003, which came into effect on 27-Sep-2003.
4	Licence varied by notice 1031587, issued on 16-Oct-2003, which came into effect on 10-Nov-2003.
5	Licence varied by notice 1036334, issued on 29-May-2004, which came into effect on 23-Jun-2004.
6	Licence varied by notice 1038404, issued on 03-Aug-2004, which came into effect on 28-Aug-2004.
7	EPA Condition ID S40934 amended 13-08-04
8	Licence varied by notice 1055191, issued on 13-Feb-2006, which came into effect on 10-Mar-2006.
9	Licence varied by notice 1061892, issued on 29-Aug-2006, which came into effect on 29-Aug-2006.
10	Licence varied by notice 1076750, issued on 14-Dec-2007, which came into effect on 14-Dec-2007.
11	Licence varied by notice 1090053, issued on 02-Sep-2008, which came into effect on 02-Sep-2008.
12	Condition A1.3 Not applicable varied by notice issued on <issue date> which came into effect on <effective date>
13	Licence varied by notice 1096904, issued on 29-Apr-2009, which came into effect on 29-Apr-2009.
14	Licence varied by notice 1110737, issued on 26-Feb-2010, which came into effect on 26-Feb-2010.
15	Licence varied by notice 1123179, issued on 24-Dec-2010, which came into effect on 24-Dec-2010.