

Asbestos Management Plan

Darkan Waste Management Facility

Shire of West Arthur



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Acknowledgements

ASK Waste Management acknowledges the Traditional Owners of the land in which we work and live, and pays respects to Elders past, present, and emerging.

ASK also gratefully acknowledge the cooperation of the Shire of West Arthur staff that provided information and assistance in the development of this report.

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Report produced by:

FRED FORWARD
SAMUEL GREEN Bsc

ASK Waste Management

PO BOX 401
Brunswick Heads
NSW. 2483
AUSTRALIA

0447 393 363
admin@askwm.com
www.askwm.com



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1 INTRODUCTION

The Shire of West Arthur (the Shire) engaged ASK Waste Management (ASK) to produce an Asbestos Management Plan (AMP) for the Darkan Waste Management Facility (the Facility).

Asbestos is a hazardous material that was utilised extensively in the construction of buildings and structures up to the 1990s. As a result, there is a risk that demolition waste received at waste management facilities may contain asbestos, asbestos-containing material (ACM), fibrous asbestos (FA) or asbestos fines/fibres (AF), which can present serious health risks to people exposed to it.

The Facility is currently able to accept asbestos onto the premises; however it hasn't made this available to the public as of yet. There remains a risk of illegal dumping due to the Facility being unstaffed during opening hours.

This AMP has been prepared considering the following documents:

- Health (Asbestos) Regulations 1992;
- Occupational Safety and Health Regulations 1996;
- Work Health and Safety (General) Regulations 2022;
- Environmental Protection Act 1986;
- Environment Protection Regulations 1987;
- Environmental Protection (Controlled Waste) Regulations 2004; and
- Environmental Protection (Rural Landfill) Regulations 2002.

1.1 OBJECTIVES AND SCOPE

This AMP has been developed to ensure that any waste that potentially contains asbestos material is managed safely and in accordance with the *Rural Landfill Regulations* (WA Government, 2002).

The objectives of the AMP are to:

- Minimise the potential for asbestos or ACM to be received or illegally disposed of at the Facility; and
- Outline the required steps to safely manage asbestos disposal at the Facility.

The Shire shall ensure that all staff and sub-contractors at the Facility are familiar with the relevant requirements described in this AMP. A copy of this AMP shall be kept at the Shire offices and shall be made available for inspection by the Department of Water and Environmental Regulation (DWER) upon request.

1.1.1 REVISIONS AND UPDATES

The Shire will review and update the AMP (as necessary) at least every three years. The purpose of the review is to:

- Update the AMP to reflect any changes to Facility operations;
- Update the AMP to reflect regulatory changes;
- Update the AMP to reflect any changes to Best Practice guidelines; and
- Update the AMP to incorporate all changes arising from the review process.

1.2 FACILITY OVERVIEW

The Darkan Putrescible Landfill site services the Shire of West Arthur, receiving the weekly kerbside waste along with residential drop-off four days a week. It is registered as a Category 89 prescribed premises, operating under the *Rural Landfill Regulations* (WA Government, 2002).

Table 1.1 - Facility Overview

Facility address:	Reserve 31890 Coalfields Road, Darkan, WA 6392
Ownership:	Shire of West Arthur
Operator:	Shire of West Arthur
Landfill class:	Category 89 – Registered landfill
Waste types received:	<ul style="list-style-type: none"> • Putrescible • Inert waste • Green waste • Special waste type 1 (asbestos) • Clean fill
Tonnage per annum:	Estimated at 100 - 200 tonnes per annum
Size:	50.26 hectares
Population serviced:	The Facility services the Shire of West Arthur, which has a population of 773 (2021 Census QuickStats).
Method of construction:	Above and below-ground cells
Type of liner:	No liner
Opening hours:	Friday, Saturday, Sunday and Monday from 07:30 am to 4:00 pm.

1.2.1 FACILITY LOCATION

The Facility covers an area of approximately 50.26 hectares and is located 8.2km southeast of Darkan Town Centre, accessed directly off Coalfields Road. The premises address is Crown Reserve 31890 Coalfields Road in Darkan.

Figure 1.1 - Facility Location (Premises boundary highlighted in yellow)



The layout of the Facility's key features is provided in **Figure 1.2** below.

Figure 1.2 - Facility layout (Aerial Image from Nearmap October 2022)



1.2.2 SURROUNDING LAND USES

The area enveloping the landfill consists of mixed-use farming properties, with Darkan town centre 8km east of the Facility. Numerous dams are located in the vicinity, the closest being 180m north of the site boundary. The nearest residence is situated 1.4km east of the landfill.

1.2.3 WASTE TYPES ACCEPTED

As the Facility is registered as a Category 89 prescribed premises, it must adhere to the *Rural Landfill Regulations* (WA Government, 2002). This allows for the disposal of the following wastes:

- Clean fill;
- Inert Waste Type 1;
- Uncontaminated fill;
- Neutralised acid sulfate soil; and
- Putrescible wastes.

The acceptance of any waste outside of these categories would require an application to be lodged with DWER and adherence to any rules and regulations surrounding the approval of this application.

The Shire has expressed the intention to receive ACM in order to dispose of any asbestos found illegally dumped within the Shire. This would be handled and wrapped to specification by a third party and disposed of by an appointed operator, following all instructions in **Section 2.5**. The Shire is also considering allowing for the disposal of asbestos by appointment only.

2 OPERATIONAL MANAGEMENT

2.1 FACILITY ACCESS AND SECURITY

The Shire considers that unauthorised access and illegal dumping present the most significant risk of asbestos-containing waste being deposited at the Facility in an uncontrolled manner. Provision and maintenance of security infrastructure and adherence to security protocols are therefore considered essential to minimising the risk of uncontained asbestos being deposited at the Facility.

At a minimum, the Shire shall implement the following security measures at the Facility:

- Erect and maintain suitable fencing to prevent unauthorised access to the site;
- Ensure that any entrance gates to the premises are securely locked when the facility is closed; and
- Undertake regular inspections of all security measures and repair damage as soon as practicable.

2.1.1 SECURITY INFRASTRUCTURE

The Facility is secured by a ringlock perimeter fence and entrance gate located in the northeast corner of the facility, directly off Coalfields Road, as seen in **Figure 1.2**.

To further improve security at the Facility and reduce the risk of illegal dumping, it is recommended that the Shire consider the installation of CCTV cameras at the Facility entrance, tipping area, and sections of the perimeter fence that may be prone to forced entry. The installation of CCTV cameras and signage notifying site users of their presence can realise the following benefits:

- Reduced likelihood of unauthorised entry when the Facility is closed;
- Reduced likelihood of people accessing the Facility during opening hours with the intention of disposing uncontained asbestos materials and other unacceptable waste types;
- Improved behaviour and compliance of people utilising the Facility during opening hours; and
- Ability for the Shire to remotely monitor activity at the Facility to improve safety and assess site usage.

Figure 2.1 - Signage at the entrance gate



2.1.2 FACILITY ACCESS AND SECURITY PROTOCOLS

The Shire shall ensure that any entrance gates to the Facility are securely locked when the Facility is closed.

The keys required for accessing the Facility shall be kept at the Shire Office in Darkan under the custody of the Manager Works and Services when the Facility is not being utilised.

The keys and lock for accessing the Facility shall be changed as soon as practicable if it is apparent that unauthorised access to the Facility has occurred without forced entry (i.e. via a copied, lost, or stolen key).

2.2 FACILITY INSPECTIONS

The Shire shall ensure that the Facility's security infrastructure is inspected on at least a weekly basis. These inspections should include but not be limited to the following actions:

- Inspection of the entrance gate and lock for damage or evidence of forced entry;
- Inspection of the perimeter fencing for damage or evidence of forced entry; and
- Inspection of the Facility for evidence of unauthorised waste dumping.

The following information shall be recorded in a Facility Inspection Report (FIR) during each inspection:

- Name of person undertaking the inspection;
- Date and time of inspection;
- Location and description of any damage, evidence of forced entry or illegal dumping; and
- Photos of any damage, evidence of forced entry, or illegal dumping identified during the inspection.

The person undertaking the inspection shall submit the report to the Manager Works and Services by the end of the working day. The Manager Works and Services shall retain copies of inspection reports for at least 12 months and make them available to DWER Officers if requested.

If damage or evidence of forced entry is identified during an inspection, the Manager Works and Services shall undertake actions to repair the damage as soon as practicable. Any reparative actions taken shall be recorded and made available to DWER Officers if requested.

If illegally dumped waste is believed to contain asbestos, the procedures detailed in **Section 2.4** shall be implemented.

2.3 PRE-ACCEPTANCE PROCEDURES

The Shire shall implement the following systems and procedures to prevent the acceptance of asbestos at the Facility that the Shire has not approved:

- Advising all customers and potential customers that asbestos or potentially asbestos-contaminated material is not accepted at the Facility without prior approval from the Shire. This information should be communicated during phone enquiries and other documentation, such as the Shire website, rates notices, and fees and charges list.
- Communicating the Shire's asbestos acceptance policy with building contractors undertaking works within the Shire.
- Installation of a clearly visible sign at the Facility entrance stating 'No Asbestos' and specifying the applicable penalty.

2.4 ACCEPTANCE PROCEDURES

The Shire shall implement the following waste acceptance procedures to ensure that asbestos-containing waste is accepted at the Facility in accordance with the *Rural Landfill Regulations* (WA Government, 2002) and the *Controlled Waste Regulations* (WA Government, 2004).

The Shire shall only accept ACM, or potential ACM if the following conditions are met:

- The individual or organisation seeking to dispose of the ACM contacts the Shire in writing with a request that details:
 - The type and estimated quantities of ACM that require disposal
 - Where the ACM is being transported from
 - When the ACM will likely require disposal
 - Who will be transporting the ACM to the Facility.
- The Shire responds in writing, agreeing to receive the ACM if the Facility has the physical capacity to safely dispose of the quantities requiring disposal, the Shire has the necessary staff and plant resources available to safely dispose of the ACM at the required time, and it is in the Shire's interest to receive the ACM. This communication should be signed by the CEO and specify the following:
 - Date and time disposal can occur
 - Packing and transportation requirements
 - Fees and charges that will be incurred for the disposal of the ACM.

The Shire is to ensure that whoever is depositing the waste has correctly wrapped and packaged the asbestos to reduce the risk of any asbestos fibres becoming airborne whilst handling it. Section 44 of the *Controlled Waste Regulations* (WA Government, 2004) states that all loads with ACM must be:

- Separated from other material for disposal, where that is reasonably practicable;
- Wrapped or otherwise contained in a manner that prevents asbestos fibres from entering the atmosphere during transportation on the road; and
- Labelled or marked with the words "CAUTION ASBESTOS" in letters not less than 50 mm high.

2.5 DISPOSAL OF ASBESTOS

The Shire will adhere to all requirements of the *Rural Landfill Regulations* (WA Government, 2002) (**Appendix C**) in relation to the disposal of ACM at the Facility.

As approval has been granted by DWER to receive asbestos at the facility, Section 15 of the *Rural Landfill Regulations* has already been met.

The following is taken directly from Section 16 of the *Rural Landfill Regulations* and must be followed:

1. The occupier of a landfill site is to ensure that clinical waste and material containing asbestos disposed of at the site is disposed of under the occupier's personal supervision or the personal supervision of a person nominated by the occupier.
2. The person supervising the disposal of clinical waste or material containing asbestos at a landfill site is to ensure that it is covered as soon as is practicable after its disposal —
 - (a) with a dense, inert, and incombustible material; and
 - (b) to a depth of at least one metre.
3. The occupier of a landfill site is to ensure that there is kept at the landfill site an accurate and up to date —
 - (a) register of clinical waste and material containing asbestos disposed of at the landfill site; and

- (b) a plan of the landfill site showing the position of clinical waste and material containing asbestos disposed of at the landfill site.
4. The person supervising the disposal of clinical waste or material containing asbestos at a landfill site is to make an entry in the register within 2 hours of supervising the covering of waste under subregulation (2), stating —
 - (a) the date;
 - (b) the person's name;
 - (c) that the waste has been covered in accordance with that subregulation; and
 - (d) where more than one square metre of waste was covered, grid coordinates with reference to the plan of the landfill site so that the position of the waste can be easily and accurately ascertained.
 5. The occupier of a landfill site is to ensure that the grid references entered in the register are marked on the plan of the landfill site.

2.6 HANDLING OF ON-SITE ASBESTOS

There may be instances where the Shire's security measures and waste acceptance controls (**Section 2.1** and **Section 2.4**) fail to detect or prevent asbestos-containing waste loads from being deposited at the Facility by authorised personnel or illegal dumping.

If asbestos-containing material is identified at the Facility, it presents a significant occupational health and safety hazard; such events require immediate action and are treated as an emergency.

In the event that asbestos, or material potentially containing asbestos, is identified at the Facility, Shire personnel are to:

- Stop work immediately;
- Evacuate all public and non-essential personnel away from the area; and
- Notify the Manager Works and Services and implement the Shire's Asbestos Emergency Response Procedure (**Appendix A**).

3 STAFF COMPETENCE AND TRAINING

The Shire provides personnel to manage, supervise, operate, and maintain the Facility in accordance with this AMP and other relevant regulatory requirements.

To maintain compliance, the Shire shall ensure that:

- Any person accessing the Facility for asbestos disposal purposes has access to and is aware of the conditions of this AMP; and
- The Shire shall ensure that all staff utilising the Facility are appropriately trained, qualified and experienced. Training shall be undertaken to ensure that personnel operate the Facility in accordance with this AMP and other relevant guidelines and legislation.

The roles, responsibilities, and required skills of relevant personnel (**Table 3.1**) will be defined within their Job Description documentation.

Table 3.1 - Roles and Responsibilities

Position	Responsibilities
Shire CEO	<ul style="list-style-type: none"> • Ensuring implementation of the AMP • Ensuring facility access and security protocols are adhered to in accordance with Section 2.1 • Ensuring facility inspections are undertaken in accordance with Section 2.2 • Ensuring repairs to security infrastructure are undertaken as soon as practicable • Record keeping • DWER notification
Manager Works and Services	<ul style="list-style-type: none"> • Ensuring implementation of the AMP • Ensuring facility access and security protocols are adhered to in accordance with Section 2.1 • Maintaining custody of Facility access keys • Implementing asbestos emergency response procedures
Machine Operators	<ul style="list-style-type: none"> • Ensuring that the Facility is securely locked outside of opening hours • Inspection and recording of waste loads • Reporting illegal dumping and damage to security infrastructure to the Manager of Works and Services

4 RECORD KEEPING

Operation of the Facility requires a range of information to be accurately recorded and retained by the Shire to maintain compliance with legislative reporting requirements, this AMP and the Asbestos Guidelines.

The following records should be kept and retained by the Shire and made available for inspection to DWER, WorkSafe, and Department of Health officers:

- A copy of this AMP;
- Facility inspection records;
- Security infrastructure repair records;
- A complaints register;
- Work Orders requesting access to the Facility;
- Records of waste loads accepted and dispatched from the Facility;
- Controlled Waste Tracking Forms; and
- Training records.

4.1 ASBESTOS REGISTER

An Asbestos Register must also be kept to track the details of the asbestos loads disposed of and any incidents involving the unexpected discovery of ACM. This must include the following details.

- Date;
- Name;
- Contact details;
- Vehicle registration;
- Source of asbestos;
- Estimated quantity of asbestos; and
- Whether accepted or rejected.

Any incidents reported in this register must be held for 40 years due to the elongated latency period associated with asbestos-related illnesses.

An example of an Asbestos Register is provided in **Appendix B**.

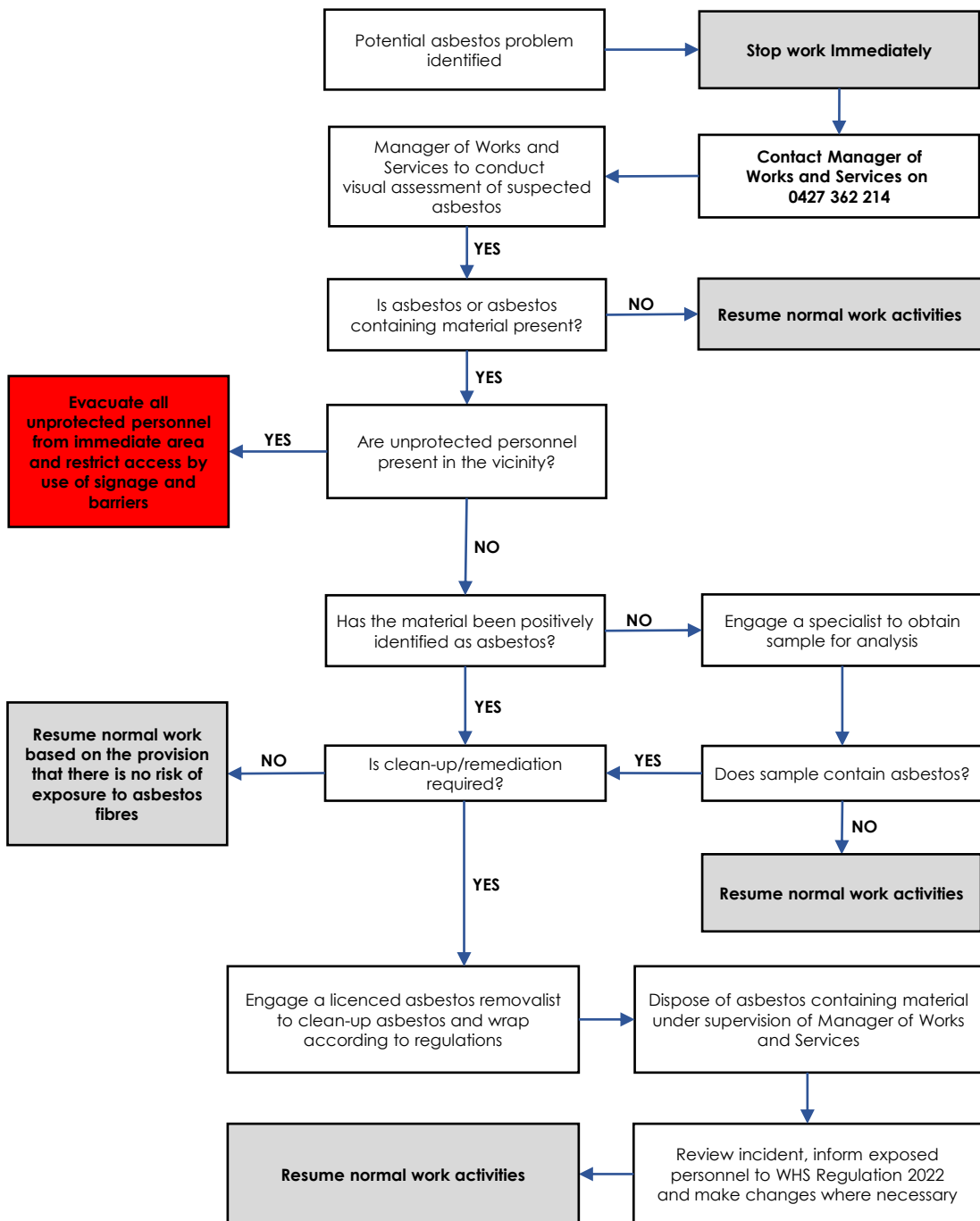
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APPENDIX A – ASBESTOS EMERGENCY RESPONSE PROCEDURE



Shire of West Arthur Asbestos Emergency Response Plan



APPENDIX B – ASBESTOS REGISTER



Darkan Waste Management Facility

ASBESTOS REGISTER

Shire of West Arthur

Revision History Log			
Version #	Revision Date	Author	Changes

APPROVALS

Version 1.A

This document may only be signed by a person(s) with legal authority to sign it.

Approved by: _____

Date: _____

APPENDIX C – RURAL LANDFILL REGULATIONS

Environmental Protection (Rural Landfill) Regulations 2002

1. Citation

These regulations may be cited as the *Environmental Protection (Rural Landfill) Regulations 2002*.

2. Commencement

These regulations come into operation on 1 July 2002.

3. Interpretation

In these regulations —

approved means approved in writing by the Chief Executive Officer;

clinical waste has the same meaning as in the *Environmental Protection (Controlled Waste) Regulations 2001*;

Fire Control Officer, in relation to a landfill site, means a person who has such qualifications in fire fighting or fire control as are approved, appointed to that position by the occupier of the landfill site;

landfill site means a landfill site to which these regulations apply, in accordance with regulation 4;

Landfill Waste Classification and Waste Definitions 1996 means the document entitled “Landfill Waste Classification and Waste Definitions 1996” published by the Chief Executive Officer, as amended from time to time;

material containing asbestos has the same meaning as in regulation 41 of the *Environmental Protection (Controlled Waste) Regulations 2001*;

putrescible waste means putrescible waste as defined in the *Landfill Waste Classification and Waste Definitions 1996*;

surface water body means a watercourse or wetland (as those terms are defined in the *Rights in Water and Irrigation Act 1914*) and any other surface water, whether artificial or natural;

tipping area means the area of a landfill site where waste currently being brought to the site is being deposited.

4. Landfill sites to which these regulations apply

These regulations apply to and in respect of premises specified in Schedule 1 Part 2 of the *Environmental Protection Regulations 1987* as category 89 premises and registered under regulation 5B of those regulations.

5. Tipping area

The occupier of the landfill site must ensure that the tipping area of the site is not greater than —

- (a) 30 metres in length; and
- (b) 2 metres above ground level in height.

Penalty: \$5 000.

6. Covering of waste

- (1) The occupier of a landfill site must ensure that waste in the tipping area of the site is covered —

- (a) at least as often as is specified in the Table to this regulation; and
- (b) in accordance with subregulation (2).

Penalty: \$5 000.

- (2) Waste is to be —

- (a) covered with a dense, inert and incombustible material, or such other material as is approved in respect of a particular landfill site; and
 - (b) totally covered, so that no waste is left exposed.
- (3) The occupier of a landfill site must ensure that there is enough cover material at any time stored and readily available on the site for the tipping area of the site to be covered, in accordance with this regulation, at least twice.

Penalty: \$5 000.

Table

Tonnes of waste received per year	Frequency waste is to be covered
Less than 500 tonnes	Monthly
Between 500 and 2 000 tonnes	Fortnightly
Between 2 000 and 5 000 tonnes	Weekly

7. Fencing of landfill site

The occupier of a landfill site must ensure that there is a fence around the boundary of the site which is an effective barrier to cattle, horses and other stock.

Penalty: \$5 000.

8. Waste to be contained on landfill site

The occupier of a landfill site must ensure that —

- (a) waste does not get washed, or blown, outside the site; and
- (b) waste that has been washed, or blown, away from the tipping area of the site is returned to the tipping area at least once in each month.

Penalty: \$5 000.

9. Separation of waste from water and site boundary

Unless otherwise approved in writing, the occupier of a landfill site must ensure that there is no waste within —

- (a) 35 metres from the fence surrounding the site;
- (b) 100 metres of any surface water body at the site; or
- (c) 3 metres of the highest level of the water table aquifer at the site.

Penalty: \$5 000.

10. Stormwater management

The occupier of a landfill site must ensure that stormwater on the site is adequately managed so that —

- (a) it is diverted from areas of the site where there is waste; and
- (b) water that has come into contact with waste is to be diverted into a sump on the site, or otherwise retained on the site.

Penalty: \$5 000.

11. Dust suppression

The occupier of a landfill site must ensure that no visible dust escapes from the landfill site.

Penalty: \$5 000.

12. Firebreaks

The occupier of a landfill site must ensure that there is a firebreak of at least 3 metres around the boundary of the site.

Penalty: \$5 000.

13. Burning of greenwaste only

- (1) The occupier of a landfill site must ensure that waste is not burnt at the site, other than greenwaste burnt in accordance with this regulation.

Penalty: \$5 000.

- (2) Greenwaste may be burnt if —
- (a) it is dry and seasoned for at least 2 months before it is burnt;
 - (b) it is burnt in a designated burning area of the landfill site;
 - (c) it is burnt in trenches or windrows;
 - (d) it is burnt quickly and in such a way that the generation of smoke is minimised;
 - (e) burning does not commence before 8 a.m. and the Fire Control Officer for the landfill site declares the area safe by 12 noon on the same day; and
 - (f) there is present in the area from the time burning commences until the Fire Control Officer for the landfill site declares the area safe —
 - (i) a fire fighting vehicle carrying at least 500 litres of water, fitted with at least 30 metres of 19 mm diameter rubber hose and with a pump capacity capable of delivering a minimum of 250 litres of water per minute at a minimum of 700 kPA through a nozzle capable of projecting water by spray or by jet; and
 - (ii) 2 persons, who have such qualifications in fire fighting as are approved.

- (3) In this regulation —

designated burning area means an area of a landfill site that has been designated by the occupier of the site as a designated burning area and which —

- (a) is at least 50 metres from the boundary of the site;
- (b) has no inflammable material on it, other than the greenwaste and live trees, for a radius of 50 metres;
- (c) is positioned on an area of the site where waste (other than the greenwaste to be burnt) has not been deposited; and
- (d) is at least 500 metres from any person's residence or place of employment (other than the landfill site) or an educational institution, hospital or other public place;

greenwaste means waste that originates from flora.

14. Outbreak of fire

- (1) The occupier of a landfill site must ensure that there are appropriate procedures in force at the site so that —
 - (a) any unauthorised fire on the site is promptly extinguished; and
 - (b) appropriate alarm and evacuation procedures are in place.
- (2) The occupier of a landfill site must ensure that an unauthorised fire on the site is extinguished as soon as possible.
- (3) Within 14 days of an unauthorised fire at a landfill site, the occupier of the site must give to the Chief Executive Officer a report on the fire containing —
 - (a) details of the date, time and location of the fire;
 - (b) the time the location of the fire was declared safe by the Fire Control Officer for the site; and
 - (c) the cause, or suspected cause, of the fire.

Penalty: \$5 000.

15. Approval for disposal at landfill site of clinical waste or material containing asbestos

- (1) The occupier of a landfill site must ensure that clinical waste or material containing asbestos is not disposed of at the site unless the site is approved for the disposal of that waste or material, as is relevant.
- (2) The occupier of a landfill site must ensure that clinical waste and material containing asbestos is disposed of in accordance with the relevant approval.
Penalty: \$5 000.
- (3) Where there is a conflict between a requirement of regulation 16 and a requirement of an approval, the requirement of regulation 16 prevails.

16. Disposal of clinical waste and material containing asbestos

- (1) The occupier of a landfill site is to ensure that clinical waste and material containing asbestos disposed of at the site is disposed of under the occupier's personal supervision or the personal supervision of a person nominated by the occupier.
- (2) The person supervising the disposal of clinical waste or material containing asbestos at a landfill site is to ensure that it is covered as soon as is practicable after its disposal —
 - (a) with a dense, inert and incombustible material; and
 - (b) to a depth of at least one metre.
- (3) The occupier of a landfill site is to ensure that there is kept at the landfill site an accurate and up to date —
 - (a) register of clinical waste and material containing asbestos disposed of at the landfill site; and
 - (b) a plan of the landfill site showing the position of clinical waste and material containing asbestos disposed of at the landfill site.

- (4) The person supervising the disposal of clinical waste or material containing asbestos at a landfill site is to make an entry in the register within 2 hours of supervising the covering of waste under subregulation (2), stating —
- (a) the date;
 - (b) the person's name;
 - (c) that the waste has been covered in accordance with that subregulation; and
 - (d) where more than one square metre of waste was covered, grid coordinates with reference to the plan of the landfill site so that the position of the waste can be easily and accurately ascertained.
- (5) The occupier of a landfill site is to ensure that the grid references entered in the register are marked on the plan of the landfill site.
- Penalty: \$5 000.

17. Post-closure plan

- (1) The occupier of a landfill site must prepare and submit to the Chief Executive Officer for approval a post-closure rehabilitation plan, in accordance with subregulation (2), for the site within 18 months of the site being registered under regulation 5B of the *Environmental Protection Regulations 1987*.
- Penalty: \$5 000.
- (2) A post-closure rehabilitation plan is to set out a plan for the rehabilitation of the site after it has ceased to be a landfill site and, in particular, is to specify —
- (a) options for the use of the site after it has ceased to be a landfill site, and is to specify the preferred option;
 - (b) a conceptual design of the infrastructure needed for the preferred option for the use of the site after it has ceased to be a landfill site;

- (c) the estimated final contours of the site, after allowing for settlement, and specifying to what extent settlement has been allowed for;
- (d) the capping materials proposed to be used on the site;
- (e) a proposed system of drainage of the site;
- (f) measures proposed for the protection of the environment and the monitoring of the site; and
- (g) the estimated period for which the site will require protection and monitoring.