



19 March 2026

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RE: ONSITE SEWAGE SYSTEMS – INTRODUCTORY COMPLIANCE ASSESSMENT

Dear Amanda and Gary,

Following your recent webinar "*Onsite Wastewater Compliance - what caravan park operators need to know before EPA deadline approaches*", 19th March 2026, we are pleased to offer the following standardised scope to your members.

This scope of works is a desktop exercise that aims to help operators:

- Define where the site sits within the regulatory structure
- Identify the current compliance status
- Highlight any priority risks that require immediate controls to prevent harm
- Map out the likely pathway forward
- Provide a concept design and budget pricing for infrastructure upgrades
- Define the next actions to be undertaken
- Summarise the findings and recommendations into a small report to be kept on file

This service is offered by Aubin on a completely confidential basis and will not attract any attention from the EPA. All advice is provided by AUBIN in the best interest of the operator.

It is with pleasure that the following scope can be offered to ACA members at this exclusive rate.

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SCOPE & PROECSS

1. Conduct informal telephone interview with site operators and maintenance staff (60 minutes)
2. Site operators provide all information available for review, hopefully including:
 - a. Site address and site plan, preferably with wastewater water system mud-map
 - b. Existing EPA, water authority or Council permit that defines the wastewater permissions
 - c. Itemised account of site facilities, including the number of:
 - i. Beds
 - ii. Amenities (showers and toilets)
 - iii. Kitchen/Laundry facilities
 - d. Data analysis for a full, normal calendar year (see examples below)
 - i. Daily, monthly or quarterly water meter readings
 - ii. Nightly occupancy numbers
 - iii. Daily boom gate traffic events
 - e. Previous wastewater and site assessments
 - f. Overview and detailed documentation of the existing system
 - g. Laboratory results for treated effluent samples

Note: Operators have never once had the complete set information listed above. Don't let this prevent you from making contact because we have standard methods for filling in any blanks.

3. Identify simple measures that can be put into place quickly and cheaply to start measuring key performance data that is used as a design basis and as a foundation for the conversation with EPA
4. Identify and define:
 - a. Classification with state regulations (which set of regulations apply to your site)
 - b. Gap analysis
 - i. Permissions
 - ii. Infrastructure hardware
 1. Treatment system
 2. Treated effluent storage
 3. Disposal field
 - iii. Management and monitoring
5. Prepare a brief of advice (clients can choose between written or verbal) that contains
 - a. A summary of section 4, above
 - b. An overview of the 'Pathway' through applications that will be required
 - c. A concept design and budget for the likely upgrades that will be required before a Permission will be granted



COLLECTING DAILY DATA RECORDS IS IN YOUR FAVOUR - CALL US NOW FOR SOME TIPS

AUBIN is made up of scientists and engineers - we do our best work when we have data.

Real-world data is always the best – each site is unique and that comes with a unique wastewater generation fingerprint that stems from site culture, use, client base, prevalent activities and meteorology.

If real-world data is not available then it becomes necessary to derive data from what real-world facts we can establish (normally the number of beds). There are some standard estimating techniques that are accepted by regulators and we base our estimates on these. It is important to understand a few things about estimates:

1. They must always err on the side of caution – they must over estimate rather than underestimate
2. Estimates can be wrong because sometimes amenities are utilised by more than just the site occupants (such as day visitors)
3. Estimation techniques are focused on calculating peak loading. It is incredibly difficult to accurately estimate reduced loadings (sub-peak) for daily, weekly and seasonal occupancy trends without some form of baseline data
4. Actual data is the best evidence to prove compliance. It removes opinions, ego and guesswork from the approvals process – the numbers don't lie

AUBIN encourages all Operators to start taking simple and very achievable steps to collect DAILY data.

1. Water meter readings – DAILY
2. DAILY occupancy
3. If this is not measured then any alternative measure of 'busyness' will suffice. We have recently been getting some good results from number crunching of boom gate traffic movements - DAILY

DATA COLLECTION PERIODS

It is important to end up with a data set that is as full as possible, that captures peak, shoulder and off-peak periods. Sites can vary based on day of the week, week of the year and seasonally. The more details of these variations that can be captured in a data set, the better quality it is.

Please make data collection part of your life forever.



SITE VISIT & DETAIL DESIGN

The above scope is focused on administrative regulatory compliance and does not include a site inspection as a standard inclusion. The aim of this initial scope is to help operators understand what their current status is and to map out the generalities around what that means.

Should the findings raise any concerns and if further actions are required then these can be discussed as an outcome of the above scope.

If there are any concerns about the engineering or condition of site infrastructure, a more detailed site inspection will be required to progress from a conceptual indicative design and budget pricing to a more detailed and reliable budget estimate.

PRICE

The above scope is \$4080.00 plus GST x 50% member discount = \$2040.00 + GST.

- This is being offered to CRP Victoria members at a 50% discount rate
- This price and offer are valid for 60 days
- If the information that is available is insufficient to make a desktop assessment possible then it may be necessary to employ alternate information gathering measures. If there are any additional costs associated with this, we will always hold discussions with you before costs are incurred.
- If initial discussions reveal that EPA regulations are not applicable for your site then there will be no charge.

HOW TO PROCEED

Please make contact either directly with AUBIN or via CRP Victoria to discuss how this could be of benefit to you and your operation.

We very much look forward to working with you.

Regards,

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