

EP.02-A Landfill Waste Management Procedure

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CEO Chief Executive Officer
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1 OBJECTIVE

Quilpie Shire Council is committed to ensuring that landfill sites are managed in accordance with Environmental Authority EPPR0090481, the *Environmental Protection Act 1994* and the *Fire and Emergency Services Act 1990*

This procedure applies to the management, operation, supervision and all other tasks required for activities at the Quilpie Shire Council landfill sites.

2 STATEMENT

Council endeavours to:

- Minimise health and safety risks for landfill operators and the public;
- Minimise potential environmental impacts;
- Encourage facility users to correctly dispose of waste in designated areas;
- Encourage recycling in accordance with the waste management hierarchy;
- Ensure efficient use of sites; and
- Ensure efficient use of resources.

Where safe and practical, landfill operators will endeavour to relocate non-conforming waste to a more appropriate location within the facility.

3 PROCEDURE FOR WASTE MANAGEMENT

3.1 GENERAL

Separation of non-conforming waste is ultimately at the discretion of the operator and supervisor after consideration of safety and resource availability.

All non-conforming waste is to be reported.

All illegal and hazardous waste is to be recorded.

3.2 WASTE MANAGEMENT

3.2.1 General Waste Pit

Prior to pushing general waste, the landfill operator is to inspect the pit for suspicious waste. If suspicious waste is identified the operator will notify the supervisor. The items and actions will be recorded including if it is unsafe to remove the items.

If safe, non-conforming waste will be removed to an appropriate area (ie steel and tyre pits).

Waste will be effectively placed and compacted.

Soil will be applied and compacted following each push of general waste with a minimum of 150mm of soil placed.

The smallest area practicable will be used and a working face will be maintained.

Truck/vehicle movements and unloading will be done in an orderly manner and the area will be kept drained where practicable.

3.2.2 Steel

Site Maintenance: If safe remove non-steel items from stockpile and place in correct locations.

Materials will be stockpiled as required.

3.2.3 White Goods

Fridges or freezers are not to be crushed.

If required the landfill operator is to seek assistance prior to relocating white goods from other designated areas to the white goods area.

3.2.4 Tyres

Stockpiling: Ensure the tip face is clear to accept tyres. Tyres will be pushed to the rear of the pit and covered with soil as directed.

3.2.5 Green Waste

Site Maintenance: Remove items not intended for this site and place in the correct location (ie steel/general waste/tyres/etc pit).

The current stockpile will be separated from the adjacent and ongoing new green waste stockpiles.

The stockpile will be pushed as required. When sufficient quantity is stockpiled, the stockpile will be allowed to dry prior to burning under permit issued by the Queensland Fire & Rescue Services under the *Fire and Emergency Services Act 1990*.

3.2.6 Concrete

Material will be stockpiled as required.

3.2.7 Timber

Site Maintenance: Remove items not intended for this site from the stockpile and place in the correct location (ie steel/general waste/tyres/etc pit).

Materials will be stockpiled as required. When sufficient quantity is stockpiled, the stockpile will be checked for unsuitable material prior to burning under permit issued by the Queensland Fire & Rescue Services under the *Fire and Emergency Services Act 1990*.

3.2.8 Clean Waste Soil

Site Maintenance: Remove items not intended for this site from the stockpile and place in the correct location (ie steel/general waste/tyres/etc pit).

Push stockpiled material over the old tip face as required.

3.2.9 Batteries

Council will supply pallet type bunds for batteries to be placed on to contain any possible leakage.

Batteries will be collected by Quilpie State College as part of their fund raising initiatives.

3.2.10 Cardboard /Paper Pit

Site Maintenance: Remove items not intended for this site and place in the correct location (ie steel/general waste/tyres/etc pit) prior to burning under permit issued by the Queensland Fire & Rescue Services under the *Fire and Emergency Services Act 1990*.

3.2.11 Asbestos

Council will excavate and backfill pits as required. A Private Works form will be issued to a person disposing of asbestos waste and they will be charged in accordance with Council's Fees and Charges Schedule.

3.2.12 Animal Pit

Site Maintenance: Inspect pit on all days that general site maintenance is undertaken and cover dead animals with soil. If animals are dumped outside of general site maintenance days staff will cover on the next working day.

3.2.13 Waste Oil

Site Maintenance: Inspect the facility on all days that general site maintenance is undertaken.

The site is to be checked to ensure that it is left in a clean and tidy state and any spills are to be reported.

Oil drums (steel) are to be purged prior to disposal of metals into this container.

3.3 FIRES

The following steps will be followed for staff burning rubbish.

1. Obtain Permit from Queensland Fire and Emergency Services
2. Check that the permit is still valid and in date
3. Plan for the burn to take place early in the morning preferably before 8am and no later than 10am
4. Do **NOT** burn if there is a strong wind
5. Check wind direction before burning
6. Do **NOT** burn if there is a North Westerly wind
7. Ensure that there are sufficient resources available to meet the requirements of the permit
8. Call **FIRECOM** (phone number on permit) to indicate when the burn will commence
9. Monitor the burn until it is fully controlled and safe
10. Call **FIRECOM** to indicate that the burn has finished. Let them know if there is any residue still smouldering
11. The area can then be left however it must be checked on regularly until the fire is completely out
12. Make an entry into the landfill burn log book indicating, date, areas burnt, wind direction and time of burn

Illegally lit fires are to be reported to Council's Administration Centre immediately. Administration staff are to follow the *Procedure for Incidents of Fire at the Quilpie or Eromanga Landfill* (Attachment A).

3.4 DISPOSAL OF PERSONAL DOCUMENTS

A fire drum is available for general public use to dispose of private and confidential documents.

3.5 REGULATED WASTE

In the instance of regulated waste ie asbestos the following is to occur:

- Operator to advise supervisor
- Supervisor advise WHSO

- WHSO contract a qualified asbestos remover
- contracted to relocate on site as a matter of urgency

3.6 GENERAL SITE MAINTENANCE

General landfill site maintenance and housekeeping will include repairing and or reporting of damage to the access roads, tracks, fences, firebreaks and signage.

Wind-blown litter will be managed as required and or as staff time and funding becomes available.

4 DEFINITIONS

Nil

5 RELATED POLICIES | LEGISLATION | OTHER DOCUMENTS

Environmental Authority EPPR0090481

Environmental Protection Act 1994

Fire and Emergency Services Act 1990

IX #	Details

ATTACHMENT A – UNPLANNED FIRE INCIDENT PROCEDURE

Procedure for Incidents of Fire at the Quilpie or Eromanga Landfills

Any adverse impact on an environmental value must be notified to the administering authority's 24-hour pollution hotline with full details of the adverse impact, within 24 hours of becoming aware of the impact.

1. Report incident to Pollution hotline - PH 1300 130 372, option 2, you will be given a CR number identifying the report. This number is to be included on the incident report to the Department of Environment & Heritage Protection.
2. Complete incident report, located -\\quilpie.infoxpert.edrms@SSL\DavWWWRoot\DAV\Form Templates\infoXpert Office Templates\Admin Forms\2016-06 Landfill Incident Report.docx.
3. The Incident Report is to include:
 - (a) The development approval number and name of the operator;
 - (b) The name and telephone number of the designated contact person;
 - (c) The location of the emergency or incident;
 - (d) The date and time of the incident;
 - (e) The time the notifying person and the operator became aware of the incident;
 - (f) The estimated quantity and type of any substances involved in the incident;
 - (g) The actual or potential suspected cause of the incident;
 - (h) A description of the effects of the incident including any environmental harm that has occurred or may occur as a result of the incident;
 - (i) Any sampling conducted or proposed, relevant to the emergency or incident; and
 - (j) Actions taken to prevent any further impacts as a result of the incident, and actions taken to mitigate any environmental harm or nuisance being caused by the incident.
4. Email Incident Report to:
pollutionhotline@ehp.qld.gov.au
5. Ensure a copy is given to the Records Officer for registration.