

# Transport Code of Conduct

Armidale Regional Landfill



# Transport Code of Conduct

Armidale Regional Landfill

Client: Armidale Duresq Council

ABN: 63 781 014 253

Prepared by

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## Quality Information

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Prepared by    Matthieu Catteau

Reviewed by    Alexandra Frolich / Danielle Poirier

### Revision History

| Revision | Revision Date | Details                 | Authorised                                                 |                                                                                       |
|----------|---------------|-------------------------|------------------------------------------------------------|---------------------------------------------------------------------------------------|
|          |               |                         | Name/Position                                              | Signature                                                                             |
| 0        | 30-Apr-15     | For Council review      | Danielle Poirier – Associate Director                      |                                                                                       |
| A        | 4-Jun-15      | Council review          | James Turnell<br>Waste Manager – Armidale-Dumaresq Council |                                                                                       |
| B        | 5-Jun-15      | Final for issue to RMS  | Danielle Poirier – Associate Director                      |  |
| C        | 15-Sep-15     | Final for issue to DP&E | Danielle Poirier – Associate Director                      |  |

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## Abbreviations

|      |                                        |
|------|----------------------------------------|
| DP&E | Department of Planning and Environment |
| EPA  | Environment Protection Authority       |
| LEMP | Landfill Environmental Management Plan |
| RMS  | Roads and Maritime Services            |

## 1.0 Introduction

The Armidale Regional Landfill is operated by the Armidale Dumaresq Council (Council) under the conditions of development approval number 06\_0220. The landfill is located approximately 12 km east of Armidale, and is accessed from an access road located off Waterfall Way (State Road MR 76, also known as Grafton Road).

This Transport Code of Conduct applies to all traffic and transport activities associated with the construction and operation of the Armidale Regional Landfill. Public access to the landfill is not allowed and the landfill is only accessed by a limited number of Council waste transport trucks and other operational / construction vehicles. It is estimated that the landfill will receive between four and six heavy vehicle movements per day.

## 2.0 Purpose and Objectives

This Transport Code of Conduct has been prepared in accordance with the Project Approval Conditions (06\_0220) issued by the (former) NSW Department of Planning and Infrastructure (dated 4 July 2012). Condition 32 / Schedule 4 of the approval states:

*The Proponent shall prepare and implement a Transport Code of Conduct for the project to the satisfaction of the Secretary. This code must:*

- a) *be prepared in consultation with the RMS by a suitably qualified and experienced expert whose appointment has been endorsed by the Secretary;*
- b) *be approved by the Secretary prior to the commencement of operation;*
- c) *describe the measures to be implemented to minimise the impacts of the Project on the local and regional road network, including traffic noise.*

This Transport Code of Conduct has been issued to Roads and Maritime Services (RMS) for consultation and comment in accordance with condition 32a. Comments raised by RMS (Appendix A) have been incorporated into revision of this plan.

This Transport Code of Conduct forms part of the project's Landfill Environmental Management Plan (LEMP), as shown in Figure 1. The objective of this document is to describe the measures to be implemented to minimise the impacts of the landfill operations on the local and regional road network (including impacts associated with traffic noise) by establishing a code of conduct regulating vehicle operators behaviours and managing traffic and transport to and from the site.

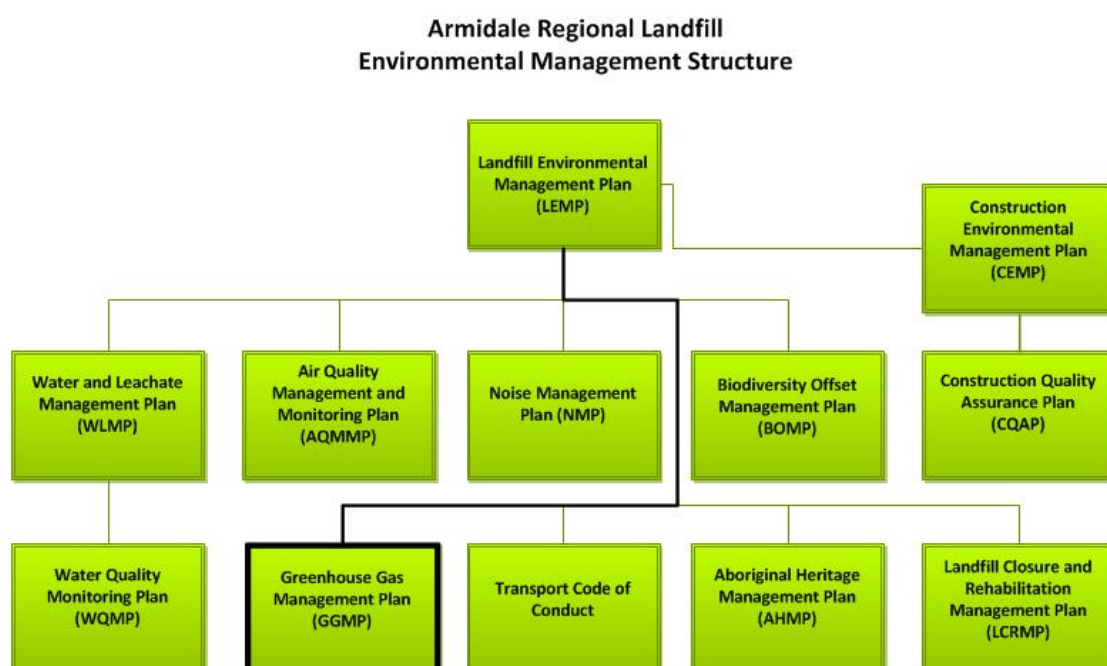


Figure 1 Environmental Management Structure

## 3.0 Code of Conduct

### 3.1 Traffic and Transport Management

#### 3.1.1 Site Induction

All personnel travelling to/from, and working on site, or transporting waste or materials to the Armidale Regional Landfill, will be required to undertake a site induction. The site induction will include specific awareness training with regard to this Transport Code of Conduct, and is required to be completed by all staff before travelling to or working on site.

In addition to a site induction, daily toolbox talks are to be undertaken in accordance with the site's Landfill Environmental Management Plan (LEMP) and Council's safety procedures. These daily toolbox talks are to highlight relevant traffic issues (including any weather related issues) and reiterate the responsibilities of personnel under this Transport Code of Conduct.

#### 3.1.2 Road Safety and Maintenance

The T-junction intersection between the site access road and Waterfall Way has been designed to enhance road safety and improve traffic flow, and includes an auxiliary right turn passing lane.

The access road to the landfill is bitumen sealed from the intersection with Waterfall Way to a wheel wash located near the landfill footprint. The wheel wash will minimise the tracking of waste and mud by vehicles off site onto public roads.

Maintenance of the access road will be undertaken as required, where issues are identified.

#### 3.1.3 Vehicle Maintenance and Safety

A vehicle maintenance and safety program will be implemented for all Council waste transport trucks to ensure all vehicles are roadworthy and registered, and meet the certification standards of the NSW Road and Maritime Services and other relevant government authorities.

The program will require a pre-start safety checklist to be completed prior to driving of vehicles. As a minimum the pre-start checklist will involve the following:

- A visual inspection of vehicle, body, tubs, tyres and axels;
- Checking of oil and water levels; and
- Checking functionality of brakes and lights.

Other requirements pertaining to vehicle maintenance and specifications will include:

- Air bag suspension to provide quieter travel;
- The incorporation of residential grade mufflers to minimise the of noise impacts along the transport routes;
- Any appropriate warning signage as required by the RMS (e.g. Frequent stopping, Do not overtake turning vehicle, etc.)
- All waste trucks will be washed at least on a weekly basis.

### 3.1.4 Traffic movement

All waste trucks will strictly adhere to the defined haulage routes. The existing key haulage routes within and surrounding the City of Armidale include: Barney Street, Waterfall Way; Uralla Road; Canambe Street; Grafton Road; Marsh Street; Glen Innes Road; New England Highway; Long Swamp Road; and Kentucky Street. The haul route is shown in Figure 2.

Connection with the adjacent LGAs of Uralla and Guyra is via the New England Highway.

Operating hours for all traffic associated with the landfill operations will be in accordance with the approved hours as follows:

Monday – Friday: 7am – 5.30pm

Saturday: 8am – 6pm

Any other time: only during an emergency.

Note: The details of any such emergency (incident) must be reported to Department of Planning and Environment (DP&E), Environment Protection Authority (EPA) and other relevant agencies in accordance with schedule 5, condition 6 of the project approval.

### 3.1.5 Extreme weather events

The local and regional water catchment is subject to flooding following periods of high rainfall. During flooding events and where access to the landfill is restricted, the site will be closed and all trucks will be held at the existing Longswamp Road facility. Trucks will be held at this location until the road network and access to the site is deemed by the Waste Manager to be safe to resume haulage.

## 3.2 Drivers' Responsibilities

### 3.2.1 General

Drivers/ operators will be responsible for the implementation of the following measures:

- Conduct the vehicle pre-start check.
- Wear safe work attire in the form of a fluorescent safety shirt or vest that ensures they are visible to other individuals when working around the vehicle.
- Follow all rules and regulations required by law including:
  - Hold a current and appropriate licence for the vehicle they are operating;
  - Comply with speed limits on all roads, including road work speed limit;
  - Obey construction traffic signs and devices; and
  - Do not use mobile devices while driving.
- Practice safe driving which includes but is not limited to:
  - Driving in a manner that is appropriate with road and weather conditions (drivers are not to attempt to cross any floodwaters); and
  - Driving defensively and with care to avoid accidents and sudden stops, i.e. allow sufficient room between vehicles and consider weight of loaded truck.
- Adhere to the key haulage routes nominated in this code of conduct.
- Ensure dirt or debris is not transported onto public roads.

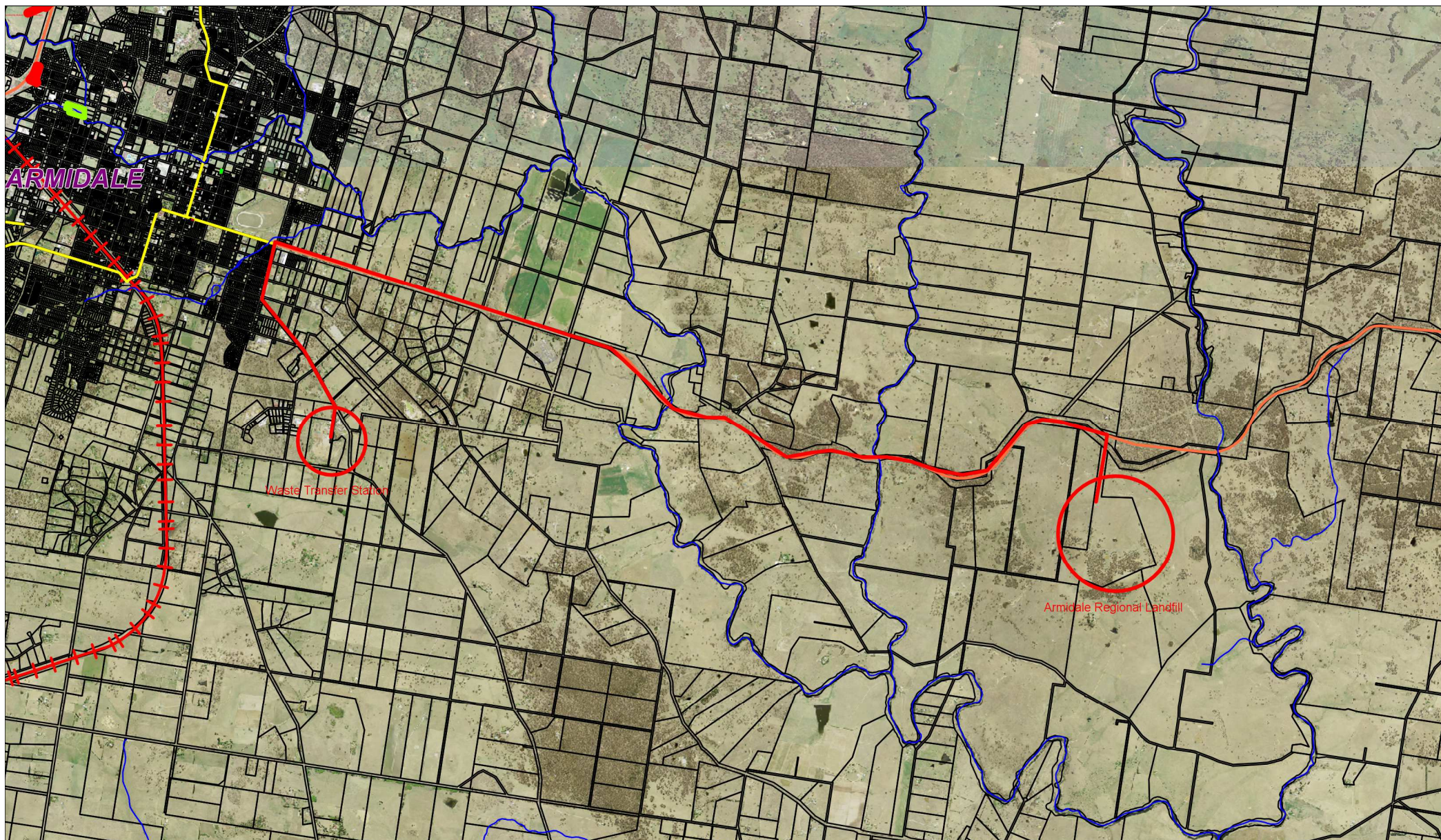


Figure 2 - Armidale Regional Landfill haul route



**Armidale**  
Dumaresq Council



**Date : 11/9/2015**

**Scale : 1:63565**

**DISCLAIMER :** Information is a pictorial representation & Ground truthing is required. Contours are a general indication of ground shape.  
Map provided for intended purpose only and should not be used for any other purpose.

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**COORDINATE SYSTEM :** Map Grid of Australia (Zone 56), DATUM : Geodetic Datum of Australia (GDA94)

### **3.2.2 Noise Reduction**

Truck operators will implement the following measures to ensure traffic noise impacts are minimised:

- Engine brakes will not be used in residential areas.
- The horn will not be used or only as a warning device.
- Comply with notices issued following noise checks on heavy vehicles.
- Idling of vehicles on site will be avoided where possible. Engines will be shut off when vehicles are not in use.
- Consideration of tone type (multiple frequency) for reversing beepers on heavy vehicles.

### **3.2.3 Fitness for Work**

- Drivers / operators will not under any circumstance attempt to drive if they feel sick, dizzy or nauseous.
- Drivers / operators will maintain a satisfactory level of physical fitness and general health.
- Drivers / operators will not drive under the influence of drugs or alcohol. Consumption of alcohol or drugs is not permitted whilst on duty.
- In the case of legally prescribed drugs, it is the operator's responsibility to confirm with the doctor prescribing the drug to ensure there are no detrimental effects likely to occur whilst driving.
- Drivers / operators will carefully monitor and assess their level of fatigue. Generally, driver fatigue will be managed in accordance with the guidelines in the RMS's Heavy Vehicle Driver Handbook.

## **3.3 Non-conformance and Disciplinary Actions**

Staff, contractors, consultants and other personnel working with Council must be aware of this Transport Code of Conduct and act in line with the behaviours and measures described in it. All personnel must demonstrate professional conduct that upholds the reputation of Council. Personnel that do not act responsibly are to be accountable for their actions and decisions.

Consequences of inappropriate behaviour and breaches of this Transport Code of Conduct are described in the various employment legislation and regulations and in any contracts held with Council. When determining what corrective or disciplinary action is required, the following will be considered by Council:

- the seriousness of the breach.
- the likelihood of the breach occurring again.
- whether the person has committed the breach more than once.
- the risk the breach poses to other personnel or the public.
- whether the breach would be serious enough to warrant formal disciplinary action.

Actions that may apply to proven breaches of the Transport Code of Conduct include management or remedial action, or disciplinary action ranging from a caution to a termination of contract by Council.

## 4.0 Reporting and Review

### 4.1 Reporting and Complaints Handling

All roads and traffic incidents or accidents and public complaints received in relation to noise (or other transport/traffic related issues) will be logged, investigated and responded to in accordance with the procedures detailed in the LEMP. Reporting procedures include:

- Maintaining accurate records substantiating all activities associated with or relevant to the conditions of approval, including measures taken in implementing this Transport Code of Conduct.
- Making the LEMP and relevant sub plans (including this Transport Code of Conduct) publically available on Council's website.
- Maintaining a complaints register, including traffic and noise related complaints.
- Regular reporting of environmental performance.
- Incident reporting.

The procedure for the handling of complaints for the landfill are detailed in the site's LEMP which is to be followed for all complaints made regarding offsite impacts arising from the operation of the landfill.

Complaints received by personnel or drivers should be reported to the Site Environmental Officer, or Waste Manager, as soon as possible.

In terms of complaints relating to traffic, the Site Environmental Officer will record the following information:

- Details of any complaints regarding traffic or traffic noise, including the complainant's name, address and contact number.
- A summary of the complaint: complainant location, time of day, notes regarding the event, notes regarding the duration (seconds, minutes, etc.) of the period when the issue/incident was perceived.
- Details of the response to complaints (including supplementary monitoring, corrective action, etc.).
- A log of all factors related to the event, i.e. time of the complaint, duration of the event in question, frequency of the event if occurring on multiple occasions, operation details, weather conditions, etc.

The Site Environmental Officer will record details of all complaints received and will maintain an up-to-date log-book. The Site Environmental Officer or delegate will provide a response to the complainant within 24 hours. Complaints received will be updated onto the landfill complaints register on a monthly basis.

### 4.2 Review

The Transport Code of Conduct may be reviewed and revised due to:

- Modification to the conditions of the Approval or other legislative requirements;
- Review of the LEMP;
- Deficiencies being identified; or
- Change in the activities or operations associated with the site.

## Appendix A

# RMS comments on TCC

File No: NTH08/01436  
Your Ref: ARLF-LEMP-RP-0008-TCC

The Director  
AECOM Australia Pty Ltd  
PO Box Q410  
QVB Post Office NSW 1230

Attention: Alex Frolich – Senior Environmental Scientist

Dear Sir / Madam

**Draft Transport Code of Conduct – Armidale Regional Landfill Project (MP06\_0220)**

I refer to your email correspondence of 1 July 2015 regarding the abovementioned document referred to Roads and Maritime Services for consultation.

Roads and Maritime has reviewed the Draft Transport Code of Conduct (TCoC) and requests that further consideration be given to the inclusion of the following;

1. A map of the operational area identifying primary haulage routes, school zones and any areas of identified risk.
2. Further discussion under Section 3 of the processes and procedures needed to be adopted to implement and maintain the behavioural code of conduct. This may include;
  - a. An induction process detailing how staff are made aware of the TCoC.
  - b. A toolbox procedure keeping staff advised of updates or changes to the TCoC.
  - c. A disciplinary procedure setting clear expectations regarding breaches of the TCoC.
3. Further discussion of the reporting and review procedures referred to in Section 4.1 including the identification of the responsible person and relevant contact details.

If you have any further enquiries regarding the above comments please do not hesitate to contact Liz Smith, Manager Land Use Assessment on (02) 6640 1362 or via email at: [development.northern@rms.nsw.gov.au](mailto:development.northern@rms.nsw.gov.au)

Yours faithfully



17 July 2015

for Monica Sirol  
Network & Safety Manager, Northern Region