BENEDICT RECYCLING

ENVIRONMENTAL MANAGEMENT PLAN

CHIPPING NORTON

CONTENTS

Environmental Management Plan Revision Log				
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1 INTRODUCTION

1.1 BACKGROUND

Benedict Recycling Pty Ltd are the operators of the Chipping Norton Recycling Facility (CNRF) located at Riverside Road, Chipping Norton.

The current operation was first approved by Liverpool City Council under development application number DA 1310/04 for processing of construction, demolition and similar waste on Lot 1. Consent was later granted for construction of a weighbridge, wheel wash and industrial building on Lot 2 and use for the purpose of ancillary resource recovery operations in conjunction with the existing recycling facilities carried out on Lots 1 and 2 in October 2011.

1.2 LOCATION

The facility is located at 33 – 39 Riverside Road, Chipping Norton NSW and is within the local government area of Liverpool City Council. The site comprises Lot 1 in DP 803521 and Lot 2 in DP 590394, with a total land area of approximately 33,390m2.

Land use in the area is primarily industrial, with adjoining recreational land. The landscape surrounding the site within a one-kilometre radius contains approximately 65% light/heavy industrial zoned land (IN2/IN3) with the remainder being low density residential (R2), public recreation (RE1) and natural waterway (W1). The location of site is shown in Figure 1.1.

1.3 PURPOSE OF THE ENVIRONMENTAL MANAGEMENT PLAN

The Environmental & Operational Management Plan (EOMP) details the procedures required to manage and operate the CNRF in an environmentally appropriate manner

Figure 1.1 – Site Location Map

2 OBJECTIVES

The CNRF has been developed to provide a range of services to the demolition and construction industries including:

- Receival of waste
- Sorting of waste
- Processing of waste
- Recovery of recyclables
- Export of recovered recyclables
- Transfer and disposal of residuals

The objective of this EMP is to:

- Describe the relevant legislation, policies, guidelines and standards that apply to the operation of the site and influence the environmental management principles and procedures to be used.
- Identify key environmental management issues relating to the operation of the site
- Provide standard operating procedures for the management of the site that will ensure that the site is operated in a manner that meets the following goals:

Environmental

- Preventing pollution of waters by leachate/runoff
- Managing stormwater to reduce sediment loads
- Managing wastewater to prevent pollution of surface waters
- Managing dust and odours to not create nuisance to neighbours
- Managing operational noise to not create nuisance to neighbours

Land Management and Conservation

- Assuring quality of operation
- Assuring quality of incoming waste
- Recording of waste received
- Maximisation of recycling and reuse
- Assuring quality of outgoing product

Hazards and Loss of Amenity

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

3 RELEVANT LEGISLATION, POLICIES AND GUIDELINES

3.1 APPROVAL AUTHORITY

Liverpool City Council is the approval authority for the facility. The Environmental Planning and Assessment Act 1979 (EP&A Act) sets objectives and requires that for certain classes of developments a Development Consent must be gained from the local planning authority.

In this case, consent for the operation of CNRF was sought by Benedict Recycling Pty Ltd from Liverpool City Council. The various development consents granted are included under Appendix A attached to this document.

3.2 REGULATORY AUTHORITY

The NSW Protection of the Environment Operations Act 1997 (POEO Act) requires companies or organisations carrying out activities that have a potential to affect the environment to obtain an Environmental Protection Licence from the Environmental Protection Authority (EPA).
The POEO Act 1997 Schedule 1, Part 1, Activities Premises Based, defines:

RESOURCE RECOVERY

(1) This clause applies to the following activities:
Recovery of general waste, *meaning the receiving of waste (other than hazardous waste, restricted solid waste, liquid waste or special waste) from off site and its processing otherwise than for the recovery of energy.*
Recovery of hazardous and other waste, *meaning the receiving of hazardous waste, restricted solid waste or special waste (other than asbestos waste or waste tyres) from off site and its processing, otherwise than for the recovery of energy.*
Recovery of waste oil, *meaning the receiving of waste oil from off site and its processing, otherwise than for the recovery of energy.*
Recovery of waste tyres, *meaning the receiving of waste tyres from off site and their processing, otherwise than for the recovery of energy.*

(2) In However, this clause does not apply to the recovery of stormwater or the processing of any of the following:
- *(a) Contaminated Soil*
- *(b) Contaminated Groundwater*
- *(c) Sewage within a sewage treatment system (whether or not the system is licensed).*

(3) Each activity referred to in Column 1 of the Table to this clause is declared a scheduled activity if:
- *(a) it meets the criteria set out in Column 2 of that Table, and*
- *(b) either*
  - *i. less than 50% by weight of the waste received per year requires disposal after processing, or*
  - *ii. an exemption granted under Part 9 of the Protection of the Environment Operations (Waste) Regulation 2014 exempts the person carrying out the activity from the requirements of section 48 (2) as they apply to waste disposal (application to land), waste disposal (thermal treatment), waste processing (non-thermal treatment) and waste storage.*

Column 1	*Column 2*
ACTIVITY	***CRITERIA***
recovery of general waste	*if the premises are in regulated area:* *(a) involves having on site at any time more than 1,000 tonnes or 1,000 cubic metres of waste, or* *(b) involves processing more than 6,000 tonnes of waste per year* *if the premises are outside the regulated area:* *(a) involves having on site at any time more than 2,500 tonnes or 2,500 cubic metres, or* *(b) involves processing more than 12,000 tonnes of waste per year*
recovery of hazardous and other waste	*Involves having on site at any time more than 200 kilograms of waste*
recovery of waste oil	*involves processing more than 20 tonnes of waste oil per year or having on site at any one time more than 2,000 litres of oil.*
recovery of waste tyres	*involves having on site at any time (other than in or on a vehicle used to transport the tyres to or from the premises) more than 5 tonnes of tyres or 500 waste tyres or involves processing more than 5,000 tonnes of waste tyres per year.*

3.3 GUIDELINES

The site design and the operating procedures documented have due regard to relevant guidelines and codes of practice including:

- Waste Classification Guidelines – Part 1: Classifying Waste, EPA, 2015
- NSW EPA Guidelines on Resource Recovery Orders and Resource Recovery Exemptions under Protection of the Environment Operations (Waste) Regulations 2014 (Clause 93).

4 RESOURCE RECOVERY FACILITY

The resource recovery facility features include:

- Buildings containing site offices, workshop, and staff amenities
- Sorting and processing area
- Weighbridges
- Dust management systems
- Staff and visitor parking

4.1 OVERVIEW

Waste is transported by waste contractors to the site via the entry road located at the western end of the site. Vehicles proceed to a weighbridge complex where they are weighed. The weighbridge is fitted with CCTV capability which monitors the front and rear of vehicles and their load characteristics.

The truck registration, weight, type and size of materials are recorded. The incoming material is classified as rubbish, mixed or clean waste. Weighbridge dockets are issued recording material weight and charges. Entering vehicles then proceed to the waste sorting area where an excavator spreads and segregates the material, accompanied by further examinations of material types.
If unacceptable material (i.e. ACM, liquids or odorous wastes) are found, the load is reloaded, and the load is removed from the site as per Benedict Recycling Facility – Waste Load Acceptance/Rejection Protocol.

Once material is spread and (if) accepted then the segregated materials become available for reuse/recycling or further processing. The wastes that cannot be reused or recycled by the site are taken to either landfill or other recycling facilities for further processing.

Empty vehicles entering the site to load recovered materials will be CCTV monitored, their registration recorded and then proceed for loading. Regarding overall truck movements, vehicles enter and leave the site via Riverside Road at the western end of the site.

Acceptable waste to be received at the Facility is limited by the EPA Licence 12794 to materials as detailed in Table 4.1 Wastes are inclusive of both co-mingled and segregated Building and Demolition waste. Acceptable waste to be received at the Facility is additionally limited to materials and sources detailed in EPA Licence 12794 (attached as Appendix B).

MATERIAL	NOTES
Building and Demolition waste (co-mingled and segregated)	Inclusive of soils, bricks, concrete, asphalt, paper/cardboard, cloth, plastic, rubber, plasterboard, ceramics, glass, metal and wood and the like.
Excavated natural materials (ENM's) including virgin natural	Such as sand and sandstone which are generated during bulk earthworks and road and infrastructure repair.
Municipal Waste	Household domestic recycling waste that is set aside for kerb-side collection or delivered by the householder directly to the waste facility.
Waste Tyres	As defined in Schedule 1 of the POEO Act, as in force from time to time.

Table 4.1 – Material to be Received

WASTE	OTHER LIMITS	ACTIVITY
General solid waste (non-putrescible) Intact end of life electronic equipment	No more than 60 tonnes to be stored on the Premises at any one time.	Waste Storage
Municipal waste being waste consisting of household domestic recycling waste that is set aside for kerb side collection or delivered by the householder directly to the waste facility (e.g. glass, plastic, cardboard, paper, aluminium, steel)	Includes non-putrescible wastes only and excludes Wood Waste and Food Waste	Resource Recovery
Wood Waste		Resource Recovery
Glass, plastic, rubber, plasterboard, ceramics, bricks, concrete or metal		Resource Recovery
Soils that meet the CT1 thresholds for General Solid Waste in Table 1 of the Waste Classification Guidelines as in force from time to time with the exception of the thresholds in the 'Other Limits' column.	Arsenic: 40mg/kg; Cadmium: 2mg/kg; Copper 200mg/kg; Mercury: 1.5mg/kg; Zinc: 600mg/kg; Petroleum Hydrocarbons C6-C9: 150mg/kg; Petroleum Hydrocarbons C10-C36: 1600mg/kg; Polycyclic Aromatic Hydrocarbons: 80mg/kg; Polychlorinated biphenyls (individual): 1mg/kg; No acid sulphate soil is to be received at the premises.	Resource Recovery
Virgin Excavated Natural Material		Resource Recovery
Building and demolition waste		Resource Recovery
Asphalt waste		Resource Recovery
Paper or cardboard		Resource Recovery
Waste tyres		Resource Recovery
Tunnel Spoil	As defined in the 'Sydney Metro Tunnel Spoil Order' November 2018	Resource Recovery

4.2 BUILDING STRUCTURE

A compound contains site buildings, which are typically demountable/relocatable units inclusive of the following:

- Detachable Office building
- Factory space
- Mezzanine Offices
- Staff amenities (lunchroom, toilets, showers)
- Workshop

Other building structures on site include:

- Weighbridges
- Wheel wash facility
- Bunded fuel tank

4.3 SORTING AND PROCESSING AREA

The whole site is completely concrete sealed. The concrete provides both an impervious layer and hard stand for storage, waste sorting/processing and traffic movements.

4.4 WEIGHBRIDGE AND GATEHOUSE

A weighbridge and gatehouse are located along the southern boundary of the site for inbound truck movements. An additional weighbridge is located on the northern side of the factory buildings for outbound truck movements.

The weighbridges are each 18 metres in length and are connected by telemetry to the gatehouse monitoring and recording systems.

The weighbridges are fitted with traffic lights and a CCTV system. The CCTV is able to inspect, monitor and record both loads and front and rear views of vehicles.

4.5 SURFACE WATER MANAGEMENT SYSTEMS

The existing stormwater drainage system consists of the following elements:

- A sediment detention basin located at the rear of the site to capture solid, coarse material washed from the paved areas of the site.

The detention basin is cleaned out regularly particularly after periods of prolonged rainfall.

Surface Water Management practice and directional flows are described in OP 8

4.6 NOISE MANAGEMENT SYSTEMS

Whilst there are no specific noise mitigation devices/treatments in place on site, the siting of the mechanical crushing and screening plant within the enclosed and partially enclosed buildings on site, minimises the opportunity for noise generated by the plant to adversely affect the site or its surrounds.

The mobile equipment used on site (front end loaders and excavators) are equipped with broadband ‘growler’ type reversing alarms rather than tonal reversing alarms.

Noise Management practice is described in OP 12

4.7 DUST MANAGEMENT SYSTEMS

Dust containment and suppression are incorporated in the facility.
Dust containment takes the form of perimeter controls including walls, metal fencing and shade cloth attachments to wire fencing.

Dust suppression techniques are used in the facility when required to minimise the generation of dust. The site is fitted with a reticulated spray system attached to the perimeter areas and rooftops. Spray heads are located on both sides of the outside stockpile area on the northern side of the premises as well as along the rear (eastern) boundary of the site.

Misting sprays are used within the confines of the enclosed building where tipping and processing activities occur

Dust Management practice and sprinkler locations are described in OP 11

4.8 WHEEL WASH

A wheel wash bay is located at the exit point of the site to the north of the enclosed buildings. This location effectively makes it mandatory, when considered with site traffic flow protocols for vehicles to utilise the wheel wash when exiting the site.

4.9 STAFF AND VISITOR PARKING

Both staff and visitor parking are located at the western end of the site, between the office buildings and Riverside Road.

4.10 WATER SUPPLY

The facility is connected to town water supply through a connection to a main located in Riverside Road.

4.11 LIQUID WASTE MANAGEMENT

The site is connected to the Sydney Water sewer system allowing appropriate disposal of liquid waste from the facility amenities.

4.12 FIRE MANAGEMENT

Fire hose reels and extinguishers are located throughout the site. The primary fire hydrant connection points are located in the nature strip on Riverside Road at the entry points to the site. Within enclosed buildings on site, an automated fixed fire sprinkler system is maintained with a back – up pump set on-site. The perimeter dust suppression sprinkler system can also provide mitigation capabilities.

Fire Management practice is described in OP 15

4.13 OPERATING TIMES

The site typically operates within the following envelope:

Monday to Friday:	6:00am to 6:00pm
Saturday:	6:00am to 2:00pm
Saturday:	8:00am to 2:00pm

4.14 SITE SECURITY

The facility is surrounded by a combination of wire fencing, metal fencing and concrete walls. Gates are located at entry and exit points which are locked at the end of each working day. All contractors and site visitors must report to the weighbridge first before entering the site. CCTV monitoring is located throughout the site.

4.15 TRAFFIC

Vehicle inspection and clearance is undertaken at the weighbridge/gatehouse complex on all vehicles external to management operations, entering the site.

Loading and unloading of vehicles is conducted only within the boundaries of the site.

Traffic Management practice is described in OP 3

4.16 SITE STAFFING

The site manager and site supervisor (or their delegated representatives) are to be present and on the site during operating hours of the site.

5 KEY ENVIRONMENT MANAGEMENT ISSUES

To identify the key environmental management issues related to the site, the environmental goals in Section 2 have been examined.

Using criteria based on these goals, the key environmental management issues for the site and its operations have been identified as:

THE SITE

- Site Management
- Site Security
- Traffic & Pedestrian Movement

WASTE

- Control, Monitoring & Recording of Incoming Waste
- Waste Handling & Management
- Hazardous Waste
- Product Control, Monitoring and Management

ENVIRONMENTAL ASPECTS

- Surface Water
- Waste Water
- Odour Control
- Dust Control
- Noise Control
- Pest & Vermin Control
- Litter Control

EMERGENCY PREPAREDNESS & RESPONSE

- Fire
- Spills

ADMINISTRATION

- Occupational Health & Safety
- Complaints
- Incident Reporting
- Staff Training & Requirements
- Documents & Records Control

Environmental management procedures have been developed for each of these key environmental management issues. These procedures form an integral part of each site activity.

6 ENVIRONMENTAL MANAGEMENT OPERATIONAL PROCEDURES

6.1 SITE MANAGEMENT

SITE MANAGEMENT		**OP 1**
Primary Environmental Goal		• Clearly identified primary activities and controls that assure environmentally responsible operation of the site.
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
Primary Activities		Primary activities carried out on the site shall include: • Receival and storage of construction and demolition waste • Retrieval of recyclable resources & their redistribution • The processing, storage and transfer of received waste • Monitoring of waste movement & maintenance of records of that movement • The control of site aspects that may affect the environment in accordance with this EMP • Management of the site to ensure the safety of public, the operators and the environment.
PROCEDURES		
OP 1.1	Opening Hours	The site shall be open to the public six (6) days per week. The site will be closed on nominated public holidays and as notified to the public.
OP 1.2	Traffic Control	The Site 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 as directed by the Site Supervisor. The signage shall include: • Conditions of entry • Hours of operation • Acceptable and prohibited wastes signage • Speed restriction signage • Directional signage • Material drop off points signage
OP 1.3	Public and Staff Safety	The safety of the public and staff is a prime consideration in all aspects of the site. Operational plant and equipment will be operated in such a way as to minimise risks to persons delivering, sorting, processing or loading quarried materials. All information and directional signs and their locations will be subject to approval of the Site Supervisor.
OP 1.4	Scavenging	There are to be no scavenging arrangements. All resource recovery shall be undertaken by CNRF.

OP 1.5	Vehicle Washing	Vehicles exiting the site will be subject to wheel washing.
OP 1.6	Site Security	CNRF will maintain adequate security on the site during its life. This will include: • Access gates being locked at all times outside opening hours • Maintenance of boundary fences • Maintenance of lockable gates
OP 1.7	Monitoring	Monitoring of day to day operations will be undertaken by the Site Supervisor. Overall monitoring of the site will be undertaken by the Site Manager.
OP 1.8	Responsibility	Site Operator is responsible for: • Complying with the procedures outlined in the EMP Site Supervisor is responsible for: • Regular monitoring daily operations to ensure compliance with this EMP • Ensuring all staff conduct themselves in a courteous and professional manner • Traffic control and safety within the site • Ensuring security of the site • Approving and arranging signage throughout the site Site Manager is responsible for: • Overall management of the site and the activities carried out in the site • Implementing this EMP • Approving access to the site outside normal operating hours • Ensuring that the nominated officers have been trained in the requirements of this procedure

6.2 SECURITY OF SITE

SITE SECURITY		OP 2
Primary Environmental Goal		• Preventing unauthorised entry to the site
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	Site Security Management	Access to the site and its operations is managed to ensure there is no unauthorised entry or dumping at the site or in its vicinity.
OP 2.2	Site Security	Site security will be maintained on the site by ensuring: • All fences, gates and facilities are maintained and locked when the site is not open • Communication systems are available for staff on site.
OP 2.3	Responsibility	Site Operator is responsible for: • Securing the site at the end of each day • Advising the Site Supervisor of any repairs needed to the fences, gates and facilities Site Supervisor is responsible for: • Monitoring the fences, gates and buildings for damage and possible access points • Arranging repairs to fences, gates and structures Site Manager is responsible for: • Implementing this procedure • Auditing the site on a regular basis to ensure compliance with the EMP • Ensuring that the nominated officers have been trained in the requirements of this procedure.

6.3 TRAFFIC MANAGEMENT

TRAFFIC MANAGEMENT		OP 3
Primary Environmental Goal		• Traffic is controlled to minimise any adverse effects caused by traffic entering, circulating & leaving the site
Related Environmental Goals		• Preventing degradation of local amenity • Adequate staffing and training • Providing and maintaining a safe work environment
PROCEDURES		
OP 3.1	Traffic Management	The Site Operator is empowered to direct the movement of vehicular and pedestrian traffic to ensure their safety and prevent damage to CNRF and public property.
OP 3.2	Traffic Control Signage	• Hours of operation • "Conditions of Entry" including the Site Operators to direct traffic and pedestrian movement within the site • Acceptable and prohibited waste signage • Speed instruction signage (20km/h max.) • Directional signage
OP 3.3	Traffic Movements	Traffic movements into the site are to be through the weighbridge complex. Traffic movements into and out of the site are to be in a forward direction.
OP 3.4	Responsibility	Site Operator is responsible for: • Implementation of the procedures designed to control traffic and minimise risk to site users • Traffic control and safety in the site • Cleaning of the signage Site Supervisor is responsible for: • Regular monitoring of the site to ensure that traffic and pedestrian movements are managed and safe • Ensuring all staff conduct themselves in a courteous and professional manner • Traffic control and safety on the site • Approving and arranging signage within the site Site Manager is responsible for: • Implementing this procedure • Auditing the site on a regular basis to ensure compliance with the EMP • Ensuring that the nominated officers have been trained in the requirements of this procedure

6.4 CONTROL, MONITORING AND RECORDING OF INCOMING WASTES

CONTROL, MONITORING AND RECORDING OF INCOMING WASTES		OP 4
Primary Environmental Goal		• The Wastes and Recyclables received by the site are identified, not hazardous & recorded
Related Environmental Goals		• Assuring quality of incoming waste • Recording of waste receival • Maximising of recycling and reuse • Adequate staffing and training • Providing and maintaining a safe work environment
PROCEDURES		
OP 4.1	Control, Monitoring & Recording of Incoming Waste	CNRF's Site Supervisor shall monitor the receival of waste to ensure it is inspected, not hazardous and recorded.
OP 4.2	Inspection of Waste Received	Each load presented at the site is to be inspected prior to the material being deposited on site.
OP 4.3	Prohibited and Unacceptable Waste	Waste material that is unacceptable or specified prohibited from entering the site (see Appendix C) shall be refused entry and diverted when possible to the appropriate site.
OP 4.4	Recording	All waste accepted at the site shall be recorded on CNRF's standard form (see Appendix D). The information recorded shall include: • Date • Registration number of vehicle • Type and weight of waste being delivered
OP 4.5	Responsibility	Site Operator is responsible for: • Inspecting waste on discharge from vehicles • Identifying and redirecting unacceptable and prohibited wastes • Identifying and setting aside unacceptable and prohibited waste Site Supervisor is responsible for: • Inspecting waste as it enters the site • Identifying and redirecting unacceptable and prohibited waste before it enters the site • Recording of all vehicles entering the site to deposit waste and the type of waste on CNRF's standard form • Regular monitoring of daily operations to ensure compliance with the EMP Site Manager is responsible for: • Implementing this procedure • Review of the waste receival recording forms • Ensuring that the nominated officers have been trained in the requirements of this procedure

6.5 WASTE HANDLING MANAGEMENT

WASTE HANDLING MANAGEMENT		OP 5
Primary Environmental Goal		• The sorting, processing & transfer of waste and recyclables are managed and monitored to ensure environmentally responsible operation of the facility
Related Environmental Goals		• Assuring quality of incoming waste • 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 5.1	Waste Handling	The incoming wastes and the areas where sorted in are monitored and controlled.
OP 5.2	Storage of Waste	• Each load presented at the facility is to be directed to the appropriate storage area by the Site Supervisor. • Wherever possible raw materials are to be sorted at the source and directed into segregated stockpiles on-site. • Unsorted materials are to be spread on the ground on-site, sorted into the various categories and formed into segregated stockpiles.
OP 5.3	Processing of Waste	The sorted waste material may be subject to processing depending on its category and presentation. The processing may include screening, grinding and crushing as preparation aspects. The processed material is to be stockpiled into its various processed categories for return to the market as product(s). Stockpiling of processed material shall not exceed height limits as described by the Licence.
OP 5.4	Responsibility	Site Operator is responsible for: • Managing the storage of waste • Managing the processing of waste • Managing the storage of recovered material Site Supervisor is responsible for: • Regular monitoring of day-to-day operations to ensure compliance with the EMP • Dispatch of recovered materials in a timely manner to maintain capacity Site Manager is responsible for: • Implementing this procedure • Auditing the site on a regular basis to ensure compliance • Ensuring that the nominated officers have been trained in the requirements of this procedure

6.6 HAZARDOUS WASTE ACCEPTANCE, PREVENTION AND RESPONSE

HAZARDOUS WASTE ACCEPTANCE, PREVENTION AND RESPONSE OP 6		
Primary Environmental Goal		• Ensuring no hazardous waste is present at the site
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 6.1	Hazardous Waste Management	Incoming waste is monitored, and any hazardous waste detected is diverted in accordance with this procedure. Hazardous waste found on site shall be reported and managed as an environmental or safety incident.
OP 6.2	Waste Acceptance	Gates are locked and fences secure on days when the site is not open to the public. Each load presenting at the site is to be inspected for hazardous waste prior to the material being deposited on site. Waste material specifically prohibited from entering the site (see Appendix C) shall be refused entry and diverted where possible to the appropriate facility or alternatively directed to contact the EPA for advice (ph. 02 9995 5000). Waste that is refused entry shall be recorded in a register. The information recorded shall include: • Date • Carrier organisation • Registration number of the vehicle • Type of waste
OP 6.3	Identification of Prohibited Waste	Waste material that is found to have been deposited on the site and is listed in Appendix C as prohibited waste shall cause: • The receival area to be fenced off/isolated and closed to the public • The Site Supervisor and the Site Manager to be notified immediately • The site to be closed should the Site Supervisor or Site Manager deem the hazard to be such as to warrant such action
OP 6.4	Management of Prohibited Wastes	The EPA is to be advised of any incident that poses a threat to the environment as soon as practical after the incident occurs. The incident is to be reported by telephoning: • EPA Sydney office: 02 9995 5000 • EPA Pollution Hotline: 131 555 Wastes identified as hazardous in Appendix D are to be managed in accordance with *"The Environmental Guidelines: Assessment, Classification and Management of Liquid and Non-Liquid Waste."* Arrangements are to be made for the removal of the waste to an appropriate site.
OP 6.5	Incident Reports	Any incident relating to the identification of a prohibited waste on the site shall be reported in accordance with "OP 19 - Incident Reporting".

OP 6.6	Responsibility	Site Operator is responsible for: • Reporting any incident or advice received from an outside party on an incident to the Site Supervisor • Take immediate steps where practical to contain and/or ameliorate the effects of the incident Site Supervisor is responsible for: • Regular monitoring of waste entering the site to ensure no hazardous waste is accepted • The recording of waste that is refused entry to the site • Advising the Site Manager of an incident • Coordinating with the Site Manager to act on the incident Site Manager is responsible for: • Implementing this procedure • Completion of an incident report form • Ensuring that where the incident and all relevant details of the incident and the actions taken are reported to the EPA • Ensuring that the nominated officers have been trained in the requirements of this procedure.

6.7 PRODUCT CONTROL, MONITORING AND MANAGEMENT

PRODUCT CONTROL, MONITORING AND MANAGEMENT		OP 7
Primary Environmental Goal		• Ensuring no hazardous waste is present at the facility
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 7.1	Regulatory Control	This operating procedure gives effect to and should be read in conjunction with the EPA developed exemption structure *'The Recovered Aggregate Exemption 2010'.* In accordance with those requirements CNRF activities are defined as a "continuous process".
OP 7.2	Incoming Waste	Waste receival, management and prohibited material exclusion is to be in accordance with OP 4, OP 5 and OP 6.
OP 7.3	Waste Selection	The following wastes are accepted for processing: • Concrete • Brick • Ceramics • Natural Rock • Asphalt (engineered material but not containing coal tar)
OP 7.4	Product Sampling	Post processing, where necessary, the material is to be sampled for testing. The samples are to be selected from the processed stockpiles in accordance with Australian Standard 1141. The custody chain is to form, and records maintained indicating: • Testing Organisation • Date • Type of test • Type of material • Batch number allocation
OP 7.5	Product Testing	Samples shall be subject to storage, preparation and testing in accordance with the applicable Australian Standard. The test results are to include confirmation of test methods applied to the various chemicals and attributes and outcomes compared with maximum allowable concentrations. The test results issued by the testing organisation are to include: • Testing organisation • Date sample taken • Type of test • Type of material • Batch number
OP 7.6	Monitoring	Product quality and control will be monitored by: • Annual characterisation testing • Routine testing every 3 months (note annual testing to also be considered a routine test) • Product export details recording: • Declared use by consumer • Quantity (m3 or tonnes) • Registration number of vehicle

OP 7.7	Records	Records of product characterisation and routine testing and quantity of product and registration number of vehicles used to transport the product are to be kept in CNRF's record system for four years.
OP 7.8	Responsibility	Site Operator (Weighbridge) is responsible for: • Recording quantity of product leaving the site and the registration number of the vehicle transporting the product on CNRF standard form • Issuing the transporter of the product with the CNRF certification of exemption Site Supervisor is responsible for: • Regular monitoring of day-to-day operations to ensure compliance with the EMP • Coordinating testing of product with the testing organisation Site Manager is responsible for: • Authorisation certification of exemption • Implementing the exemption • Auditing the site on a regular basis to ensure compliance with the EMP • Ensuring that the nominated officers have been trained in the requirements of this procedure.

6.8 SURFACE WATER MANAGEMENT

SURFACE WATER MANAGEMENT		OP 8
Primary Environmental Goal		• Stormwater gathered by the site 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 8.1	Surface Water	Stormwater gathered on site shall be managed to ensure it is not contaminated and free of sediment. Stormwater directional flows are detailed in Figure OP 8.
OP 8.2	Surface Water Management	Surface Water will be managed by: • Maintaining the surface water structures including catch drains and sedimentation system • Ensuring the sedimentation capacity is maintained and site water re-use is maximised • Removing sedimentation on a regular basis or when basin storage capacity reaches 50% full. The sediment removed should be dewatered on site, tested for product blending or disposed of in an appropriately licensed facility • Controlling litter
OP 8.3	Monitoring	Surface water management will be monitored by: • Daily inspection of the surface water management structures by the Site Operator on the days the site is open to the public • Regular site monitoring by Site Supervisor • Surface water quality complaints received. Any surface water quality complaints received are to be referred to the Site Supervisor and to the Site Manager
OP 8.4	Recording	Records of surface water complaints are to be kept in CNRF's record system for at least four years.

OP 8.5	Responsibility	Site Operator is responsible for: • Monitoring for damage to the surface water management structures on a daily basis • Removal of litter from the surface water drainage systems • Reporting damage to surface water management structures to the Site Supervisor Site Supervisor is responsible for: • Regular monitoring for damage to the surface water management structures • Regular monitoring of sedimentation basin and associated structures • Regular monitoring of sediment volumes and removal when required • Regular monitoring of litter build-up in or on the surface water drainage structures • Coordinating the repair of surface water management structures Site Manager is responsible for: • Implementing this procedure • Auditing the site on a regular basis to ensure compliance with the EMP • Ensuring that the nominated officers have been trained in the requirements of this procedure

Figure OP 8 - Surface Stormwater Directional Flow

6.9 WASTE WATER MANAGEMENT

WASTE WATER MANAGEMENT		OP 9
Primary Environmental Goal		• Waste water gathered by the site 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	Waste Water Management	Any waste water generated by the site shall be collected and disposed of off-site.
OP 9.2	Monitoring and Management	Any waste water will be managed in the site by ensuring that the amount of waste water is monitored and maintained.
OP 9.3	Responsibility	Site Operator is responsible for: • Monitoring for damage to the waste water management system • Advising the Site Supervisor of any evidence of system failure Site Supervisor is responsible for: • Regular monitoring of the waste water collection and disposal system • Arranging for maintenance of waste water system • Arranging for repairs to any waste water system in the event of reduced operational performance Site Manager is responsible for: • Implementing this procedure • Auditing the site on a regular basis to ensure compliance with the EMP • Ensuring that the nominated officers have been trained in the requirements of this procedure.

6.10 ODOUR CONTROL

ODOUR CONTROL		OP 10
Primary Environmental Goal		• Odours generated by the site shall not adversely affect the site or its surrounds
Related Environmental Goals		• Assuring quality of operations • Adequate staffing and training
PROCEDURES		
OP 10.1	Odour Control	Possible sources of odour are monitored, and control activities implemented as required.
OP 10.2	Odour Management	Odour will be controlled by: • Ensuring the removal or residual waste on a timely basis • Regular cleaning of the waste storage/processing areas • Use of odour neutralising sprays as required
OP 10.3	Monitoring	Odour will be monitored by: • Regular site monitoring by the Site Operator and the Site Supervisor • Odour complaints received Any odour complaints received are to be referred to the Site Supervisor and to the Site Manager.
OP 10.4	Recording	Records of odour complaints are to be kept in CNRF's record system for at least four years.
OP 10.5	Responsibility	Site Operator is responsible for: • Regular monitoring of odour levels in the site • Cleaning of the waste storage/processing areas • Arranging removal of residual waste • Reducing odours by the use of portable odour neutralising sprays when appropriate Site Supervisor is responsible for: • Completion of complaint form if complaint is received • Coordinating with the Site Manager to ensure the complaint is investigated Site Manager is responsible for: • Implementing this procedure • Auditing the site on a regular basis to ensure compliance with the EMP • Coordinating investigation of the odour complaint with the Site Supervisor • Documenting the results of the investigation and actions • Maintaining the records of the odour complaints • Liaison with the complainant regarding the steps to be taken to minimise further odours where appropriate • Ensuring that the nominated officers have been trained in the requirements of this procedure

6.11 DUST CONTROL

DUST CONTROL		OP 11
Primary Environmental Goal		• Dust generated by the site shall not adversely affect the site or its surrounds.
Related Environmental Goals		• Assuring quality of operations • Adequate staffing and training • Providing and maintaining a safe work environment
PROCEDURES		
OP 11.1	Dust Control	The site is monitored for dust generation during busy or windy days and control activities implemented as required. Dust suppression sprinklers are located as detailed in Figure OP 11.
OP 11.2	Dust Management	Dust generation will be controlled by: • Restricting stockpile heights as per EPL conditions to reduce the potential for windblown dust generation • Work stockpiles in concentrated areas allowing for the stockpile to work as a wind break • Ceasing or reducing loading and unloading of stockpiles during strong wind conditions • Traffic to obey site speed limits and traffic management always • Use water cart/sprinkler system and hoses to dampen dusty surfaces and stockpiles • Ceasing or reducing processing activities during strong wind conditions • Dust suppression system on fixed plant • Cleaning hardstand /roads by street sweeper • All trucks to cover loads when entering/exiting the site • Maintain all dust suppression equipment to be in good working order and operable at all times
OP 11.3	Monitoring	Dust generation will be monitored by: • Regular site monitoring by the Site Supervisor/Manager • Dust complaints received Any dust complaints received are to be referred to the Site Supervisor and to the Site Manager.
OP 11.4	Recording	Records of dust complaints are to be kept in CNRF's record system for at least four years

OP 11.5	Responsibility	Site Operator is responsible for: • Managing vehicle speed movements • Restricting operations during periods of strong wind • Utilising water cart and sprinkler systems when required for receival, stockpiling and processing activities • Arranging or street sweeping of hardstand/roads • Arranging for watering of the pavement to reduce dust • Maintain effectiveness of dust suppression equipment by monitoring sprinkler/spray operation Site Supervisor is responsible for: • Regular monitoring of the dust levels at the site • Completion of a complaint form if complaint is received • Coordinating with the Site Manager to ensure the complaint is investigated Site Manager is responsible for: • Implementing this procedure • Auditing the site on a regular basis to ensure compliance with the EMP • Coordinating investigation of the dust complaint with the Site Supervisor • Documenting the results of the investigation and actions • Maintaining the records of the dust complaints • Liaison with the complainant regarding the steps to be taken to minimise further dust where appropriate • Ensuring that the nominated officers have been trained in the requirements of this procedure

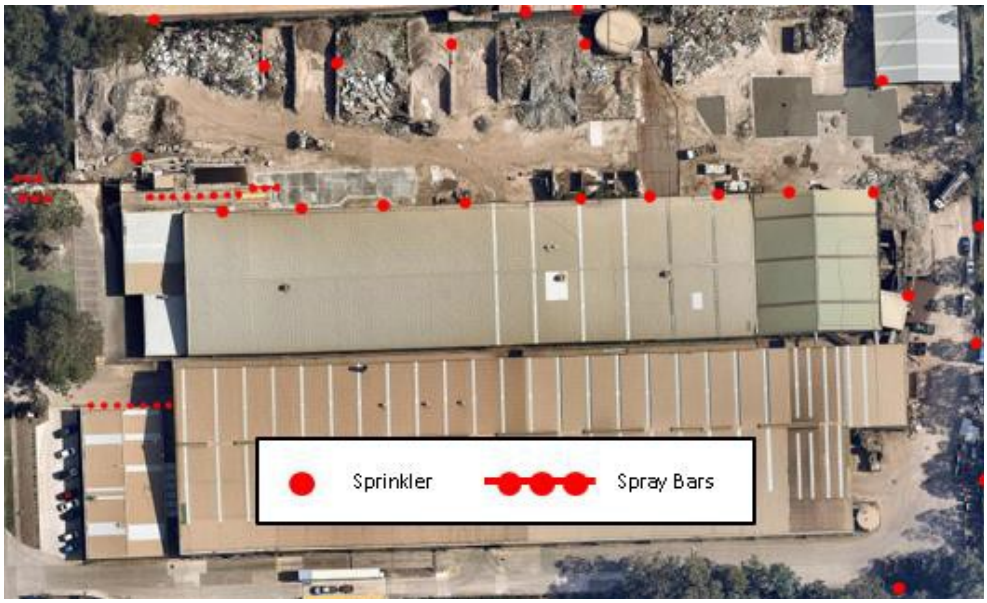


Figure OP 11 – Dust Suppression Sprinkler Location

6.12 NOISE CONTROL

NOISE CONTROL		OP 12
Primary Environmental Goal		• Noise generated by the site 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 working environment
PROCEDURES		
OP 12.1	Noise Control	The site is monitored for noise generation during unloading, processing and loading operations with control activities implemented as required.
OP 12.2	Noise Management	Noise will be controlled by: • Limiting the hours and types of operation to that which is approved • Using stockpiles placed between machinery and boundaries as noise barriers • Ensuring that plant and equipment are operated such that the noise centre is no higher than the solid boundary fences or stockpiles • Limiting machinery used to that which meets noise generation guidelines for this type of operation • The correct operation and maintenance of machinery
OP 12.3	Monitoring	Noise will be monitored by: • Regular site monitoring by the Site Supervisor • Noise complaints received Any noise complaints received are to be referred to the Site Supervisor and to the Site Manager.
OP 12.4	Recording	Records of noise complaints are to be kept in CNRF's record system for at least four years

OP 12.5	Responsibility	Site Operator is responsible for: • Correct maintenance and operation of machinery • Restricting plant operations to within the following times: 6:00am to 6:00pm Monday to Sunday Site Supervisor is responsible for: • Regular monitoring of noise levels at the site • Ensuring that the machinery used is correctly maintained and operated • Ensuring that variations to the operational hours are approved in advance by the Site Manager • Completion of a complaint form if a complaint is received • Coordinating with the Site Manager to ensure the complaint is investigated Site Manager is responsible for: • Implementing this procedure • Auditing the site on a regular basis to ensure compliance with the EMP • Coordinating investigation of the dust complaint with the Site Supervisor • Documenting the results of the investigation and actions • Maintaining the records of the noise complaints • Liaison with the complainant regarding the steps to be taken to minimise further noise where appropriate • Ensuring that the nominated officers have been trained in the requirements of this procedure

6.13 PEST AND VERMIN CONTROL

PEST AND VERMIN CONTROL		OP 13
Primary Environmental Goal		• Pests and vermin attracted by the site shall not adversely affect the site or its surrounds
Related Environmental Goals		• Assuring quality of operations • Preventing unauthorised entry • Adequate staffing and training • Providing and maintaining a safe working environment
PROCEDURES		
OP 13.1	Pest and Vermin Control	The site is monitored for pest, vermin, and control activities implemented as required.
OP 13.2	Pest and Vermin Management	Pest and vermin will be controlled by: • Removal of residual waste in a timely fashion • Regular cleaning of the waste receival, stockpiling and processing areas • Litter control and removal by fencing and by patrolling fencing lines and removing litter for disposal • Surface drainage minimising ponding on the site • Populations being controlled as appropriate
OP 13.3	Monitoring	The presence of pests and vermin will be monitored by visual inspections on a weekly basis.
OP 13.4	Recording	Records of eradication programs undertaken are to be kept in CNRF's Record System for at least four years.
OP 13.5	Responsibility	Site Operator is responsible for: • Cleaning of the waste retrieval, stockpiling and processing areas • Arranging removal of processed waste from stockpiles • Monitoring for pests and vermin • Reporting the presence of pests or vermin to the Site Supervisor Site Supervisor is responsible for: • Regular monitoring for pests and vermin throughout site • Coordinating the eradication of pests and vermin Site Manager is responsible for: • Implementing this procedure • Auditing the site on a regular basis to ensure compliance with the EMP • Ensuring that the nominated officers have been trained in the requirements of this procedure

6.14 LITTER CONTROL

LITTER CONTROL		OP 14
Primary Environmental Goal		• Litter generated by the site shall not adversely affect the site or its surrounds
Related Environmental Goals		• Assuring quality of operations • Preventing unauthorised entry • Adequate staffing and training
PROCEDURES		
OP 14.1	Litter Control	The site is monitored for litter and control activities implemented as required.
OP 14.2	Litter Management	Litter will be controlled by: • Removing processed material and residual waste on a regular basis • Patrolling litter fences and fence lines and removing any litter on a weekly basis • Visually inspecting adjacent properties for litter and by organizing its collection and disposal
OP 14.3	Monitoring	Litter will be monitored by: • Regular site monitoring by the Supervisor and Operator • Litter complaints received Any litter complaints received are to be referred to the Site Supervisor and to the Site Manager.
OP 14.4	Recording	Records of litter complaints are to be kept in CNRF's Record System for at least four years.
OP 14.5	Responsibility	Site Operator is responsible for: • Collection of litter on a weekly basis or as directed Site Supervisor is responsible for: • Regular monitoring for litter throughout the site • Coordinating litter collection and disposal • Completion of a complaint form if a complaint is received • Coordinating with the Site Manager to ensure the complaint is investigated Site Manager is responsible for: • Implementing this procedure • Auditing the site on a regular basis to ensure compliance with the EMP • Coordinating investigation of the litter complaint with the Site Supervisor • Documenting the results of the investigation and actions • Maintaining records of any litter complaints • Liaison with the complainant regarding the steps to be taken to minimise further litter deposition • Ensuring that the nominated officers have been trained in the requirements of this procedure

6.15 FIRE MANAGEMENT

FIRE MANAGEMENT		OP 15
Primary Environmental Goal		• Minimising the risk of fire damage to the site and its surrounds
Related Environmental Goals		• Assuring quality of operations • Preventing unauthorised entry • Preventing degradation of local amenity • Adequate staffing and training • Providing and maintaining a safe working environment
PROCEDURES		
OP 15.1	Fire Management	The site is assessed for fire risk levels and preventative/ minimisation activities implemented as required.
OP 15.2	Fire Prevention	The potential for fires will be minimised by: • Access gates being locked at all times outside opening hours • Maintenance of boundary fences • Maintenance of lockable gates • Accepting only permitted wastes • Regularly removing residual waste from the site • Conducting regular litter patrols • Maintaining machinery in good working order to minimise the risk of sparks • Maintenance of firefighting equipment • Consultation with the NSW Fire Brigade
OP 15.3	Fire Fighting	Firefighting shall be undertaken in association with the NSW Fire Brigade: **Telephone: Emergency 000 and ask for Fire Brigade** Small fires are to be extinguished utilising the fire hoses and sprinkler systems provided on site in the first instance.
OP 15.4	Incident Reporting	Following containment of the fire the Site Manager in conjunction with the Site Supervisor is responsible for preparing an Incident Report Form. This report is to be recorded on CNRF's records system and is to include: • Time and date of the start of the fire • Cause of the fire (if known) • Time and date the fire was extinguished • Location of the fire • Weather conditions at the time of the fire • Details and observation of the directions and dispersion rate of the smoke from the fire • Details of any complaints from the public regarding the smoke • Actions that could be taken to prevent recurrence

OP 15.5	Responsibility	Site Operator is responsible for: • Reporting any fire to the Site Supervisor • Taking immediate steps to extinguish the fire utilising the firefighting equipment on site Site Supervisor is responsible for: • Regular monitoring of the potential for fires at and near the site • Ensuring the firefighting appliances are available, operable and adequately maintained to ensure their effectiveness Site Manager is responsible for: • Implementing this procedure • Ensuring the security of the site • Auditing of the availability and operability of firefighting equipment provided on site • Coordinating inspection of the fire with the Fire Brigade • Restoring the site to full operation in accordance with the EMP after extinguishment of the fire • Completion of the incident report • Ensuring that the nominated officers have been trained in the requirements of this procedure

6.16 SPILL MANAGEMENT

SPILL MANAGEMENT		OP 16
Primary Environmental Goal		• Stop any spillage of substances from affecting the site and its surrounds
Related Environmental Goals		• Assuring quality of operations • Preventing unauthorised entry • Preventing degradation of local amenity • Adequate staffing and training • Providing and maintaining a safe working environment
PROCEDURES		
OP 16.1	Spill Management	The site is regularly assessed to determine the level of risk of materials spill that may adversely affect the site and its surrounds.
OP 16.2	Spill Prevention	The potential for spills will be minimised by: • Inspecting incoming waste for liquids • Re-fueling operations of plant to be undertaken by suitably trained personnel • Provision of spill kits and training of personnel in their use • Consultation with the NSW Fire Brigade
OP 16.3	Incident Reporting	All spills that occur on the site shall be reported using CNRF's Incident Reporting System OP 19.
OP 16.4	Responsibility	Site Operator is responsible for: • Reporting any spill to the Site Supervisor • Taking immediate steps to minimise the spill utilizing the spill kit and machinery on site Site Supervisor is responsible for: • Regular monitoring of the potential for spills at the site • Ensuring the spill containment resources are available, operable and adequately maintained to ensure their effectiveness • Coordinating the clean-up of the site after the spill Site Manager is responsible for: • Implementing this procedure • Auditing of the availability and operability of spill containment resources provided on site • Restoring the site to full operation in accordance with the EMP after removal of the spill • Completion of the incident report • Ensuring that the nominated officers have been trained in the requirements of this procedure

6.17 OCCUPATIONAL HEALTH AND SAFETY

OCCUPATIONAL HEALTH AND SAFETY		OP 17
Primary Environmental Goal		• Providing and maintaining a safe working environment
Related Environmental Goals		• Adequate staffing and training • Assuring quality of operations • Recording of wastes received
PROCEDURES		
OP 17.1	Staff Training	All staff shall undertake training to enable them to competently and safely carry out their assigned duties. Specifically: • All staff employed at the site are to be trained in OH&S policies and procedures. • All staff employed at the site are to be trained in the requirements and operational procedures of this EMP • Operators of equipment must be trained and skilled at undertaking the task allocated to them • Staff must be capable of identifying wastes that are not permitted to be disposed of at the site
OP 17.2	Monitoring	Staff competence will be monitored through: • Site audits, Annual staff assessments and Incident reports
OP 17.3	Responsibility	Site Operator is responsible for: • Carrying out tasks in a safe manner and in accordance with the procedures in which he/she has been trained • Complying with OH&S policies and procedures • Complying with the procedures and practices in the EMP Site Supervisor is responsible for: • Regular monitoring of management and operations to ensure compliance with this procedure • Ensuring all staff conduct themselves in a safe manner and in accordance with OH&S policies and procedures • Carrying out tasks in a safe manner and in accordance with the procedures in which he/she has been trained • To ensure that all staff working on the site are able to perform their duties in a safe and competent manner Site Manager is responsible for: • Implementing this procedure • Auditing the site on a regular basis to ensure compliance with OH&S policies and procedures • Auditing the site on a regular basis to ensure compliance with the EMP • Ensuring all staff are trained in OH&S policies and procedures • Ensuring that the nominated officers have been trained in the requirements of this procedure • Arranging staff competency assessments and training to ensure that all staff working at the site are able to perform their duties in a safe and competent manner

6.18 COMPLAINTS HANDLING

COMPLAINTS HANDLING		OP 18
Primary Environmental Goal		• Environmental problems identified complaints are investigated and acted upon if required
Related Environmental Goals		• Preventing degradation of local amenity • Adequate firefighting capacity • Adequate staffing and training
PROCEDURES		
OP 18.1	Reporting	Complaints received from an outside party shall be reported immediately to the Site Supervisor and the Site Manager.
OP 18.2	Investigations	Any complaint received will be investigated including: • The cause of the complaint • The climatic conditions at the time of the incident which is the cause of the complaint • If known, the date and time the incident took place • The occurrence of similar complaints in the past • Actions taken in the past to overcome future complaints
OP 18.3	Recording	Details of the complaint received, investigations and actions taken are to be recorded on CNRF's corporate records system. Records of complaints are to be kept for at least four years.
OP 18.4	Responsibility	Site Operator is responsible for: • Reporting any complaint received from an outside party to the Site Supervisor • Complying with OH&S policies and procedures • Complying with the procedures and practices in the EMP Site Supervisor is responsible for: • Regular monitoring of management and operations to ensure compliance with this procedure • Ensuring all staff conduct themselves in a safe manner and in accordance with OH&S policies and procedures • Carrying out tasks in a safe manner and in accordance with the procedures in which he/she has been trained • To ensure that all staff working on the site are able to perform their duties in a safe and competent manner Site Manager is responsible for: • Implementing this procedure • Auditing the site on a regular basis to ensure compliance with OH&S policies and procedures • Auditing the site on a regular basis to ensure compliance with the EMP • Ensuring all staff employed at the site have been trained in OH&S policies and procedures • Ensuring that the nominated officers have been trained in the requirements of this procedure

6.19 INCIDENT REPORTING

INCIDENT REPORTING		OP 19
Primary Environmental Goal		• Reporting incidents so that potential environmental hazards are identified
Related Environmental Goals		• Preventing pollution of water • Management of stormwater • Management of wastewater • Prevention of degradation of local amenity • Preventing unauthorised entry • Adequate firefighting capacity • Adequate staffing and training • Providing and maintaining a safe working environment
PROCEDURES		
OP 19.1	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 Site Supervisor.
OP 19.2	External Reporting	The EPA is to be advised of any incident that poses a threat to the environment as soon as practical after the incident occurs. The incident is to be reported by telephoning: • **EPA Sydney office: 02 9995 5000** • **EPA Pollution Hotline: 131 555** Formal written advice of the incident is to be forwarded to the EPA within 14 days of the incident. **NOTE: The external reporting requirement does not apply when the harm or potential for harm is permitted for the site.**
OP 19.3	Reportable Incidents	Reportable incidents include: • Dumping of a prohibited waste on site • Failure of the sediment pond • Any other incident or observation that could pose an immediate environmental hazard that is not characteristic of the normal operations of the site.
OP 19.4	Incident Reports	Following containment and/or amelioration of the incident, an Incident Report is prepared. This report is to be recorded on CNRF's record system and should include: • Time and date the incident occurred • Party recording the incident • Nature, details, location and cause of the incident • Duration of the incident • Actions to be taken to contain and/or ameliorate the effects of the incident • Name, addresses and telephone numbers of witnesses to the incident • Actions that could be taken to minimise the risk of such incident recurring Records of the incident are to be kept for at least four years.

OP 19.5	Responsibility	Site Operator is responsible for: • Reporting any incident or advice related from an outside party of an incident to the Site Supervisor • Take immediate steps where practical to contain and/or ameliorate the effects of the incident Site Supervisor is responsible for: • Advise the Site Manager of the incident • Coordinate with the Site Manager to act on the incident Site Manager is responsible for: • Implementing this procedure • Completion of an incident report form • Ensuring that where required the incident and all relevant details of the incident and actions are reported to the EPA • Ensuring that the nominated officers have been trained in the requirements of this procedure

6.20 STAFF TRAINING REQUIREMENTS

STAFF TRAINING REQUIREMENTS		OP 20
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 working environment
PROCEDURES		
OP 20.1	Staff Training	All staff are to undertake training to enable them to competently and safely carry out their assigned duties. Specifically: • All staff employed at the site are to be trained in the requirements and operational procedures of the EMP • Operators of equipment must be trained and skilled at undertaking the task allocated to them • Staff must be capable of identifying wastes that are not permitted to be disposed of at the site
OP 20.2	Monitoring	Staff competency will be monitored though: • Site audits • Annual staff competency assessments • Customer complaints received • Incident reports
OP 20.3	Responsibility	Site Operator is responsible for: • Carrying out tasks in a safe manner and in accordance with the procedures in which he/she have been trained Site Supervisor is responsible for: • Carrying out tasks in a safe manner and in accordance with the procedures in which he/she has been trained Site Manager is responsible for: • Implementing this procedure • Auditing the site on a regular basis to ensure compliance with the EMP • Arranging for staff competency assessments and training to ensure that all staff working at the site are able to perform their duties in a safe and competent manner • Ensuring that the nominated officers have been trained in the requirements of this procedure

6.21 DOCUMENT CONTROL

DOCUMENT CONTROL		OP 21
Primary Environmental Goal		• The EMP is applicable to the site and its operations and describes procedures that monitor and maintain the local environment
Related Environmental Goals		• Adequate staffing and training
PROCEDURES		
OP 21.1	EMP Distribution	The EMP is to be distributed to all appropriate staff involved in the operation and management of the site.
OP 21.2	EMP Updates	Details of the version and date of issue must be recorded. 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: • Acknowledge receipt of the updated pages • Return the superseded pages A register is to be maintained detailing the new version number, the date of issue and who it has been issued by.
OP 21.3	Records Management	Records generated during the monitoring of the site shall be registered and maintained in CNRF's record system.
OP 21.4	Monitoring	Periodic internal audits will be undertaken by the Site Manager to ensure that only the latest version of the EMP is in use.
OP 21.5	Responsibility	Site Supervisor is responsible for: • Ensuring an up to date copy of the EMP is available on the site at all times Site Manager is responsible for: • Implementing this procedure • Ensuring that all relevant staff have been trained in the requirements and operational procedures of the EMP • Ensuring that all updates to the EMP are communicated to the staff and that all copies of the EMP are up to date • Undertaking periodic internal audits of the issued EMP's • Updating the EMP when required • Auditing the site on a regular basis to ensure compliance with the EMP • Ensuring the nominated officers have been trained on the requirements of this procedure • Undertaking periodic audits of the issued EMP.

7 REFERENCES

- Environmental Planning and Assessment Act 1979
- Development Consent DA1310/04, Liverpool City Council
- Development Consent DA688/2009, Liverpool City Council
- Development Consent DA1032/2011, Liverpool City Council
- EPA Licence 12794
- NSW Protection of the Environment Operations Act, 1997 (version 1 June 2016)
- Waste Classification Guidelines Part 1: Classifying Waste, NSW EPA, November 2014
- Protection of the Environment Operations (Waste) Regulation 2014
- *"Recovered Aggregate Exemption 2014"*

APPENDIX A

Development Consents **DA1310/04**

DA688/2009

DA1032/2011

APPENDIX B

EPA Licence 12794

APPENDIX C

List of Prohibited Waste

Prohibited Wastes

The following waste types as defined by the Environmental Protection Authority NSW Waste Classification Guidelines Part 1: Classifying Waste (November 2014), will be excluded from the Site:

a) Hazardous Waste

- Containers, having previously contained a substance of Class 1, 3, 4, 5 or 8 within the meaning of the Transport of Dangerous Goods Code, or a substance to which Division 6.1 of the Transport of Dangerous Goods Code applies, from which residues have not been removed by washing or vacuuming
- Coal tar or coal tar pitch waste (being the tarry residue from the heating, processing or burning of coal or coke) comprising of more than 1% (by weight) of coal tar or coal tar pitch waste
- Lead-acid or nickel-cadmium batteries (being waste generated or separately collected by activities carried out for business, commercial or community services purposes)
- Lead paint waste arising otherwise than from residential premises or educational or child care institutions
- Any mixture of the wastes referred to above

b) Special Waste

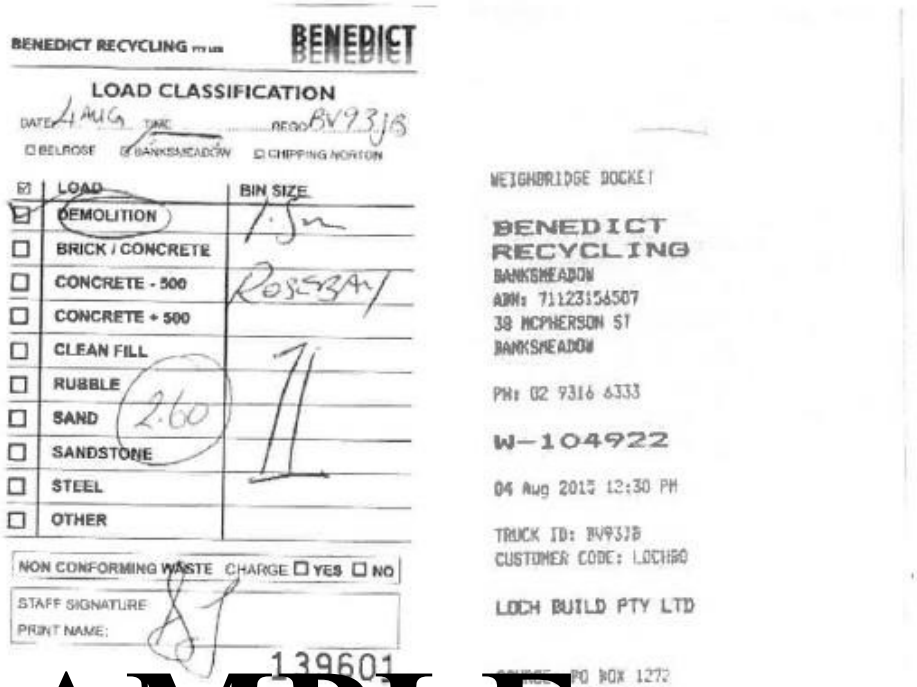
- Clinical and related waste
    - Clinical waste – any waste resulting from medical, nursing, dental, pharmaceutical, skin penetration or other related clinical activity
    - Cytotoxic waste
    - Pharmaceutical, drug or medicine waste
    - Sharps waste (for cutting, piercing or penetrating the skin) – any waste from the use of sharps from human health care, medical research, veterinary care or skin penetration, injection of drugs, or other substances
- Asbestos waste
- Waste Tyres

c) Liquid waste of any description

- Any waste (other than Special Waste) that:
    - Has an angle of repose of less than 5 degrees above horizontal
    - Becomes free flowing at or below 60 degrees Celsius or when it is transported
    - Is generally not capable of being picked up by a spade or shovel
    - Is classified as liquid waste under an EPA gazettal notice.

APPENDIX D

Management Forms



BENEDICT RECYCLING PTY LTD

BENEDICT

LOAD CLASSIFICATION

DATE 4 AUG TIME REGO BV93JB

☐ BELROSE ☒ BANKSMEADOW ☐ CHIPPING NORTON

☒	LOAD	BIN SIZE
☒	DEMOLITION	1.5m
☐	BRICK / CONCRETE	
☐	CONCRETE - 500	ROSEBAY
☐	CONCRETE + 500	
☐	CLEAN FILL	
☐	RUBBLE	
☐	SAND	2.60
☐	SANDSTONE	
☐	STEEL	
☐	OTHER	

NON CONFORMING WASTE CHARGE ☐ YES ☐ NO

STAFF SIGNATURE

PRINT NAME:

139601

WEIGHBRIDGE DOCKET

BENEDICT RECYCLING
BANKSMEADOW
ABN: 71123156507
38 MCPHERSON ST
BANKSMEADOW

PH: 02 9316 6333

W-104922

04 Aug 2017 12:30 PM

TRUCK ID: BV93JB
CUSTOMER CODE: LOCHBO

LOCH BUILD PTY LTD

PO BOX 1272
POTTS POINT
NSW: ROSEBAY

AMOUNT	ITEM	RATE
0.08t	L_DEMO	

METRES: 1.5

GROSS: 2.60 t TARE: 2.52 t

NET: 0.08 t

Driver Signature :

I hereby certify that the docket details are correct and I have not exceeded my gross vehicle mass weight.

I hereby certify that this load does not contain any contaminated, hazardous, liquid, putrescibles or asbestos materials.

I have read and understood the conditions of entry.

Part of our tipping fees contains the $133.10 EPA waste tax for every tonne that is stockpiled on site.

Form # 72

Notification of Non Conforming Waste Form

This form is to be completed by the Weighbridge Operator, Waste Controller or other authorised Benedict employee who identifies non conforming waste on site.

Date:			
Driver Name:			
Company:			
Company Contact:		**Phone #:**	
Docket #:			
Time of Delivery:			
Time of Notification:			
Registration:			
Reason for Rejection:			

This notification is to inform customers of **BENEDICT Recycling** about non conforming waste occurrences. **BENEDICT Recycling** only accepts permitted Clean Fill Waste and recyclable material, as classified by Environmental Guidelines – *Assessment, Classification & Management of Liquid and Non-Liquid Wastes* (EPA, 1999). The above vehicle was identified as bringing in non conforming waste at the following location:

- ☐ Banksmeadow
- ☐ Belrose
- ☐ Chipping Norton
- ☐ Other _____

Identification Location – please tick

- ☐ Weighbridge
- ☐ Waste sorting / inspection area before unloading
- ☐ Waste sorting / inspection area during examination after unloading

It is requested that you undertake the following action immediately. If action is not taken on the same day of this notification further charges will be incurred.

Action Taken – please tick

- ☐ Non complying load isolated
- ☐ Removal of waste from site
- ☐ Reloading into truck or suitable waste bins as supplied by you the customer. Please be advised that a reloading fee will be charged
- ☐ Reclassification and price change. Reload fee docket number _____ or docket attached
- ☐ None

- ☐ Emailed to Group by _____
- ☐ Save copy under J/Benedict Recycling/Form 72

For any further clarification please contact Gay Willis on 0427 087 897

ENVIRONMENTAL COMPLAINTS REGISTER

BENEDICT

DATE	TIME	METHOD OF COMPLAINT (e.g phone, site visit, email)	NAME OF COMPLAINANT	CONTACT DETAILS OF COMPLAINANT (e.g phone number, address)	DETAILS OF COMPLAINT (include pollution type i.e dust, odour, noise etc)	ACTION TAKEN (e.g follow-up contact) ** if no action taken then why?*
EXAMPLE 1/01/1999	10:30am	Phone	Mr John Smith	0400 123 456	Noisy operations at night, then next day dust blowing from site into front yard all over car.	Returned call to explain we do not operate at night and that water cart in operation - exceptionally windy day.