

Procedure 3.03.1

Approvals to operate and re-inspection program

Department	Planning and Environment Group
Responsible Officer	Manager Health, Building and Compliance

Introduction

The administrative aspect of the On-site Sewage Management (OSM) program, which is the ongoing issue of approvals, maintenance of records and response to correspondence or enquires, is to be funded from an annual administration charge.

Operational approvals

- Five (5) year operational approvals on sites assessed as low-risk.
- Low-risk OSM facilities will be self-certified after initial Council inspection subject to the landowner satisfying Council of their understanding of the performance principles associated with the operation of their system of OSM.
- Three (3) year operational approvals on sites assessed as high-risk.
- One (1) year operational approvals for sites assessed as critical high-risk.
- One (1) year operational approvals for sites assessed as high-risk are to be issued to operators required to undertake upgrades subsequent to Council's inspection of the premises by district EHO's. These will be treated as voluntary improvements.

Inspection program

- Critical high-risk sites will be reinspected annually.
- High-risk sites will be audited once within the life of the approval.
- Low-risk sites are to be audited within 2 approval cycles i.e. 10 years. Targeted reinspection of some sites may also occur within this timeframe.

Voluntary improvements

Any required upgrades will be treated as voluntary improvements.

Voluntary improvements on high-risk sites will be approved and inspected at no additional charge. Copies of works as executed drainage diagrams are to be promptly provided to Council and the operator of the system.

Voluntary improvements on low-risk sites will be self-certified by the installing plumber or drainer. Copies of works as executed drainage diagrams are to be promptly provided to Council and the operator of the system.

Inspection regime – approvals to operate existing systems

Council's inspecting officer will take the following matters into consideration at the time of the field inspection:

- The age of the system.
- When the system was last pumped out or in any other way serviced.

- The potential occupancy of the premises concerned.
- The location of the land application area or irrigation area in regard to potential for damage by stock, vehicles or any other reason, nearness to a water body, the type and sensitivity of water body.
- If there are any bores within the immediate locality.
- The location and design of stormwater systems on that property or an adjoining property that could affect the performance of the system.
- Any other matters that may affect the performance of the systems, for example:
 - If water saving devices are installed on the premises.
 - Whether there are infant children on the premises.
 - The reliability and source of the water supply.
- Whether there are any arrangements in place to rest the land application area i.e. multiple disposal areas.

This should also include an assessment for the future potential of the site to accommodate additional areas or replacement land applications should the need prove necessary:

- Whether there are any foul or offensive odours in evidence.
- If there is any other evidence downstream of the land application area to suggest a failure (i.e. surface ponding of effluent or unusually luxuriant vegetation).
- Any obvious evidence of tampering with the system. This may include unauthorised diversions or any other thing that the Council's officer feels is reasonably likely to prejudice environmental health or the systems operation.

If any such failure is noted the officer is to establish whether these have been brought to the Council's, service agents or plumbers attention in the immediate preceding period.