

EP.02-A Landfill Waste Management Procedure

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- CEO Chief Executive Officer
- MCCS Manager Corporate & Community Services
- MES Manager Engineering Services
- MFS Manager Financial Services

1 OBJECTIVE

Quilpie Shire Council is committed to ensuring that landfill sites are managed in accordance with Environmental Authority EPPR00904813, the *Environmental Protection Act 1994*.

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.

Landfill operations will be conducted in a way that environmental nuisance will be minimized while ensuring the health and safety of community members and council staff.

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, a bound booklet has been provided to the landfill operator to record all illegal and hazardous waste, this booklet is kept in the garbage truck. It is acknowledge that not all instances of illegal and hazardous waste will be recorded as the landfill is unmanned and open 24 hours a day 7 days a week. Landfill operators are to at all times be vigilante in their observations of the areas they are working in and record any details as necessary.

For a period of 6 months ending 9 April 2018 inspections of the Quilpie Landfill are to be undertaken twice daily with observations recorded in the record book.

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.

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.

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

This area is no longer in use, all cardboard and paper waste is to be disposed of in the general waste pit.

3.2.11 Animal Pit

A suitable trench is to be dug to a depth of 4 m or until caprock is reached with the sides battered at a slope of 1v to 2h and either end of the trench to be battered at a slope of 1v to 4 h. These grades are recommended for safety reasons.

Natural soil with impenetrability properties and caprock assist in the control of leaking leachate into the subsoil or watertable.

The site should be accessible to trucks and earthmoving equipment at all times. If practical the area should be fenced, alternatively a continuous bund along the steep sides should be formed to minimize the potential accidental access.

Carcasses are placed in an open unlined, earth bunded trench, carcasses are covered with excavated earth, typically this will take place on the day the carcass is disposed.

Inspection of the Animal pit area is to occur on all days that general site maintenance is undertaken; carcasses (if any) are to be fully covered with excavated soil. Carcasses disposed of outside general site maintenance days will be covered on the next working day.

Bunding is to be maintained at all times to ensure rainwater is diverted away from the pit area.

Users of the animal pit are to advise Council of disposal of a carcass prior to the disposal or as soon as practical after the disposal of a carcass or carcasses.

In the instance of domestic animals found to be deceased on a road, the animal is to be checked for council registration tags and or scanned for a microchip. The owner is to be notified and asked for direction on the disposal of the carcass. If the owner can not be identified the animals details are to be noted for future reference.

3.2.12 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, in the instance of large quantities of oil spillage, follow the *Procedure for Unplanned Incidents at the Quilpie or Eromanga Landfill* (Attachment A).

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

3.3 FIRES

Fires of any nature are not permitted at any Council controlled landfills.

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

3.4 REGULATED WASTE

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

- Operator to advise supervisor
- Supervisor advise WHSO
- WHSO contract a qualified asbestos remover
- Contractor to relocate on site as a matter of urgency

Asbestos disposed of the landfill must be double-wrapped in 0.2mm thick plastic sheeting secured with adhesive tape or approved asbestos bags, all joins are to be sealed with adhesive tape and marked with

the words “ASBESTOS MATERIAL”. Wrapped material may be placed in a box or on a pallet for ease of handling. The material is to be unloaded in such a way, that the plastic sheeting is not torn in any way.

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

3.5 COMPLAINTS

All complaints received relating to releases of contaminants from operations at a landfill must be recorded in the complaints logbook located in council’s records management system.

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 EPPR00904813

Environmental Protection Act 1994

IX #	Details

ATTACHMENT A – UNPLANNED INCIDENT PROCEDURE

Procedure for Incidents 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.foxpert.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.