



## **ENVIRONMENTAL MANAGEMENT PLAN**

# **MINGENEW RESOURCE RECOVERY PARK (TRANSFER STATION & LANDFILL) (MRRP)**

**January 2020**



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## ABBREVIATIONS/DEFINITIONS

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### ABBREVIATIONS

EMP	Environmental Management Plan
OP's	Operational Procedures
OSH	Occupational Safety and Health
RRP	Resource Recovery Park
WTS	Waste Transfer Station

### DEFINITIONS

**Compostables:** Organic material that can be biologically decomposed.

**Contaminant:** Undesirable substance or object in contact or mixed with a material.

**E-Waste:** Waste electrical and electronic equipment that is dependent on electric currents or electromagnetic fields in order to function (including all components, sub-assemblies and consumables which are part of the original equipment at the time of discarding).

**Facility Operator:** Delegated Shire staff or contracted person or entity tasked with managing the day to day operations of the RRP in accordance with this document, and in the case of a third party person or entity, also in accordance with the additional requirements included in the relevant contract documents.

**Greenwaste:** Includes leaves, twigs, small branches, grass, tree trimming and garden trimmings.

**Hazardous Waste\*:** Any unwanted or discarded material (excluding radioactive material), which because of its physical, chemical or infectious characteristics can cause significant hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed.

**Recyclable:** Able to be recovered, processed and/or used as a raw material for the manufacture of new product(s) via a commercial process.

**Waste:** Any discarded solid, semi-solid, liquid or contained gaseous material.

# 1. INTRODUCTION

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## 1.1. INTRODUCTION

Resource recovery centres or parks (RRPs) (which generally include transfer stations) perform an essential service to local communities by providing a designated location to aggregate, sort and consolidate waste and recyclable materials. Where viable, RRP's divert these materials away from landfill through either recycling or resource recovery.

To reduce the volume of material being sent to landfill, the Shire of Mingenew ("the Shire") has been operating a transfer station at the Mingenew landfill facility for at least 10 years. A new transfer area has been constructed and this management plan has been prepared to address the operational aspects of the transfer and resource recovery activities and the ongoing landfill activities proposed for the site.

Central to this plan is the premise that the site's principal purpose is as a resource recovery facility first and a transfer station second. While the inert landfill area on the site will remain, recovery and transfer will be the preferred pathways for future accepted materials. To this end, the facility will be recognised as the Mingenew Resource Recovery Park (the "RRP") which incorporates the following activities:

- material recovery, reuse and recycling;
- waste transfer; and
- inert landfill.

In line with better practice principles, this management plan aims to ensure that the RRP will be operated and managed so that, wherever practicable, it:

- maximises the value of recovered recyclable materials;
- complies with local, state and federal regulations, legislation, guidelines and infrastructure plans;
- meets the social and environmental expectations of the community; and
- is economically sustainable.

Managing the facility to industry best practice should realise the following benefits:

- improved environmental performance;
- improved resource diversion from landfill;
- reduced risk of community complaints;
- reduced environmental risk;
- improved occupational health and safety (OHS);
- improved operational efficiencies;
- assistance when developing a long-term sustainable business;
- assistance when applying for funding or grants;
- improvements to a facility's overall cost structure; and
- potentially helping to mitigate against changes required by future licensing requirements.

This Environmental Management Plan (EMP) details the procedures required to manage and operate the RRP (including the waste transfer station and inert landfill) in an environmentally appropriate and responsible manner.

## 1.2. THE EMP

An EMP contains site specific strategic approaches that an organisation can implement to ensure a facility is managed and operated in an environmentally responsible manner. These approaches are based on industry best practice guidelines and licence obligations.

This EMP is performance based (rather than prescriptive) and is designed to encourage the ongoing development of integrated, appropriate and relevant solutions for the facility that will achieve sustainable and environmentally beneficial outcomes in a cost-effective manner.

The EMP is an evolving document and is reviewed on a regular basis. This allows Council to consider and adapt the site's operations and services to reflect the changing community concerns and expectations as well as changing practices and technologies within the waste industry.

### **1.3. PURPOSE OF THE EMP**

The purpose of this EMP is to:

- describe the relevant legislation, policies, guidelines and standards which apply to the operation of the RRP and influence the environmental management principles and procedures to be used on the site;
- identify key environmental management issues relating to the operation of the RRP; and
- provide operating procedures for the management of the site that will ensure that the RRP is operated in a manner that meets the following goals:

#### **Environmental**

- Preventing pollution of waters by leachate
- Managing stormwater to reduce sediment loads and discharge velocities to prevent scouring downstream of the site
- Managing wastewater to prevent pollution of surface waters

#### **Land Management and Conservation**

- Assuring quality of operation
- Assuring quality of incoming waste
- Recording of waste received
- Maximising recycling and reuse

#### **Hazards and Loss of Amenity**

- Preventing unauthorised entry
- Preventing degradation of local amenity
- Preventing environmental pollution
- Adequate firefighting response
- Adequate staffing and training
- Providing and maintaining a safe work environment

The EMP highlights the techniques to be used by the Shire or the Shire's Facility Operators, in managing the RRP in an environmentally appropriate manner.

The EMP will assist the Shire in the process of continual improvement of the RRP operations as well as addressing the requirements of the regulatory authorities.

### **1.4. GUIDE TO THIS EMP**

The information in this EM has been set out as follows:

- Section 1 (This Section) - Provides an introduction and background to the EMP.
- Section 2 Provides an overview of the site, any constraints and physical characteristics and the RRP operations.
- Section 3 Outlines the types and quantities of waste being received at the RRP and the movement of these materials offsite.
- Section 4 Details the current regulatory controls, policies and guidelines.
- Section 5 Outlines the key environmental management issues.
- Section 6 Provides an overview of the management structure and techniques to be employed on the site.
- Section 7 Outlines the environmental management operational procedures to be employed on the site.



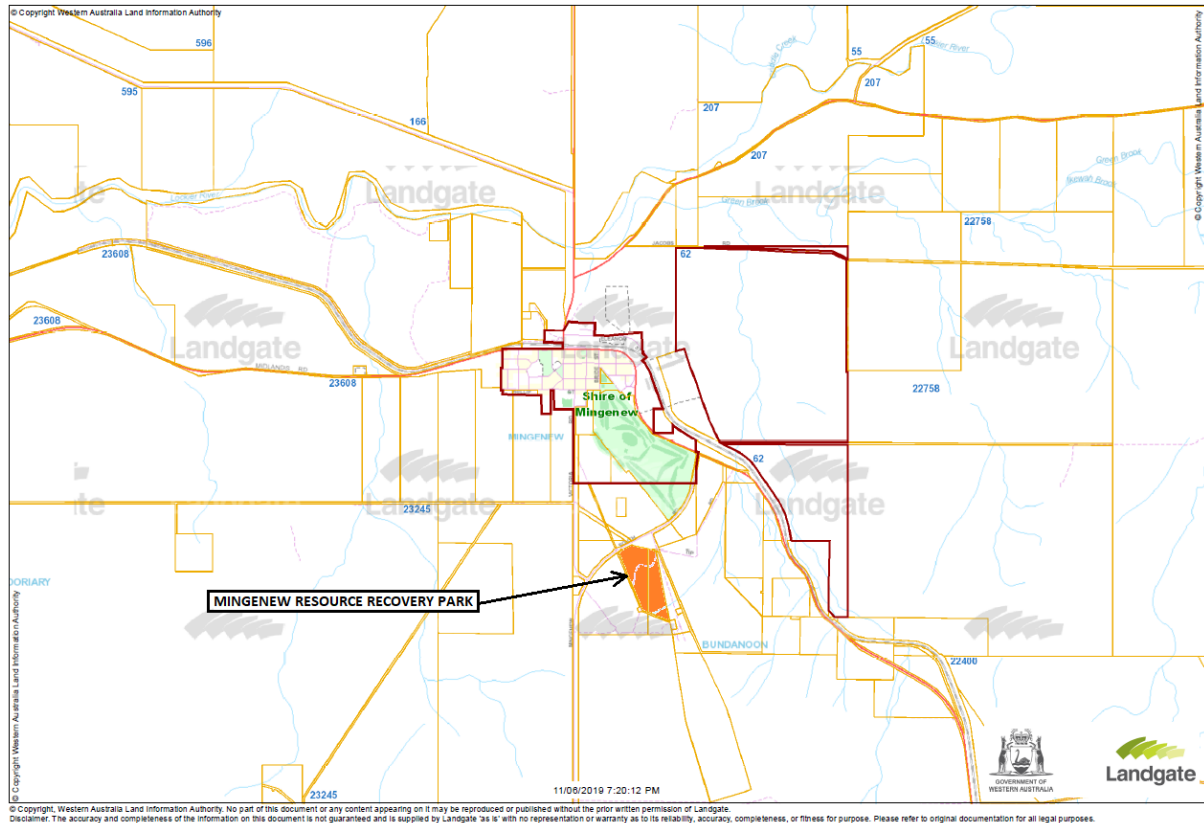
## 2. SITE OVERVIEW

### 2.1. INTRODUCTION

The Shire of Mingenew is the authority responsible for the management and operations of the RRP.

The RRP is located on the southern side of the Mingenew townsite on Mingenew South Road, approximately 2.5 kilometres from the town centre (see Figure 2.1).

Figure 2.1 – Location Plan



### 2.2. REAL PROPERTY DESCRIPTION

The RRP is located on Lot 6272 which forms part of Reserve No. 9693 and the cadastral description of the lot on which the RRP is located is Lot 6272 on P217619.

The reserve is bounded on the north by Mingenew South Road, on the west by a Water Corporation Easement.

### 2.3. PREVIOUS USE OF THE SITE

Prior to the development of the site as a landfill, the site was an undeveloped crown reserve.

### 2.4. CONSTRAINTS TO CURRENT LAND USE

#### 2.4.1. Surrounding Land Use

The property is surrounded by various undeveloped state reserves, principally in the control of the Water Corporation.

#### **2.4.2. Cultural Heritage**

No information was found to confirm that a cultural assessment of the site had been undertaken, however this could be assumed from the successful transfer of the reserve from the State Government to the Shire for its intended purpose.

However, the Shire has operational procedures in place so that if any previously undetected Aboriginal site or relic is uncovered or unearthed during excavation or rehabilitation work at the site, work at that location must cease immediately so that advice on appropriate action can be obtained from the relevant agencies.

### **2.5. SITE FEATURES AND OPERATIONS**

#### **2.5.1. Introduction**

The RRP provides facilities for the acceptance, aggregation and transfer of a range of materials including:

- Domestic waste (i.e. "trailer waste" from residents - excludes material from the kerbside collection contract)
- Batteries
- Oil (utilising the existing moveable disposal facility at the site)
- E-waste
- Scrap Metal
- White Goods
- Small swappable items
- Other small valuable items
- Greenwaste
- Small quantities of commercial and industrial (C&I) waste
- Small quantities of construction and demolition (C&D) waste
- Clean fill
- Tyres
- Mattresses
- Large items including furniture
- Asbestos
- Chemicals
- Dead animals

These materials can either be placed in recovery (or materials storage) areas for particular items or materials or in skip bins located in loading bays for non-recyclables and putrescible waste for removal to Meru Landfill in Geraldton or other suitable destination.

The other facilities on the site are the existing gate house and staff facilities and in the future, it is projected that a "Tip Shop" including a processing shed or area may be constructed for the processing of recyclables and repair and sale of reusable items to the public.

The main elements of the site are described below. (See also Appendix D)

#### **2.5.2. Skip Bin Facilities**

Skip bins are provided for the transfer of putrescible and mixed waste. These skip bins are located adjacent to an elevated platform in the materials transfer area. This provides for ease of loading into the skip bins. Several bays have been provided for the placement of the skip bins.

Bins may also be provided for separated recyclables that are commonly accepted by available markets (e.g. paper and cardboard, glass, aluminium, steel cans and plastics). One or two bays will be provided for the collection of these materials on either a co-mingled basis or segregated basis.

### **2.5.3. Metals Storage**

An area has been allocated adjacent to the receival area for all scrap metal. Separate areas have also been provided for the deposit of white goods and car bodies. This material is regularly collected by scrap steel merchants and transported to their recycling facilities.

### **2.5.4. Greenwaste Storage**

An area has been allocated west of the receival area for the deposit of clean greenwaste. Currently this material is burnt on an irregular basis but consideration is being given to treatment alternatives which will see a more beneficial use of this material.

### **2.5.5. Used Motor Vehicle Oil Storage Facility**

A used motor vehicle oil storage facility is located on the site. The used oils and their containers are collected periodically by an oil recycler and transported to a recycling facility.

### **2.5.6. E-waste Storage**

An E-waste storage facility is located within the covered concrete bays located on the western side of the receival area. These materials are collected periodically and transported to a recycling facility.

### **2.5.7. Batteries Storage Area**

A used vehicle batteries storage area is located within the first recovery bay located on the western side of the Gate House. The batteries are collected periodically and transported to a recycling facility.

### **2.5.8. Site Office**

A site office (gate house) is located at the entrance to the transfer station.

The office area includes staff ablutions which are serviced by the building's rainwater tank. Wastewater from the facilities are drained to a small septic system.

### **2.5.9. Water Supply**

Roof water from the gatehouse is collected and stored in a rainwater tank for use in personnel wash down or ablutions. This water is available for first action in the event of a fire.

When required due to weather conditions, the tank is to be filled by water tanker to maintain an appropriate service level.

### **2.5.10. Wastewater Management System**

A wastewater management system, utilising a septic tank and absorption trench, has been provided onsite to accept wastewater from the toilet facilities and the handbasin/sink within the office.

### **2.5.11. Litter Management**

Litter management is a primary environmental concern and is to be a focus of the operation of the facility.

To assist in windblown litter control, litter fencing has been erected around the perimeter of the transfer area. In addition, moveable litter barriers (i.e. chicken wire and star pickets) are to be used where required around discreet material storage areas.

Under the operational procedures for the RRP, these fences are required to be regularly inspected and litter removed.

Similarly, the operational procedures require regular inspections of the approach road and adjacent properties and the removal of any litter.

### **2.5.12. Traffic Management**

The design of the facility accommodates the requirements for waste receipt and disposal during peak periods (e.g. Weekday and Saturday mornings).

Vehicular access in and around the RRP has been provided for trucks, cars and trailers.

While waste will generally be delivered in vehicles weighing less than 2 tonnes, allowance has been made for vehicles delivering plant to assist with the maintenance and operation of the RRP, vehicles delivering larger loads of greenwaste or inert material (e.g. sand fill, rubble etc) and for the trucks which will transfer the putrescible waste to Meru and (in future) the recyclables to a recycling facility.

All trafficable areas around the facility have a compacted surface to control the movement of sediment and waste.

Vehicular parking is provided for staff, public (including disabled) and transfer vehicles.

To assist with traffic management on the site, fencing and gates are provided to limit vehicular access to the operational non-public areas.

### **2.5.13. Fire Management**

In the event of an onsite fire, the local brigade would be mobilised. Because of the close proximity of the site to the Mingenew townsite, the response time would be minimal.

Fire extinguishers are also provided in the gatehouse.

### **2.5.14. Site Security**

Site security for the RRP consists of boundary fencing with lockable gates.

The main entry gate is located near the gatehouse off the unnamed site access road which leads off Mingenew South Road and all vehicles have to pass this point.

## **2.6. OPERATION TIMES**

The facility will, at minimum, be open to the public for 18 hours per week:

- 10 hours over the course of the weekend (can be spread over Saturday and Sunday)
- 8 hours mid-week (can be spread over Tuesday, Wednesday and Thursday)

Council's staffing arrangements accommodate these times.

Any maintenance and management operations are limited to between the hours of 6.00am to 5.00pm on weekdays, unless otherwise approved by the CEO.

## **2.7. SITE STAFFING**

The RRP is to have a Facility Operator onsite during the public operating hours of the facility.

Staff members and/or contractors, who are to be onsite at other times to maintain the site and manage the transfer operations, are to ensure that:

- The Works Supervisor has provided direction for and approves of the tasks to be undertaken;
- Gates to the RRP remain closed and locked while the required tasks are performed;
- Tasks are undertaken only between 6.00am and 5.00pm; and
- The gates are locked upon leaving the RRP.

## **2.8. ENVIRONMENTAL MONITORING**

### **2.8.1. Surface and Groundwater Quality**

Currently no monitoring of groundwater occurs on site.

### **2.8.2. Gas Emissions**

The regular removal of putrescible waste from the site in the skip bins minimises the chance of the escape of offensive odours from the site.

It is anticipated that the relatively small quantities of waste stored onsite prior to its transfer to a disposal facility will generate only minimal gas production.

### **2.8.3. Stormwater Runoff and Sedimentation**

Controls aimed at minimising soil erosion and turbid runoff from the RRP PAD have been implemented.

### **2.8.4. Noise**

There are no nearby sensitive receptors and noise emissions from the operations would be negligible due to the minimal heavy machinery/truck movements.

Council has no records of noise complaints being received as a result of its operations on the site to-date.

### **2.8.5. Dust**

Due to the small number of vehicle movements and limited earthmoving activities, averaged dust emissions from the site would likely be significantly below the observed background levels.

Council has no record of dust complaints being received as a result of its operations on the site to-date.

### 3. WASTE QUANTITIES AND MOVEMENTS

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#### 3.1. WASTE AND RECYCLING QUANTITIES

As part of the development of this Plan, an estimate of the quantities of waste and recyclables that are accepted at the site was prepared.

The annual waste stream to currently accepted at the RRP was estimated as being less than 500 tonnes:

Actual quantities have not been recorded as the site has been unmanned but once recording begins at the gate, detailed data for the inwards and outwards moving materials will be collected.

Council has estimated that the average annual growth rate in the catchment population of the RRP will be ~1%. Based on the current level of diversion, the estimated growth rate to be applied to the waste streams for disposal and recycling would be 1% resulting in the estimated annual tonnages as detailed in Table 3.1.

**Table 3.1 Estimated Annual Tonnages**

Waste Steam	Currently	In 5 yrs	In 10 yrs	In 20 yrs	In 50 yrs
Waste Stream for Disposal					
Waste Stream for Recycling					

***This table to be populated after one year of attended operation***

#### 3.2. WASTE MOVEMENTS

The RRP has been designed to accommodate at least 12 x 6m<sup>3</sup> skips for both waste and recyclables.

The provision of this number of skips means that:

- a) for waste disposal;
  - 1. only one (1) service, for each of the 6m<sup>3</sup> waste skips per seven (7) day period will be required.

## **4. REGULATION**

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### **4.1. REGULATORY AUTHORITY**

The regulatory authority for the facility is the State's environmental agency (currently named the Department of Water and Environment Regulation).

### **4.2. STATUTE**

The facility is to be operated in accordance with:

- Environmental Protection Act 1986;
- Landfill Waste Classification and Waste Definitions 1996 (as amended 2018);
- Environmental Protection (Rural Landfill) Regulations 2002;
- the current registration;
- Council's Occupational Health and Safety policies, practices and procedures;
- this EMP; and
- other relevant statute.

## 5. KEY ENVIRONMENTAL MANAGEMENT ISSUES

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The key environmental management issues related to the management and operation of materials recovery operations and waste transfer stations have been identified as:

- Site management
- Site security
- Traffic and pedestrian movement
- Control, monitoring and recording of incoming waste
- Waste handling and management
- Hazardous waste
- Surface water
- Leachate
- Wastewater
- Odour
- Dust
- Noise
- Pest, vermin and noxious weeds
- Litter
- Fire
- Spills
- Occupational health and safety
- Complaints
- Incident reporting
- Staff training
- Document and records control

Operational Procedures (OPs) have been drafted for each of these key environmental management issues and are included in Section 7 of this EMP. These procedures form an integral part of each site activity and the overall management of the RRP and its environmental impacts.



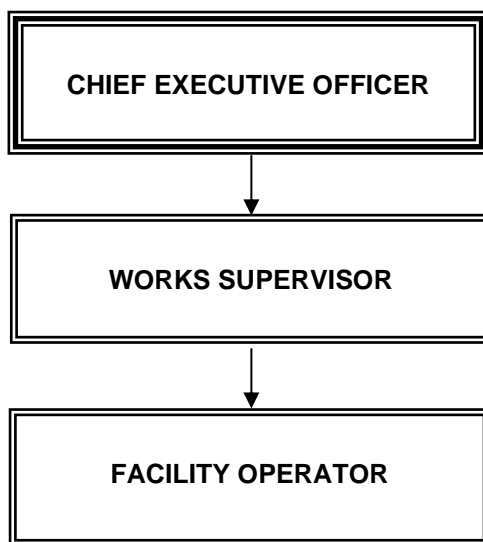
## 6. FACILITY MANAGEMENT

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### 6.1. MANAGEMENT STRUCTURE

The management structure for the RRP is shown in Figure 6.1 below. The responsibility assignments nominated in the OP's in Section 7 relate to the positions shown in the structure chart.

Figure 6.1 Facility Management Structure



### 6.2. MANAGEMENT TECHNIQUES

Table 6.1 on the following page provides a summary of the management techniques to be employed at the RRP and relates them to the principle environmental goals and management issues for the RRP relating to:

- Water pollution
- Air pollution
- Land management and conservation
- Hazards and loss of amenity.

### 6.3. RESPONSIBILITIES

Section 7 Operation Procedures outlines the responsibilities of the CEO, Works Supervisor and Facility Manager. Where a third party has been contracted to fulfil the Facility Manager function, any references in the following Operational Procedures (or elsewhere in the EMP) to “*Works Supervisor or Facility Operator is responsible for..*” is an allocation of the subsequent responsibilities to the contracted Facility Manager.

**Table 6.1 Environmental Goals and Management Techniques**

ENVIRONMENTAL GOALS AND MANAGEMENT TECHNIQUES			
Primary Environmental Issue	Primary Environmental Goal	Benchmark Technique	Location in EMP
<b>Water Pollution</b>	Preventing pollution of water	Leachate collection system	OP.8
		Surface water controls	2.9, OP.7, OP.14
		Leachate monitoring	-
	Detecting water pollution	Groundwater monitoring	2.10
		Surface water monitoring	2.10
	Remediating water pollution	Water containment remediation plan	-
<b>Air Pollution</b>	Preventing gas emissions	Fire prevention	2.10, OP.15
		Controlled burning	2.10
<b>Land Management and Conservation</b>	Assuring quality of design, construction and operation	Assurance of quality	All
	Assuring quality of incoming waste	Assuring quality of incoming waste	OP.3, OP.4, OP.5
	Recording of waste received	Measurement of quantities of waste received	OP.3, OP.4
		Recording of quantities, types and sources of waste received	OP.3, OP.4
	Maximisation of recycling	Recycling	2.6, 3, 4, OP.4
<b>Hazards and Loss of Amenity</b>	Preventing unauthorised entry	Security of the site	2.6, OP.2
	Preventing degradation of local amenity	Litter control	2.6, OP.12
		Dust control	OP.11
		Pest, vermin and noxious weed control	OP.13
		Odour controls	OP.10
		Spill Management	OP.14
	Preventing noise pollution	Noise controls	2.7, 2.8, OP.12
	Adequate firefighting capacity	Firefighting capacity	OP.15
	Adequate staff and training	Staff and training requirements	OP.20

## 7. OPERATIONAL PROCEDURES

### OP 1. RESOURCE RECOVERY PARK MANAGEMENT

RESOURCE RECOVERY PARK MANAGEMENT		OP 1
Primary Environmental Goal	❖ Clearly identified primary activities and controls that assure environmentally responsible operation of the RRP.	
Related Environmental Goals	❖ Preventing unauthorised entry ❖ Assuring quality of operations ❖ Preventing degradation of local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment	
PROCEDURES		
OP 1.1	Overview	The primary activities carried out in the RRP shall include: <ul style="list-style-type: none"><li>• Receival of waste in accordance with the registration</li><li>• Retrieval of recyclable resources and their redistribution</li><li>• The separation, storage and transfer of received waste</li><li>• Monitoring of waste movement and maintenance of records of that movement</li><li>• The control of the aspects of the RRP and its operations that may affect the environment</li><li>• Management of the RRP to ensure the safety of the public, the operators and the environment</li></ul>
OP 1.2	Opening Hours	The RRP shall be open to the public as advertised by Council/Facility Operator. The RRP will be closed on nominated public holidays and as advertised by Council/Facility Operator. The CEO may direct staff to open the RRP outside of normal operating hours for special circumstances e.g. emergency disposal of waste, organised special burials etc.
OP 1.3	Traffic Control	The Facility Operator is empowered to direct the movement of vehicular and pedestrian traffic to ensure their safety. This shall be noted as a condition of entry on the gate signage. Traffic control signage shall be erected. The signage shall include: <ul style="list-style-type: none"><li>• Conditions of entry</li><li>• Hours of operation</li><li>• Acceptable and prohibited wastes signage</li><li>• Speed restriction signage (10kph max)</li><li>• Directional signage</li><li>• Material drop off points signage</li></ul>
OP 1.4	Public and Staff Safety	The safety of the public and staff is a prime consideration in all aspects of the operations of the RRP. Operational plant and equipment will be operated in such a way as to minimise risk to persons disposing, delivering or loading waste for transfer. All information and directional signs and their locations will be subject to approval of the CEO.
OP 1.5	Scavenging	There are to be no scavenging arrangements unless encompassed in future contracts for the operation of any reuse facility. All resource recovery shall be undertaken by Council or parties authorised by Council.

OP 1.6	Site Security	<p>Council or its nominated Facility Operator will maintain adequate security on the RRP during its life. This will include:</p> <ul style="list-style-type: none"> <li>• Access gates being locked at all times outside opening hours</li> <li>• Maintenance of boundary fences</li> <li>• Maintenance of lockable gates</li> </ul>
OP 1.7	Monitoring	<p>Monitoring of day to day operations will be undertaken by the Works Supervisor or other nominated Works staff.</p> <p>Overall monitoring of the RRP will be undertaken by the CEO.</p>
OP 1.8	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> <li>• Complying with the procedures and practices outlined in the EMP</li> </ul> <p>Works Supervisor or Facility Operator is responsible for;</p> <ul style="list-style-type: none"> <li>• Day to day management of the RRP and the activities carried out in the RRP</li> <li>• Regular monitoring of day to day operations to ensure compliance with the EMP</li> <li>• Ensuring all staff conduct themselves in a courteous and professional manner</li> <li>• Ensuring that the nominated officers have been trained in the requirements of this procedure</li> <li>• Implementing this procedure</li> </ul> <p>CEO is responsible for;</p> <ul style="list-style-type: none"> <li>• Overall management of the RRP and the activities carried out in the RRP</li> <li>• Approving access to the RRP outside normal operating hours</li> <li>• Auditing the RRP on a regular basis to ensure compliance with the EMP</li> </ul>

## OP 2. SITE SECURITY

SITE SECURITY		OP 2
Primary Environmental Goal	❖ Preventing unauthorised entry to the RRP	
Related Environmental Goals	❖ Assuring quality of incoming waste ❖ Recording of waste received ❖ Preventing degradation of local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment	
PROCEDURES		
OP 2.1	Overview	Access to the RRP and its operations are managed to ensure there is no unauthorised entry to the site.
OP 2.2	Site Security	Site security will be maintained by ensuring: <ul style="list-style-type: none"><li>• All fences, gates and facilities are maintained and locked when the RRP is not open</li><li>• Appropriate cash handling policies and procedures are being implemented and followed</li><li>• Communication systems are available for staff working onsite.</li></ul>
OP 2.3	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"><li>• Securing the RRP at the end of each day the facility is open to the public</li><li>• Inspecting the fences, gates and buildings for damage and possible access points</li><li>• Advising the Works Supervisor of any repairs needed to the fences, gates and facilities</li><li>• Following appropriate cash handling policies and procedures</li><li>• Complying with the procedures and practices outlined in the EMP</li></ul> <ul style="list-style-type: none"><li>• Monitoring the fences, gates and buildings for damage and possible access points</li><li>• Regular monitoring of day to day operations to ensure compliance with the EMP</li><li>• Day to day management of the activities carried out in the RRP</li><li>• Ensuring that the nominated staff have been trained in the requirements of this procedure</li><li>• Implementing this procedure</li></ul> Works Supervisor is responsible for: <ul style="list-style-type: none"><li>• Arranging repairs to fences, gates and structures</li></ul> CEO is responsible for; <ul style="list-style-type: none"><li>• Auditing the RRP on a regular basis to ensure compliance with the EMP</li><li>• Overall management of the RRP and the activities carried out in the RRP</li></ul>

### OP 3. CONTROL, MONITORING AND RECORDING OF INCOMING WASTES

CONTROL, MONITORING AND RECORDING OF INCOMING WASTES		OP 3
Primary Environmental Goal	❖ The waste and recyclables received by the RRP are identified, not hazardous and recorded.	
Related Environmental Goals	❖ Assuring quality of incoming waste ❖ Recording of waste receipt ❖ Maximising of recycling and reuse ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment	
PROCEDURES		
OP 3.1	Overview	Wastes entering the RRP are inspected to ensure they meet the class permitted, and their entry is to be recorded.
OP 3.2	Inspection of waste received	Each load presented at the RRP is to be inspected prior to the material being deposited in the RRP.
OP 3.3	Hazardous Waste	Waste material specifically prohibited from entering the RRP (see Appendix A) shall be refused entry and diverted where possible to the appropriate facility.
OP 3.4	Recording of Waste	All waste accepted at the RRP shall be recorded on Council’s waste receipt recording forms.
OP 3.5	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"><li>Inspecting waste as it enters the RRP</li><li>The recording of incoming waste on Council’s waste receipt recording forms</li><li>Directing waste to the appropriate storage or disposal area</li><li>Identifying and redirecting hazardous waste before it enters the RRP</li><li>Complying with the procedures and practices outlined in the EMP</li><li>Day to day management of the RRP</li><li>Ensuring that the nominated staff have been trained in the requirements of this procedure</li><li>Implementing this procedure</li></ul> <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"><li>Collection and monitoring of waste receipt recording forms</li><li>Regular monitoring of operations to ensure compliance with the EMP</li></ul> <p>CEO is responsible for;</p> <ul style="list-style-type: none"><li>Auditing the RRP on a regular basis to ensure compliance with the EMP</li><li>Overall management of the RRP and the activities carried out in the RRP.</li></ul>

## OP 4. WASTE HANDLING/MANAGEMENT

WASTE HANDLING/MANAGEMENT		OP 4
Primary Environmental Goal	❖ The sorting, storage and transfer of waste and recyclables are managed and monitored to assure environmentally responsible operation of the RRP	
Related Environmental Goals	❖ Assuring quality of incoming wastes ❖ Maximising of recycling and reuse ❖ Assuring quality of operations ❖ Preventing degradation of local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment	
PROCEDURES		
OP 4.1	Overview	The incoming waste and recyclables, and the facilities that accept them, are monitored and controlled.
OP 4.2	Storage of Waste	Each load presented at the RRP is to be directed to the appropriate storage facility/area.  Presenters are to be asked to deposit their loads in the bins or in the nominated storage or disposal area.  When mixed loads are presented, the presenter is to be asked to place the appropriate materials in the appropriate bin, storage or disposal area.  Waste identified as hazardous or unacceptable is to be managed in accordance with OP 5 Hazardous Waste Acceptance Prevention and Response.
OP 4.3	Management of Waste Storage Facilities	Storage bins and storage areas are to be fenced off with temporary fencing (barricades) as they reach capacity.  Appropriate signage is to be erected on the bin or storage area next designated to accept the waste diverted from the full bin or storage area.
OP 4.4	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"><li>• Management of the storage of waste</li><li>• Advising Council's Works Supervisor when the waste and recyclables bins are reaching capacity and require transfer and replacement</li><li>• Complying with procedures and practices outlined in the EMP</li><li>• Ensuring recyclable and waste materials are removed or processed and removed in a timely manner</li><li>• Ensuring the storage areas are maintained and controlled</li><li>• Ensuring all staff conduct themselves in a courteous and friendly manner</li><li>• Day to day management of the RRP and the activities carried out in the RRP</li><li>• Ensuring that the nominated officers have been trained in the requirements of this procedure</li><li>• Implementing this procedure</li></ul> CEO is responsible for; <ul style="list-style-type: none"><li>• Auditing the RRP on a regular basis to ensure compliance with the EMP</li><li>• Overall management of the RRP and the activities carried out in the RRP.</li></ul>

## OP 5. HAZARDOUS WASTE ACCEPTANCE PREVENTION AND RESPONSE

HAZARDOUS WASTE ACCEPTANCE PREVENTION AND RESPONSE		OP 5
Primary Environmental Goal	❖ Ensuring no hazardous waste (other than those permitted) is present at the RRP	
Related Environmental Goals	❖ Assuring quality of operations ❖ Preventing degradation of local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment	
PROCEDURES		
OP 5.1	Overview	Incoming wastes are monitored and any hazardous wastes detected are diverted in accordance with this procedure.  Hazardous waste found at the RRP are reported and managed as an environmental or safety incident.
OP 5.2	Waste Acceptance	Gates are to be kept locked and fences secure on days when the RRP is not open to the public.  Each load presenting at the RRP is to be inspected for hazardous waste prior to the material being deposited onsite.  Waste material specifically prohibited from entering the RRP (see Appendix A) shall be refused entry and diverted where possible to the appropriate facility.
OP 5.3	Identification of Prohibited Waste	Waste material that is found to have been deposited in the RRP and is listed in Appendix A as prohibited waste, shall cause: <ul style="list-style-type: none"><li>• The receival facility (bin or storage area) to be fenced off and closed to the general public</li><li>• The Works Supervisor to be notified immediately</li><li>• The RRP to be closed should the Works Supervisor and/or CEO deem the hazard to be such as to warrant such action</li></ul>
OP 5.4	Management of Prohibited Wastes	The DWER is to be advised of any incident that poses a threat to the environment as soon as practical after the incident occurs.  Waste material identified as hazardous in Appendix A is to be managed in accordance with the relevant environmental management guidelines.  The hazardous wastes are to be isolated and banded to prevent runoff if required. Arrangements are to be made for the removal of the waste to an appropriate facility.
OP 5.5	Incident Reports	Any incident relating to the identification of a prohibited waste at the RRP shall be reported in accordance with OP 18 Incident Reporting.
OP 5.6	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"><li>• Monitoring of incoming wastes to ensure no hazardous waste is accepted on the days that the RRP is open to the public</li><li>• Reporting any incident or advice received from an outside party of an incident, to the Works Supervisor Taking immediate steps where practical to contain and/or ameliorate the effects of the incident</li><li>• Complying with the procedures and practices outlined in the EMP</li><li>• Day to day management of the RRP and the activities carried out in the RRP</li></ul> Implementing this procedure  Works Supervisor is responsible for; <ul style="list-style-type: none"><li>• Regular monitoring of waste entering the RRP to ensure no hazardous waste is accepted</li><li>• Advising the CEO of any incident involving the acceptance or discovery of hazardous waste</li><li>• Coordinating with the CEO to act on the incident</li><li>• Where required, reporting the incident and all relevant details of the incident and Council’s response to the incident to the DWER</li></ul>



		<ul style="list-style-type: none"> <li>• Completion of an incident report form</li> <li>• Investigating the incident</li> <li>• Documenting the results of the investigation and the actions taken</li> <li>• Maintaining the records of the incidents</li> <li>•</li> </ul>
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## OP 6. TRAFFIC MANAGEMENT

TRAFFIC MANAGEMENT		OP 6
Primary Environmental Goal	❖ Traffic is controlled to minimise any adverse effects caused by traffic entering, circulating and leaving the RRP.	
Related Environmental Goals	❖ Preventing degradation of the local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment	
PROCEDURES		
OP 6.1	Overview	The movement of vehicular and pedestrian traffic in and around the RRP are managed to ensure user safety and prevent damage to Council and public property.
OP 6.2	Traffic Control Signage	Traffic control signage shall be erected and maintained as detailed in the EMP and shall include: <ul style="list-style-type: none"><li>• Hours of operation</li><li>• “Conditions of Entry” including the Facility Operator’s right to direct traffic and pedestrian movement within the RRP</li><li>• Acceptable and prohibited waste signage</li><li>• Speed instruction signage (10kph max.)</li><li>• Directional signage</li></ul>
OP 6.3	Traffic Movements	Traffic movements into and out of the RRP are to be in a forward direction.
OP 6.4	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"><li>• Implementation of the procedures designed to control traffic and minimise risk to RRP users</li><li>• Traffic control and safety in the RRP</li><li>• Directing the movement of vehicular and pedestrian traffic</li><li>• Inspecting the signage on a daily basis and advising the Works Supervisor of any repairs needed to the signage</li><li>• Cleaning of the signage on a monthly basis</li><li>• Complying with the procedures and practices outlined in the EMP</li><li>• Ensuring all staff conduct themselves in a courteous and professional manner</li><li>• Regular monitoring of day to day operations to ensure compliance with the EMP</li><li>• Day to day management of the RRP and the activities carried out in the RRP</li></ul> Implementing this procedure Works Supervisor is responsible for; <ul style="list-style-type: none"><li>• Regular monitoring of the RRP to ensure that traffic and pedestrian movement is managed and safe</li><li>• Arranging maintenance of all signage</li><li>• </li></ul>

## OP 7. SURFACE WATER MANAGEMENT

SURFACE WATER MANAGEMENT		OP 7
Primary Environmental Goal	❖	Stormwater generated by the RRP shall not adversely affect the site or its surrounds.
Related Environmental Goals	❖	Assuring quality of operations
	❖	Preventing degradation of local amenity
	❖	Adequate staffing and training
<b>PROCEDURES</b>		
OP 7.1	Overview	Stormwater gathered on the RRP is managed to ensure it is not contaminated and is free of sediment prior to discharge.
OP 7.2	Surface Water Management	<p>Surface Water will be managed by:</p> <ul style="list-style-type: none"> <li>• Maintaining the surface water structures</li> <li>• Maintaining the revegetated zones</li> <li>• Controlling litter</li> <li>• Controlling vehicle movements</li> </ul>
OP 7.3	Monitoring	<p>Surface water management will be monitored by:</p> <ul style="list-style-type: none"> <li>• Daily inspection of the surface water management structures on the days the RRP is open to the public</li> <li>• Regular monitoring of the RRP</li> <li>• Surface water quality complaints received</li> </ul> <p>Any surface water management complaints received are to be referred to the Works Supervisor.</p>
OP 7.4	Recording	Records of surface water management complaints are to be kept with Council's Records System for at least five years (see OP 17 Complaints Handling).
OP 7.5	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> <li>• Monitoring for damage to the surface water management structures on the days the RRP is open to the public</li> <li>• Removal of litter from the surface water drainage structures on a weekly basis</li> <li>• Reporting damage to surface water management structures to the Works Supervisor.</li> <li>• On receipt of a complaint documenting and advising the Works Supervisor of: <ul style="list-style-type: none"> <li>○ The nature of the complaint</li> <li>○ The date and time of the complaint</li> <li>○ The name and address of the complainant</li> </ul> </li> <li>• Regular monitoring of day to day operations to ensure compliance with the EMP</li> <li>• Day to day management of the RRP and the activities carried out in the RRP</li> <li>• Implementing this procedure</li> <li>• Complying with the procedures and practices outlined in the EMP</li> </ul> <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> <li>• Regular monitoring for damage to the surface water management structures</li> <li>• Arranging for the cleaning/desilting of surface water management structures</li> <li>• Regular monitoring of litter build up in or on the surface water drainage structures</li> <li>• Coordinating the repair of surface water management structures</li> <li>• Completion of a complaint form if water management complaint is received</li> <li>• Advising the CEO of any surface water management complaint received</li> <li>• Investigating the surface water management complaint</li> <li>• Documenting the results of the investigation and the actions taken</li> <li>• Maintaining the records of the surface water management complaints</li> <li>• Liaison with the complainant regarding the steps to be taken to minimise further surface water management complaints where appropriate</li> <li>•</li> </ul>

## OP 8. LEACHATE MANAGEMENT

LEACHATE MANAGEMENT		OP 8
Primary Environmental Goal	❖	Leachate generated by the landfill or RRP shall not adversely affect the site or its surrounds
Related Environmental Goals	❖	Assuring quality of operations
	❖	Preventing degradation of local amenity
	❖	Adequate staffing and training
<b>PROCEDURES</b>		
OP 8.1	Overview	Leachate generated by the site shall be minimised.
OP 8.2	Leachate Management	<p>Leachate from the RRP will be managed by:</p> <ul style="list-style-type: none"> <li>• Diversion of stormwater around the waste receival bays and RRP generally</li> <li>• Minimising the amount of water used to clean the RRP facilities and storage areas generally</li> <li>• Denying the deposition of prohibited wastes</li> </ul>
OP 8.3	Monitoring	<p>Leachate management will be monitored by:</p> <ul style="list-style-type: none"> <li>• Regular site monitoring</li> </ul>
OP 8.4	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> <li>• Day to day management of the RRP and the activities carried out in the RRP</li> <li>• Implementing this procedure</li> <li>• Complying with the procedures and practices outlined in the EMP</li> </ul> <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> <li>• Regular monitoring of day to day operations to ensure compliance with the EMP</li> <li>• Auditing the RRP on a regular basis to ensure compliance with the EMP</li> <li>• Overall management of the RRP and the leachate management activities carried out in the RRP</li> </ul> <p>CEO is responsible for;</p> <ul style="list-style-type: none"> <li>• Ensuring that the nominated officers have been trained in the requirements of this procedure</li> </ul>

## OP 9. WASTEWATER MANAGEMENT

WASTEWATER MANAGEMENT		OP 9
Primary Environmental Goal	❖ Wastewater generated in the RRP shall not adversely affect the site or its surrounds.	
Related Environmental Goals	❖ Assuring quality of operations ❖ Preventing degradation of local amenity ❖ Adequate staffing and training	
PROCEDURES		
OP 9.1	Overview	Wastewater generated in the RRP shall be collected, treated and disposed of onsite.
OP 9.2	Monitoring and Management	Wastewater will be managed in the RRP by ensuring that it is diverted to suitable collection facilities.
OP 9.3	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"><li>Monitoring of the wastewater management system in accordance with the service manual for the installed system</li><li>Advising the Works Supervisor of any evidence of system failure</li><li>Regular monitoring of day to day operations to ensure compliance with the EMP</li><li>Day to day management of the site and the activities carried out in the RRP</li><li>Implementing this procedure</li><li>Complying with the procedures and practices outlined in the EMP</li></ul> Works Supervisor is responsible for; <ul style="list-style-type: none"><li>Regular monitoring of the wastewater management system</li><li>Arranging for maintenance of the wastewater management system in accordance with the service manuals for the installed system</li><li>Arranging for repairs to the wastewater management system in the event of reduced operational performance</li><li>Arranging for the installation of temporary toilet facilities (e.g. portable toilet) should the wastewater management system be inoperable during the period the facility is open to the public</li></ul> CEO is responsible for; <ul style="list-style-type: none"><li>Auditing the RRP on a regular basis to ensure compliance with the EMP</li><li>Overall management of the site and the activities carried out in the RRP</li><li>Ensuring that the nominated officers have been trained in the requirements of this procedure</li></ul>

## OP 10. NOISE CONTROL

NOISE CONTROL		OP 10
Primary Environmental Goal	❖ Noise generated by the RRP shall not adversely affect the site or its surrounds.	
Related Environmental Goals	❖ Assuring quality of operations ❖ Preventing degradation of local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment	
PROCEDURES		
OP 10.1	Overview	Noise generation is monitored during loading and processing operations and control activities are implemented as required.
OP 10.2	Noise Management	Noise will be controlled by: <ul style="list-style-type: none"><li>• Operations utilising machinery being generally limited to daylight hours</li><li>• Limiting the machinery used to that which meets noise generation guidelines for this type of operation</li><li>• The correct operation and maintenance of machinery</li></ul>
OP 10.3	Monitoring	Noise will be monitored by: <ul style="list-style-type: none"><li>• Regular monitoring of the RRP</li><li>• Noise complaints received</li></ul> Any noise complaints received are to be referred to the CEO.
OP 10.4	Recording	Records of noise complaints are to be kept with Council's Records System for at least five years (see OP 17 Complaints Handling).
OP 10.5	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"><li>• Monitoring of noise at the RRP on the days the RRP is open to the public</li><li>• On receipt of a complaint documenting and advising the Works Supervisor of:<ul style="list-style-type: none"><li>○ The nature of the complaint</li><li>○ The date and time of the complaint</li><li>○ The name and address of the complainant</li></ul></li><li>• Ensuring that the machinery used is correctly maintained and operated</li><li>• Complying with the procedures and practices outlined in the EMP</li></ul> Works Supervisor is responsible for; <ul style="list-style-type: none"><li>• Regular monitoring of noise levels at the RRP</li><li>• Restricting plant operations to between defined hours if required to prevent exceedances</li><li>• Ensuring that variations to the operational hours are approved in advance by the CEO</li><li>• Completion of a complaint form if a noise complaint is received</li><li>• Advising the CEO of any noise complaint received</li></ul>

## OP 11. ODOUR CONTROL

ODOUR CONTROL		OP 11
Primary Environmental Goal	❖ Odours generated by the RRP shall not adversely affect the site or its surrounds.	
Related Environmental Goals	❖ Assuring quality of operations ❖ Adequate staffing and training	
PROCEDURES		
OP 11.1	Overview	Sources of odour are monitored and control activities implemented as required.
OP 11.2	Odour Management	Odour will be controlled by: <ul style="list-style-type: none"><li>Ensuring removal of waste and recyclables on a timely basis</li><li>Regular cleaning of the waste receival bays and the RRP generally</li></ul>
OP 11.3	Monitoring	Odour will be monitored by: <ul style="list-style-type: none"><li>Regular monitoring of the RRP</li><li>Odour complaints received</li></ul> Any odour complaints received are to be referred to the Works Supervisor.
OP 11.4	Recording	Records of odour complaints are to be kept with Council’s Records System for at least five years (see OP 17 Complaints Handling).
OP 11.5	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"><li>Monitoring of odour on the days that the RRP is open to the public</li><li>Cleaning of the waste and recyclables receival bin bays and the RRP generally</li><li>Advising the Works Supervisor of the need to remove waste or recycling bins</li><li>On receipt of a complaint documenting and advising the Works Supervisor of:<ul style="list-style-type: none"><li>The nature of the complaint</li><li>The date and time of the complaint</li><li>The name and address of the complainant</li></ul></li><li>Regular monitoring of day to day operations to ensure compliance with the EMP</li><li>Day to day management of the RRP and the odour management activities carried out in the RRP</li><li>Implementing this procedure</li><li>Arranging removal of waste and recyclables from the waste receival bin bays</li><li>Complying with the procedures and practices outlined in the EMP</li></ul> Works Supervisor is responsible for; <ul style="list-style-type: none"><li>Regular monitoring of odour levels at the RRP</li><li>Completion of a complaint form if an odour complaint is received</li><li>Advising the CEO of any odour complaint received</li><li>Investigating the odour complaint<ul style="list-style-type: none"><li>Documenting the results of the investigation and the actions taken</li></ul></li><li>Maintaining the records of the odour complaints</li><li>Liaison with the complainant regarding the steps to be taken to minimise further odours where appropriate</li></ul> CEO is responsible for; <ul style="list-style-type: none"><li>Overall management of the RRP and the activities carried out in the RRP</li><li>Ensuring that the nominated officers have been trained in the requirements of this procedure</li></ul>

## OP 12. DUST CONTROL

DUST CONTROL		OP 12
Primary Environmental Goal	❖ Dust generated by the RRP shall not adversely affect the site or its surrounds.	
Related Environmental Goals	❖ Assuring quality of operation ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment	
PROCEDURES		
OP 12.1	Overview	Dust generation is monitored and control activities are implemented as required.
OP 12.2	Dust Management	Dust generation will be controlled by: <ul style="list-style-type: none"><li>• Maintaining the road surfaces on the trafficable areas</li><li>• Restricting traffic to the access roads and sealed storage areas</li><li>• Erecting speed restriction signage within the RRP</li><li>• Minimising disturbed areas</li></ul>
OP 12.3	Monitoring	Dust generation will be monitored by: <ul style="list-style-type: none"><li>• Regular monitoring of the RRP</li><li>• Dust complaints received</li><li>• Monitoring the revegetation zones and their mulch cover</li></ul> Any dust complaints received are to be referred to the Works Supervisor.
OP 12.4	Recording	Records of dust complaints are to be kept with Council’s Records System for at least five years (see OP 17 Complaints Handling).
OP 12.5	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"><li>• Monitoring of dust generation on the days that the RRP is open to the public</li><li>• Monitoring vehicle speed and movements</li><li>• Advising the Works Supervisor of the need to maintain the roads when required</li><li>• Advising the Works Supervisor of the need for cleaning of the sealed areas to reduce dust when required</li><li>• Restricting vehicular access to unsurfaced areas by the placement of barriers or by constructing controlling bund walls</li><li>• Maintaining the revegetation zones</li><li>• On receipt of a complaint documenting and advising the Works Supervisor of:<ul style="list-style-type: none"><li>o The nature of the complaint</li><li>o The date and time of the complaint</li><li>o The name and address of the complainant</li></ul></li><li>• Regular monitoring of day to day operations to ensure compliance with the EMP</li><li>• Day to day management of the RRP and the dust control activities carried out in the RRP</li><li>• Implementing this procedure</li><li>• Complying with the procedures and practices outlined in the EMP</li></ul> Works Supervisor is responsible for; <ul style="list-style-type: none"><li>• Regular monitoring of the dust levels at the RRP</li><li>• Arranging for maintenance of the gravel and/or sealed pavement when required</li><li>• Arranging for the cleaning of the sealed areas when required</li><li>• Completion of a complaint form if a dust complaint is received</li><li>• Advising the CEO of any dust complaint received</li><li>• Investigating the dust complaint</li><li>• Documenting the results of the investigation and the actions taken</li></ul>



		<ul style="list-style-type: none"> <li>• Maintaining the records of the dust complaints</li> <li>• Liaison with the complainant regarding the steps to be taken to minimise further dust where appropriate</li> </ul> <p>CEO is responsible for;</p> <ul style="list-style-type: none"> <li>• Overall management of the RRP and the activities carried out in the RRP</li> <li>• Ensuring that the nominated officers have been trained in the requirements of this procedure</li> </ul>
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## OP 13. LITTER CONTROL

LITTER CONTROL		OP 13
Primary Environmental Goal	❖ Litter generated by the RRP shall not adversely affect the site or its surrounds.	
Related Environmental Goals	❖ Assuring quality of operation ❖ Preventing unauthorised entry ❖ Adequate staffing and training	
PROCEDURES		
OP 13.1	Overview	Litter is monitored and control activities are implemented as required.
OP 13.2	Litter Management	Litter will be controlled by: <ul style="list-style-type: none"><li>• Collecting litter on a regular basis</li><li>• By patrolling litter fences and fence lines and removing the litter for disposal on a weekly basis</li><li>• By inspecting the approach roads for dumped waste and litter and by organising its collection and disposal</li><li>• By visually inspecting adjacent properties for litter and by organising its collection and disposal</li></ul>
OP 13.3	Monitoring	Litter will be monitored by: <ul style="list-style-type: none"><li>• Regular monitoring of the RRP</li><li>• Litter complaints received</li></ul> Any litter complaints received are to be referred to the Works Supervisor.
OP 13.4	Recording	Records of litter complaints are to be kept with Council’s Records System for at least five years (see OP 17 Complaints Handling).
OP 13.5	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"><li>• Monitoring of litter on the days that the RRP is open to the public</li><li>• Collection of litter on a weekly basis and as directed</li><li>• Inspecting the approach road and road boundaries of the RRP for deposited waste on the days the RRP is open to the public</li><li>• Advising the Works Supervisor of any waste deposited outside or on the approach road to the RRP</li><li>• On receipt of a complaint documenting and advising the Works Supervisor of:<ul style="list-style-type: none"><li>○ The nature of the complaint</li><li>○ The date and time of the complaint</li><li>○ The name and address of the complainant</li></ul></li><li>• Coordinating litter collection and disposal</li><li>• Day to day management of the RRP and the litter management activities carried out in the RRP</li><li>• Implementing this procedure</li><li>• Complying with the procedures and practices outlined in the EMP</li></ul> Works Supervisor or Facility Operator is responsible for; <ul style="list-style-type: none"><li>• Regular monitoring of the amount of litter at the RRP</li><li>• Regular monitoring of day to day operations to ensure compliance with the EMP</li><li>• Completion of a complaint form if a litter complaint is received</li><li>• Advising the CEO of any litter complaint received</li><li>• Investigate the litter complaint</li><li>• Documenting the results of the investigation and the actions taken</li><li>• Maintaining the records of the litter complaints</li><li>• Liaison with the complainant regarding the steps to be taken to minimise further litter deposition where appropriate</li><li>• Auditing the RRP on a regular basis to ensure compliance with the EMP</li></ul> CEO is responsible for; <ul style="list-style-type: none"><li>• Overall management of the RRP and the activities carried out in the RRP</li><li>• Ensuring that the nominated officers have been trained in the requirements of this procedure</li></ul>



## OP 14. PEST, VERMIN AND NOXIOUS WEED CONTROL

PEST, VERMIN AND NOXIOUS WEED CONTROL		OP 14
Primary Environmental Goal	❖ Pests, vermin and weeds generated by the RRP shall not adversely affect the site or its surrounds.	
Related Environmental Goals	❖ Assuring quality of operation ❖ Preventing unauthorised entry ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment	
PROCEDURES		
OP 14.1	Overview	Pest, vermin and noxious weed generation are monitored and control activities implemented as required.
OP 14.2	Pest, Vermin and Noxious Weed Management	Pests vermin and noxious weeds will be controlled by : <ul style="list-style-type: none"><li>• Removal of waste and recyclables in a timely fashion from the transfer station</li><li>• Regular cleaning of the waste receival bin bays</li><li>• Litter removal on a weekly basis</li><li>• Surface drainage minimising ponding on the site</li><li>• Populations being controlled as appropriate</li><li>• Noxious weeds being reported to Works Supervisor for control</li></ul>
OP 14.3	Monitoring	The presence of pests, vermin and noxious weeds will be monitored by: <ul style="list-style-type: none"><li>• Regular monitoring of the RRP</li><li>• Pest, vermin and noxious weed complaints received. Any pest, vermin and noxious weed complaints received are to be referred to the Works Supervisor.</li></ul>
OP 14.4	Recording	Records of eradication programs undertaken and pest, vermin and noxious weed complaints are to be kept with Council’s Records System for at least five years (see OP 17 Complaints Handling).
OP 14.5	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"><li>• Monitoring for pests, vermin and noxious weeds on the days the RRP is open to the public</li><li>• Cleaning of the receival bin bays</li><li>• Removal of litter on a weekly basis</li><li>• Reporting the presence of pests, vermin and noxious weeds to the Works Supervisor</li><li>• On receipt of a complaint documenting and advising the Work Supervisor of:<ul style="list-style-type: none"><li>○ The nature of the complaint</li><li>○ The date and time of the complaint</li><li>○ The name and address of the complainant</li></ul></li><li>• Regular monitoring for pests, vermin and noxious weeds throughout the RRP</li><li>• Arranging removal of waste from the waste receival bays</li><li>• Day to day management of the RRP and the pest management activities carried out in the RRP</li><li>• Complying with the procedures and practices outlined in the EMP</li></ul> Works Supervisor is responsible for; <ul style="list-style-type: none"><li>• Coordinating the eradication of pests, vermin and noxious weeds</li><li>• Completion of a complaint form if a pest, vermin and noxious weed complaint is received</li><li>• Advising the CEO of any pest, vermin and noxious weed complaint received</li><li>• Investigating the pest, vermin and noxious weed complaint</li><li>• Documenting the results of the investigation and the actions taken</li><li>• Maintaining the records of pest, vermin and noxious weed complaints</li></ul>

		<ul style="list-style-type: none"> <li>• Liaison with the complainant regarding the steps to be taken to minimise further pest, vermin and noxious weed complaints where appropriate</li> <li>•</li> </ul> <p>CEO is responsible for;</p> <ul style="list-style-type: none"> <li>• Overall management of the RRP and the activities carried out in the RRP</li> <li>• Ensuring that the nominated officers have been trained in the requirements of this procedure</li> </ul>
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## OP 15. SPILL MANAGEMENT

SPILL MANAGEMENT		OP 15
Primary Environmental Goal	❖	Stop any spillage of waste material from adversely affecting the site and its surrounds
Related Environmental Goals	❖	<ul style="list-style-type: none"> <li>Assuring quality of operation</li> <li>Preventing unauthorised entry</li> <li>Preventing degradation of local amenity</li> <li>Adequate staffing and training</li> <li>Providing and maintaining a safe work environment</li> </ul>
<b>PROCEDURES</b>		
OP 15.1	Overview	The RRP is regularly assessed to determine the level of risk of material spills that may adversely affect the site, its surrounds and the environment.
OP 15.2	Spill Prevention	<p>The potential for spills will be minimised by:</p> <ul style="list-style-type: none"> <li>Inspecting incoming containers for possible leakage or spill during cartage &amp; transfer</li> <li>Inspection and maintenance of liquid storage facilities</li> <li>Inspection and maintenance of liquid transport vehicles</li> <li>Provision of Spill Kits and the training of personnel in their use</li> <li>Consultation with the local Fire Brigade</li> </ul>
OP 15.3	Incident Reporting	<ul style="list-style-type: none"> <li>All spills that occur at the RRP shall be reported using Councils Incident Reporting System (see OP 18 Incident Reporting).</li> </ul>
OP 15.4	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> <li>Monitoring for spills on the days that the RRP is open to the public</li> <li>Reporting any spill to the Works Supervisor</li> <li>Taking immediate steps to minimise the spill utilising the spill kit onsite</li> <li>Restoring the RRP to full operation in accordance with the EMP after removal of the spill</li> <li>Regular monitoring of day to day operations to ensure compliance with the EMP</li> <li>Auditing the RRP on a regular basis to ensure compliance with the EMP</li> <li>Auditing of the availability and operability of spill containment resources provided at the RRP</li> <li>Complying with the procedures and practices outlined in the EMP</li> </ul> <p>Works Supervisor or Facility Operator is responsible for;</p> <ul style="list-style-type: none"> <li>Regular monitoring of the potential for spills at the RRP</li> <li>Ensuring the spill containment resources are available, operable and adequately maintained to ensure their effectiveness</li> <li>Coordinating the cleanup of the site after the spill</li> <li>Completion of the incident report</li> <li>Advising the CEO of the spill incident</li> <li>Investigating the spill incident</li> <li>Documenting the results of the investigation and the actions taken</li> <li>Maintaining the records of spill incidents</li> </ul> <p>CEO is responsible for;</p> <ul style="list-style-type: none"> <li>Overall management of the RRP and the activities carried out in the RRP</li> <li>Ensuring that the nominated officers have been trained in the requirements of this procedure</li> </ul>

## OP 16. FIRE MANAGEMENT

FIRE MANAGEMENT		OP 16
Primary Environmental Goal	❖ Minimising the risk of fire damage to the RRP and its surrounds	
Related Environmental Goals	❖ Assuring quality of operation ❖ Preventing unauthorised entry ❖ Preventing degradation of local amenity ❖ Adequate staffing and training ❖ Providing and maintaining a safe work environment	
PROCEDURES		
OP 16.1	Overview	The RRP and surrounding areas are assessed for fire risk levels and preventive/minimisation activities implemented as required.
OP 16.2	Fire Prevention	The potential for fires will be minimised by: <ul style="list-style-type: none"><li>• Access gates being locked at all times outside opening hours</li><li>• Maintenance of boundary fences and associated fire breaks</li><li>• Maintenance of lockable gates</li><li>• Accepting only permitted wastes</li><li>• Regularly removing waste and recyclables from the RRP area</li><li>• Conducting regular litter patrols</li><li>• Maintaining machinery in good working order to minimise the risk of sparks</li><li>• Maintenance of firefighting equipment</li><li>• Consultation with the Volunteer Fire Brigade</li></ul>
OP 16.3	External Risk	The Works Supervisor shall monitor external bush fires in the area and take preventive measures when the RRP appears to be threatened.
OP 16.4	Firefighting	Fire fighting shall be undertaken in association with the local Volunteer Bush Fire Brigade.  <b>Telephone: (08) 9928 1102 or 000</b>  Small fires within the waste bays are to be extinguished using the fire extinguisher provided on the site in the first instance.  Larger fires will be controlled using water and soil as appropriate and fires elsewhere on the facility will be managed by the local fire brigade.
OP 16.5	Incident Reporting	Following containment of the fire, an Incident Report Form is to be completed (see OP 18 Incident Reporting). This report is to be recorded on Councils Corporate Records System and is to include as a minimum: <ul style="list-style-type: none"><li>• Time and date of the start of the fire</li><li>• Cause of the fire (if known)</li><li>• Time and date the fire was extinguished</li><li>• How the fire was extinguished</li><li>• Location of the fire</li><li>• Weather conditions at the time of the fire</li><li>• Details and observations of the direction and dispersion rate of the smoke from the fire</li><li>• Details of any complaints from the public regarding the smoke</li><li>• Actions that could be taken in future to prevent future occurrences</li></ul>

OP 16.6	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> <li>• Monitoring for the potential for fires on the days the RRP is open to the public</li> <li>• Ensuring security of the RRP</li> <li>• Reporting any fire to the Works Supervisor and VBFB.</li> <li>• Taking immediate steps to extinguish the fire utilising the firefighting equipment onsite</li> <li>• Restoring the RRP to full operation in accordance with the EMP after extinguishment of the fire</li> <li>• Regular monitoring of day to day fire management operations to ensure compliance with the EMP</li> <li>• Day to day management of the RRP and the activities carried out in the RRP</li> <li>• Implementing this procedure</li> <li>• Complying with the procedures and practices outlined in the EMP</li> </ul> <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> <li>• Regular monitoring of the potential for fires at and near the RRP</li> <li>• Ensuring the firefighting appliances are available, operable and adequately maintained to ensure their effectiveness</li> <li>• Consultation with the VBFB</li> <li>• Auditing of the availability and operability of firefighting equipment provided onsite</li> <li>• Coordinating inspection of the fire with the VFBF</li> <li>• Aiding the VFBF where requested</li> <li>• Completion of the incident report</li> <li>• Advising the CEO of any fire incident</li> <li>• Investigating the fire incident</li> <li>• Documenting the results of the investigation and the actions taken</li> <li>• Advising the DWER of any incident that poses a threat to the environment as soon as practical after the incident occurs</li> <li>• Maintaining the records of fire incidents</li> <li>• Ensuring that where required the incident and all relevant details of the incident and the actions taken are reported to the DWER</li> </ul> <p>CEO is responsible for;</p> <ul style="list-style-type: none"> <li>• Overall management of the RRP and the activities carried out in the RRP</li> <li>• Ensuring that the nominated officers have been trained in the requirements of this procedure</li> </ul>
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## OP 17. COMPLAINTS HANDLING

COMPLAINTS HANDLING		OP 17
Primary Environmental Goal	❖	Environmental problems identified by complaints are investigated and acted upon if required
Related Environmental Goals	❖	Preventing degradation of local amenity
	❖	Adequate firefighting capacity
	❖	Adequate staffing and training
<b>PROCEDURES</b>		
OP 17.1	Overview	Complaints received from an outside party are reported, investigated and appropriate action taken/implemented as required.
OP 17.2	Reporting	All complaints received are to be referred to the Maintenance Supervisor - West.
OP 17.3	Investigations	Any complaint received will be investigated including: <ul style="list-style-type: none"> <li>• The cause of the complaint</li> <li>• The climatic conditions at the time of the incident which is the cause of the complaint</li> <li>• If known, the date and time the incident took place</li> <li>• The occurrence of similar complaints in the past</li> <li>• Actions taken in the past to overcome similar complaints</li> </ul>
OP 17.4	Recording	Details of the complaint received, investigations and actions taken are to be recorded on Councils Corporate Records System and kept for at least five years.
OP 17.5	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> <li>• Taking immediate steps where practical to contain and/or ameliorate the cause of the complaint</li> <li>• On receipt of a complaint documenting and advising the Works Supervisor of: <ul style="list-style-type: none"> <li>○ The nature of the complaint</li> <li>○ The date and time of the complaint</li> <li>○ The name and address of the complainant</li> </ul> </li> <li>• Regular monitoring of day to day operations to ensure compliance with the EMP</li> <li>• Complying with the procedures and practices outlined in the EMP</li> </ul> <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> <li>• Completion of a complaint form if a complaint is received</li> <li>• Advising the CEO of any complaint received</li> <li>• Investigating the complaint</li> <li>• Documenting the results of the investigation and the actions taken</li> <li>• Maintaining the records of the complaints</li> <li>• Liaison with the complainant regarding the steps to be taken to minimise further complaints where appropriate</li> </ul> <p>CEO is responsible for;</p> <p>Ensuring that the nominated officers have been trained in the requirements of this procedure</p>

## OP 18. INCIDENT REPORTING

INCIDENT REPORTING		OP 18
Primary Environmental Goal	❖ Reporting incidents so that potential environmental hazards are identified.	
Related Environmental Goals	<ul style="list-style-type: none"><li>❖ Preventing pollution of water by leachate</li><li>❖ Management of stormwater</li><li>❖ Management of wastewater</li><li>❖ Prevention of degradation of local amenity</li><li>❖ Preventing unauthorised entry</li><li>❖ Adequate firefighting capacity</li><li>❖ Adequate staffing and training</li><li>❖ Providing and maintaining a safe work environment</li></ul>	
PROCEDURES		
OP 18.1	Overview	Systems and procedures are in place to allow the documentation and investigation of incidents.
OP 18.2	Internal Reporting	In all cases where an incident or accident occurs which has the potential to harm the environment, the incident is to be reported immediately to the Assistant Engineer - Operations.
OP 18.3	External Reporting	<p>The State’s environmental agency (DWER) is to be advised of any incident that poses a threat to the general environment as soon as practical after the incident occurs.</p> <p>Formal written advice of the incident is to be forwarded to DWER within 14 days of the incident.</p>
OP 18.4	Reportable Incidents	<p>Reportable incidents can include:</p> <ul style="list-style-type: none"><li>• Dumping of a prohibited waste at the RRP</li><li>• Failure of the wall of a sediment pond or leachate pond</li><li>• Any other incident or observation that could pose an immediate environmental hazard that is not characteristic of the normal operations of the RRP</li></ul>
OP 18.5	Incident Reports	<p>Following containment and/or amelioration of the incident an Incident report is to be prepared. This report is to be recorded on Councils Corporate Records System and should include:</p> <ul style="list-style-type: none"><li>• Time and date the incident occurred</li><li>• Party reporting the incident</li><li>• Nature, details, location and cause of the incident</li><li>• Duration of the incident</li><li>• Actions taken to contain and/or ameliorate the incident</li><li>• Names, addresses and telephone numbers of witnesses to the incident</li><li>• Actions that could be taken to minimise the risk of such an incident recurring</li><li>• Records of the incident are to be kept for at least five years</li></ul>

OP 18.6	Responsibilities	<p>Facility Operator is responsible for;</p> <ul style="list-style-type: none"> <li>• Reporting any incident or advice received from an outside party of an incident to the Works Supervisor via an incident report form</li> <li>• Taking immediate steps where practical to contain and/or ameliorate the effects of the incident</li> <li>• Regular monitoring of day to day operations to ensure compliance with the EMP</li> <li>• Implementing this procedure</li> <li>• Complying with the procedures and practices outlined in the EMP</li> </ul> <p>Works Supervisor is responsible for;</p> <ul style="list-style-type: none"> <li>• Completion of an incident report form</li> <li>• Advising the CEO of the incident</li> <li>• Investigating the incident</li> <li>• Documenting the results of the investigation and the actions taken</li> <li>• Maintaining the incident records</li> </ul> <p>CEO is responsible for;</p> <ul style="list-style-type: none"> <li>• Advising the DWER of any incident that poses a threat to the environment as soon as practical after the incident occurs</li> <li>• Ensuring that where required the incident and all relevant details of the incident and the actions taken are reported to the DWER</li> <li>• Ensuring that the nominated officers have been trained in the requirements of this procedure</li> </ul>
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## OP 19. OCCUPATIONAL HEALTH AND SAFETY

OCCUPATIONAL HEALTH AND SAFETY		OP 19
Primary Environmental Goal	❖ Providing and maintaining a safe working environment	
Related Environmental Goals	❖ Adequate staffing and training	
	❖ Assuring quality of incoming waste	
	❖ Recording of wastes received	
PROCEDURES		
OP 19.1	Overview	Occupational Health and Safety training is provided to staff on an ongoing basis and risk levels are assessed and preventive/minimisation activities implemented as required.
OP 19.2	Staff Training	All staff shall undertake training to enable them to competently and safely carry out their assigned duties. Specifically: <ul style="list-style-type: none"><li>• All staff employed at the RRP are to be trained in Council’s OH&amp;S policies and procedures</li><li>• All staff employed at the RRP are to be trained in the requirements and operational procedures of this EMP</li><li>• Operators of equipment must be trained, skilled and accredited at undertaking the task allocated to them</li><li>• Staff must be capable of identifying wastes that are not permitted to be disposed of at the RRP</li></ul>
OP 19.3	Incident Reporting	All incidents, or potential incidents, that occur onsite are to be recorded on Council’s OH&S Incident Record Form.
OP 19.4	Monitoring	Staff competence will be monitored through: <ul style="list-style-type: none"><li>• Site audits</li><li>• Annual staff assessments</li><li>• Incident reports</li></ul>
OP 19.5	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"><li>• Carrying out tasks in a safe manner and in accordance with the procedures in which he/she has been trained</li><li>• Complying with Council’s OH&amp;S policies and procedures</li><li>• Regular monitoring of day to day operations to ensure compliance with the EMP</li><li>• Day to day OHS management of the RRP and for the safety of all activities carried out in the RRP</li><li>• Complying with the procedures and practices outlined in the EMP</li><li>• Implementing this procedure</li></ul> Works Supervisor is responsible for; <ul style="list-style-type: none"><li>• Regular monitoring of management and operations to ensure compliance with this procedure</li><li>• Ensuring all Shire staff conduct themselves in a safe manner and in accordance with Council’s OH&amp;S policies and procedures</li><li>• Ensuring all Shire staff carry out tasks in a safe manner and in accordance with the procedures in which they have been trained</li></ul> CEO is responsible for; <ul style="list-style-type: none"><li>• Ensuring all staff employed at the RRP have been trained in Council’s OH&amp;S policies and procedures<ul style="list-style-type: none"><li>• Auditing the RRP on a regular basis to ensure compliance with Council’s OH&amp;S policies and procedures</li></ul></li><li>• Ensuring that the nominated officers have been trained in the requirements of this procedure.</li><li>• Arranging staff competency assessments and training to ensure that all staff working at the RRP are able to perform their duties in a safe and competent manner</li></ul>



## OP 20. WORKING ALONE ON A REMOTE SITE

WORKING ALONE ON A REMOTE SITE		OP 20
Primary Environmental Goal	❖ Providing and maintaining a safe work environment	
Related Environmental Goals	❖ Adequate staffing and training	
PROCEDURES		
OP 20.1	Overview	Communications at the RRP are managed to ensure that staff working alone can contact either the Council or an emergency contact phone number, should the need arise.
OP 20.2	Working Alone	All staff are trained to enable them to competently and safely carry out their assigned duties. Specifically: <ul style="list-style-type: none"><li>• Council shall ensure that a mobile phone is available at all times for use by employees on the site</li><li>• All staff are to carry a fully charged Council mobile phone on their person at all times while on duty</li><li>• All staff are to have emergency and Council contact phone numbers listed in the mobile phone address book</li><li>• All staff employed at the RRP are to be trained in the requirements and operational procedures of this EMP</li><li>• All staff employed at the RRP are to be trained in Council’s OH&amp;S policies and procedures</li></ul>
OP 20.3	Incident Reporting	All incidents, or potential incidents, that occur onsite are to be recorded on Council’s OH&S Incident Record Form.
OP 20.4	Monitoring	Staff competence will be monitored through: <ul style="list-style-type: none"><li>• Site audits</li><li>• Annual staff assessments</li><li>• Incident reports</li></ul>
OP 20.5	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"><li>• Carrying out tasks in a safe manner and in accordance with the procedures in which he/she has been trained</li><li>• Reporting any incident, or potential incident to the Works Supervisor</li><li>• Complying with Council’s OH&amp;S policies and procedures and any specific on-site procedures</li><li>• Ensuring all staff conduct themselves in a safe manner and in accordance with Council’s OH&amp;S policies and procedures</li><li>• Day to day management of the RRP and the activities carried out in the RRP</li><li>• Regular monitoring of day to day operations to ensure compliance with the EMP</li><li>• Implementing this procedure</li><li>• Complying with the procedures and practices outlined in the EMP</li></ul> Works Supervisor is responsible for; <ul style="list-style-type: none"><li>• Advising the CEO of an incident</li><li>• Investigating the incident in conjunction with the CEO</li><li>• Regular monitoring of management and operations to ensure compliance with this procedure</li></ul> CEO is responsible for; <ul style="list-style-type: none"><li>• Auditing the RRP on a regular basis to ensure compliance with the EMP</li><li>• Ensuring all staff employed at the RRP have been trained in Council’s OH&amp;S policies and procedures</li><li>• Auditing the RRP on a regular basis to ensure compliance with Council’s OH&amp;S policies and procedures</li><li>• Ensuring that the nominated officers have been trained in the requirements of this procedure.</li></ul>



## OP 21. STAFF TRAINING

STAFF TRAINING		OP 21
Primary Environmental Goal	❖ Staff are trained in these and referenced procedures to ensure the protection of the environment.	
Related Environmental Goals	❖ Assuring quality of operation ❖ Adequate firefighting capacity ❖ Providing and maintaining a safe work environment	
PROCEDURES		
OP 21.1	Overview	Staff are fully trained to enable them to competently and safely carry out their duties.
OP 21.2	Staff Training	All staff are to undertake training to enable them to competently and safely carry out their assigned duties. Specifically: <ul style="list-style-type: none"><li>• All staff employed at the RRP are to be trained in the requirements and operational procedures of the EMP</li><li>• Operators of equipment must be trained and skilled at undertaking the task allocated to them</li><li>• Staff must be capable of identifying wastes that are not permitted to be disposed of at the RRP</li><li>• All staff employed at the RRP are to be trained in Council’s OH&amp;S policies and procedures</li></ul>
OP 21.3	Monitoring	Staff competency will be monitored through: <ul style="list-style-type: none"><li>• Site audits</li><li>• Annual staff competency assessments</li><li>• Customer complaints received</li><li>• Incident reports</li></ul>
OP 21.4	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"><li>• Carrying out tasks in a safe manner and in accordance with the procedures in which he/she has been trained</li><li>• Regular monitoring of day to day operations to ensure compliance with the EMP</li><li>• Complying with the procedures and practices outlined in the EMP</li><li>• Implementing this procedure</li></ul> Works Supervisor is responsible for; <ul style="list-style-type: none"><li>• Carrying out tasks in a safe manner and in accordance with the procedures in which he/she has been trained</li><li>• Auditing the RRP on a regular basis to ensure compliance with the EMP and OH&amp;S requirements</li><li>• Arranging staff competency assessments and training to ensure that all staff working at the RRP are able to perform their duties in a safe and competent manner</li></ul> CEO is responsible for; <ul style="list-style-type: none"><li>• Ensuring that the nominated officers have been trained in the requirements of this procedure</li></ul>



## OP 22. DOCUMENT CONTROL

DOCUMENT CONTROL		OP 22
Primary Environmental Goal	❖ The EMP is applicable to the RRP and its operations and describes procedures that monitor and maintain the local environment.	
Related Environmental Goals	❖ Adequate staffing and training	
PROCEDURES		
OP 22.1	Overview	A current version of the EMP is available at the RRP.
OP 22.2	EMP Distribution	The EMP is to be distributed to all appropriate staff involved in the operation and management of the RRP, and a copy is to be kept at the RRP.  A register is to be maintained detailing the version number and date of the EMP and to who they have been issued to (see example in Appendix F).
OP 22.3	EMP Updates	Details of the version and date of issue must be recorded on each page of the EMP.  Revised and updated versions of the EMP must be issued to all registered holders of the EMP with a memo summarising the changes. The memo is to include a section which requires the recipient to: <ul style="list-style-type: none"><li>• Acknowledge receipt of the updated pages</li><li>• Return the superseded pages.</li></ul> A register is to be maintained detailing the new version number, the date of issue, who it has been issued to and the date the superseded pages were returned (see example in Appendix F).
OP 22.4	Records Management	Records generated from the management of the RRP shall be registered and maintained in Council’s Record System.
OP 22.5	Monitoring	Periodic internal audits will be undertaken by the Works Supervisor to ensure that only the latest version of the EMP is in use.
OP 22.6	Responsibilities	Facility Operator is responsible for; <ul style="list-style-type: none"><li>• Ensuring that a copy of the EMP is kept onsite</li><li>• Advising the Works Supervisor of the loss of, or damage to, the EMP at the RRP</li><li>• Complying with the procedures and practices outlined in the EMP</li></ul> Works Supervisor is responsible for; <ul style="list-style-type: none"><li>• Ensuring an up to date copy of the EMP is available onsite at all times</li><li>• Ensuring that all relevant staff have been trained in the requirements and operational procedures of the EMP</li><li>• Ensuring that all updates to the EMP are communicated to the staff (and Facility Manager where applicable) and that all copies of the EMP are up to date</li><li>• Undertaking periodic internal audits of the issued EMPs and documenting the date and result of the audit</li><li>• Updating the EMP when required</li><li>• Maintaining the EMP register</li></ul> or Facility Operator is responsible for <ul style="list-style-type: none"><li>• Regular monitoring of day to day operations to ensure compliance with the EMP</li><li>• Auditing the RRP on a regular basis to ensure compliance with the EMP</li></ul> CEO is responsible for; <ul style="list-style-type: none"><li>• Ensuring that periodic audits of the issued EMP are undertaken and documented</li><li>• Ensuring that the nominated officers have been trained in the requirements of this procedure</li></ul>

### List of Prohibited Wastes

#### Prohibited Wastes

The following waste will be excluded from the RRP:

- a) Hazardous Waste
  - Radioactive substances other than smoke detectors and other low yield source commonly found in MSW
  - Sharps, cytotoxic waste, bulk blood, body fluids, recognisable body parts, infectious waste, microbiological and pathological wastes, laboratory chemicals, poisons and pharmaceutical waste
  - Any explosive or flammable material
  - Any refuse from leather processing, petrochemical, chemical, paint manufacturing and pharmaceutical plants
  - Any material containing arsenic, cyanide or sulphide.
  - Any toxic soluble salt of:
    - Barium
    - Boron
    - Cadmium
    - Chromium
    - Copper
    - Lead
    - Manganese
    - Mercury
    - Selenium
    - Silver
    - Zinc
  - Any Pesticide or weedicide and in particular:
    - Chlorinated hydrocarbons (organochlorines)
    - Fluorinated hydrocarbons
    - Organophosphates
    - Organophosphates
    - Phenols
  - Any soluble acid or alkali, acidic or basic compounds
  - Asbestos
- b) Liquid waste of any description (other than domestic quantities of motor oil)
- c) Tyres (other than from domestic sources and less than 5)
- d) Chemical drums (unless part of the drumMuster program)
- e) Commercial quantities of commercial and industrial (C&I) waste
- f) Commercial quantities of construction and demolition (C&D) waste unless inert and suitable for reuse as fill or cover material
- g) Chemicals

**Waste Receival Recording Form**

## Example only – to be re-populated and amended as required

Facility Name: \_\_\_\_\_

Operator's Name: \_\_\_\_\_

DATE	CAR/STATION WAGON					VAN/UTE/TRAILER					TRUCK				
											<i>For trucks please note if it is C&amp;D waste, C&amp;I waste, Greenwaste, Metals, Municipal waste or Other</i>				
	MW	GW	C&D	M	O	MW	GW	C&D	M	O	Single rear axle with two rear wheels or four small rear wheels	Single rear axle with four normal size wheels	Tandem rear axle (bogie drive)	Twin steer with twin rear axles	Tipping semi trailer
Total															
Total															
Total															
Total															

**MW:** Mixed Waste;      **GW:** Greenwaste;      **C&D:** Construction and Demolition Waste;      **M:** Metals;      **O:** Other.

Notes:      1. Appropriate box to be marked as each vehicle enters the Facility to deposit waste

## *Appendix C*

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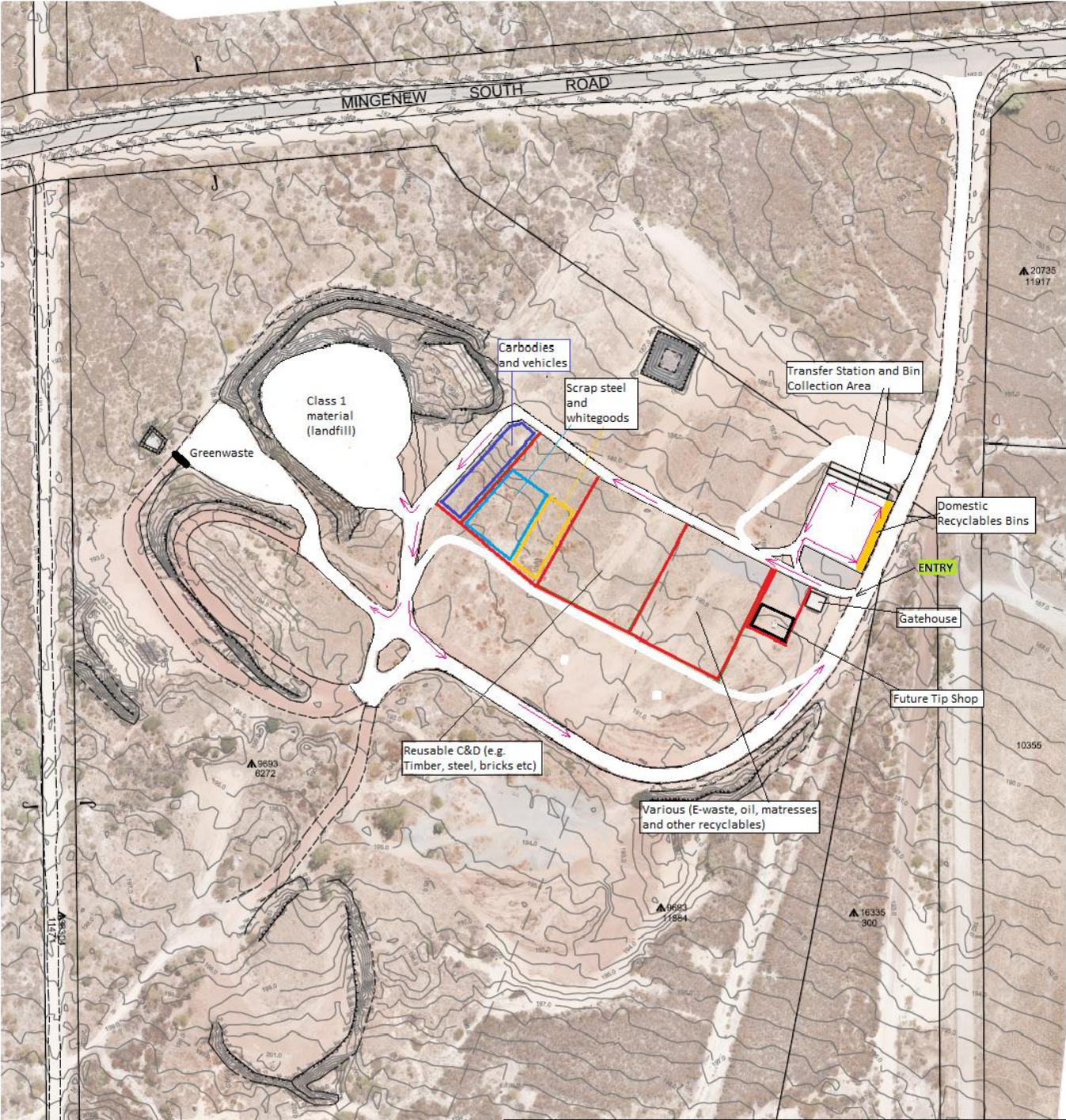
### **Weight Conversion Factors**

## Weight Conversion Factors

The weight conversion factors which are to be used to convert unweighed waste that enters the Facility are those approved by the CEO of the environment agency as required under Regulation 3 of the Waste Avoidance and Resource Recovery Levy Regulations 2008 in the document entitled *"Approved method for estimating the volume or weight of waste received at and disposed of to landfills"*.



Waste Transfer Station Plan



Draft Mingenew Materials Recovery Facility Layout

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## ***Appendix G***

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### **Waste Facility Operator- Position Description**

**(for use when site is not managed under third-party Facility Management contract)**

## Shire of Mingenew

### POSITION DESCRIPTION

<b>Position Title:</b>	Waste Facility Operator
<b>Division/Department:</b>	Works
<b>Location:</b>	Mingenew Resource Recovery Park
<b>Award Band &amp; Level:</b>	
<b>Reporting Relationship:</b>	Works Supervisor
<b>Employee:</b>	Vacant

#### 1. PURPOSE OF THE POSITION:

To provide and maintain an effective resource recovery and transfer facility, operating in accordance with Council's waste management policies. To contribute to the continuing improvement process of the reduction and recycling of waste.

#### 2. PRINCIPAL DUTIES & RESPONSIBILITIES:

1. Supervise the public use of Council's landfill, Resource Recovery and Transfer Station.
2. Maximise the diversion of recyclable materials from the waste stream.
3. Manage the recycling facilities at the RRP.
4. Ensure the Station does not constitute an environmental or human health hazard.

#### Other Duties

1. Carry out all duties in a safe and healthy manner in accordance with the OH&S Act, DWER requirements, Council's Policies and all other Guidelines and directions.
2. Open and close the RRP for the designated operating periods.
3. To check that the users of the RRP are residents of the Shire (by requesting to see proof of address or Council's RRP pass) and the waste deposited is generated in the Shire.
4. Receive fees, as per the Council approved Schedule, from all users and provide receipt as applicable. Manage takings and receipts as directed.
5. Encourage the use of the recycling and drop off facilities at the RRP by advising users of the availability of the various bins/receptacles and, in the future, the shop facilities.
6. Take all measures necessary to prevent vermin and rodent activity at the RRP. Report any unusual incidences of flies, rats and other vermin.
7. Carry out regular testing of all firefighting and safety equipment held at the RRP and ensure that the equipment is maintained in good condition.
8. Minimise windblown litter by collecting escaped litter within the overall site and nearby road.
9. Inspect and check regularly the ponds, any stormwater drainage systems (including road culverts) are operating correctly. Report any repairs required to drainage systems or other landfill works including rehabilitation.
10. Arrange appropriate direction signs and/or signage for the information of users.
11. Refuse entry of toxic or dangerous materials.

12. Participate in production of RRP management and recycling business plans.
13. Report any dangerous or hazardous situations that may arise.
14. Be courteous but firm in the directions to users of the facility.
15. Be prepared to undertake training, if necessary, to operate machinery associated with maintenance and general waste management services.
16. Maintain the RRP in a neat and tidy condition.
17. Undertake other relevant duties as directed by the Works Supervisor which are consistent with the employee's skill, competence and training.
18. Contribute to the implementation and operation of Council's OH&S policies, procedures & risk management strategies in the workplace.
19. Comply with equal employment opportunity (EEO) Legislation and with council's policies and procedures for dealing with EEO.

### **3. QUALIFICATIONS, SKILLS & EXPERIENCE**

1. Must hold a current Motor Vehicle Licence.
2. Must be of a state of health such as to be capable of undertaking the above duties.
3. Working knowledge of waste management and recycling issues relating to the job site.
4. Willingness to participate in training programs.
5. Ability to communicate effectively with customers.
6. Ability to work productively with limited supervision.
7. Must have achieved sufficient competency in the following:
  - OH&S fundamentals,
  - Manual Handling,
  - Care of Tools and Equipment,
  - Two-way Radio Communications,
  - Record Keeping,
  - Teamwork and Employee Relations,
  - Equipment Maintenance and Servicing fundamentals.

The position description contained herein is current and accurately reflects the requirements of the position.

Signed:

Date:

\_\_\_\_\_  
(Manager/Director)

Signed:

Date:

\_\_\_\_\_  
(Chief Executive Officer)

#### **Acceptance (Employee):**

Signed:

Date:

\_\_\_\_\_  
(Employee)