

Licence Variation



Licence - 1938

UPPER LACHLAN SHIRE COUNCIL
ABN 81 011 241 552
PO BOX 42
GUNNING NSW 2581

Attention: John Meere

Notice Number 1626590
File Number EF13/3778
Date 13-Jun-2023

NOTICE OF VARIATION OF LICENCE NO. 1938

BACKGROUND

- A. UPPER LACHLAN SHIRE COUNCIL ("the Licensee") is the holder of Environment Protection Licence No. 1938 ("the Licence") issued under the *Protection of the Environment Operations Act 1997* ("the Act"). The licence authorises the carrying out of activities at MCINTOSH ROAD, CROOKWELL, NSW, 2583 ("the Premises").
- B. The Environment Protection Authority ("EPA") is required to undertake a statutory review of Environment Protection Licences every 5 years.
- C. The EPA had undertaken a Licence review of the Licence and completed its review on **29 May 2023** ("the Review").
- D. The Review found that the description of Lot 190 which is associated with the Premises on the Licence is incorrect as Lot 190 encompasses both the Premises and a gravel stockpile also operated by the Licensee.
- E. On **21 April 2023**, the EPA requested the Licensee to provide a revised diagram in which the boundaries of the Premises are clearly defined and exclude the gravel stockpile site.
- F. On **17 May 2023**, the Licensee provided the revised diagram which clearly defines the premises boundaries within part Lot 190. (DOC23/419937).
- G. The EPA considers it appropriate to vary the Licence to include the description "Part Lot 190" to ensure that the boundary of the Premises excludes the gravel stockpile site on the Licence.

Licence Variation



VARIATION OF LICENCE NO. 1938

1. By this notice the EPA varies licence No. 1938. The attached licence document contains all variations that are made to the licence by this notice.
2. The following variations have been made to the licence:
 - Condition A2 of the Licence has been varied to replace the Premises details "Lot 190" with "Part Lot 190".

J. Goodwin
.....

Janine Goodwin

Unit Head

Environment Protection Authority

(by Delegation)

INFORMATION ABOUT THIS NOTICE

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

Appeals against this decision

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

When this notice begins to operate

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

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Licence Details

Number:	1938
Anniversary Date:	20-June

Licensee

UPPER LACHLAN SHIRE COUNCIL

PO BOX 42

GUNNING NSW 2581

Premises

CROOKWELL TOWN SEWAGE TREATMENT WORKS

MCINTOSH ROAD

CROOKWELL NSW 2583

Scheduled Activity

Sewage treatment

Fee Based Activity

Sewage treatment processing by small plants

Scale

> 219-1000 ML annual maximum volume of discharge

Contact Us

NSW EPA

6 Parramatta Square

10 Darcy Street

PARRAMATTA NSW 2150

Phone: 131 555

Email: info@epa.nsw.gov.au

Locked Bag 5022

PARRAMATTA NSW 2124



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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);
- 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).



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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:

UPPER LACHLAN SHIRE COUNCIL
PO BOX 42
GUNNING NSW 2581

subject to the conditions which follow.

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1 Administrative Conditions

A1 What the licence authorises and regulates

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

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

Scheduled Activity	Fee Based Activity	Scale
Sewage treatment	Sewage treatment processing by small plants	> 219 - 1000 ML annual maximum volume of discharge

A1.2 The objectives of this licence are to:

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

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

A2 Premises or plant to which this licence applies

A2.1 The licence applies to the following premises:

Premises Details
CROOKWELL TOWN SEWAGE TREATMENT WORKS
MCINTOSH ROAD
CROOKWELL
NSW 2583
PART LOT 190 DP 1135478, LOT 191 DP 1135478

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

A3 Information supplied to the EPA

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

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

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

2 Discharges to Air and Water and Applications to Land

P1 Location of monitoring/discharge points and areas

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

Water and land

EPA Identification no.	Type of Monitoring Point	Type of Discharge Point	Location Description
1	Discharge to waters Effluent quality monitoring	Discharge to waters Effluent quality monitoring	Discharge pipe from the maturation pond to the wetland that flows via a waterway to the Crookwell River labelled "EPA Monitoring Point 1" on map titled "EPA Licence No. 1938 Monitoring Points for Crookwell" submitted on 4/06/2019 (DOC19/478971).
2	Total volume monitoring	Total volume monitoring	Inlet flume labelled as "Licence Volume Monitoring Point" on map titled "EPA Licence No. 1938 Monitoring Points for Crookwell" submitted to the EPA on 4/06/2019 (DOC19/478971).
3	Ambient water monitoring		Upstream of discharge from wetlands to Crookwell River labelled as "EPA Monitoring Point 3" on map titled "EPA Licence No. 1938 Monitoring Points for Crookwell" submitted to the EPA on 4/06/2019 (DOC19/478971).
4	Ambient water monitoring		Downstream of discharge from wetlands to Crookwell River labelled as "EPA Monitoring Point 4" on map titled "EPA Licence No. 1938 Monitoring Points for Crookwell" submitted to the EPA on 4/06/2019 (DOC19/478971).

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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 This licence does not permit the pollution of waters classified as Class S or Class P under the Clean Waters Regulations 1972 to the extent that such pollution would breach a standard applicable to those waters by the operation of clause 6 of schedule 5 of the Act.
- L1.3 The licensee may only discharge untreated or partially treated sewage from the sewage treatment plant and/or the reticulation system subject to the conditions of this licence, including Sections O1 and O2.

L2 Load limits

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

Assessable Pollutant	Load limit (kg)
BOD (Enclosed Water)	1636.00
Nitrogen (total) (Enclosed Water)	2127.00
Oil and Grease (Enclosed Water)	1636.00
Phosphorus (total) (Enclosed Water)	360.00
Total suspended solids (Enclosed Water)	3760.00

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

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

L3 Concentration limits

- L3.1 For each monitoring/discharge point or utilisation area specified in the table/s below (by a point number), the concentration of a pollutant discharged at that point, or applied to that area, must not exceed the concentration limits specified for that pollutant in the table.
- L3.2 Where a pH quality limit is specified in the table, the specified percentage of samples must be within the specified ranges.

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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\.

L3.4 Water and/or Land Concentration Limits

POINT 1

Pollutant	Units of Measure	50 percentile concentration limit	90 percentile concentration limit	3DGM concentration limit	100 percentile concentration limit
Biochemical oxygen demand	milligrams per litre				20
Faecal Coliforms	colony forming units per 100 millilitres		200		600
Nitrogen (ammonia)	milligrams per litre				5
Nitrogen (total)	milligrams per litre				15
Oil and Grease	milligrams per litre				10
pH	pH				6.5-8.5
Phosphorus (total)	milligrams per litre				1
Total suspended solids	milligrams per litre				30

When a wet weather bypass is the sole cause of exceedences of the 100 percentile concentration limits in L3, the exceedences are permitted at point 1 for the duration of the bypass.

The licensee is not taken to have exceeded a quality limited specified in this licence for BOD, TSS, Faecal coliforms or pH if:

- **monitoring by the licensee shows that the level of chlorophyll-a in the maturation ponds during any exceedence was 100 ug/L or more (showing that the exceedence was caused by excessive algal growth); and**
- **the liquid waste entering the maturation ponds during the exceedence complies with the quality limit.**

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L4 Volume and mass limits

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

Point	Unit of Measure	Volume/Mass Limit
2	kilolitres per day	8078

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 grease trap waste and sewage sludge and residues including nightsoil and septic tank sludge 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 grease trap waste and sewage sludge and residues including night soil and septic tank sludge 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 Potentially offensive odour

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

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

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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.

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

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

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 Emergency response

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

O4 Processes and management

O4.1 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. The flows noted in the table below are the inflows to the premises' sewage treatment plant(s).

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.

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Required treatment process	Flow range
Screening, primary sedimentation, aeration, secondary sedimentation, filtration and tertiary ponding	Less than 40 litres per second
Screening, sedimentation and tertiary ponding	40 litres per second or more

5 Monitoring and Recording Conditions

M1 Monitoring records

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

M2 Requirement to monitor concentration of pollutants discharged

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

POINT 1

Pollutant	Units of measure	Frequency	Sampling Method
Biochemical oxygen demand	milligrams per litre	Monthly	Grab sample
Chlorophyll a	milligrams per litre	Monthly	Grab sample
Faecal Coliforms	colony forming units per 100 millilitres	Monthly	Grab sample
Nitrogen (ammonia)	milligrams per litre	Monthly	Grab sample
Nitrogen (total)	milligrams per litre	Monthly	Grab sample
Oil and Grease	milligrams per litre	Monthly	Grab sample

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pH	pH	Monthly	Grab sample
Phosphorus (total)	milligrams per litre	Monthly	Grab sample
Total suspended solids	milligrams per litre	Monthly	Grab sample

POINT 3

Pollutant	Units of measure	Frequency	Sampling Method
Biochemical oxygen demand	milligrams per litre	Quarterly	Grab sample
Faecal Coliforms	colony forming units per 100 millilitres	Quarterly	Grab sample
Nitrogen (ammonia)	milligrams per litre	Quarterly	Grab sample
Nitrogen (total)	milligrams per litre	Quarterly	Grab sample
Oil and Grease	milligrams per litre	Quarterly	Grab sample
pH	pH	Quarterly	Grab sample
Phosphorus (total)	milligrams per litre	Quarterly	Grab sample
Total suspended solids	milligrams per litre	Quarterly	Grab sample

POINT 4

Pollutant	Units of measure	Frequency	Sampling Method
Biochemical oxygen demand	milligrams per litre	Quarterly	Grab sample
Faecal Coliforms	milligrams per litre	Quarterly	Grab sample
Nitrogen (ammonia)	milligrams per litre	Quarterly	Grab sample
Nitrogen (total)	milligrams per litre	Quarterly	Grab sample
Oil and Grease	milligrams per litre	Quarterly	Grab sample
pH	pH	Quarterly	Grab sample
Phosphorus (total)	milligrams per litre	Quarterly	Grab sample
Total suspended solids	milligrams per litre	Quarterly	Grab sample

M3 Testing methods - concentration limits

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

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

M4 Testing methods - load limits

Note: Division 4 of the *Protection of the Environment Operations (General) Regulation 2022* requires that monitoring of actual loads of assessable pollutants listed in L2.2 must be carried out in accordance with the

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relevant load calculation protocol set out for the fee-based activity classification listed in the Administrative Conditions of this licence.

M5 Recording of pollution complaints

- M5.1 The licensee must keep a legible record of all complaints made to the licensee or any employee or agent of the licensee in relation to pollution arising from any activity to which this licence applies.
- M5.2 The record must include details of the following:
- 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.
- M5.3 The record of a complaint must be kept for at least 4 years after the complaint was made.
- M5.4 The record must be produced to any authorised officer of the EPA who asks to see them.

M6 Telephone complaints line

- M6.1 The licensee must operate during its operating hours a telephone complaints line for the purpose of receiving any complaints from members of the public in relation to activities conducted at the premises or by the vehicle or mobile plant, unless otherwise specified in the licence.
- M6.2 The licensee must notify the public of the complaints line telephone number and the fact that it is a complaints line so that the impacted community knows how to make a complaint.
- M6.3 The preceding two conditions do not apply until 3 months after: the date of the issue of this licence.
- M6.4 For the purpose of condition M6.1, operating hours are defined as twenty-four hours a day, seven days a week.
- M6.5 The public notification referred to in condition M6.2 must include specific reference to the fact that the complaints line may be used by the community for the reporting of overflows.

M7 Requirement to monitor volume or mass

- M7.1 For each discharge point or utilisation area specified below, the licensee must monitor:
- a) the volume of liquids discharged to water or applied to the area;
 - b) the mass of solids applied to the area;
 - c) the mass of pollutants emitted to the air;
- at the frequency and using the method and units of measure, specified below.

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POINT 2

Frequency	Unit of Measure	Sampling Method
Daily	kilolitres per day	Level sensor and continuous logger

M7.2 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.

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

M7.4 The licensee must:

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

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

M8 Requirement to record bypass incidents from sewage treatment plants

M8.1 The licensee must record the following details in respect of each bypass of any of the appropriate treatment processes required by condition 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.

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

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

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M9 Other monitoring and recording conditions

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

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

6 Reporting Conditions

R1 Annual return documents

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

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

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

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.

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

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.

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- R1.5 The Annual Return for the reporting period must be supplied to the EPA via eConnect *EPA* or by registered post not later than 60 days after the end of each reporting period or in the case of a transferring licence not later than 60 days after the date the transfer was granted (the 'due date').
- R1.6 Where the licensee is unable to complete a part of the Annual Return by the due date because the licensee was unable to calculate the actual load of a pollutant due to circumstances beyond the licensee's control, the licensee must notify the EPA in writing as soon as practicable, and in any event not later than the due date. The notification must specify:
- the assessable pollutants for which the actual load could not be calculated; and
 - the relevant circumstances that were beyond the control of the licensee.
- R1.7 The licensee must retain a copy of the Annual Return supplied to the EPA for a period of at least 4 years after the Annual Return was due to be supplied to the EPA.
- R1.8 Within the Annual Return, the Statements of Compliance must be certified and the Monitoring and Complaints Summary must be signed by:
- the licence holder; or
 - by a person approved in writing by the EPA to sign on behalf of the licence holder.

R2 Notification of environmental harm

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

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

R3 Written report

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

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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 Annual system performance report

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

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

a) the 50 percentile, 90 percentile, 100 percentile and 3DGM values calculated from the monitoring data required by this licence for the reporting period for each pollutant which has corresponding concentration limits specified in this licence;

b) the total amounts of biosolids, as classified in the Biosolids Guideline, disposed of on-site, off-site and to landfill during the reporting period;

c) a diagram showing the major process elements, discharge points and monitoring points at the premises' sewage treatment plant(s), where there has been any significant change since the previous reporting period or this information has not been provided previously to the EPA;

d) the number of dry and wet weather bypasses recorded over the reporting period (recorded in accordance with condition M8);

e) a breakdown of the total number of complaints received by the licensee during the reporting period in relation to the premises into categories of "odours – sewage treatment plant", "odours – reticulation system", "water pollution – sewage treatment plant", "water pollution – reticulation system" and any other category indicated by the complaints;

f) a summary of observed, reported or recorded wet weather overflows and observed, reported or recorded dry weather overflows and sewage treatment plant bypasses. These data are to be for the current reporting period and for the four previous twelve-month periods, for which data has been collected. Any significant actions taken to address bypasses or overflows are to be noted;

g) the amount of rainfall measured at a rain gauge at the STP, or at the rain gauge closest to the centre of the catchment of the sewage treatment system, for each month of the reporting period.

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

R5 Other reporting conditions

R5.1 When the licensee notifies the Department of Health or Safe Food NSW Shellfish Quality Assurance Program

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

7 General Conditions

G1 Copy of licence kept at the premises or plant

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

G2 Contact number for incidents and responsible employees

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

G3 Signage

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

8 Pollution Studies and Reduction Programs

U1 Options Study - Upgrade works at Crookwell STP

- U1.1 By 30 April 2022, the licensee must submit to the NSW EPA's Manager Regulatory Operations Regional South, a Options Study in relation to upgrading sewage treatment infrastructure at the Crookwell Sewage Treatment Plant (the "study").

The study must be prepared by a suitably qualified person with specialist experience in assessments for

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sewage treatment and associated infrastructure.

The study must fully consider, and make recommendations for, targeted upgrading of sewage treatment infrastructure at the licensed premises with consideration of the recommendations of the Mandatory Environmental Audit report, the EPA's correspondence of 14 February 2020, and outcomes of the options assessment undertaken by Public Works Advisory as part of the wider Crookwell Integrated Water Cycle Management (IWCM) Strategy. The study must also demonstrate that the recommendations have been developed in consultation with DPI Water.

- U1.2 By 31 July 2023, the licensee must submit to the NSW EPA Manager of Regulatory Operations Regional South, their nomination of preferred option/s for upgrades to sewage treatment infrastructure, and submit a capital works plan with associated timeframes for construction and commissioning for that option/s.

9 Special Conditions

E1 Mandatory Environmental Audit

- E1.1 The purpose of this mandatory environmental audit ("the audit") is to examine and assess the adequacy of the Crookwell Sewage Treatment Plant ("the plant"), systems, procedures, practices and training that the licensee has in place for compliance with the licence and relevant requirements of the Act.

- E1.2 The audit is to:

- a) Assess the adequacy of the plant, including its condition and reliability, for the licensee to comply with the conditions of the licence;
- b) Assess the adequacy of the systems used at the premises, including those used to control and monitor the plant such as instrumented protective and detection systems;
- c) Assess the adequacy of the procedures for management of the plant, including for operation, maintenance (preventative and remedial), audit and incident response;
- d) Assess the adequacy of the operational practices at the plant including implementation of the procedures;
- e) Assess the adequacies of staff competencies, including staff training provided by the licensee;
- f) Identify any deficiencies in the plant, systems, procedures, processes and training that the licensee has in place which may have contributed to the breaches of licence conditions which occurred at the premises between May 2017 and October 2017; and
- g) Recommend improvements to address the deficiencies identified in condition E1.2(f) and to enable the licensee to comply with the licence. This is to include a schedule of actions that are appropriate, reasonable and feasible (short, medium and long-term).

- E1.3 The audit applies to current practices being undertaken at the premises at the time of issuing this notice.

- E1.4 The licensee must engage a suitably qualified, experienced and independent certified lead environmental

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auditor with relevant expertise in sewage treatment systems to undertake the audit. The lead environmental auditor may obtain the services of additional environmental auditors and relevant technical experts if deemed necessary. The independent environmental auditor must be approved of in writing by the EPA before being engaged by the licensee to undertake the audit.

- E1.5 Within 21 days of this audit being formalised in the licence, the licensee must provide the EPA with the details of at least three environmental auditors that the licensee considers are suitably qualified to undertake the audit required under condition E1.2. Each auditor's details are to include but are not limited by the following:
- a) Name;
 - b) Contact details;
 - c) Relevant qualifications;
 - d) Relevant experience, and
 - e) Availability to undertake the audit.

The details of these environmental auditors must be provided in writing for approval to the EPA's Manager Regional Operations - South East by any of the following means:

- Mail - PO Box 622, Queanbeyan, NSW 2620
- Email – queanbeyan@epa.nsw.gov.au

When providing the details to the EPA, the licensee is required to identify a preferred auditor or a combination of auditors to undertake the audit. However, the EPA may approve one or more of the auditors that it considers are most suitably qualified to undertake the Audit.

- E1.6 The licensee must submit to the EPA's Manager Regional Operations - South East a draft environmental audit report, being a report prepared by the auditor, covering all of the matters described in conditions E1.1, E1.2 and E1.3 within six months of the EPA approving the auditor in writing. The draft environmental audit report is to be provided by any of the means detailed in condition E1.5.
- E1.7 The licensee must also instruct the independent environmental auditor to provide as part of the environmental audit report set out in E1.6, the following:
- a) A list of all documents considered, copies of any documents specifically referenced in the report and names of plant and/or other personnel interviewed by the independent environmental auditor in preparing the report;
 - b) A register of the competency of staff working at the plant, including the certification held (if any) by the staff and the training administered to the staff;
 - c) Conclusions regarding the adequacy of the plant, systems, procedures, processes and training to ensure compliance with the licence;
 - d) Recommendations, if any, for improvements/upgrades to the plant, systems, procedures, processes and training to ensure compliance with the licence;

E1.8 The licensee must not edit, alter or amend the independent environmental auditor's report before it is provided to the EPA as required by condition E1.6.

E1.9 The licensee is to provide the independent environmental auditor with any assistance requested in carrying out the audit, including providing documents and information as requested.

E1.10 The licensee must submit to the EPA's Manager Regulatory Operations Regional South the final audit report by no later than 30 days after receipt of the EPA's comments on the draft audit report. The final audit report is

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to be provided by any of the means detailed in condition E1.5.

Together with the final audit report the licensee must also submit a summary of the audit including any conclusions and recommendations in electronic format, so it can be entered into the EPA's Public Register (as required by section 308 of the Act).

- Note:
- 1) The audit methodology must be in accordance with ISO 19011:2011 and the EPA Compliance Audit Handbook available at <http://www.environment.nsw.gov.au/resources/licensing/cahandbook0613.pdf>.)
 - 2) Section 176 of the Act provides that the audit report will not be taken to have been produced to the EPA unless it is accompanied by:
 - a) a declaration signed by the holder of the licence certifying that the holder has not knowingly provided any false or misleading information to the environmental auditor and has provided all relevant information to the auditor; and
 - b) a declaration signed by the environmental auditor:
 - (i) setting out the auditor's qualifications; and
 - (ii) certifying that there is no potential conflict of interest or risk of conflict of interest.

E2 Implementation of Recommendations of Mandatory Environmental Audit

E2.1 The licensee must submit to the EPA's Manager Regional Operations - South East an audit implementation plan by no later than 30 days after receipt of the EPA's comments on the final audit report.

E2.2 The audit implementation plan must:

- a) Identify what actions the licensee proposes to take in response to the audit report;
- b) Propose a timeframe for implementation of these action(s); and
- c) An explanation for the licensee's proposals where there is any variance from the recommendations in the audit report.

E2.3 The licensee must submit to the EPA's Manager Regulatory Operations Regional South a written report every three months detailing the progress of actions being implemented in accordance with the audit implementation plan until all actions have been completed.

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Dictionary

General Dictionary

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 2009
AM	Together with a number, means an ambient air monitoring method of that number prescribed by the <i>Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales</i> .
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 2009
assessable pollutants	Has the same meaning as in the Protection of the Environment Operations (General) Regulation 2009
BOD	Means biochemical oxygen demand
CEM	Together with a number, means a continuous emission monitoring method of that number prescribed by the <i>Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales</i> .
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 2009.
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

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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 (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 2009
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 <i>Approved Methods for the Sampling and Analysis of Air Pollutants in New South Wales</i> .

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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
Wellhead	Has the same meaning as in Schedule 1 to the Protection of the Environment Operations (General) Regulation 2021.

Mr Tim Gilbert

Environment Protection Authority

(By Delegation)

Date of this edition: 19-April-2000

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End Notes

- 1 Licence varied by notice V/M update, issued on 06-Jul-2000, which came into effect on 06-Jul-2000.
- 2 Licence varied by notice 1002925, issued on 31-May-2002, which came into effect on 25-Jun-2002.
- 3 Licence varied by notice 1029366, issued on 01-Sep-2003, which came into effect on 26-Sep-2003.
- 4 EPA Condition ID S40934 amended 13-08-04
- 5 Licence transferred through application 143385, approved on 12-Apr-2005, which came into effect on 11-Feb-2004.
- 6 Licence varied by notice 1047557, issued on 01-Jun-2005, which came into effect on 26-Jun-2005.
- 7 Licence varied by notice 1056128, issued on 15-Feb-2006, which came into effect on 12-Mar-2006.
- 8 Licence varied by correction to DEC file number, issued on 08-Mar-2007, which came into effect on 08-Mar-2007.
- 9 Condition A1.3 Not applicable varied by notice issued on <issue date> which came into effect on <effective date>
- 10 Licence varied by notice 1515257 issued on 29-Jul-2013
- 11 Licence varied by notice 1566995 issued on 18-Jul-2018
- 12 Licence varied by notice 1611628 issued on 27-Aug-2021
- 13 Licence varied by notice 1613840 issued on 25-Feb-2022
- 14 Licence varied by notice 1620748 issued on 22-Jul-2022