

## 10. Committee Recommendations to Council



21-69

**Title:** 21-69 Committee Recommendation to Council - March - June 2021  
**Section:** Democracy & Support Services  
**Prepared by:** Heather Kohn – Democracy & Support Services Manager  
**Meeting Date:** Wednesday 30 June 2021

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Legal: No

Financial: No

Significance: **Low**

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### Report to COUNCIL for decision

#### PURPOSE

The purpose of this report is for Council to approve recommendations from the Audit & Risk Committee and the Hearings Committee.

#### **Audit & Risk Committee 17 March 2021**

##### **21-29 Draft Fraud, Corruption and Bribery Policy**

1. Recommends that Council:
  - a. Approves the draft Fraud, Bribery and Corruption Policy as the interim policy.

#### **Hearings Committee 24 May 2021**

##### **21-60 Hearings Report: Draft Trade Waste Bylaw 2021**

1. Recommends that Council:
  - a. Approves the revised Gisborne Trade Waste Bylaw 2021 with amendments (Attachment 3).

#### **Regional Transport 3 June 2021**

##### **21-110 Regional Land and Public Transport Plans 2021 – Final Approval**

1. Recommends that Council:
  - a. Adopts the final Te Tairāwhiti Regional Land Transport Plan 2021-2031, subject to minor amendments.
  - b. Adopts the final Te Tairāwhiti Regional Public Transport Plan 2021, subject to minor amendments.

## Hearings Committee 16 June 2021

### 21-113 Regulatory Hearing Panel: Draft Freedom Camping Bylaw 2021

Recommendation will be tabled at 30 June Council meeting for adoption.

## Audit & Risk Committee 23 June 2021

### 21-136 Gisborne Holdings Limited Statement of Intent 2022-2024

1. Recommends that Council:
  - a. Approves Gisborne Holdings Limited Statement of Intent.

## SUMMARY

The decisions or matters in this report are considered to be of **Low** significance in accordance with the Council's Significance and Engagement Policy.

## RECOMMENDATIONS

### That the Council:

1. **Adopts the recommendation from the Audit & Risk Committee:**
  - a. Approves the draft Fraud, Bribery and Corruption Policy as the interim policy.
2. **Adopts the recommendation from the Hearings Committee:**
  - a. Approves the revised Gisborne Trade Waste Bylaw 2021 with amendments (Attachment 3).
3. **Adopts the recommendations from the Regional Transport Committee:**
  - a. Adopts the final Te Tairāwhiti Regional Land Transport Plan 2021-2031, subject to minor amendments.
  - b. Adopts the final Te Tairāwhiti Regional Public Transport Plan 2021, subject to minor amendments.
4. **Adopts the recommendations from the Audit & Risk Committee:**
  - a. Approves Gisborne Holdings Limited Statement of Intent.

*Authorised by:*

**James Baty - Director Internal Partnerships**

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**Keywords:** committee recommendations, audit & risk committee, draft fraud & corruption policy

## ATTACHMENTS

1. Attachment 1 - Minutes Hearings Draft Trade Waste Bylaw 24 May 2021 [10.1.1 - 9 pages]
2. Attachment 2 - Trade Waste what do I need to know [10.1.2 - 9 pages]

# MINUTES/DECISION



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MEMBERSHIP: Pat Seymour, Josh Wharehinga and Larry Foster

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## **MINUTES of the HEARINGS Committee**

**Held in Te Ruma Kaunihera (Council Chambers), Awarua, Fitzherbert Street, Gisborne on Monday 24 May 2021 at 9:00AM.**

PRESENT:

Chair Pat Seymour, Councillors Foster and Wharehinga,

IN ATTENDANCE:

Director Lifelines David Wilson, Acting Chief of Science and Strategy Joanna Noble, Team Leader Wastewater Treatment, Principal Advisor Charlotte Knight, Legal Counsel Jacinta Bowe, Democracy & Support Services Manager Heather Kohn and Committee Secretary Coral Dunn.

The Chair welcomed those present to the Hearing at 9am and outlined the process for the day.

### **1. Apologies**

There were no apologies.

### **2. Declarations of Interest**

There were no interests declared.

### **3. Notices of Motion**

There were no notices of motion.

## **4. Reports of the Chief Executive and Staff for DECISION**

### **4.1 21-60 Hearings Report: Draft Trade Waste Bylaw 2021**

#### **Background**

1. Council's Trade Waste Bylaw regulates the type, volume, concentration and characteristics of trade wastes that may be discharged into Council's wastewater system. It establishes the consent system through which higher risk trade premises discharges are managed to protect the wastewater system, the treatment plant and the receiving environment of Te Moana o Tūrangānui-a-Kiwa (the Bay).

2. Since 2014 Council staff, committees and advisory groups have been developing a system for the separate regulation and management of mortuary wastewater. Attachment 4 provides a timeline of the process and the relevant Committee and Council reports for further reading.

### **Consultation**

3. The draft Bylaw and a Statement of Proposal were adopted for formal consultation at Council's 28 January 2021 meeting (Report 21-06). Consultation ran for 2 months from 2 February until 5 April 2021. This two-month consultation is required under section 148 of the Local Government Act 2002 which relates specifically to trade waste bylaws.
4. Emails and letters were sent to stakeholders including Tūranganui-a-Kiwa tangata whenua/iwi/hapū, all current and recent trade waste consent holders, industry groups, community groups, Government agencies and the Minister of Health.
5. Section 148 of the Local Government Act 2002 requires that before making a trade waste bylaw Council must:
  - send a copy of the proposed bylaw to the Minister of Health for their comments
  - at least 2 months before the making of the bylaws, give public notice of its intention to make the bylaws
  - consult with any parties as directed by the Minister
  - consider any submissions received.
6. A letter from the Hon Dr Ayesha Verral, Associate Minister of Health (the Minister) was received after the close of submissions (12 May, 2021). The letter is considered under submission point 14.

### **Secretarial Note:**

MOVED by Cr Wharehinga, seconded by Cr Foster

That the late submission received from Hon Dr Ayesha Verall, Associate Minister of Health, be accepted.

**CARRIED**

### **SUBMISSIONS RECEIVED**

Council received 8 submissions on the draft Trade Waste Bylaw.

### **Submitters who appeared:**

**Ian Ruru** spoke to the written submission on behalf of Te Aitanga a Mahiki, Rongowhakaata, Ngai Tamanahuri, the Kiwa Group, Ngati Oneone, Whanau a Kai and others who had mana whenua, mana moana and mana awa over this area.

He stated the bylaw was effectively a step towards restoring the mauri of Turanganui a Kiwa and was, in particular, giving effect to te mana o te wai and upholding the importance of mana over the water itself.

He also acknowledged the part Council had played in positive engagement and the genuine relationship that had been forged.

Response to questions.

- They were supportive of all the other aspects of the bylaw.
- Totally supportive and happy with wording of the revised definition of mortuary.

**David Moger and Alan Pokipoki, Funeral Directors Association of NZ** spoke to their written submission and responded to questions:

- Disbursement of mortuary waste was dealt with in other ways around the country.
- Not aware of the February 2021 consultation so had no opportunity to engage in consultation and share their experience.
- Once aware engaged strongly to show commitment to help in the process.
- The Wisconsion Mound was one of a number of options, but no opportunity was given to working on the wider range of options available.
- Only .003% of highly diluted arterial blood and chemicals was put into the water.
- Uncomfortable with definition of mortuary in terms of what the bylaw was trying to achieve ie. protection of the moana, as it related to one building and one process which did not account for similar waste from the district's hospitals, rest homes, coronial facilities, etc.
- Did not know percentage of embalming that contributed to arterial blood and chemicals in the water but knew 50-60% of people were embalmed.
- 10 years ago, Wellington Council had considered what Gisborne was considering but decided it was not appropriate.
- Other Councils were mindful of the decision by Gisborne.
- Could not speak for central government that the Gisborne decision might speed up the process throughout the country.
- Opportunity existed for creating a model using a national lens would be beneficial.

Staff response to questions from the Panel:

- Staff worked with the local Funeral Director and a meter was installed to measure water used per body.
- Roughly 800 - 1000 litres of water was used per body, which in effect was a miniscule amount compared to the total amount of water that went through.
- The definition of mortuary waste was discussed with the District Health Board (DHB) and mana whenua.
- DHB had its own protocols and procedures for disposal and all parties involved agreed to exclude the hospital and focus on mortuary waste.

Secretarial Note: Meeting adjourned for morning tea at 9.58am and reconvened at 10.12am.

**Alistair Bayliss and Albert Vanustrom Ovation's Trade Waste Advisor**, spoke to the Ovation submission and responded to questions:

- Ovation would need to install biological treatment at the cost of \$3-5m in order to reduce red or green colour to a slight tea colour which would still technically be non-compliant.
- The matter of colour was very subjective and had not been aware of any colour breaches in the past.

Staff response to questions from the Panel:

- There had been issues with colour in the past.
- The reason for the bylaw wording was because the RMA consent for wastewater discharge into the ocean prohibited causing a plume in the bay.
- Industry and domestic lines were separated.
- Colour had turned up at the wastewater treatment plant from the industrial separated line and caused colour in the final discharge line even with the domestic discharge mixed in.
- Previously when colour was removed through a chemical process, it returned when mixed in sewers downstream.
- There was no further treatment of the industry separated line at the wastewater treatment plant therefore compliance was needed at the industry point to prevent problems downstream.
- Other industries removed colour through bleaching with chlorine (hypochlorite).
- Chlorine was removed through another chemical process so that it evaporated into the air thus the diluted waste was compliant when discharged.
- Limits in the ocean outfall consent were included in previous and successive bylaws.
- 10-20% below outfall consent limit allowed Council to remain compliant when industry non-compliance occurred.
- The investigation process was the same whether non-compliant with Council's limit or the 10-20% limit.
- The enterococci level, the only limit added to this draft bylaw, was consistent with the other conditions in the bylaw eg ocean outfall for suspended solids was 600 grams per cubic metre and the bylaw was 540grams.
- No matter what the limit, the final outcome would be to investigate non-compliance.
- Other councils' trade waste bylaws included limits lower than their discharge consent.
- Council was trying to mitigate inherited risk as it was difficult to know what was being discharged, and as the consent holder Council was the buffer for everyone else.
- There were occasions where industry was unable to comply with their conditions which in turn meant Council did not comply with its conditions.
- The buffer provided a mechanism to monitor mistakes downstream.

**Carla McCulloch and Mr Hamill spoke to the Cedenco submission, Mr Hamill's statement of Evidence** and responded to questions:

- Cedenco raised their issues in the planning stages of the bylaw.
- Flexibility and longer consent duration would be helpful in balancing the requirements of business and compliance.
- The trade waste consent was not dealing with the genuine issue of health risk.
- Enterococci was often a good indicator of health risk but not in this case.
- Using enterococci in the trade waste consent was underestimating the health risk from the wastewater plant and over estimating outputs massively.
- Consideration of the economic good of the region was needed when balancing Council requirements with those of businesses ie was trade waste compliance good for the region because it helped regional growth or was it just a pain in the neck?
- If compliance was genuinely good for the region it was worth making some hard long term decisions.
- Cedenco had done a lot of investigation in the last 12 months to get to required solid level.
- Had looked at biological treatment which would cost \$5-10m and another \$12m per year operating costs in order to achieve under 800g solid level.
- A five-year minimum consent would be good to prevent instances where a consent was not in place at the start of processing. Having a consent in place meant being able to grapple with the operations space through the management plan.
- Generally happy with the compliance monitoring regime but it has not always been easy, although this year had proven it could be done and with a lot of time and effort could continue to improve.
- A shared industrial treatment was discussed with Council and the industry group but decided at this stage it was not appropriate to join together.
- Did not understand the BOD guidelines and if had to meet these levels would have to go to biological treatment which was a huge cost for the business.
- Uncertainty about the timeline for the BOD implementation was also a concern.
- Supported Ovation's submission about colour because it had been an issue for Cedenco.

There were no further oral submissions however a written submission had been received from Z Energy.

Staff response to a question about Z Energy's submission was that there had been no change other than rewording for better understanding.

Staff responses to further questions from the Panel:

- The enterococci level was not a current consent condition but on completion of the wastewater treatment plant upgrade current discharges would not be compliant.
- The main issue with a shared industry treatment process was site size and where it could be placed at the Wastewater Treatment Plant. Other issues were the volume size, different types of discharge and volumes at different times of the year. The process would also need to be flexible to deal with large and small volumes.
- The BOD limit, also in previous bylaw, was 400gram per cubic metre per BOD. Following discussions with industry about the uncertainty of national timeframes, it was agreed there was no expectation to meet this criteria at this point in time, so it moved from permitted activity to discretionary activity unless gas, treatment or corrosion issues, etc occurred or if limits set by district or national plans had to be enforced.
- Council was in the same situation as industry regarding uncertainty of timeframes, however there would be some lead in time (12-24 month) after timeframes were announced.
- Rationale for the yearly consent was that smaller trade waste industries changed hands often, so it was a good way to monitor compliance, management plans, etc. It also ensured required changes were being done.
- A monitoring process could provide necessary consent checks, but business would be charged for each visit.
- The trade waste discharge excluded stormwater which was discharged to the environment under a RMA consent.

Staff summarised observations and points made:

- Transportation and deposit of mortuary waste could be part of a consent.
- There was a different process for discharging mortuary waste to land.
- Mortuary waste had to go to an approved point however this was not yet set in stone.
- Discussions about mortuary waste had been held with the community since the 1950s and had been raised with the local funeral director for a number of years since 2012.
- Email and telephone dialogue had occurred with the Funeral Directors Association since 2015.
- Approval of the bylaw might have implications for other parts of NZ however prohibiting mortuary waste going into the wastewater system was a Tairāwhiti solution.
- Providers were free to take mortuary waste where they wanted to and could come back to Council with an alternative solution and Council would work through the consent with them.
- The Funeral Directors Association had not yet provided an alternative, had only said open to talking about options.



- The bylaw did not prohibit the Funeral Directors Association talking about options.
- Mortuary waste could not be separated without having a collection system.
- Enterococci limits were not in force at present however the completion of Phase 2 of the Wastewater Treatment Plant would require new consent conditions.
- The BOD limit would be changed through the national direction for water.
- Following consultation and because of the financial indications for industry it was agreed to wait until BOD limits were set nationally.
- Happy to wait for the national decision as wanted to work with industry to set limits to manage the BOD impact on our infrastructure.
- As the consent holder Council had to be compliant with marine outfall, therefore wanted a buffer about colour going into the bay as did not want Council to be the solution by dilution for industry.
- Buffers provided Council with risk mitigation eg. industry machinery breakdowns and mistakes.
- Trade waste going into the wetlands would depend on how the wetlands was set up. Size and scale would be needed to deal with production and non-production seasons.
- There would also be issues with enterococci and colour going through the wetland and dumping large volumes of waste on to it would kill some of the good bacteria.
- Any buffer would be difficult to allocate to a certain user at a certain time.
- Guidance notes about the draft Trade Waste Bylaw were currently being prepared and would be available when changes implemented.

The Chair advised the bylaw needed to work for both the Wastewater Treatment Plant and our industries without being unduly punitive and therefore sought some flexibility in the bylaw.

**Secretarial Note:** The meeting adjourned at 11.27am to allow staff to provide information for the Panel regarding:

- change of ownership effect on consent
- level of buffer limit
- timeframe options for consent to give our industries certainty.

**Secretarial Note:** Meeting reconvened at 11.40am.

Staff responses to matters raised by the Panel:

Buffer Levels:

- Current permitted levels were 80/20 split.
- Buffers provided flexibility.
- More than happy to look at plants on a case-by-case basis.

Consent timeframe:

- There was no bylaw requirement for yearly consents.
- Consent timeframe sat in guidance notes and happy to look at timeframes on a case-by-case basis subject to conditions and work with industries to set parameters eg 1 year with right of renewal etc.
- Happy to look at extending consent timeframe so long as increased compliance and monitoring was part of process of a 5-year consent.

Transfer of Consent on Change of ownership:

- Clause (which provides clarity) will be put back into bylaw because Council could not unreasonably withhold transfer of consent on change of ownership.
- No reasonable reason to withhold so must transfer with change of ownership unless there was non-compliance.

Guidance material would be provided to the Council meeting on 30 June 2021.

MOVED by Cr Wharehinga, seconded by Cr Foster

That the Hearings Committee:

1. Notes the content of this report and considered the submissions on the draft Trade Waste Bylaw.
2. Recommends that Council:
  - a. Approves the revised Gisborne Trade Waste Bylaw 2021 with amendments (Attachment 3).

**CARRIED**

## 5. Matters Considered and Reasons for the Decision

- a. The panel considered the feedback on the amended definition of Mortuary and resolved to recommend that the definition at Option 3 on page 6 of the report to the meeting be accepted:

***mortuary** means a room regularly used or intended to be regularly used for the preparation of dead bodies for burial or for the embalming of dead bodies or the examination or treatment of dead bodies prior to burial; but does not include premises so used or intended to be so used primarily for hospital care within a hospital care institution (within the meaning of section 58(4) of the Health and Disability Services (Safety) Act 2001). Mortuary means a room regularly used or intended to be regularly used for the preparation of dead bodies for burial or for the embalming of dead bodies or the examination or treatment of dead bodies prior to burial; but does not include premises so used or intended to be so used primarily for hospital care within a hospital care institution (within the meaning of section 58(4) of the Health and Disability Services (Safety) Act 2001).*

- b. Other submission points from the Funeral Directors Assn of NZ were considered. The panel is of the view that there will be opportunity for consultation on separation, storage and transport of the mortuary waste as the project proceeds. Consultation needs to take place with Iwi, the Kiwa Group the FDANZ and Evans Funeral home.
- c. The panel considered the matters raised in the Ovation submission. The panel accepted the Council officer's explanation for the buffer levels set in the draft bylaw to ensure that Council remained compliant with their consent for discharge at the ocean outfall and note that Council will work with industry on a case-by-case basis to reach agreement where there can be variances.
- d. Council officers agreed with the submission by Ovation seeking assurance that a new owner would be able to pick up the existing consent for trade waste. The clause '*issue of a trade waste bylaw consent on change of ownership of premises shall not be unreasonably withheld if the characteristics of the sewage remain unchanged.*' will be reinserted in the bylaw. In practice it was agreed the written notice of change of ownership will be provided to Council.
- e. Cedenco raised issues with the potential annual requirement for renewal of a consent. There is no bylaw requirement for annual consents and Council officers indicated that longer consents, potentially 5 years, will be considered on a case-by-case basis along with suitable monitoring and adherence to conditions.
- f. Cedenco raised issues with the cBOD levels indicated in the draft bylaw. These remain the same as currently in the bylaw @ 400g per cubic metre BOD. Following uncertainty of national timeframes it was agreed that the matter be left as in the current bylaw, and it was generally agreed there would be a 12-24 month lead-in time once some national guidelines were released.
- g. Officers advised in response to the Z Energy submission that there was no change other than re-wording for better understanding.
- h. Officers advised that guidance notes are being prepared to assist operators of trade waste consent and will be available when the bylaw becomes operative.

**Close of Meeting**

There being no further business, the meeting concluded at 11.49am.

Pat Seymour  
**CHAIR**

# Trade Waste – What do you need to know?



**Advice note**

This document is subject to change based on further inputs including requested clarifications.

## Contents

Purpose of this document.....	1
Purpose of the Gisborne District Council Trade Waste Bylaw .....	1
Do I need a trade waste consent? .....	1
What application form do I need to complete?.....	1
Retail Food - What do I need to provide council? .....	2
Workshop/Washpads - What do I need to provide council?.....	2
Tankered Wastes - What do I need to provide council? .....	2
General - What do I need to provide council? .....	2
What will happen once I have submitted the application? .....	2
Duration of consents.....	3
What do I need to do once I get a Trade Waste Consent? .....	3
What happens if my business changes the scope of its operation? .....	3
What happens if I am non-compliant?.....	4
What do I need to do if I close or sell my business? .....	4
Frequently asked questions.....	5
Why is council concerned about Storm Water? (including direct inflow from rain or from overland flows) .....	5
What does a treatment system look like and how does it work?.....	5
Grease Traps (an example of a grease trap is pictured below): .....	5
Grease Convertors .....	6
Mechanical Grease Separators .....	7
Oil and Grit Interceptor (an example of an oil and grit interceptor is pictured below):.....	7
Where can I buy a treatment system?.....	8
What sampling is required and who does this?.....	8
Why does the council want to know where the solid waste from the business is going?.....	8
Other things I may need to consider and consents I may need from council. ....	8

## Purpose of this document

The purpose of this document is to provide information to businesses on the requirements of the Gisborne District Trade Waste Bylaw 2021

## Purpose of the Gisborne District Council Trade Waste Bylaw

The purpose of the Gisborne District Council Trade Waste Bylaw is to protect the wastewater reticulation, the treatment systems and the environment. Issues that can occur include;

- Blockages in the pipes leading to the treatment system leading to sewer overflows.
- Odour production or corrosion of wastewater pipes requiring renewal of assets ahead of schedule or issues with the residents when overflows onto property or odour is created.
- Damage to pump stations or pumps
- Creating plumes in our Ocean.
- Health risks for people that work on wastewater pipes or within the reticulation or at the Council wastewater treatment systems.
- Non-compliance with the Council Ocean Outfall Consent.

The bylaw establishes a framework for assessing the discharges of businesses against the permitted and prohibited schedules and decide whether we will;

- accept a discharge under the permitted activity schedule;
- require a consent and accept a discharge subject to appropriate treatment; or,
- decline to accept a discharge.

If a discharge is accepted and meets the permitted activity without treatment, this will be placed on a register to be checked at regular intervals to ensure that there are no changes to the business activity that would change the likely discharge quality or quantity. This will allow the business to discharge to the Gisborne District Council's Wastewater Reticulation System.

If a discharge requires consent an application must be provided with the required information provided. This will allow the business to legally discharge the wastewater to the Gisborne Wastewater Reticulation System with conditions. Please note, the information required for consent is listed by category later in this document.

## Do I need a trade waste consent?

If your business produces waste different from normal office wastewater it is likely that a consent is required or that the discharge will not be accepted.

## What application form do I need to complete?

There are four application forms that may be completed and submitted for assessment. For each application there is information that must be provided. The four application forms are listed below.

- **Retail Food Premises** – for businesses that provide food or drink to the consumer.
- **Workshop/Washpad** – for business that are a small workshop or small car wash.
- **Tankered Waste** – for businesses that transport liquid wastes for disposal.
- **General Trade Waste** – for businesses that do not fit into the categories above.

### Trade Waste – What you need to know

If you are unsure which form you need to fill out, please get in touch with the trade waste team by contacting council on 06 867 2049 or at [trade.waste@gdc.govt.nz](mailto:trade.waste@gdc.govt.nz)

Please note, you will need to provide the application and supporting information at least 20 working days prior to the expected start date or change of ownership.

Application forms and information required for a Waste Management Plan will be available on the GDC website. [www.gdc.govt.nz](http://www.gdc.govt.nz).

### Retail Food – What do I need to provide council?

- Food trade waste consent – This gives council information on the owner, contact, and details of the treatment system and where this is on the site.
- Food waste management plan – this gives council information on how the business will be run, what maintenance will be undertaken and who the contact people are for the business.

### Workshop/Washpads – What do I need to provide council?

- Workshop/Washpad Trade waste consent – This gives council information on the owner, contact, and details of the treatment system and where this is on the site.
- Workshop/Washpad Waste Management Plan – this gives council information on how the business will be run, what maintenance will be undertaken and who the contact people are for the business.

### Tankered Wastes – What do I need to provide council?

- Tankered Waste Trade Waste Consent – This gives council information on the owner, contact, and details of the tankers and drivers for your business.
- Tankered Wastes Waste Management Plan – This gives council information on what you plan to discharge, where you would like to discharge and your health and safety plans for the discharge points for your business.

### General – What do I need to provide council?

- General Trade waste consent – This gives council information on the owner, contact, and details of the treatment system and where this is on the site.
- General Waste Management Plan – this gives council information on how the business will be run, what maintenance will be undertaken and who the contact people are for the business.

### What will happen once I have submitted the application?

Council will review the Trade Waste Application and the Waste Management Plan. Once reviewed council will be in contact, in writing, within 20 working days.

Once this has been reviewed there are one of four actions that council will take;

- If all the information has been provided and is within the permitted activity levels, this will be communicated you and your business will be put onto a register so that we can later check to see if the business has changed over time. No Trade Waste Consent will be required.

### Trade Waste – What you need to know

- If all the information has been provided and is acceptable, a Trade Waste Consent will be issued with conditions of operation.
- If there is further information that council requires to be able to issue a consent, council will contact you with details of what is required.
- If the proposed discharge contains prohibited wastes or the application and Waste Management Plan is unacceptable, council may decline the application. This means that the waste cannot be discharged into the wastewater system.

### Duration of consents

The consent will state the expiry date of the consent. The consent must be renewed prior to the expiry date to allow the discharge to be legally discharged to the wastewater system. Prior to the expiry date an invoice will be sent to you to start the renewal of the Trade Waste Consent. This must be paid and the appropriate items submitted prior to the issue of the new Trade Waste Consent.

The duration of a consent is generally for one year. On request, a longer consent may be issued if there is a good history of compliance with your Trade Waste Consent and your Waste Management Plan.

### What do I need to do once I get a Trade Waste Consent?

If your consent has been granted a Trade Waste Consent will be sent to you in writing. This consent must be read carefully and understood. It is likely that the conditions of the consent will require you to undertake actions. The required actions can include;

- Submitting an updated Waste Management Plan annually and when changes that will affect the discharge are planned.
- Reporting of flows from the business on a regular basis. The consent will state how this will be measured and how often this needs to be reported.
- Undertake sampling, testing and reporting of the discharge characteristics after the treatment system.
- Do maintenance and cleaning of the treatment system.
- Do continuous monitoring of the discharge.
- Report any discharge that is non-compliant to council.
- Manage the stormwater that may enter the wastewater system from the site.

### What happens if my business changes the scope of its operation?

A variation to the consent can be made on application and acceptance of council. The changes will be reviewed and a decision made on the acceptability of the discharge to the wastewater system. The process will be similar to the application for consent. An application and an updated Waste Management Plan will need to be submitted. Depending on the change a treatment system may need to be installed or upgraded to be able to treat the discharge to the required levels.



### **What happens if I am non-compliant?**

If you discover that you are not compliant you must be report this to council within 15 minutes of the discovery. Once a non-compliance is found, council will contact you to discuss why this happened and work with you to find a way that this can be resolved.

If non-compliance continues council may undertake enforcement action under the Trade Waste Bylaw. This can be either; suspension or cancellation of the Trade Waste Consent; preventing the discharge from entering the wastewater system; or, legal action.

### **What do I need to do if I close or sell my business?**

If you are planning on selling or closing your business, it is important you inform council at least 20 working days prior to the closure or handover date. This allows council to ensure that the correct people are contacted and that any consent is in the name of the people who are operating the business. If you are closing your business you will need to surrender your consent.

Please note, there is no transfer of consent, a new consent will be required for the new owner of the business.

## Frequently asked questions

### Why is Council concerned about Stormwater? (Including direct inflow from rain or from overland flows)

The wastewater system is designed to take wastewater and has been designed to be able to accept the expected wastewater from the area. The wastewater system is not designed to be able to treat any stormwater entering the wastewater system. All stormwater should be directed to the stormwater system.

When stormwater enters the wastewater system the capacity of the wastewater system is reduced and can lead to wastewater overflows onto property or into the rivers or streams. This has a negative effect on the environment and poses a health risk to the people where the overflow is onto properties.

### What does a treatment system look like and how does it work?

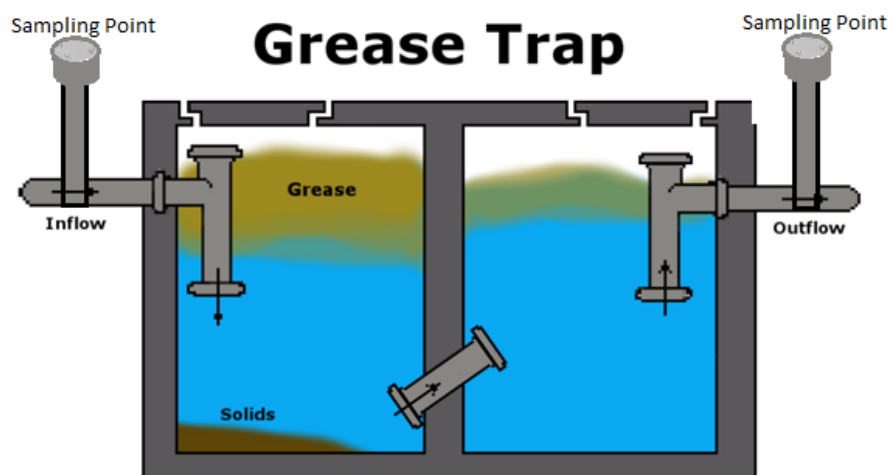
For general businesses the treatment system will depend on the type of treatment required. These must be designed by an appropriately qualified person.

Other businesses will have common treatment systems where the size will depend on the operation, the flow of water through the treatment system.

Some common treatment systems are detailed below.

### Grease Traps (an example of a grease trap is pictured below):

- These are designed primarily for the treatment of wastewater from a retail food premises. The size of the grease trap will depend on the business operation. This is unique to every business.
- Wastewater from the business is directed to the grease trap for treatment. This wastewater should be only from the operational areas of the business. No other wastewater, such as bathroom wastewater or stormwater, can go through the treatment system.
- Grease traps are generally a two chamber system that is designed to remove fats, oils and grease from the wastewater through settling. The fats, oils, grease and solids will either float or sink in the grease trap removing these from the discharge.
- Removing solids from the grease trap is important as this takes up space in the grease trap and means that more regular cleanout is required. Removing the solids from the wastewater is done by installing sink screens to capture the solids. The sink screen must be a double layer fixed bucket type sink screen. This means that there is one fixed bucket that is installed into the sink or floor discharge point and there is another bucket screen that is removable to allow the solids captured to be collected and disposed of appropriately. The purpose of the double system, is that it prevents solids entering the treatment system when the removable screen is removed and has not been replaced.



## Trade Waste – What you need to know

**Grease Convertors**

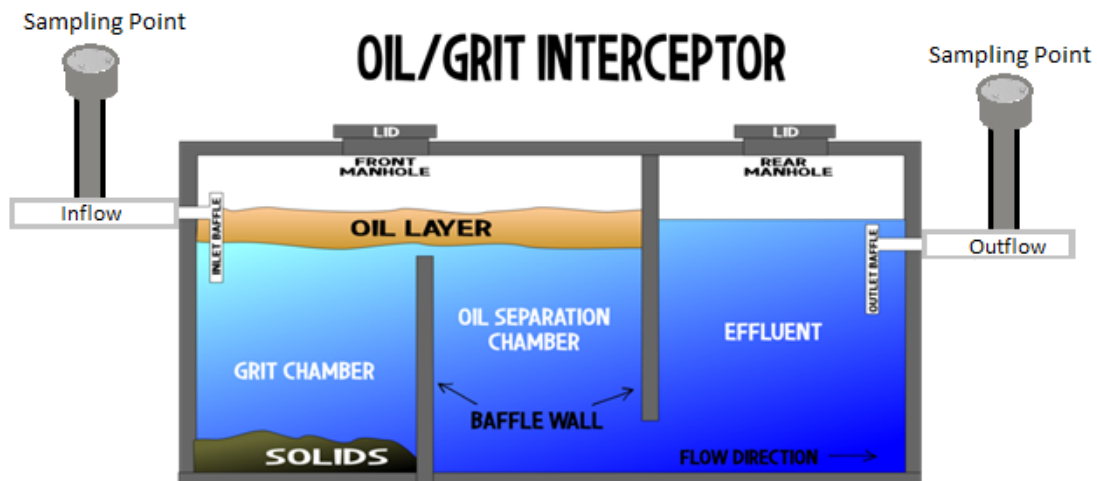
Grease convertors use either a bacteria or enzyme to break down the grease in the tank. These require automated dosing on a regular basis to continue to do the work that they do. These have a benefit of having a smaller footprint but ongoing maintenance may cost more compared to grease traps.

**Mechanical Grease Separators**

Mechanical Grease separators collect the grease from the day in the same way that a grease trap does, however, rather than being cleaned out on a regular basis the grease is removed by a mechanical means, one example is a system that heats the water to allow the grease to be extracted easily and then a chain is used to move the grease from the tank into a collection container on the outside. This collection container can then be disposed of in the solid waste stream.

**Oil and Grit Interceptor (an example of an oil and grit interceptor is pictured below):**

1. These are primarily designed to remove oil and grit from workshops or wash pads. The size of the Oil and Grit Interceptor will depend on the business operation. This is unique to every business.
2. Wastewater from the business is directed to the Oil and Grit Interceptor for treatment. This wastewater should be only from the operational areas of the business. No other wastewater, such as bathroom wastewater or stormwater, can go through the treatment system.
3. Oil and Grit Interceptors are generally a two chamber system that is designed to remove oils and grit from the wastewater through settling. The oils will float and the solids will sink removing these from the discharge.



**Where can I buy a treatment system?**

There are several companies around New Zealand that provide treatment systems. These can be found by either talking to local installers or by searching the internet to find an appropriate system. The supplier should be able to advise you on the size and type of treatment system that you will need to adequately treat your wastewater discharge.

Prior to purchasing any treatment system it is advised that you discuss the system with council to ensure it will be acceptable. The design information will need to be provided so the treatment system can be assessed to make sure that the proposed system is appropriate for your business. This may prevent a situation where you have purchased a treatment system that will not be approved for installation to meet the required treatment for the Trade Waste Consent.

**What sampling is required and who does this?**

If sampling is required in your consent, it is important to understand the type of sampling required. Three types are listed below.

- Grab sample  
This is a sample taken at the time of sampling that is not at the start or the finish of the discharge cycle.
- 24 hour sampling  
This is a representative sample taken over 24 hours at 15 minute intervals. This type of sampling requires an autosampler to collect the sample. If you do not have one, they can be purchased or hired from companies around New Zealand, or, you can ask a laboratory who has an autosampler to set up the sampling for you.
- Online/inline monitoring  
This method requires a probe for the specific characteristic and a way of recording this data. This is commonly done via a System Control and Data Acquisition system. (SCADA). Some probes have systems that allow the download of data from the probes' head unit. If you are required to do this type of monitoring, this will require an alarm system to notify when the discharge is out of compliance. If you are a workshop, washpad, or a general trade waste, you will be required to do your own sampling / testing. It is the business owner's responsibility to send through the results to council on a regular frequency as stated in your trade waste consent.

Retail food premises are sampled by council or their representative. These samples are then tested and the result will be given to you.

**Why does the Council want to know where the solid waste from the business is going?**

Council wants to know where the solid waste from the business is going as the waste needs to go to an approved waste site. Some solid wastes or the accumulated solids or fats oil and greases need further processing to allow the waste to be disposed of legally. This may include fats oils and greases from retail food premises, oil and grit from an interceptor or solids from other business.

**Other things I may need to consider and consents I may need from Council**

- Building consent
- Resource consent
- Food consent
- Liquor licence
- Footpath licence