

	Date: April 2016
ENVIRONMENTAL MANAGEMENT PLAN (Draft for Review)	
Queanbeyan Resource Recovery Facility	Approved: April 2016

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Appendix A Water Management System Specification

This Framework EMP has been prepared to respond to QCC and agency requests, and will be subject to finalisation, review and approval prior to occupancy and operation. Consultation with Council, WorkSafe NSW, NSW EPA, NSW Health and NSW Fire Brigade would be incorporated into the final document. This Management



Plan will operate within the SUEZ accredited ISO-14000 Series EMS, and be subject to external third-party review and audit.

1 INTRODUCTION

1.1 PURPOSE

SUEZ operates a truck and maintenance depot and waste transfer facility at 184 Gilmore Road. The depot includes:

- Truck parking;
- Wash bay;
- Paint bay;
- Bin storage; and
- Minor truck maintenance.

The site is also used for waste transfer purposes. The recovery of reusable materials will enable SUEZ to improve their services to their south-western region operations. The focus for this site is the following waste streams:

- Batteries;
- Fluorescent tubes;
- Paper shredding; and
- Paper and cardboard bailing.

SUEZ have applied to Queanbeyan City Council and the Southern Regional Joint Planning Panel for the approval of the expansion of the site to include an additional waste recovery hall and additional waste types. The additional waste types include:

- General Solid Waste (putrescible and non-putrescible);
- Paper, cardboard and plastics recyclables;
- J120 Waste oil/hydrocarbons mixtures/emulsions in water; and
- K110 Grease trap waste.

The storage of fuel is also proposed.

This Environmental Management Plan (EMP) describes operational activities on the site that have, or are likely to have, an impact on the environment and the measures taken in order to minimise those impacts. In addition, it covers the minor demolition and construction activities required to ensure the existing building is adequate for the operations and the proposed construction of the new resource recovery hall. It provides a basis for Queanbeyan City Council to assess the anticipated environmental performance of the proposal and existing operations.

This EMP is a 'living document' and will be updated to reflect the changes at the facility brought about by process modifications and the application of new standards for environmental performance.

SUEZ has developed an Environmental Management System (EMS) at each facility based on ISO 14001. The EMS covers all aspects of the operation, which have actual or potential impacts on the environment. This EMP is the key component of the site-specific environmental management system and both SUEZ and any contractors are responsible for its implementation in the operation of the facility.

1.2 LEGAL AND REGULATORY REQUIREMENTS

1.2.1 NSW Legislation

The following NSW legislation applies to the construction and operations of the

ENVIRONMENTAL – NSW:

- Environmental Planning and Assessment Act 1979
- Environmentally Hazardous Chemicals Act 1985
- Protection of the Environment Operations Act 1997 (POEO Act)
- Dangerous Goods (Road and Rail Transport) Act 2008
- Waste Avoidance and Resource Recovery Act 2001
- Environmental Planning and Assessment Act 1979
- Work Health and Safety Act, 2011

REGULATIONS – administered by the New South Wales Environment Protection Authority (EPA)

- Environmentally Hazardous Chemicals Regulation 2008
- Protection of the Environment Operations (Clean Air) Regulation 2010
- Protection of the Environment Operations (General) Regulation 2009
- Protection of the Environment Operations (Noise Control) 2008
- Protection of the Environment Operations (Waste) Regulation 2005
- Dangerous Goods (Road and Rail Transport) Regulation 2014
- Environmental Planning and Assessment Regulation 2000
- Work Health and Safety Regulation, 2011

ENVIRONMENTAL – FEDERAL:

- Environment Protection and Biodiversity Conservation Act 1999
- National Environment Protection Council Act 1994
- National Environment Protection Measures (Implementation) Act 1998

ENVIRONMENTAL GUIDELINES

- EPA Guidelines: Waste Classification Guidelines 2008
- Handbook for Design and Operation of Rural and Regional Transfer Stations (DEC, 2006)

1.2.2 Conditions of Development Consent

The purpose of this EMP is to accompany a Development Application to Queanbeyan City Council. Should Development Consent be obtained, any conditions of approval which relate to the environmental management of the facility would be incorporated into this EMP.

1.2.3 Environment Protection Licence

The development is considered integrated development, as the volumes of waste being stored on the site trigger the threshold levels outlined in Schedule 1 of the POEO Act. Therefore an Environment Protection Licence is required. Following the receipt of development consent, an application will be made to the NSW EPA for an Environment Protection Licence. This EMP will be updated to include any additional requirements specified in the Licence.

1.2.4 Queanbeyan Council Trade Waste Agreement

Currently, wastewater, outside of amenities, does not enter the sewer. As such a trade waste agreement is not currently in place.

However, process water will be stored in underground storage tanks for treatment. Following appropriate treatment, the wastewater would then be transferred to sewer. A trade waste agreement will be entered into with Council prior to the commencement of construction to ensure all water quality requirements are met.

The treated process water to comply with the trade waste agreement must not contain any of the following:

- Animal matter (including carcasses but not including human waste), wool, hair grease, dust, ashes, cinders, soil, rubbish, filth, oil, salt, mud, sand, gravel, garbage, offal, vegetable or fruit parings, rags, house refuse, steam or solid matter;
- Any flammable or explosive substance;
- Waste liquid that contains a percentage of any substance, or waste liquid that is of a temperature, specified by the Council as being:
 - Likely to endanger public health, public safety or public amenity or the environment, or
 - Damaging to, or liable to form compounds that may damage the Council's sewerage system or treatment works, or
 - Likely to injure employees engaged in the operation or maintenance of the Council's sewerage system or treatment works or the health of those employees; or
- Except in the case of a public drain or council gutter – roof, rain, surface, seepage or groundwater, unless specifically permitted.

In addition to those mentioned above, the following substances are also not permitted to be discharged to the sewerage system:

- Organochlorine weedicides, fungicides, pesticides, herbicides and substances of similar nature and/or wastes arising from the preparation of these substances;
- Organophosphate pesticides and/or wastes arising from the preparation of these substances;
- Any substances liable to produce noxious or poisonous vapours in the sewerage system;
- Organic solvents and mineral oils;
- Discharges from 'Bulk Fuel Depots';
- Natural or synthetic resins, plastic monomers, synthetic adhesives and rubber plastic emulsions;
- Chromate from cooling towers; and
- Waste that contains pollutants at concentrations which inhibit the sewage treatment process.

The triple treatment of the process water would ensure that the above criteria is met. Refer to Section 4.1 for further details.

2 SITE DESCRIPTION

2.2 LOCATION AND SURROUNDING LAND USES

The site is located in an industrial area and is surrounded by various industrial properties. The industrial estate is bound by the Kings Highway in the north, John Bull Street to the east, Queanbeyan Racecourse in the south and Woods Lane (ACT) to the west. The estate is approximately 2.5km west of the Queanbeyan city centre.

The site currently used is part of Lot 1 DP 1169293, Unit 3 184 Gimore Road, Queanbeyan West. This site is 11,000m² in size and was previously used for industrial purposes (storage and transport).

Phase 2 of the resource recovery facility proposes to incorporate Lots 348, 349, 350 DP 8456 and Lot 2 DP 1000911, Bowen Place, Queanbeyan West.

Tenants in the estate include Stegbar, Monaro Mix Concrete Plant, Queanbeyan Industrial Supplies, Blackforest Joinery and Stairs, and Old Field Removals and Storage.

Whilst care takers cottages and operators of nearby commercial/industrial businesses are residing within the industrial estate, nearby residential zonings are located about 200m from the site.

2.3 SITE LAYOUT AND BUILDINGS

2.3.1 Access and Internal Roads

Access to the site is currently via the Kings Highway to Gilmore Road. It is also proposed to enter the site from the Kings Highway, to Kealman Road and then to Bowen Place. Vehicles using the new resource recovery building will only use this entrance.

The internal road system is designed to allow clear separation of vehicles entering, exiting and accessing various site facilities. Upon entering the site, vehicles proceed along a divided roadway to the waste recovery hall. Sufficient space is allowed for large vehicles to queue between the site entrance and the building. Vehicles would not queue on the road.

The internal road system will be fully sealed with signage to aid traffic flows.

2.3.2 Main building

The existing building will continue to be used for minor truck and bin maintenance, plastic bins, paper destruction and baling and battery and florescent tube storage. The office accommodation and a single paint booth would also be located in the main building. It has a footprint of 333m x 300 m (approx. 2000m²). The building would be accessed via 4 existing roller doors on the south side of the shed, with one motorised door at the entrance of the building.

The proposed Resource Recovery Hall would be completely enclosed with a footprint area of 1,990m². The building would be accessed via a number of roller doors. The

two main traffic doors have been fitted as motorised doors to allow more efficient opening / closing of doors to traffic.

2.3.3 Amenities and Utility Services

Amenities rooms are to be located at the eastern side of the existing building. Facilities are provided for operating staff including lunch room, toilets, showers and staff offices.

Amenities will also be provided in the new building, on the northern side of the building. Accessible amenities are provided.

2.3.4 Transfer Vehicles

In addition to buildings and other facilities, a fleet of specialised waste transfer vehicles, is dedicated to the operation of the transfer station. These vehicles are purpose-designed and incorporate the following features:

- Bulk-haul trailers which can be uncoupled from prime movers during packing;
- Provision for attaching the trailers to the loading packers;
- Fully enclosed and sealed vacuum liquid waste tanks; and
- Fully enclosed and sealed waste trailer bodies.

2.3.5 Signs, Fencing, Security and Parking

Directional and speed limit signage are to be erected at the Gilmore Road and Bowen Place entrances. Once past the entrance gate additional signs will provide information on hours of operation, types of materials accepted and excluded, charges and other relevant information. Extra signs would be erected within the site to direct traffic and facilitate safe passage of vehicles.

A 1.8 metre high fence is to surround the facility. Security gates are to be installed at the site entrance.

A total of 42 car parking spaces are provided throughout the site for use by employees and visitors.

A further 61 car parking spaces, including disability parking is proposed within the basement car park of the new building.

2.3.6 Drainage

The sites existing drainage system is to be used. No process water or waste from the paint booth is to be directed into the stormwater system.

Development for phase 2 is to include two underground storage tanks: 150,000 L tank for site stormwater storage drain to Gilmore Road, and 150,000L tank for water storage from wash bay and new building harvesting catchments. All stormwater collected will be transferred via appropriately sealed water carts to the next door Monaro Mix concrete batch plant for use in the concrete batching process. Where water cannot be collected by Monaro Mix, it will be transferred to Council's stormwater system.

Process water will pass through the sites Water Management System for appropriate treatment prior to being transferred to Council's sewer in accordance with a Trade

Waste Agreement.

2.3.7 Landscaping

The perimeter of the site is landscaped. A mixture of trees, shrubs and ground cover have been chosen to minimise the visual amenity of the site.

Large native trees are to be planted along the Bowen Place perimeter of the site.

2.3.8 Services

The facility is connected to water, sewerage, telephone and electricity systems.

The proposed building is to be connected to the estates water, sewerage, telephone and electricity systems.

3 SITE OPERATIONS

3.1 OPERATIONAL CONDITIONS

The operational conditions and SUEZ responsibilities are defined in this section. The Site Manager monitors the facility's performance to ensure compliance with all operational and regulatory requirements. Assistance is provided to the Site Manager, in carrying out this function, by other specialist sections of SUEZ such as the Environment, Quality and Safety department.

3.2 WASTE CONTROL

3.2.1 Permitted Wastes

It is proposed the following waste types will be accepted for storage and/or transfer:

- Paper and cardboard;
- Batteries;
- Fluorescent tubes;
- General Solid Waste (putrescible and non-putrescible);
- Paper, cardboard and plastics recyclables;
- J120 Waste oil/hydrocarbons mixtures/emulsions in water; and
- K110 Grease trap waste.

Some small quantities of waste oils and grease from the truck maintenance area may also be temporarily stored at the site.

The storage of fuel is also proposed.

Storage of these materials will not occur until development consent is obtained from Queanbeyan City Council/Southern JRPP.

3.2.2 Excluded Wastes

Any material that does not fall into the categories in 3.2.1 is not accepted. This includes, but is not limited to, wastes classified in Schedule 1, Part 3 of the Protection of the Environment Operations Act, 1997, as hazardous or industrial waste. Asbestos or medical waste is not to be accepted at the facility.

The staff at the transfer station monitors and controls the waste delivered to the site and rejects any substances that do not comply with the above. This function is fulfilled by making enquiries concerning customer loads, visual monitoring during unloading etc. When contentious or ambiguous matters arise in the receipt or handling of any particular category of waste, the staff are required to seek direction from the Site Manager.

3.3 WASTE DELIVERY

All vehicles arriving at the Gilmore Road entrance to the transfer station proceed to the entry of the waste hall where drivers are asked about the nature of the load and given directions and instructions on where to deposit materials.

Vehicles progress in a clockwise direction through to the advised destination and

then proceed back to Gilmore Road.

Waste entering the proposed resource recovery hall will enter the site from Gilmore Road. Vehicles will then travel north before turning right to exit the site via the driveway on Bowen Place.

3.4 WASTE STORAGE

SUEZ will be required to transport waste from the facility as each trailer, tanker or bin is filled. Only 100 tonnes of putrescible waste would be stored at any one time. This is necessary to control the amount of waste temporarily stored on the premises and to optimise use of the transport fleet. The limit on putrescible waste to be stored at any one time is to minimise odour impacts.

4 ENVIRONMENTAL MANAGEMENT

4.1 WATER MANAGEMENT

4.1.1 *Environmental Goals and Principles*

The goal of water management on-site is to ensure that surface water leaving the site will have no adverse impacts beyond the site. A Trade Waste Agreement with Queanbeyan City Council will be required.

All other process areas are sealed within the waste recovery hall and would not enter into the sewer or stormwater systems.

Due to the implementation of the mitigation measures proposed in the EIS, the effects of the proposal on surface water or the existing stormwater system is considered negligible.

4.1.2 *Management Strategy*

Surface water runoff from all non-contaminated areas, including all roadways, the manoeuvring area, the landscaped areas and the roofs of all buildings is collected in the stormwater system. All stormwater is discharged into the stormwater storage tanks. Where the tanks are full, or the stormwater cannot be collected by Monaro Mix, it will be discharged into the local stormwater system.

Process water or contaminated stormwater will not enter into the local stormwater system. Following appropriate treatment it will be discharged into the Council sewer, following receipt of a trade waste agreement.

Accidental spills are carefully managed to minimise contamination of the stormwater. Spills can occur under a range of circumstances and may consist of paper and cardboard waste, oil, hydraulic fluids and other liquids such as cleaning products.

The following procedures are carried out so as to minimise the frequency of spills and the necessary subsequent clean up:

- All major maintenance of transfer vehicles is carried out away from the site;
- Site users are made aware of the requirement for loads to be delivered in covered or enclosed vehicles;
- In the event of a spill of waste outside the building, the waste is recovered either by hand shovel or front-end loader, and transported to the appropriate receival bay within the building. The street sweeper collects any minor quantity of debris remaining. Given the dry nature of the waste, the site will not be hosed down. Spillages within the building are recovered and deposited in the appropriate receival bay within the building. A final cleanup of the area can be incorporated in the daily cleaning and washing of the building; and
- Spillages of liquids are absorbed using 'dri-sorb' (where appropriate) or an approved similar absorbent material. The contaminated material is collected and transported to a suitable disposal location (contact Centre Manager at the time of the spill for advice on disposal). Quantities of suitable absorbent material are kept on site at all times. Once the bulk of the spill has been

removed, the area is cleaned in a manner appropriate to the material concerned and washed down. Every effort is made to prevent contaminated material entering the stormwater system.

During construction, appropriate erosion and sediment controls would be put in place as necessary. Wastes from demolition would be disposed of at an appropriately licensed facility.

The specification of the proposed water management/treatment system is provided in **Appendix A**.

4.1.3 Activities/Frequency

The following activities are to be undertaken:

- Daily visual inspection of waste floor and hardstand areas;
- Water quality management measures outlined in the Statement of Environmental Effects and Environmental Impact Statement (EIS) are to be adhered to at all times;
- All wastewater is to be appropriately treated and disposed of in accordance with the Trade Waste Agreement to be entered into with Queanbeyan City Council.

4.1.4 Management Responsibilities

- ACT Manager, SUEZ

Overall responsibility for the management of operational issues on site.

- Site Manager, SUEZ

Supervision of the site's activities. Ensuring that the stormwater infrastructure is adequately maintained and operated in order to achieve the environmental objectives. Ensuring operations related to water management are performed in accordance with this EMP.

4.1.5 Reporting and Review

Reporting by Site Manager:

- Reporting to the ACT Manager as necessary but at least formally monthly.
- If an incident occurs that causes or threatens material harm to the environment, the NSW EPA should be notified immediately after the person (the licensee or its employees or its agents) becomes aware of the incident in accordance with the requirements of the POEO Act, 1997. Notifications must be made by telephoning the EPA Environment Line on 131 555.
- Maintaining environmental logbooks/electronic checklists by Site Manager and Environment, Quality and Safety Officer. This should include the recording of accidental spills in covered and open areas.

4.2 ODOUR AND DUST CONTROL

4.2.1 Environmental Goals and Principles

Dust and odour control on site is aimed at:

- Minimising occupational exposure and nuisance to staff and customers
- Minimising degradation of local amenity (minimising or preventing emission of dust from the premises)

Odour control on site is aimed at preventing degradation of the local amenity. Given the waste transfer operations are contained within the enclosed building odour is not anticipated. However, as putrescible waste is proposed to be accepted at the facility, additional mitigation measures were provided within the EIS to minimise any odour risks. This includes the storage of 100 tonnes of putrescible at any one time, the use of odour/dust suppression sprays, and keeping the doors to the building closed at all times.

The fit-out and operation of the spray-booth would be done in accordance with relevant guidelines which will minimise odour.

All plant and equipment will be regularly maintained to prevent undue emissions from exhaust.

Due to the scale of construction works, the effects of any dust generated on site would be localised and short term in duration.

4.2.2 Management Strategy

An "EnviroMist" Dust/Odour Suppression System is to be installed at the facility. The system produces an ultra-fine water fog that attracts and holds dust particles so they can be more readily removed from the working area. The system is turned on by the operating staff (at their discretion) before and during unloading of tipping vehicles, and when a particularly dusty load is detected, or for other purposes as required.

Dusty loads are not to be accepted at the facility.

Dust and air quality control measures outlined within the Statement of Environmental Effects and EIS are to be adhered to at all times.

4.2.3 Activities/Frequency

The following activities are undertaken:

- Using the dust and odour suppression system - before and during unloading of tipping vehicles and as required;
- Checking for excessive dust/odour levels – continuous;
- Checking by Centre Manager that dust/odour suppression system is providing adequate dust/odour control – weekly;
- Minimising, or temporarily halting any shredding activity that proves to generate excessive dust;

- Checking of paint spray-booth for odour – continuous;
- Checking storage of putrescible waste for odour – continuous; and
- Air quality management measures outlined in the Statement of Environmental Effects and Environmental Impact Statement (EIS) are to be adhered to at all times

4.2.4 *Performance Indicators/Targets*

- No dust or odour complaints.

4.2.5 *Management Responsibilities/Organisation*

- Manager, ACT, SUEZ

Overall responsibility for the management of operational issues on site.

- Site Manager, SUEZ

Ensuring that necessary infrastructure is maintained and operated to achieve environmental objectives.

Ensuring that operations are performed so as to minimise dust and odour in accordance with this EMP by maintenance of equipment.

- Environment, Quality & Safety Division, SUEZ

Providing advice on dust and odour mitigation strategies as required.

4.2.6 *Reporting and Review*

- Reporting to ACT Manager as necessary but at least monthly.
- Maintaining environmental logbooks/electronic checklists. Reporting all complaints to SUEZ customer service section within 24 hours using supplied customer complaint forms.

4.3 LITTER CONTROL

4.3.1 *Environmental Goals and Principles*

Litter control on site is aimed at minimising site degradation, and minimising degradation of local amenity.

4.3.2 *Management Strategy*

- The perimeter fence prevents windblown litter leaving the site. The waste transfer areas are enclosed to prevent the escape of wind borne litter.
- All waste transfer vehicles leaving the site are fully sealed to prevent the escape of litter en-route to the landfill.
- Litter patrols are conducted regularly to clean up any litter in and around the site.
- Regular street sweeping of all sealed access ways is undertaken.

4.3.3 Activities/Frequency

- Litter collection, either by hand or using a mechanical street sweeper, from all areas of the site, including access roadways, open areas and the landscaped area - daily;
- Clean up of litter in adjacent streets (Gilmore Road, Bowen Place, Kealman Road) - daily;
- Sweeping of litter and debris accumulating in the waste transfer areas - daily;
- Site inspection by Site Manager for litter and general cleanliness – weekly; and
- Street sweeping of all sealed access ways – as required

4.3.4 Performance Indicators/Targets

All areas on-site and surrounding areas to be free of litter arising from the facility's operations.

4.3.5 Management Responsibilities/Organisation

- ACT Manager, SUEZ

Overall responsibility for the management of operational issues on the site.

- Site Manager, SUEZ

Ensuring litter is minimised, monitored and cleaned up in accordance with this EMP.

4.3.6 Reporting and Review

- Reporting to the ACT Manager, as necessary but at least fortnightly,
- Maintaining environmental logbooks/electronic checklists. Reporting all complaints to SUEZ Environnement customer service section within 24 hours using supplied customer complaint forms.

4.4 NOISE CONTROL

4.4.1 Environmental Goals and Principles

The major noise generating machinery at the facility is located in the waste recovery building, which is fully enclosed to minimise noise emissions. Other noise sources are associated with vehicles transporting waste to and from the site. During construction, noise may be generated from vehicles entering and exiting the site, demolition and construction of internal walls.

Noise control on site is aimed at maintaining the facility and surrounding areas free from nuisance arising from its operation.

It should be noted that residential receivers are located within the Industrial estate. The sensitive receiver I1 at 1 Kealman Road is located within an industrial zoning. Section 2.1.1 of the Industrial Noise Policy (INP) recommends that isolated residences within industrial zones be treated as industrial receivers. The predicted operational noise levels at 1 Kealman Road are consistent with the criteria outlined within the INP for industrial receivers; and noise levels are not expected to exceed this criteria.

The operational noise goals and predictions were outlined within the EIS and reproduced in the table below. Once the EPL is obtained, this section of the EMP will be amended to include the project specific noise goals provided by the EPA.

Table 1: Predicted $L_{Aeq, 15min}$ Operational Noise Levels at Nearby Receivers (Wilkinson Murray, 2015)

Receiver	Predicted Level ($L_{Aeq, 15 min}$)	Criterion (Night)	Exceedance
R1	37	37	0
R2	34	37	0
R3	37	37	0
I1	46	60	0

As shown in the table above, the predicted worst case operational noise levels comply with the night time intrusiveness criterion at all receivers.

The most significant short duration, high intensity noise events associated with the operation of the facility are the application of pneumatic truck parking brakes. The worst case scenario of trucks applying parking brakes is when they stop at the weighbridge at the northern side of the transfer station building, and when they stop at the entry doors at the southern side of the transfer station building. The predicted maximum operational noise levels at nearby residential receivers are presented in the table below. The NSW Road Noise Policy (RNP) Night Criterion is also provided.

Table 2: Predicted $L_{Aeq, 15min}$ Operational Noise Levels at Nearby Receivers

Receiver	Predicted Level (L_{Amax})	Screening Criterion (night)	Exceedance	RNP Criterion (Night)	Complies (Yes/No)
R1	43	47	0	60-65	Yes
R2	41		0		Yes
R3	48		1dBA		Yes
I1	55	n/a	n/a	n/a	n/a

As shown in Table 2, the predicted maximum noise levels generally comply with the established sleep disturbance criterion, except at R3 where an exceedance of 1dBA was observed. A 1dBA is considered negligible and is not perceptible to human hearing.

4.4.2 Management Strategy

The following measures are undertaken in order that noise emissions from the site are minimised:

- All doors to the waste recovery building are kept closed;
- All machinery, both fixed and mobile, including transfer vehicles, at the facility are maintained in good working order at all times;
- Traffic speeds are controlled at all times. Staff, customers and visitors are required to observe signposted limits at all times;
- All staff are informed of the importance of noise minimisation and the methods for achieving acceptable levels, and required to implement those methods at all times;
- Noise is monitored as required eg. Change in processing machinery, investigation of noise complaints;
- An independent consultant conducts acoustic monitoring every 2 to 5 years;
- Noise management measures outlined in the Statement of Environmental Effects and EIS are to be adhered to at all times; and
- Ongoing noise monitoring as required by the sites Environmental Protection Licence.

4.4.3 Activities/Frequency

- Inspections by the Site Manager to ensure noise levels are not excessive - weekly;
- Noise monitoring by the Environment, Quality and Safety Officer – as required.
- Noise monitoring assessment carried out by acoustic consultant – every two to five years as required or as required by the EPL.

4.4.4 Management Responsibilities/Organisation

- ACT Manager, SUEZ Environnement

Overall responsibility for management of operational issues on site.

- EQ&S Department, SUEZ Environnement

Supervision of the activities, ensuring that infrastructure is supplied and maintained.

Conducting noise monitoring as required (i.e. in response to a complaint).

Arranging noise survey by an acoustic Consultant when required.

- Site Manager, SUEZ Environnement

Ensuring operations are performed to minimise noise in accordance with this EMP.

4.4.5 Reporting and Review

- Reporting to the ACT Manager as necessary but at least monthly.
- Review of monitoring results by Environment, Quality & Safety Officer with the Site Manager.
- Maintaining environmental logbooks/electronic checklists.

4.5 WASTE CONTROL

4.5.1 Environmental Goals and Principles

Waste control should:

- Ensure receipt of only those wastes that the facility is approved to receive,
- Demonstrate due diligence in screening incoming wastes, and
- Ensure that the nature and quantity of all wastes received is known and recorded.

This is achieved by ensuring that all staff have been given training and that supervision and staff numbers on site are sufficient to provide adequate screening of waste.

Waste generated during construction activities is to be appropriately handled and disposed of at a facility approved to accept that waste.

4.5.2 Management Strategy

Strategies to control waste are:

- Signs clearly state the types of waste permissible for disposal;
- Computerised system to record quantities, types and sources of waste;
- Visual inspection at tipping floor to verify contents of loads;
- Gates locked after hours to prevent unauthorised entry; and

- Waste management measures outlined in the Statement of Environmental Effects and EIS are to be adhered to at all times.

4.5.3 Activities/Frequency

- Driver of vehicle is questioned as to type of waste – each load,
- Visual inspection at the tipping face – each load,
- Weekly inspection (of operations and records) by the Centre Manager to verify that:
 - Excluded wastes are not accepted
 - Staffing levels are adequate
 - Observation of traffic and subsequent action to minimise queues and recording of any unusual queuing - ongoing.
- Demolition contractors appropriately handle and dispose of waste – during construction.

4.5.4 Performance Indicators/Targets

- Waste accepted meets approval conditions and is recorded correctly; and
- No traffic queues outside the site boundary

4.5.5 Management Responsibilities

- ACT Manager, SUEZ Environnement

Overall responsibility for management of operational issues on site.

- Site Manager, SUEZ Environnement

Ensuring waste control activities are performed in accordance with this EMP.

4.5.6 Reporting and Review

- Maintaining environmental logbooks/electronic checklists

4.6 EMERGENCY PREPAREDNESS

4.6.1 Environmental Goals and Principles

An Emergency Response Plan (ERP) for the site would be prepared and is to be regularly updated. The plan is to describe the general policy and approach to be followed when dealing with an emergency or incident and is to:

- Identify and address various types of emergencies which may be experienced at the site;
- Minimise risk to the Contractor's personnel, SUEZ Environnement employees, customers and visitors, in an emergency;
- Control any incident to minimise damage to plant equipment, property and the

4.6.2 Management Strategy

- Provide adequate resources including staffing, fire-fighting equipment, first aid equipment and personal protective equipment;
- Train and retrain staff so that a high level of preparedness is maintained by all people who may be involved in an emergency; and
- Periodic review and update of the Emergency Procedures for the site.

4.6.3 Activities/Frequency

- Visual checking of fire-fighting equipment - weekly;
- Testing of fire-fighting equipment - six monthly;
- Carrying out trials of the emergency procedures at frequencies not exceeding six months; and
- Carrying out ERP training for all new staff – as required.

4.6.4 Performance Indicators/Targets

- Ensuring that all emergency equipment is ready and available for use at all times.
- Bi-Annual testing of ERP by simulating emergencies on site.

4.6.5 Management Responsibilities/Organisation

- Manager ACT, SUEZ Environnement

Overall responsibility for the management of operational issues on site

- EQS Department, SUEZ Environnement

Ensuring that infrastructure is supplied, maintained and operated. Review of fire-fighting and other emergency training, input into Emergency Response Plan, observation of testing Emergency Response Plans.

- Site Manager, SUEZ Environnement

Preparation of an Emergency Response Plan; provision of relevant training to all staff.

4.6.6 Reporting and Review

- Immediate reporting of any incidents/emergencies to the Manager ACT, written record forwarded within 24 hours;
- Internal form for recording any incident or injury resulting in lost time or any other matter which could have, or has had, an effect on the health or safety of any person;
- Appropriate form to be submitted to WorkCover for any injury resulting in lost time or any matter which affects the health or safety of any person;

- Reporting to the Environment Line (131 555), incidents where there may have been environmental ramifications;
- Preparation of an incident report for serious or potentially serious incidents including investigation as to the cause, preventative action to be taken etc, and
- Maintaining environmental logbooks/electronic checklists.

4.7 TRANSFER VEHICLE MANAGEMENT

4.7.1 Environmental Goals and Principles

Transfer vehicles management is aimed at:

- Ensuring adequate handling, transportation and subsequent disposal of waste; and
- Ensuring continued availability, satisfactory performance and environmental security of transfer vehicles.

4.7.2 Management Strategy

The management strategy for transfer vehicles comprises the following:

- Provision of a sufficient number of vehicles for operation of the facility; and
- Provision of adequate inspection, repair facilities and maintenance equipment.

4.7.3 Activities/Frequency

- Ensure external paintwork is in good condition - daily;
- Ensure the mufflers and other noise reduction measures are in good operating conditions -daily;
- Ensure that vehicle emissions meet statutory limits-daily;
- Ensure the rear doors close and seal properly - daily;
- Ensure hydraulic systems are functioning and not leaking - daily; and
- Ensure vehicles are roadworthy -daily.

4.7.4 Performance Indicators/Targets

- Execution of visual inspections of vehicles;
- Total conformances related to transfer vehicles operation and management.

4.7.5 Management Responsibilities

- Site Manager, SUEZ Environnement.
Ensuring transfer vehicles are operated and managed in accordance with this EMP.

4.7.6 Reporting and Review

- Daily reporting by Site Manager, SUEZ Environnement using computerised checklists. Weekly, monthly and six monthly manual checklists (Form 26)

4.8 VERMIN AND INSECT MANAGEMENT

4.8.1 Environmental Goals and Principles

- No infestation of vermin or insects.

4.8.2 Management Strategy

The management strategy for the control of vermin and insects comprises the following:

- Inspection of the site by a qualified pest exterminator;
- Implementation of controls such as barriers, covering, minimised storage timeframes and good housekeeping.
- Implementation of pest control program.

The Site Manager will arrange for a qualified pest exterminator to inspect the site once each year to look for evidence of pests and advise the ACT Manager about any control measures that may be necessary. The inspection will include all buildings and storage areas on site as well as the landscaped areas. In addition, the Site Manager will briefly inspect the site once a month for obvious signs of infestation and devise appropriate control measures as necessary

4.8.3 Activities/Frequency

- Inspection of the site by a qualified pest exterminator - yearly. Inspection will include all buildings and storage areas on site as well as the landscape areas.
- Site Manager to briefly inspect the site once a month for obvious signs of infestation.

4.8.4 Performance Indicators/Targets

- Execution of visual inspections of site;
- Total conformances related to vermin and insect management.

4.8.5 Management Responsibilities

- Site Manager, SUEZ Environnement.
Ensuring the site is managed in accordance with this EMP.

4.8.6 Reporting and Review

- Maintaining environmental logbooks/electronic checklists

5 ENVIRONMENTAL MONITORING

5.1 AIR QUALITY

Experience has demonstrated that waste transfer stations may result in off-site dust generation or odour nuisance. Personal dust and odour monitoring may be conducted to assess OH&S issues.

Should significant dust or odour be detected, or complaints received, SUEZ Environnement will arrange inspections to investigate the problem and ensure appropriate corrective action.

5.2 NOISE

Noise monitoring may be conducted every two to five years by a qualified acoustic consultant to verify that the facility operates within the EPA guidelines. In addition, the EPL may require more frequent monitoring. This section will be updated upon receipt of the EPL.

Noise monitoring involves monitoring noise levels at the boundaries of the site during operations on a typical weekday and comparison of results with guidelines and EPL criteria for noise levels at site boundaries of industrial premises. If the noise levels are exceeded, appropriate corrective measures will be developed and implemented.

5.3 LITTER

The Site Manager is to inspect adjacent streets daily and removes any litter resulting from the operation of the transfer station. The Site Manager reports illegally dumped rubbish to SUEZ Environnement and Queanbeyan City Council.

5.4 VERMIN AND INSECTS

The Site Manager will arrange for a qualified pest exterminator to inspect the site once each year to look for evidence of pests and advise the ACT Manager about any control measures that may be necessary. The inspection will include all buildings and storage areas on site as well as the landscaped areas. In addition, the Site Manager will briefly inspect the site once a month for obvious signs of infestation and devise appropriate control measures as necessary.

6 REPORTING, STAFFING AND TRAINING REQUIREMENTS

6.1 RECORDS AND REPORTING

6.1.1 Monitoring Results

A database will be set up by SUEZ Environnement to store the results from environmental monitoring and to facilitate the retrieval of information.

The monitoring results will be reviewed and communicated to the Site Manager and Centre Manager on a monthly basis at the Safety, Environmental and Quality Management meetings. This provides an ongoing mechanism for assessing environmental performance of the transfer station operations over a period of time.

6.1.2 Records of Pollution Complaints

All pollution complaints received by SUEZ Environnement or the Site Manager must be recorded. The record must include the following details:

- (a) The date and time of the complaint;
- (b) The method by which the complaint was made
- (c) Any personal details of the complaint which were provided by the complainant or, if no such details were provided, a note to that effect;
- (d) The nature of the complaint;
- (e) The action taken by the licensee in relation to the complaint, including any follow-up contact with the complainant; and
- (f) If the licensee took no action, the reasons no action was taken.

Any complaints received by the Site Manager (and accompanying details) should be forwarded to the Customer Service section of SUEZ Environnement within 24 hours. Complaints will also be required to be submitted to the EPA as part of the Annual Return to be completed yearly in accordance with the sites EPL.

6.2 STAFFING AND TRAINING REQUIREMENTS

It is the Site Manager's responsibility to provide adequate staff on site to ensure that all requirements described in this EMP are met. It is also the Site Manager's responsibility to provide adequate training to all staff performing critical tasks such as inspection and direction of incoming wastes, operation of the equipment and environmental management on site.

An Environmental Due Diligence Program has been prepared and implemented by SUEZ Environnement. It is designed to provide SUEZ Environnement employees with information about their environmental responsibilities.

The program is focused on the following issues:

- Environmental Legislation - NSW;
- Environmental aspects and impacts of the operational activities;



- SUEZ Environnement Policies;
- Environmental management;
- Standard Operating Procedures;
- Environmental due diligence.

7 ENVIRONMENTAL AUDITING AND REVIEW

7.1 ENVIRONMENTAL REVIEW

SUEZ Environnement evaluates the success of its environmental management approach on a regular basis. Individual components of the monitoring program are reviewed at set intervals as required. An overall evaluation of the environmental performance of each facility is conducted on an annual basis.

The annual environmental review has the following objectives: -

- Quantitative evaluation of the significance of the environmental impacts associated with waste disposal activities;
- Formulation and periodic review of environmental objectives, targets and programs for the facility;
- Evaluation of the effectiveness of existing environmental management practices so as to ensure compliance with current environmental legislation and guidelines;
- Assisting with the continual improvement and optimisation of the site's existing environmental management practices; and
- Encourage confidence in the general public, community groups and regulatory agencies that waste disposal operations are being effectively managed in a way that minimises community and environmental impacts.

7.2 MANAGEMENT SYSTEM AUDITS

Internal and external management system audits and supplier audits will be conducted on a regular basis to verify that the operations on the site comply with the requirements of this EMP. The results of the audits will be recorded and recommendations for improvement are communicated to the relevant management personnel as well as to Site Managers.

Appendix A Water Management System Specification

(during detailed design)

Document History Record:

Version No.	Brief summary of changes	Changes made by:	Approved by:	Date
1	Initial Issue			
2	Incorporation of phase 2	RS		