Who:	Site Manager (SM), Workers (W)	
Where:	Solids stockpile, solids separation basin, cattle soft floor	
When:	Weekly and as required	
Actions:		**Responsible Person(s)**
20.	In the event of dead stock, immediate action will be taken to remove the dead stock to the solid stockpile area. The Site Manager shall arrange the following: – Cattle – collected by a knackery (Victorian Petfood Processors (VPP) in Camperdown, VIC) – Sheep – will be delivered and disposed of at Council's licenced landfill facility located on the Glenelg Highway approximately 2km north of Smythesdale Dead stock shall generally be removed within 12 hours of notification. Dead stock will not be held on site for more than 24 hours.	SM, W
21.	The Site Manager shall ensure that the appropriate saleyards staff member records the location, description, tail tag number, owner and number of dead stock on the **Form 2 – Dead Stock Register**.	SM, W
22.	In the event of mass stock death or notifiable disease, the Site Manager shall refer to the *Biosecurity Management Plan* to determine the appropriate management strategy.	SM
23.	General refuse and rubbish will be placed in bins located around the complex by all staff members and visitors. All staff are responsible for ensuring general refuse is placed in bins.	SM, W
24.	Workers shall empty waste receptacles as required to a central skip bin for collection.	W
25.	The Site Manager shall ensure that receptacles are provided for the separation of recyclables.	SM
26.	The Site Manager shall ensure that no solid wastes are spread or reused on site and that no dead stock are buried on site.	SM
27.	The Site Manager shall ensure that records of all solid waste removed from the site are kept on **Form 3 – Solid Waste Removal Record**.	SM
28.	The quantity of solid waste removed from the site shall be reported in the Annual Environmental Management Report in accordance with **Section 7.1**.	SM
Records:	Form 2 – Dead Stock Register Form 3 – Solid Waste Removal Record Annual Environmental Management Report	
References:	Nil	

5.4 IRRIGATION MANAGEMENT

5.4.1 OBJECTIVE

To ensure that irrigation is undertaken in a manner that:

- does not result in runoff during irrigation;
- matches the soil's capacity to assimilate the hydraulic and nutrient load;
- does not cause unacceptable odour beyond the site boundary;
- does not cause spray drift across the site boundary.

5.4.2 IMPORTANT OPERATIONAL CONSIDERATIONS

As effluent irrigation schemes are designed to accommodate wetter years, the stored effluent will run out in average and dry years in around mid-summer leaving only the daily flow of effluent. This means that in some years, full irrigation of the entire 11.2 ha area will not be possible. It is important however that the irrigation areas are rotated to ensure nutrients are distributed across the entire area.

RIPL will irrigate year round as soil moisture conditions allow for optimum utilisation of recycled water. Irrigation will be more frequent from September/October through to March/April, depending on weather and soil conditions at the time. RIPL will aim to eliminate the discharge of treated effluent by:

1. managing the wet weather storage to prevent, as far as is practicable, any discharge of treated effluent. This may include using the pond freeboard in very wet years; and
2. achieving optimum draw down of the wet weather storage (whilst maintaining the maturation pond volume) by the end of the irrigation season to provide the maximum capacity for the non-irrigation season.

This operational aim will exceed EPA requirements.

5.4.3 PROCEDURES

Who:	Site Manager (SM), Workers (W)	
Where:	Effluent irrigation area	
When:	Weekly and during irrigation	
Actions:		**Responsible Person(s)**
1.	The Site Manager shall ensure that prominent warning signs in compliance with AS 1319 - Safety Signs for the Occupational Environment are displayed around the perimeter of the effluent irrigation area. All fencing, gates and signage shall be inspected in accordance with **Section 5.1** and maintained to ensure public and livestock access control.	SM

Who:	Site Manager (SM), Workers (W)
Where:	Effluent irrigation area
When:	Weekly and during irrigation

Actions:		**Responsible Person(s)**
2.	The Site Manager shall undertake weekly inspections of the effluent irrigation system which includes the pumps, distribution mains and irrigator(s). Observations will include: – Any signs of leaks, spills or runoff – Any failure of irrigation system including overshooting of irrigators (failure of auto-stop device) – Any unauthorised access by livestock and humans (workers, public, etc) – Any signs of land degradation such as extended waterlogging or ponding, salinity, soil compaction (structure problems due to sodicity), plant/crop damage (e.g. stunting) – Any damaged fences and gates, missing warning signs, possible vandalism Record of the inspection shall be maintained on **Form 1 – Weekly Environmental Checklist** in accordance with **Section 5.1**.	
3.	A weather station shall be installed on the site to record rain and wind (speed and direction). Weather data shall be logged and stored electronically so that data can be examined in the event of an Incident Report (refer to **Section 5.14**).	SM
4.	Irrigation areas shall be sown with suitable crops that can be harvested for nutrient removal. Local agronomy advice shall be sought for crop selection.	SM
5.	The Site Manager shall ensure that Workers undertake inspections of the irrigation equipment and irrigation area prior to and after each irrigation event to ensure soil conditions are suitable to commence irrigation and also to observe soil and plant conditions after completion of irrigation to check for runoff.	SM, W
6.	The Workers shall inspect the irrigation area during irrigation to ensure excessive ponding and/or runoff are not occurring.	W
7.	The Site Managers and Workers shall ensure that no stock are present in irrigation areas while treated effluent is being irrigated. Stock shall be withheld from the irrigation area for at least four (4) hours following the cessation of irrigation. Harvested crops shall be dried or ensiled. No dairy animals or pigs shall be permitted to graze on pasture irrigated with treated effluent.	SM, W
8.	The Site Manager shall ensure the irrigation scheme is managed on a moisture deficit irrigation approach to help prevent effluent runoff from the irrigation area. Soil moisture observations and irrigator experience will be used to check how much water can be applied on a day-to-day basis.	SM

Who:	Site Manager (SM), Workers (W)	
Where:	Effluent irrigation area	
When:	Weekly and during irrigation	
Actions:		**Responsible Person(s)**
9.	The Site Manager shall ensure that the extent of the wetted area from irrigation is more than 10 m from the perimeter drainage swales and shall ensure that this 10 m buffer remains well vegetated.	SM
10.	The Site Manager shall ensure that no irrigation takes place if greater than 10 mm of rainfall is forecast in the next 48 hours.	SM
11.	The Site Manager shall ensure that all irrigation ceases in the event of unexpected rainfall commencing during irrigation.	SM
12.	The Site Manager shall ensure that all irrigation ceases in the event of strong winds (> 26 knots or approximately 50 km/hour).	SM
13.	The Site Manager shall maintain a water balance for the irrigation area using **Form 4 – Irrigation Water Balance** that shall record: – Evaporation (mm) – pan evaporation as measured at Melbourne Airport (station 086282) http://www.bom.gov.au/climate/dwo/IDCJDW3049.latest.shtml – Crop water requirements (mm) – estimated from daily pan evaporation and crop factors (refer to **Table 5.1**) – Effective rainfall (mm) – as measured in the on-site weather station less 5 mm – Amount of irrigation applied (kL and mm) – The estimated soil moisture content at the end of the day (calculation) These water balance calculations are estimates only based on a typical 2.25 ha irrigation block to help guide irrigation management.	SM
14.	The volume irrigated should be limited to less than 10 mm in any one day (225 kL over 2.25 ha). This is to match the infiltration capacity of the soil profile.	SM
15.	Irrigation records shall be maintained on **Form 5 – Irrigation Record** and shall include: – The date – The time irrigation started and stopped – The volume irrigated (either through meter read or pump run time calculation) – The section of the irrigation area irrigated (Area ID) – Wind direction and speed – Details of any incidents	SM
16.	The Site Manager shall ensure monitoring of the effluent treatment system is undertaken in accordance with **Section 6.3**. This will provide a record of irrigation water quality.	SM
17.	The Site Manager shall ensure that crop monitoring is undertaken in accordance with **Section 6.8**.	SM

Who:	Site Manager (SM), Workers (W)	
Where:	Effluent irrigation area	
When:	Weekly and during irrigation	
Actions:		**Responsible Person(s)**
18.	Effluent irrigation data shall including all relevant effluent, soil and crop monitoring data be reported in the Annual Environmental Management Report in accordance with **Section 7.1**.	SM
Records:	Form 1 – Weekly Environmental Checklist Form 4 – Irrigation Water Balance Form 5 – Irrigation Record Annual Environmental Management Report	
References:	EPA Victoria (2003) *Guidelines for environmental management, Use of reclaimed water. Publication 464.2.*	

Table 5.1 – Crop factors

Month	Rye Grass	Lucerne
January	0.70	0.95
February	0.70	0.90
March	0.65	0.85
April	0.60	0.80
May	0.50	0.70
June	0.45	0.55
July	0.45	0.55
August	0.45	0.65
September	0.55	0.75
October	0.65	0.85
November	0.70	0.95
December	0.70	1.00

5.5 SOIL MANAGEMENT

5.5.1 OBJECTIVE

To effectively manage the soil resource on the site to:

- Minimise soil loss through erosion;
- Prevent soil structural decline;
- Control soil salinity levels; and
- Prevent the build-up of nutrients through the soil profile.

5.5.2 PROCEDURES

Who:	Site Manager (SM), Workers (W)
Where:	General site, stock holding paddocks and irrigation area
When:	Weekly

Actions:		**Responsible Person(s)**
1.	The Site Manager shall undertake weekly inspections of the general site, grass swales, holding paddocks and irrigation area. Record of the inspection shall be maintained on **Form 1 – Weekly Environmental Checklist** in accordance with **Section 5.1**.	SM
2.	The Site Manager shall identify any areas of exposed soil that may be prone to erosion and include remedial action on **Form 1 – Weekly Environmental Checklist**. Particular attention will be made to the grass swale drains and pond embankments.	SM
3.	The Site Manager shall ensure a good and adequate grass cover is present in all holding paddocks used for the temporary holding of stock. Paddocks with inadequate grass cover shall not be used until grass is re-established. This shall be noted on **Form 1 – Weekly Environmental Checklist**.	SM
4.	Site Workers shall advise the Site Manager if they observe any areas where grass cover is poor or active erosion is present.	W
5.	The Site Manager shall ensure that all directional and advisory signage is in place during the weekly inspection. All traffic movement and parking shall be restricted to paved or gravelled areas. No public vehicle movement across grassed areas shall be permitted.	SM
6.	The Site Manager shall ensure that effluent irrigation is undertaken in accordance with **Section 5.4**. This shall include making sure that the entire irrigation area is used in rotation ensure the nutrient load is fully distributed.	SM
7.	The soil monitoring program outlined in **Section 6.5** shall be the main management tool to manage soil structural decline, manage soil salinity and prevent the build-up of nutrients. The Site Manager shall coordinate this monitoring and ensure it is undertaken in accordance with the schedule outlined.	SM

Who:	Site Manager (SM), Workers (W)	
Where:	General site, stock holding paddocks and irrigation area	
When:	Weekly	
Actions:		**Responsible Person(s)**
8.	The soil monitoring undertaken in accordance with Action 7 and **Section 6.5** shall be used to identify any adverse soil structural changes that may trigger the need for remedial actions which may include : – Undertaking an irrigation leaching event to improve the soil salinity – Adding soil ameliorants such as gypsum – Cropping rotation – Cultivation; or – Resting a particular paddock. The need for any of the above actions would be identified in the Annual Environmental Management Report prepared in accordance with **Section 7.1**. The Site Manager shall be responsible for undertaking these actions if they are required.	SM
9.	The site assessment indicates that the land is suitable for managed effluent irrigation and there is adequate land to ensure hydraulic and nutrient loads can be managed on site. In the very unlikely event that issues arise, the following contingency measures could be undertaken: – Using non-irrigated paddocks on the site for temporary effluent irrigation; – Supplying all or part of the treated effluent to off-site users nominated under authority approved contractual arrangements; – Removing part or all of the effluent load from the site by road tanker; or – Limiting the truck wash operation. The need for any of the above actions would be identified in the Annual Environmental Management Report prepared in accordance with **Section 7.1**. The Site Manager shall be responsible for undertaking these actions if they are required.	SM
10.	The Site Manager shall ensure soil monitoring undertaken in accordance with **Section 6.5**.	SM
11.	Soil monitoring data shall be reported in the Annual Environmental Management Report in accordance with **Section 7.1**.	SM
Records:	Form 1 – Weekly Environmental Checklist Annual Environmental Management Report	
References:	EPA Victoria (2003) *Guidelines for environmental management, Use of reclaimed water. Publication 464.2.*	

5.6 SURFACE WATER MANAGEMENT

5.6.1 OBJECTIVE

To provide an integrated surface water management system that:

- Maximises the harvesting and reuse of site water to reduce potable demand;
- Limits peak site discharge from the developed site to less than existing levels;
- Uses best management practices to manage the quality of the surface water leaving the site so that it is consistent with, or better, than adjacent catchment runoff; and
- Prevents the potential for surface water pollution.

5.6.2 PROCEDURES

Who:	Site Manager (SM), Workers (W)	
Where:	General site, grass swales and surface water wetland	
When:	Weekly and as required	
Actions:		**Responsible Person(s)**
1.	The constructed surface water wetland system shall be managed in accordance with the Wetland Commissioning Plan outlined in **Appendix C** for the first 18-24 months of operations. Once fully commissioned the constructed surface water wetland system shall be managed in accordance with the following procedures. The Wetland Commissioning Plan shall then be removed from this EIP.	SM
2.	The Site Manager shall undertake weekly inspections of the surface water management system including drains, surface water solids traps, first flush basin and transfer pump, grass swales and constructed surface water wetland. Record of the inspection shall be maintained on **Form 1 – Weekly Environmental Checklist** in accordance with **Section 5.1**.	SM
3.	The Site Manager shall ensure that all fuel, oils and chemicals used on site are stored in the approved and bunded lockable chemical shed located near the workshop.	SM
4.	In the event of a fuel or chemical spill, all efforts will be made by all Workers to contain and clean up the spill, but ONLY where safe to do so.	SM, W
5.	A fuel or chemical spill or other chemical handling incident will be reported as an incident by the Worker(s) involved and the Site Manager shall complete the Environmental Incident Report in accordance with **Section 5.14**.	SM, W
6.	The rainwater pond shall be used as a point of supply for non-potable water use at the facility to supply stock water, dust suppression, scale wash down and trough washing. The rainwater pond shall be topped up with potable water as required.	SM

Who:	Site Manager (SM), Workers (W)	
Where:	General site, grass swales and surface water wetland	
When:	Weekly and as required	
Actions:		**Responsible Person(s)**
7.	The truck wash shall be supplied with recycled water. This will be topped up as required from the surface water wetland. When required, The truck wash system shall be topped up with water from the outlet zone of the constructed surface water wetland as required to maintain adequate supply levels. Potable water top-up to the truck wash system shall only be used when there is in adequate supply from the wetland.	SM
8.	The Site Manager shall ensure that water extracted from the surface water wetland is pumped only from the outlet pond (north-western end of the wetland) and that adequate water is maintained throughout the macrophyte zone to sustain plant growth.	SM
9.	The Site Manager shall ensure that the wetland system is maintained in accordance with the Wetland Maintenance Plan outlined in **Appendix D**.	SM
10.	The Workers shall ensure that all solids wastes are stored in the designated solids stockpile area. Inspection of the solids stockpile area shall be undertaken weekly in accordance with **Section 5.1**.	W, SM
11.	The Site Manager shall ensure that effluent irrigation is undertaken in accordance with **Section 5.4**. This shall include regular inspection to avoid surface runoff during irrigation.	SM
12.	The Site Manager shall ensure surface water monitoring undertaken in accordance with **Section 6.6**.	SM
13.	Surface water monitoring data shall be reported in the Annual Environmental Management Report in accordance with **Section 7.1**.	SM
Records:	Form 1 – Weekly Environmental Checklist Annual Environmental Management Report	
References:	Nil	

5.7 GROUNDWATER MANAGEMENT

5.7.1 OBJECTIVE

To manage the site to prevent measurable changes to groundwater conditions from up gradient to down gradient of the facility.

5.7.2 PROCEDURES

Who:	Site Manager (SM), Workers (W)	
Where:	Effluent ponds, irrigation area and surface water wetland	
When:	Weekly	
Actions:		**Responsible Person(s)**
1.	The Site Manager shall undertake weekly inspections of the effluent treatment ponds to identify any damage to the liner. Record of the inspection shall be maintained on **Form 1 – Weekly Environmental Checklist** in accordance with **Section 5.1**.	SM
2.	The Site Manager shall ensure that effluent irrigation is undertaken in accordance with **Section 5.4**. This shall include regular inspection to avoid surface runoff and ponding during irrigation.	SM
3.	The Site Manager shall ensure that all fuel, oils and chemicals used on site are stored in the approved and bunded lockable chemical shed located near the workshop.	SM, W
4.	In the event of a fuel or chemical spill, all efforts will be made by all Workers to contain and clean up the spill, but ONLY where safe to do so.	SM, W
5.	A fuel or chemical spill or other chemical handling incident will be reported as an incident by the Worker(s) involved and the Site Manager shall complete the Environmental Incident Report in accordance with **Section 5.14**.	SM, W
6.	The Workers shall ensure that all solids wastes are stored in the designated solids stockpile area. Inspection of the solids stockpile area shall be undertaken weekly in accordance with **Section 5.1**.	W, SM
7.	The Site Manager shall ensure groundwater monitoring undertaken in accordance with **Section 6.7**.	SM
8.	Groundwater monitoring data shall be reported in the Annual Environmental Management Report in accordance with **Section 7.1**.	SM
Records:	Form 1 – Weekly Environmental Checklist Annual Environmental Management Report	
References:	Nil	

5.8 STOCK HOLDING MANAGEMENT

5.8.1 OBJECTIVE

To manage the stock holding paddocks to prevent soil structural decline and minimise the potential for dust generation.

5.8.2 PROCEDURES

Who:	Site Manager (SM), Workers (W)	
Where:	Irrigation area and stock holding paddocks	
When:	Weekly	
Actions:		**Responsible Person(s)**
1.	The Site Manager shall undertake weekly inspections of the holding paddocks. Record of the inspection shall be maintained on **Form 1 – Weekly Environmental Checklist** in accordance with **Section 5.1**.	SM
2.	The Site Manager shall ensure a good and adequate grass cover is present in all holding paddocks used for the temporary holding of stock. Paddocks with inadequate grass cover shall not be used until grass is re-established. This shall be noted on **Form 1 – Weekly Environmental Checklist**.	SM
3.	The Site Manager and Workers shall ensure that stock are not held in paddocks where the soil surface is too wet and/or boggy.	SM, W
4.	The Site Manager and Workers shall follow the following management principles: – using non-irrigated paddocks as the first area for temporary stock holding – ensuring withholding period of 4 hours (or dry pasture) following irrigation – this can be achieved through rotational irrigation – ensuring adequate feed and water is available for stock to minimise impact on pasture – monitoring the number of stock using the resting paddocks – monitoring the status of pasture in the resting paddocks – ensuring some resting paddocks are used as solely cut and carry on a rotational basis (i.e. no stock holding) – applying more effluent in areas that do not have stock holding to match nitrogen loads; and – adjusting the irrigation, cropping and stock holding regime based on the results of monitoring.	SM, W
5.	Records of stock held in paddocks shall be maintained and reported in the Annual Environmental Management Report in accordance with **Section 7.1**.	SM
Records:	Form 1 – Weekly Environmental Checklist Annual Environmental Management Report	
References:	Nil	

5.9 DUST MANAGEMENT

5.9.1 OBJECTIVE

To ensure that operations are undertaken in a manner that minimises the potential for dust generation and impacts on local air quality.

5.9.2 PROCEDURES

Who:	Site Manager (SM), Workers (W)
Where:	Trafficable areas, cattle yards, irrigation area and stock holding paddocks
When:	Weekly and as required

Actions:		**Responsible Person(s)**
1.	The Site Manager shall undertake weekly inspections of the site to identify if there are any areas of potential dust generation and inspect the dust monitoring stations. Record of the inspection shall be maintained on **Form 1 – Weekly Environmental Checklist** in accordance with **Section 5.1**.	SM
2.	The Site Manager shall ensure a good and adequate grass cover is present in all holding paddocks used for the temporary holding of stock. Paddocks with inadequate grass cover shall not be used until grass is re-established. This shall be noted on **Form 1 – Weekly Environmental Checklist**.	SM
3.	The stock holding paddocks shall be managed in accordance with **Section 5.8** to ensure an adequate grass cover is maintained.	SM
4.	The Site Manager and Workers are responsible for continually monitoring dust generation and employing dust control measures as required. Appropriate dust control measures shall include: – Strategic watering – Sweeping and/or cleaning of hard surfaces – Controlling stock movements – Not undertaking potential dust generating activities in unfavourable conditions (e.g. in strong winds, or when winds are in the direction of off-site receivers).	SM, W
5.	Landscaping shall be watered and maintained until well established to provide barriers to wind and dust movement.	SM, W
6.	The cattle yards soft floor system shall be inspected by the Site Manager prior to each sale. Dust suppression sprinklers will be used to moisten to soft floor if required.	SM, W
7.	Dust monitoring shall be undertaken in accordance with **Section 6.9**. If either monitor triggers an alarm, the Site Manager shall compare the upwind and downwind readings (depending on the wind direction) to determine if site operations are contributing to dust emissions. An Incident Report shall be prepared in accordance with **Section 5.14** and mitigation measures undertaken which may include stopping the dust generating activity or strategic watering. The mitigation method shall be recorded on the Incident Report.	SM

Who:	Site Manager (SM), Workers (W)	
Where:	Trafficable areas, cattle yards, irrigation area and stock holding paddocks	
When:	Weekly and as required	
Actions:		**Responsible Person(s)**
8.	The Site Manager shall ensure the DustTrak stations are functional at all times and maintained in accordance with manufactures instructions.	SM
9.	The Site Manager shall ensure that all drivers adhere to posted speed limits.	SM
10.	General traffic movement will be restricted to sealed and/or gravelled areas.	SM
11.	Dust shall be monitored in accordance with **Section 6.9** and by recording any complaints received on the Complaints Register in accordance with **Section 5.13 – Complaints Management**. A summary of any dust complaints, causes and corrective actions shall be provided in the Annual Environmental Management Report in accordance with **Section 7.1**.	SM
Records:	Form 1 – Weekly Environmental Checklist Form 7 – Complaints Register Annual Environmental Management Report	
References:	Nil	

5.10 ODOUR MANAGEMENT

5.10.1 OBJECTIVE

To ensure that operations are undertaken in a manner that minimises the potential for odour generation and impacts on local air quality.

5.10.2 PROCEDURES

Who:	Site Manager (SM), Workers (W)	
Where:	Truck wash, cattle yards, effluent treatment system and irrigation area	
When:	Weekly and as required	
Actions:		**Responsible Person(s)**
1.	The Site Manager shall undertake weekly inspections of the site to identify if there are any areas of potential odour generation. Record of the inspection shall be maintained on **Form 1 – Weekly Environmental Checklist** in accordance with **Section 5.1**.	SM
2.	The Site Manager shall ensure that solid wastes are managed in accordance with **Section 5.3** to minimise the amount of solid waste stockpiled onsite.	SM
3.	The SM shall direct workers to turn the solids stockpiles if a moderate odour is being generated.	SM, W
4.	The Site Manager shall arrange removal within 48 hours of any stockpiled solids that are generating a strong odour that is noticeable at the site boundary in a downwind direction.	SM
5.	The effluent treatment system shall be managed in accordance with **Section 5.2** to ensure aerators are working and dissolved oxygen levels are adequate.	SM
6.	Effluent irrigation shall be managed in accordance with **Section 5.4**.	SM
7.	Odour shall be monitored by recording any complaints received on the Complaints Register in accordance with **Section 5.13 – Complaints Management**. A summary of any odour complaints, causes and corrective actions shall be provided in the Annual Environmental Management Report in accordance with **Section 7.1**.	SM
Records:	Form 1 – Weekly Environmental Checklist Form 7 – Complaints Register Annual Environmental Management Report	
References:	ERM Australia (2016) *Central Victoria Livestock Exchange Odour Impact Assessment, Works Approval Application Technical Assessment*	

5.11 NOISE MANAGEMENT

5.11.1 OBJECTIVE

To ensure that operations are undertaken in a manner that minimises the potential for noise generating activities to impact on the local amenity.

5.11.2 PROCEDURES

Who:	Site Manager (SM), Workers (W)	
Where:	Site	
When:	As required	
Actions:		**Responsible Person(s)**
1.	Potential noise generating activities (outside of normal sale activities e.g. construction/maintenance activities, cropping activities) shall be restricted to day-time hours (0700 hr to 1800 hr Monday to Friday and 0700hr to 1300hr on Saturday).	SM
2.	The Site Manager shall ensure a Noise Compliance Verification Report is completed within the first six (6) months of operations commencing at CVLX. The scope of the required noise assessment is outlined in **Section 6.10**.	SM
3.	The CVLX online induction for transport operators shall include awareness of the sensitive surrounding uses and potential noise impacts during the later evening/night periods (e.g. after 6 pm). This shall include: – Providing control over impact generating activities (dropping decks, gate operations etc.) in both the cattle/sheep areas and the truck wash areas – Minimising the use of engine brakes and horns	SM
4.	The site staff training shall include awareness of the sensitive surrounding uses and potential noise impacts during the later evening/night periods consistent with Action 3.	SM
5.	Site signage shall be used to reinforce the need to minimise noise consistent with Action 3.	SM
6.	The Site Manager shall ensure that the public address system is not used between 2000hr and 0700hr.	SM
6.	Following completion of the Noise Compliance Verification Report, noise shall be monitored by recording any complaints received on the Complaints Register in accordance with **Section 5.13 – Complaints Management**. A summary of any noise complaints, causes and corrective actions shall be provided in the Annual Environmental Management Report in accordance with **Section 7.1**.	SM
Records:	Form 1 – Weekly Environmental Checklist Form 7 – Complaints Register Annual Environmental Management Report	

Who:	Site Manager (SM), Workers (W)	
Where:	Site	
When:	As required	
Actions:		**Responsible Person(s)**
References:	SLR Consulting Australia (2016) *Ballarat Saleyards EPA Works Approval – Acoustical Assessment Report*	

5.12 TRAFFIC MANAGEMENT

5.12.1 OBJECTIVE

To manage traffic movement on site to:

- Reduce heavy vehicle/light vehicle conflict points;
- Reduce vehicle/pedestrian interaction; and
- To minimise the potential for dust generation.

5.12.2 PROCEDURES

Who:	Site Manager (SM), Workers (W)	
Where:	Site	
When:	As required	
Actions:		**Responsible Person(s)**
1.	The Site Manager shall undertake weekly inspections of the site to identify if there are any traffic movement or parking issues. Record of the inspection shall be maintained on **Form 1 – Weekly Environmental Checklist** in accordance with **Section 5.1**.	SM
2.	The Site Manager shall ensure that general traffic movement is restricted to defined sealed and/or gravelled areas.	SM
3.	The CVLX online induction for transport operators shall include details of internal speed limits and traffic movement areas.	SM
4.	The Site Manager shall ensure that all drivers adhere to posted speed limits.	SM
5.	Parking will be only in defined parking areas that are sealed or gravelled.	SM
6.	Traffic impacts shall be monitored by recording any complaints received on the Complaints Register in accordance with **Section 5.13 – Complaints Management**. A summary of any traffic complaints, causes and corrective actions shall be provided in the Annual Environmental Management Report in accordance with **Section 7.1**.	SM
Records:	Form 1 – Weekly Environmental Checklist Form 7 – Complaints Register Annual Environmental Management Report	
References:	TraffixGroup (2016) *Car Parking and Traffic Management Plan Central Victoria Livestock Exchange (CVLX), Sunraysia Highway, Miners Rest*	

5.13 COMPLAINTS MANAGEMENT

5.13.1 OBJECTIVE

To ensure any complaint received is recorded and kept correctly, investigated, and options for avoiding recurrence are considered.

5.13.2 PROCEDURES

Who:	Site Manager (SM), Workers (W)	
Where:	Site	
When:	As required	
Actions:		**Responsible Person(s)**
1.	The Site Manager shall ensure that the public is aware of the site's telephone number for complaints (insert number), and that it is operational during operating hours.	SM
2.	Any complaint received by any staff member at the saleyards shall be reported immediately to the Site Manager.	SM, W
3.	All details of any complaint and subsequent investigation will be recorded on **Form 6 – Complaint Form** by the Site Manager.	SM
4.	The Site Manager will ensure that the record of a complaint will be kept for at least four (4) years after the complaint was made, and that the records are available to any authorised officer of the EPA who asks to see them.	SM
5.	The Site Manager shall be responsible for follow-up investigation for all complaints received, and assessing options for avoiding recurrence.	SM
6.	Where required, the Site Manager shall provide acknowledgement and feedback to community members following closure of a compliant raised by a community member.	SM
7.	A summary of complaints, causes and corrective actions shall be provided in the Annual Environmental Management Report in accordance with **Section 7.1**.	SM
Records:	Form 6 – Complaints Form Form 7 – Complaints Register Annual Environmental Management Report	
References:	Nil	

5.14 ENVIRONMENTAL INCIDENT MANAGEMENT

5.14.1 OBJECTIVE

To ensure that all incidents with the potential to impact adversely on the environment are investigated and documented, and that options for avoiding recurrence are implemented.

5.14.2 PROCEDURES

Who:	Site Manager (SM), Workers (W)	
Where:	Site	
When:	As required	
Actions:		**Responsible Person(s)**
1.	All incidents that may result in an adverse impact on the environment must be reported by Workers immediately (once safe and practicable to do so) to the Site Manager. **Site Manager:** insert contact number	SM, W
2.	The Site Manager is responsible for notifying RIPL senior management of any environmental incident. **Senior Management:** insert contact number	SM
3.	In the event of an environmental incident resulting in an emergency situation, immediate action should be taken and the Site Manager shall contact the appropriate immediately to arrange assistance (i.e. Country Fire Authority, VIC Police, Ambulance Victoria).	SM
4.	The Site Manager will immediately (after becoming aware) notify all relevant authorities of incidents of pollution, environmental hazard or other activities potentially harmful to the environment.	SM
5.	Notification of environmental incidents of pollution, environmental hazard or other activities potentially harmful to the environment will be made by telephoning the EPA 24-hour pollution hotline – 1300 372 842 (1300 EPA VIC).	SM
6.	In the event of an environmental incident involving workplace, health and safety, and dangerous goods, the Site Manager must notify WorkSafe Victoria immediately by calling 132 360 and then in writing within 48 hours using an online form available at http://www.worksafe.vic.gov.au/safety-and-prevention/health-and-safety-topics/incident-notification	SM
7.	All environmental incidents shall be recorded on **Form 8 – Environment Incident Report**.	SM
8.	All incidents with the potential to impact adversely on the environment shall be investigated by the Site Manager, and options for avoiding recurrence are implemented. Corrective actions shall be noted on **Form 8 – Environmental Incident Report**.	SM
9.	Periodic testing of this operating procedure shall be coordinated by the Site Manager (e.g. mock environmental incidents).	SM

Who:	Site Manager (SM), Workers (W)	
Where:	Site	
When:	As required	
Actions:		**Responsible Person(s)**
10.	A summary of environmental incidents, causes and corrective actions shall be provided in the Annual Environmental Management Report in accordance with **Section 7.1**.	SM
Records:	Form 8 – Environmental Incident Report Annual Environmental Management Report	
References:	Nil	

5.15 STAFF TRAINING

5.15.1 OBJECTIVE

To ensure all current and new staff are trained in the appropriate EIP procedures, are aware of and comply with the requirements of the EIP, and are aware of their responsibilities with respect to environmental management.

5.15.2 PROCEDURES

Who:	Site Manager (SM), Workers (W)	
Where:	Site	
When:	As required	
Actions:		**Responsible Person(s)**
1.	The Site Manager shall ensure that all site staff have received the appropriate operator training.	SM
2.	The Site Manager shall ensure that all site staff have received training in the following: – Role and use of the EIP – Role and use of the EIP Operating Procedures	SM, W
3.	All staff who complete training shall sign off on the **Form 9 – Staff Training Register**.	SM, W
4.	Records of training shall be maintained by the Site Manager.	AM
Records:	Form 9 – Staff Training Register	
References:	Nil	

5.16 COMMUNITY ENGAGEMENT

5.16.1 OBJECTIVE

To ensure effective stakeholder engagement and access to information for the operation of the CVLX.

5.16.2 PROCEDURES

Who:	Site Manager (SM)	
Where:	Site	
When:	Annually and as required	
Actions:		**Responsible Person(s)**
1.	The Site Manager shall ensure that the Community Liaison Committee (CLC) is established in accordance with the Community Engagement Plan included in **Appendix F**.	SM
2.	The Site Manager shall implement the Community Engagement Plan included in **Appendix F**.	SM
3.	The Site Manager shall ensure that the Annual Environmental Management Report prepared in accordance with **section 7.1** is made available on the CVLX website within two (2) weeks of its completion.	SM
Records:	Nil	
References:	Nil	

Monitoring

6.1 ENVIRONMENTAL MONITORING SCHEDULE

An annual environmental monitoring schedule is provided in **Appendix G**.

For *effluent monitoring* and *surface water monitoring* this schedule will apply after the completion of the commissioning period outlined in the respective commissioning plans.

All other monitoring will commence when the CVLX commences operations.

The monitoring program will be reviewed after two (2) years of operation.

6.2 WATER CYCLE

Water movement will be monitored by recording the following flow meters weekly (refer to **Section 5.1**):

- Meter No. 1 (main potable meter recording water use from the supply main)
- Meter No. 2 (supply meter at the rainwater pond)
- Meter No. 3 (truck wash meter)
- Meter No. 4 (recycle pump)
- Meter No. 5 (irrigation meter)
- Meter No. 6 (wetland meter)

The approximate location of these meter is shown on **Figure 6**. Data will be recorded on **Form 1 – Weekly Environmental Checklist**.

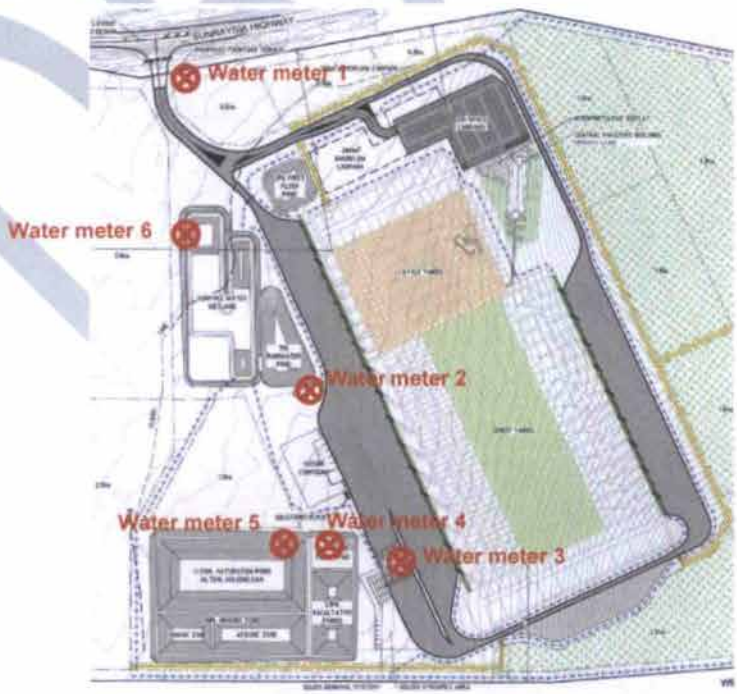

Figure 6: Water meters

6.3 EFFLUENT QUALITY MONITORING

The following effluent quality monitoring program will commence after the effluent treatment system commissioning period. Monitoring through the commissioning period is defined in the effluent system commissioning plan (Appendix B).

Note for DRAFT EIP

Further monitoring details will be added to the EIP once the design of the Class A treatment system is finalised and specific operational/monitoring procedures are known.

6.3.1 WEEKLY SAMPLING

Weekly pH and dissolved oxygen readings will be obtained in accordance with **Section 5.1**.

6.3.2 QUARTERLY SAMPLING

Where: Effluent monitoring locations are shown on **Figure 7** and include:

- E1 raw effluent from truck wash solids separation basin discharge point (pump)
- E2 inflow to the aerobic pond
- E3 inflow to the maturation/holding pond
- E4 irrigation offtake point

When: Samples will be collected every three (3) months commencing at the end of the system commissioning phase.

What for: Samples will be analysed for the following parameters:

E1, E2, E3

- Biochemical oxygen demand (BOD), mg/L
- Chemical oxygen demand (COD), mg/L
- Total suspended solids (TSS), mg/L
- pH
- *E. coli*, cfu/100mL

E4

- Biochemical oxygen demand (BOD), mg/L
- Chemical oxygen demand (COD), mg/L
- Total suspended solids (TSS), mg/L
- pH
- *E. coli*, cfu/100mL
- Electrical conductivity, µS/cm
- Total Kjeldahl nitrogen (TKN), mg/L
- Ammonia, mg/L
- Nitrite/Nitrate, mg/L
- Orthophosphate, mg/L
- Total phosphorous (TP), mg/L
- Potassium, mg/L
- Sodium, mg/L
- Calcium, mg/L
- Magnesium, mg/L
- Sodium adsorption ratio (SAR)

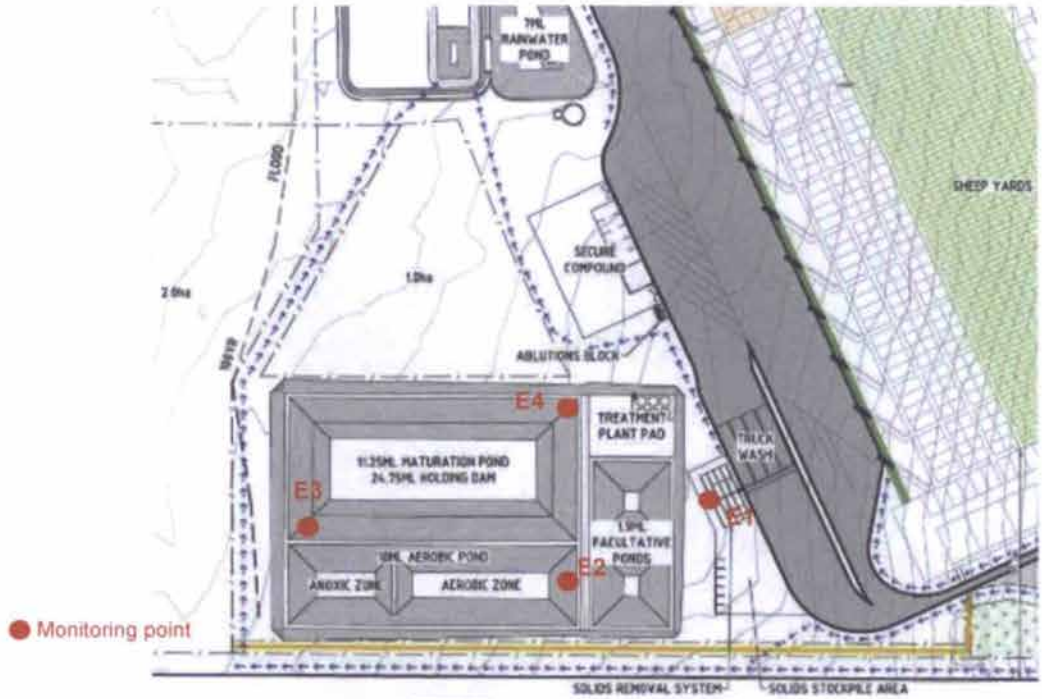

Figure 7: Effluent monitoring points

6.4 SOLID WASTE MONITORING

The quantity of solid waste leaving the facility will be recorded in accordance with **Section 5.3**.

6.5 SOIL MONITORING

Where: Soil monitoring locations are shown on **Figure 8**.

When: Topsoil samples will be collected every year in September. Sub soil samples will be collected in Year 1 in September and then every three (3) years.

What for: Samples will be analysed for the following parameters:

Topsoil

- pH (1:5 water)
- electrical conductivity (1:5 water), dS/m
- exchangeable cations, cmol(+)/kg
- nitrate, mg/kg
- total Kjeldahl nitrogen (TKN), mg/kg
- available phosphorus (Bray/Colwell), mg/kg
- total phosphorus, mg/kg
- organic carbon, g/100g

Subsoil

- pH (1:5 water)
- electrical conductivity (1:5 water), dS/m
- exchangeable cations, cmol(+)/kg
- nitrate, mg/kg
- total Kjeldahl nitrogen (TKN), mg/kg
- available phosphorus (Bray/Colwell), mg/kg
- total phosphorus, mg/kg
- organic carbon, g/100g
- phosphorus sorption capacity, mg/kg

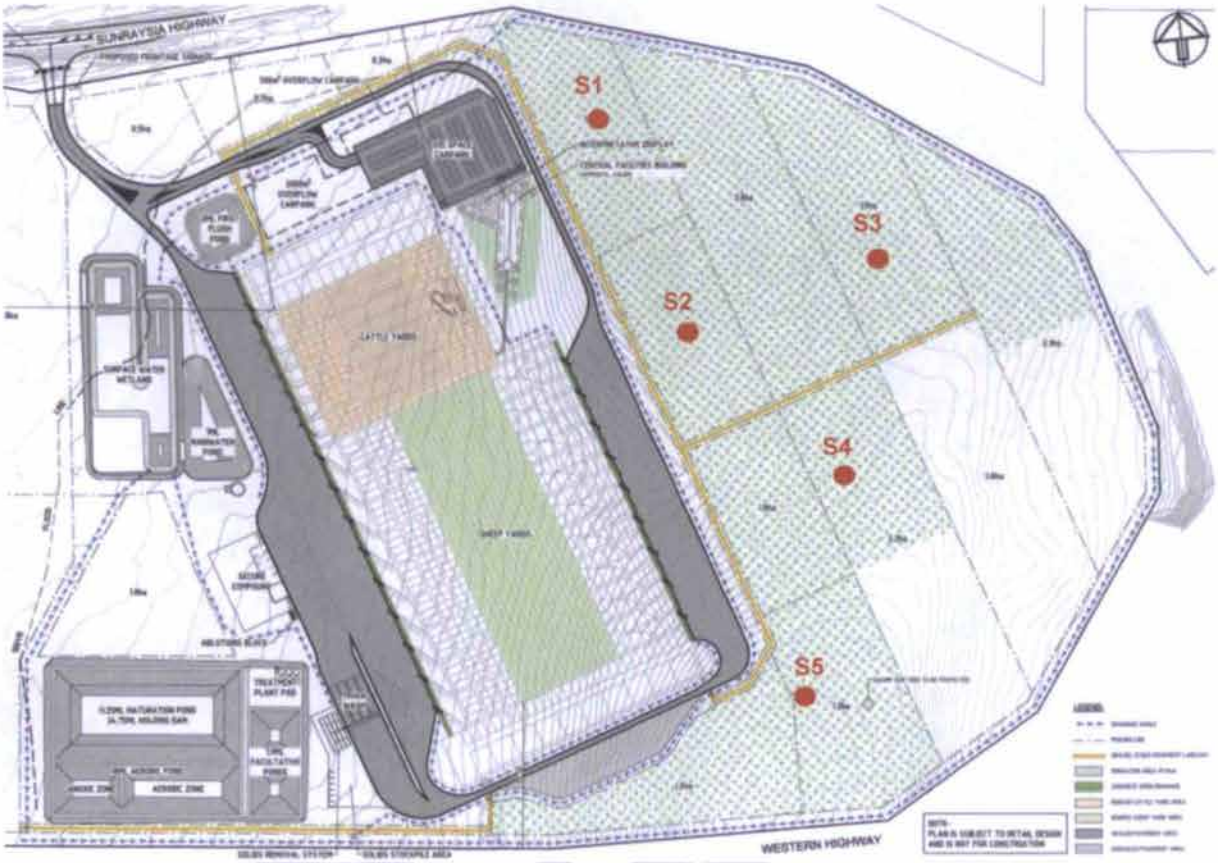

Figure 8: Soil reference points

6.6 SURFACE WATER MONITORING

The following surface water quality monitoring program will commence after the surface water wetland commissioning period. Monitoring through the commissioning period is defined in the surface water wetland commissioning plan (Appendix C).

Where: Surface water monitoring locations are shown on **Figure 9** and include:

SW1 rising stage sampler on the outlet to the surface water wetland

When: Samples will be collected at least two (2) times per year, subject to discharge occurring, commencing at the end of the wetland system commissioning phase.

What for: Samples will be analysed for the following parameters:

SW1

- Electrical conductivity, µS/cm
- pH
- Total suspended solids, mg/L
- Total nitrogen, mg/L
- Nitrate, mg/L
- Ammonia, mg/L
- Total phosphorus, mg/L

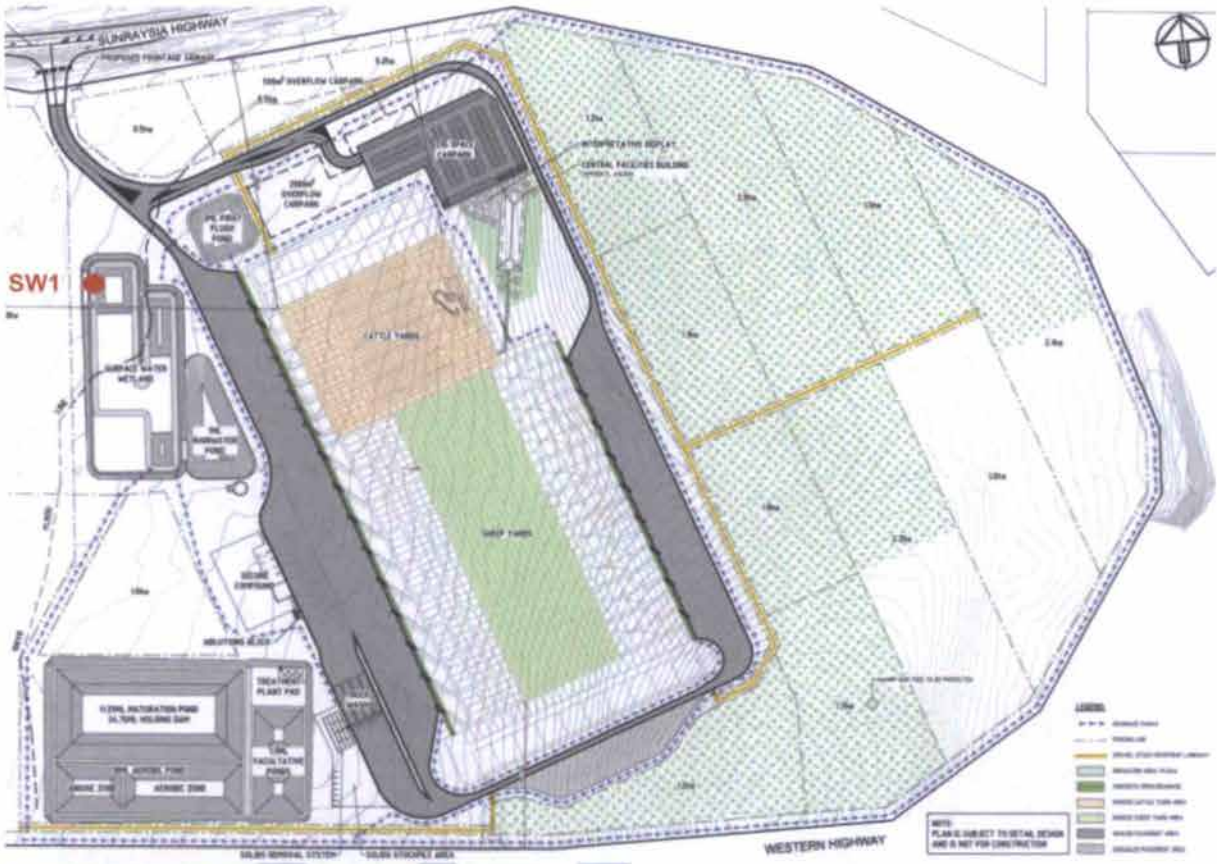

Figure 9: Surface water monitoring points

6.7 GROUNDWATER MONITORING

Where: Groundwater monitoring locations are shown on **Figure 10** and include:

MW101	southern boundary
MW102	west of effluent ponds
MW102A	west of effluent ponds
MW103	north-east corner

When: Every three (3) months for the first two (2) years of operation, after which it would reduce to every six (6) months.

What for: Groundwater will be monitored for the following:

GW1, GW2

- Standing water level, mbgl
- Electrical conductivity, µS/cm
- pH
- Total dissolved solids, mg/L
- Nitrate, mg/L
- Total phosphorus, mg/L
- Phosphate, mg/L

Note: if monitoring indicates some change in groundwater quality, a more comprehensive suite would be undertaken. This would add cations and a full nitrogen suite.

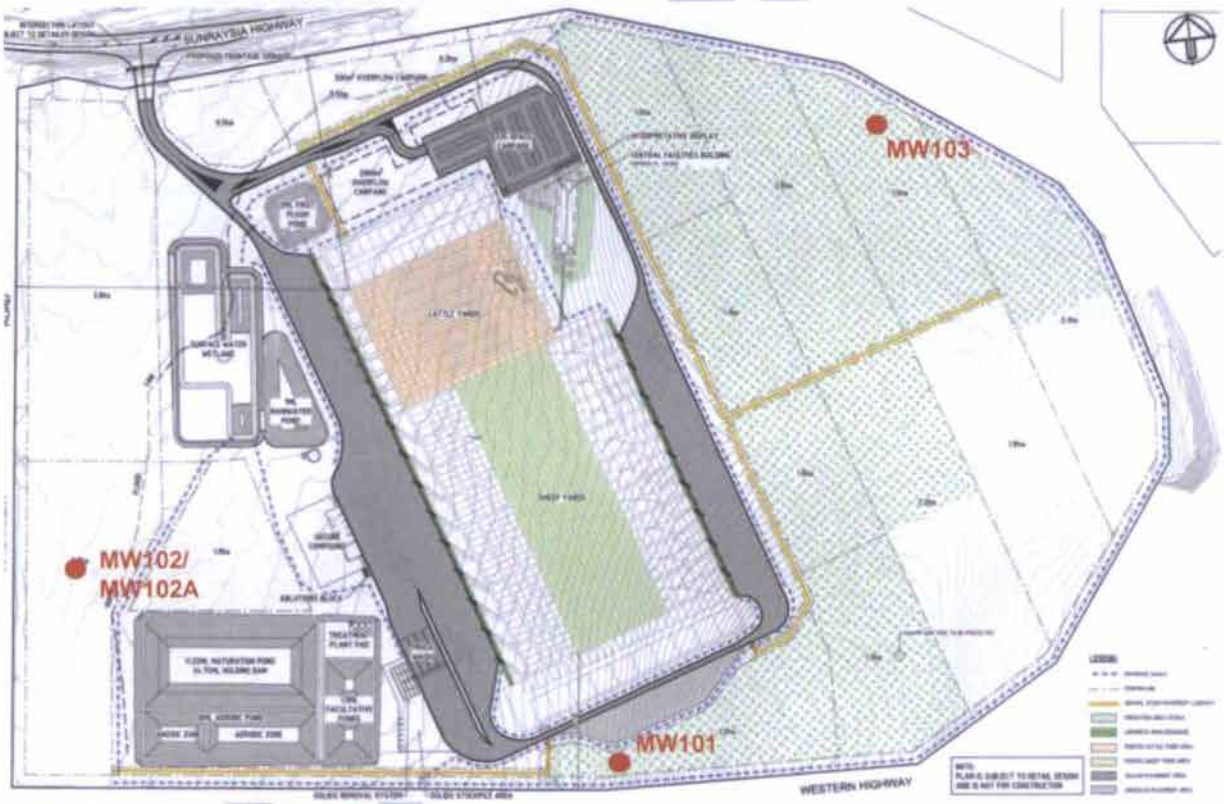

Figure 10: Groundwater monitoring points

6.8 CROP MONITORING

Crop yield will be measured and recorded at each harvest (no. of bales and average weight).

Representative crop samples (minimum two (2) samples) will be analysed annually for moisture content, nitrogen, phosphorus and potassium.

6.9 AIR QUALITY MONITORING

6.9.1 DUST

Where: Dust monitoring stations are shown on **Figure 11** and include:

D1 western boundary

D2 north-eastern boundary

When: The dust monitoring stations (DustTrak) will monitor continuously.

What for: PM_{10} and TPM

Triggers: Alert triggers shall be set 75% of the 24 hour standard (which is 60 micrograms per cubic metre as a 24 hour average).

If either monitor breaches 75% of the standard the Site Manager will compare the concentrations of the upwind and downwind to determine whether the site is contributing to ambient concentrations. Refer to **Section 5.9**.

Dust shall also be monitored through complaints in accordance with **Section 5.9**.

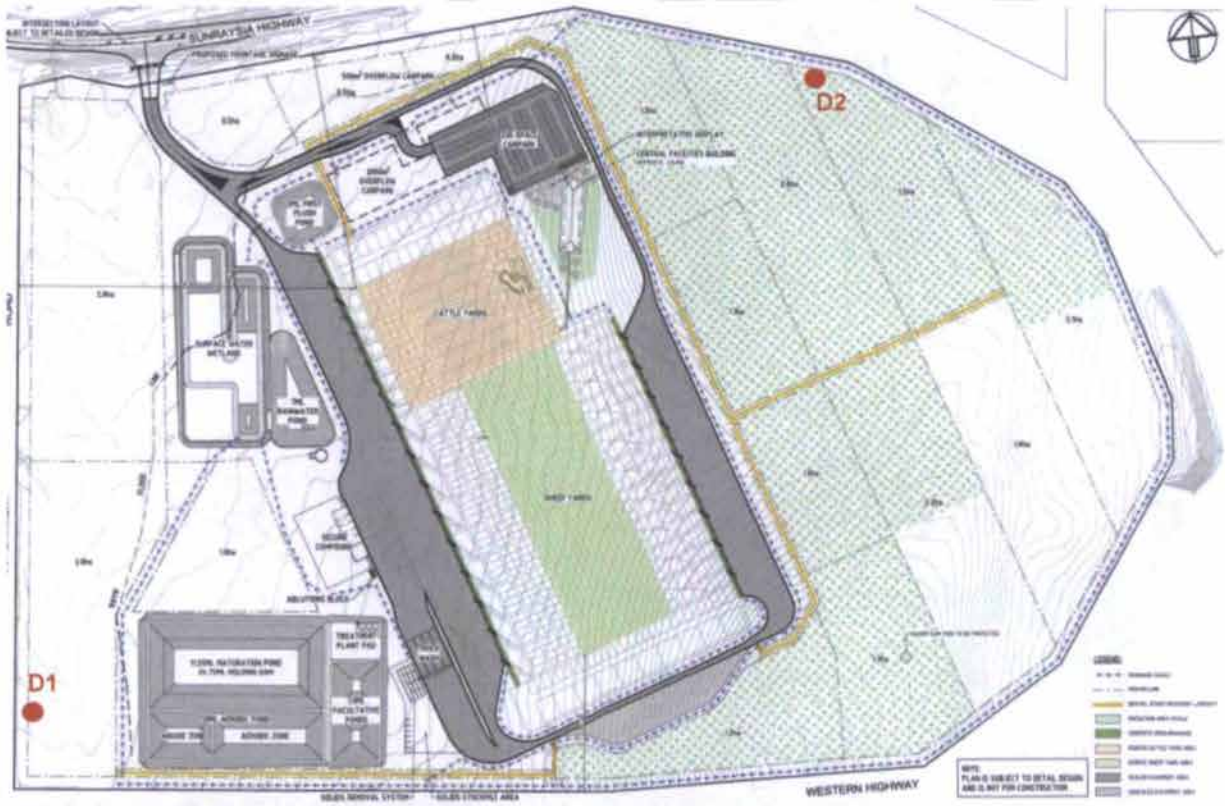

Figure 11: DustTrak monitoring stations

6.9.2 ODOUR

Odour will be monitored through complaints in accordance with **Section 5.10**.

6.10 NOISE MONITORING

Six Month Noise Compliance Verification Report

Within six (6) months of the commissioning of the facility, RIPL shall commission a Noise Compliance Verification Report. The report shall provide the results of noise monitoring undertaken representative of normal operations at the premises to assess whether compliance with the noise assessment (SLR Consulting Australia, 2016) is being achieved.

RIPL shall provide an outline of the proposed monitoring program to the EPA for review prior to undertaking the noise monitoring program.

Following completion of the six month noise assessment, noise will be monitored through complaints in accordance with **Section 5.11**. Excessive noise complaints may trigger the need for additional site noise assessment which would be undertaken in accordance with the above.

Reporting and Review

7.1 ANNUAL ENVIRONMENTAL MANAGEMENT REPORT

7.1.1 REPORTING YEAR

The reporting year will be 1 July to 30 June.

7.1.2 SCOPE AND PURPOSE

The Annual Environmental Management Report (AEMR) will be a summary of the environmental performance of the CVLX for the reporting year. The AEMR will:

a) Describe the activities that were carried out in the previous year, and the activities that are proposed to be carried out over the next year

b) Include a summary of the monitoring results and complaints records including a comparison of these results against the:

   i. conditions, approvals/licenses, limits and performance objectives;

   ii. requirements of this EIP;

   iii. monitoring results of previous years; and

   iv. relevant predictions made in assessment documentation.

c) Identify any non-conformance over the previous year and describe what actions were (or are being) taken to ensure compliance;

d) Identify any trends in the monitoring data from the commencement of this EIP;

e) Identify any discrepancies between the predicted and actual impacts of the development, and analyse the potential cause of any significant discrepancies;

f) Identify measures that could be implemented to improve the environmental performance of the CVLX if required; and

g) Identify changes to the EIP.

7.1.3 TIMING

The AEMR will be submitted by 1 October (or nearest working day) each year and shall report on the previous operating year.

7.1.4 AEMR DISSEMINATION

The AEMR will be disseminated to the following agencies:

a) Environment Protection authority; and

b) Ballarat Shire Council.

A copy of the AEMR will be made publically available on the CVLX website.

7.2 ENVIRONMENTAL AUDITING AND COMPLIANCE

7.2.1 FUNCTION

Auditing of the EIP will be undertaken to ensure its implementation and effectiveness. Compliance audits will determine whether or not the EIP is being properly implemented and maintained.

7.2.2 INTERNAL AUDIT

In the first twelve (12) months of operation, two (2) internal compliance audits will be completed. These audits will be undertaken by the Site Manager.

The audits will be documented and a record maintained.

The frequency of internal audits will reduce to one per year after the first year of operation.

7.2.3 EXTERNAL AUDIT

Within the first two (2) years of the date of commencement of operations at the facility and every three (3) years thereafter, RIPL shall commission an external audit of the operations against the requirements of the EIP and any approvals.

This audit shall:

a) Be conducted by an external auditor;

b) Include consultation with relevant agencies;

c) Assess the environmental performance of the facility to assess whether it is complying with the requirements of any approvals and the EIP;

d) Review the adequacy of any approved strategy, plan or program against monitoring results and predicted impacts; and

e) Recommend measures or actions to improve the environmental performance of the facility and/or changes to the EIP.

7.3 EIP REVISION

7.3.1 REVISIONS TO OPERATING PROCEDURES

RIPL shall review and if necessary revise the EIP within three (3) months of:

a) The AEMR (**Section 7.1 – Annual Environmental Management Report**);

b) Any incident report (**Section 5.14 – Environmental Incident Management**);

c) An audit report (**Section 7.2 – Environmental Auditing and Compliance**); or

d) Any modifications to conditions of approval.

This is to ensure that the EIP is updated on a regular basis, and incorporates any recommended measures to improve environmental performance.

7.3.2 DOCUMENT CONTROL

The following will be classed as 'major' revisions:

- Changes to processes;
- Additional procedures or improvement actions;
- Changes made in response to an incident; and
- Changes requested by the EPA.

Major revisions shall be identified by the whole number in the version number (i.e. 1.0, 2.0, 3.0....) and shall be approved by the EPA before re-issue.

The following will be classed as 'minor' revisions:

- Minor typing and grammar corrections;
- Changes to position titles;
- Updates to recording forms to suit operations; and
- Changes/additions to Appendices/Attachments.

Minor revisions shall be identified by the decimal point in the version number (i.e. 1.1, 2.2, 3.3....) and will not require EPA approval prior to re-issue.

References

EPA Victoria (1991) *Guidelines for wastewater irrigation.* Publication 168.

EPA Victoria (2003) *Guidelines for environmental management, Use of reclaimed water.* Publication 464.2.

ERM Australia (2016) *Central Victoria Livestock Exchange Odour Impact Assessment, Works Approval Application Technical Assessment*

SLR Consulting Australia (2016) *Ballarat Saleyards EPA Works Approval – Acoustical Assessment Report*

TraffixGroup (2016) *Car Parking and Traffic Management Plan Central Victoria Livestock Exchange (CVLX), Sunraysia Highway, Miners Rest*

Appendix A

RISK MANAGEMENT

C' Y ENVIRONMENTAL RISK REGIST `

Version 2.0: 25 August 2016

Number	Risk Management Area	Cause	Impact	Controls	Current Risk Rating						Responsible Person
					Consequence		Likelihood		Rating		
1	Air Quality (dust)	Lack of dust suppression watering, inadequate groundcover, undertaking dust generating activities in unsuitable conditions	Off-site dust impacts on sensitive receptors	Section 5.5 - Soil Management Section 5.8 - Stock Holding Management Section 5.9 - Dust Management Section 5.1 - Weekly Checklist	2	Minor	U	Unlikley	2U	Low	Site Manager
2	Air Quality (odour)	Soiled soft floor material, excessive solids stockpied on-site, inadequate aeration on treatment ponds	Off-site odour impacts on sensitve receptors	Section 5.10 - Odour Management Section 5.3 - Solid Waste Management Section 5.2 - Effluent System Management Section 5.4 - Irrigation Management Section 5.1 - Weekly Checklist	2	Minor	U	Unlikley	2U	Low	Site Manager
3	Noise	Excessive vehicle movements, reversing alarms, truck wash activities, farming practices	Exceed predicted noise levels at off-site receptors	Section 5.11 - Noise Management	2	Minor	U	Unlikley	2U	Low	Site Manager
4	Surface water	Runoff during irrigation, discharge from the effluent treatment system, spills, inappropriate storage of chemicals, inadequate controls, increase in site peak discharge, excessive extraction, lack of monitoring	Impact on existing surface water systems	Section 5.6 - Surface Water Management Section 5.4 - Irrigation Management Section 5.8 - Stock Holding Management Section 5.1 - Weekly Checklist	3	Moderate	R	Rare	3R	Low	Site Manager
5	Groundwater	Leak from effluent ponds, excessive irrigation, inadequate nutrient management in the irrigation area, lack of monitoring	Impact on groundwater resources	Section 5.7 - Groundwater Management Section 5.4 - Irrigation Management	2	Minor	R	Rare	2R	Low	Site Manager
6	Soils	Inadequate grass cover, soil disturbance through site works, inadequate irrigation management, chemcial spills, lack of monitoring	Erosion, soil structural decline, salinisation, contamination	Section 5.5 - Soil Management Section 5.4 - Irrigation Management Section 5.8 - Stock Holding Management Section 5.1 - Weekly Checklist	2	Minor	R	Rare	2R	Low	Site Manager
7	Traffic	Excess traffic, not following designated movement pathways, inappropriate parking	Road network impacts, impact on grass cover, soil imapcts, pedestrian safety	Section 5.12 - Traffic Management Section 5.1 - Weekly Checklist	2	Minor	U	Unlikley	2U	Low	Site Manager
8	Solid waste management	Excess solid waste onsite, not storing solids in appropriate areas	Potential odour impacts, surface water and groundwater impacts	Section 5.3 - Solid Waste Management Section 5.1 - Weekly Checklist	1	Insignificant	R	Rare	1R	Low	Site Manager
9	Complaints handling	Not following complaint management procedure, no follow-up and/or complaint closure	External stakeholder dissatisfaction, no continuous improvement	Section 5.13 - Complaints Management	1	Insignificant	U	Unlikley	1U	Low	Site Manager
10	Enivronmental Incident Management	Not following incident management procedure, no follow-up and/or corrective action	Potential for breach of approval condition, no continuous improvement	Section 5.14 - Environmental Incident Management	1	Insignificant	U	Unlikley	1U	Low	Site Manager
11	Compliance with EIP	Lack of personnel training and supervision, no review/auditing	Non compliance with OEMP and possible environmental impact and/or breach of approval condition	Section 5.15 - Training Section 7 - Review and Reporting	2	Minor	U	Unlikley	2U	Low	Site Manager
12	Community Engagement	Ineffective communication with stakeholders.	Misinformation in the community. Disgruntled community.	Section 5.16 - Community Engagement Section 7 - Review and Reporting	2	Minor	U	Unlikley	2U	Low	Site Manager

Appendix B

Effluent Treatment System Commissioning Plan

CENTRAL VICTORIA LIVESTOCK EXCHANGE

EFFLUENT SYSTEM COMMISSIONING PLAN

DRAFT

PREPARED FOR:

REGIONAL INFRASTRUCTURE PTY LTD

AUGUST 2016

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Report Title:	*Central Victoria Livestock Exchange*
Project:	*Effluent System Commissioning Plan*
Client:	*Regional Infrastructure Pty Ltd*
Report Ref.:	*208120_Eff Comm_001A.docx*
Status:	*Draft*
Issued:	*24 August 2016*

Geolyse Pty Ltd and the authors responsible for the preparation and compilation of this report declare that we do not have, nor expect to have a beneficial interest in the study area of this project and will not benefit from any of the recommendations outlined in this report.

The preparation of this report has been in accordance with the project brief provided by the client and has relied upon the information, data and results provided or collected from the sources and under the conditions outlined in the report.

All data and information contained within this report is prepared for the exclusive use of Regional Infrastructure Pty Ltd to accompany this report for the land described herein and are not to be used for any other purpose or by any other person or entity. No reliance should be placed on the information contained in this report for any purposes apart from those stated therein.

Geolyse Pty Ltd accepts no responsibility for any loss, damage suffered or inconveniences arising from, any person or entity using the plans or information in this study for purposes other than those stated above.

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FIGURES

ABBREVIATIONS

BOD	Biochemical oxygen demand
COD	Chemical oxygen demand
CVLX	Central Victoria Livestock Exchange
EIP	Environment Improvement Plan
EPA	Environment Protection Authority (Victoria)
ha	Hectare
kL	Kilolitres (1,000 litres)
L	Litre
mL	Millilitre
ML	Megalitre (1,000,000 litres)
RIPL	Regional Infrastructure Pty Ltd
TKN	Total Kjeldahl Nitrogen
TN	Total Nitrogen
TP	Total Phosphorous
TSS	Total Suspended Solids

1.0 INTRODUCTION

Regional Infrastructure Pty Ltd (RIPL) has developed the Central Victoria Livestock Exchange (CVLX) which is a regional cattle and sheep selling centre located approximately 10 kilometres north-west of Ballarat in Victoria. The CVLX is a state-of-the-art facility that provides livestock marketing and saleyard services for the Ballarat district and extending further into central Victoria. The facility can accommodate an annual throughput of 70,000 head of cattle and 1,600,000 sheep and hosts around 112 sales per year.

The CVLX is operated by Regional Infrastructure Pty Ltd.

Water for the facility is provided through a combination of roof water and surface water harvesting, recycling and connection to reticulated water supply. Liquid wastes are generated from the truck wash, first flush surface water catchment, and wash down of the scales and troughs within the selling centre. Liquid wastes are treated through a biological treatment system and reused on site for irrigation or recycled for use in the truck wash and for wash down.

The effluent treatment system uses a series of facultative and aerobic ponds to treat the liquid wastes to a standard suitable for on-site effluent reuse through irrigation. The treatment of liquid wastes through the CVLX effluent treatment system is designed to achieve a Class C effluent as defined by the *EPA Publication 464.2: Guidelines for Environmental Management, Use of Reclaimed Water.*

Note for DRAFT EIP

Further details will be added to the EIP once the design of the Class A treatment system is finalised and specific operational procedures are known.

A commissioning period is required to effectively establish the ponds and treatment system. At a minimum this will include:

- A 25 to 30 week period to fill the facultative, aerobic pond and maturation pond with effluent;
- An additional 12 to 16 week period for the ponds to establish the required microbiological populations to achieve the design pollutant removals; and
- A further 25 to 30 week period for the effluent treatment volume to turn over with full biological action.

This indicates a minimum of 14 months for the treatment system to establish the required microbiological systems to function effectively. This process may be slowed through the winter period (cooler temperatures slowing microbiological action). As such it is prudent to allow some extra time to fully commission the system. This would be provided through the establishment period.

Therefore a commissioning period of 14 to 18 months is proposed from the commencement of operations to fully commission the effluent treatment system to ensure it can consistently deliver irrigation water which meets the design targets.

This document outlines the commissioning process, controls, monitoring and reporting requirements.

2.0 TREATMENT SYSTEM

2.1 LAYOUT

The treatment system is:

- Solids separation;
- Facultative treatment;
- Aerobic/anoxic treatment;

- Maturation pond;
- Holding pond;
- Clarification and disinfection for reuse; and
- Irrigation.

The layout of the pond system is shown in **Figure 1**.

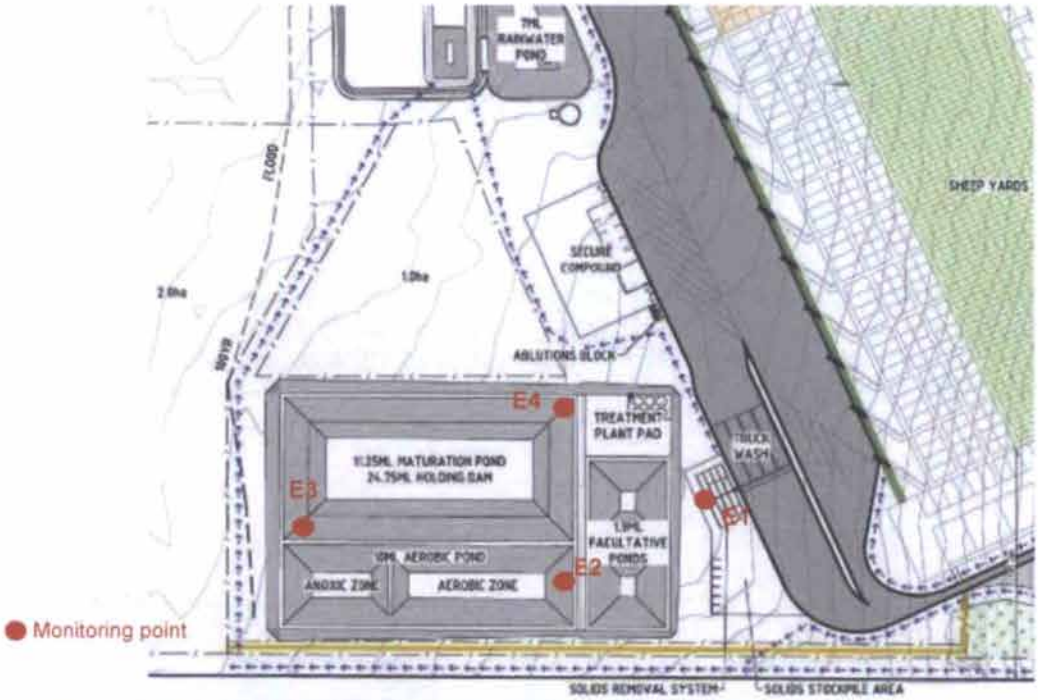

Figure 1: CVLX effluent treatment system

2.2 DESIGN FLOW

The initial design flow is approximately 375 kL/day. This is based on the modelled peak week flow. The average design flow is 115 kL/day.

3.0 COMMISSIONING PLAN

The preliminary commissioning plan and actions are outlined in **Table 3.1**. Details are provided in the following section. System designers would be involved throughout the commissioning period and would:

- Conduct training of site staff;
- Prepared commissioning and monitoring schedules;
- Review data and operational information;
- Respond to questions or operational issues;
- Oversee any changes to operational protocols;
- Regularly inspect the system commissioning progress; and
- Prepare a commissioning report.

Operations during the commissioning period would be undertaken by appropriately trained on-site staff.

Table 3.1 – Summary of commissioning plan and actions

Component	Expected period	Actions
Pre-commencement of operations	1 week	• Fill facultative ponds with fresh water
System filling	25 to 30 weeks	• Fill facultative ponds with effluent • Fill aerobic/anoxic pond with effluent • Fill maturation pond with effluent • Effluent quantity recording • Weekly system inspection
Establishment	12 to 16 weeks	• Effluent quantity recording • Effluent quality monitoring • Weekly system inspection • Irrigation (if required)
Tertiary treatment system	4 to 8 weeks	• Commissioning equipment • Adjust dosing • Monitoring and disinfection verification
Stabilising	20 to 25 weeks	• Effluent quantity recording • Effluent quality monitoring • Weekly system inspection • Irrigation (if required)
Reporting	4 weeks	• Prepare commissioning report

3.1 SYSTEM FILLING

3.1.1 Facultative Ponds – Initial filling

Prior to commencement of operations, the facultative ponds will be filled with fresh water sourced from the surface water wetland. This will:

- Keep moisture in the internal clay liner;
- Dilute the initial effluent load thereby allowing gradual build-up in effluent strength through the system; and
- Protect the internal batter from erosion.

It is expected that this will take up to 1 week.

Facultative and Aerobic/Anoxic Ponds

Commencement of truck washing will add effluent to the system. This will discharge to the facultative ponds, mix with the fresh water and then transfer to the aerobic/anoxic pond.

It is expected that replacement of the fresh water in the facultative ponds and filling of the aerobic/anoxic pond will take 25 to 30 weeks.

3.2 MONITORING

3.2.1 Timing

Monitoring of the system would start at the commencement of system filling. The following monitoring would be undertaken during the operational phases.

System filling:

1. Effluent quantity recording
2. Weekly system inspection

System establishment and stabilising:

3. Effluent quantity recording
4. Effluent quality monitoring
5. Weekly system inspection
6. Weekly dissolved oxygen monitoring
7. Weekly pH monitoring

3.2.2 Effluent Quantity Recording

Daily effluent quantity would be recorded through truck wash use.

AVDATA records of truck wash use would be downloaded and analysed on a monthly basis to determine the average daily effluent flow entering the system.

This data would be stored in digital records.

Daily rainfall records would be maintained.

3.2.3 Effluent Quality Monitoring

Where: Effluent monitoring locations will include:

- E1 raw effluent from truck wash solids separation basin discharge point (pump)
- E2 outflow from facultative ponds
- E3 outflow from aerobic pond
- E4 outlet of maturation pond (irrigation offtake point)

When: Samples will be collected every month commencing at the end of the system filling phase (if effluent is present).

What for: Samples will be analysed for the following parameters:

E1, E2, E3

- Dissolved oxygen and pH (field measurement)
- Biochemical oxygen demand (BOD), mg/L
- Chemical oxygen demand (COD), mg/L
- Total suspended solids (TSS), mg/L
- pH (field)
- *E. coli*, cfu/100mL
- Nitrogen suite (TN, TKN, NH_3, NOx)

E4

- Biochemical oxygen demand (BOD) – filtered and total, mg/L
- Chemical oxygen demand (COD), mg/L
- Total suspended solids (TSS), mg/L
- pH
- *E. coli*, cfu/100mL
- Electrical conductivity, µS/cm
- Total Kjeldahl nitrogen (TKN), mg/L
- Ammonia, mg/L
- Nitrite/Nitrate, mg/L
- Total nitrogen, mg/L
- Orthophosphate, mg/L
- Total phosphorus (TP), mg/L
- Potassium, mg/L
- Sodium, mg/L
- Calcium, mg/L
- Magnesium, mg/L
- Sodium adsorption ratio (SAR)

3.3 WEEKLY SYSTEM INSPECTION

The effluent treatment system would be inspected weekly during the commissioning period. The inspection would note and record the following for each pond:

1. Dissolved oxygen levels and pH (field measurement) in the facultative (upper layer), aerobic, and maturation ponds;
2. Pond colour or change from previous inspections;
3. Pond odour rated as negligible, noticeable, moderate or strong;
4. Any solids build up or floating scum layers;
5. The state of exposed embankments; and
6. Any relevant operational comments – e.g. significant rain, higher than usual truck wash activity

3.4 IRRIGATION CONTROLS

Irrigation will commence once sufficient treated effluent is available. Irrigation operations will be in accordance with the principals outlined in Section 5.4 of the Environment Improvement Plan (EIP).

During the commissioning period, Class C effluent may not be achieved. Irrigation of effluent during the commissioning period will be managed on site by:

- Applying minimum buffer distances of 50 m to the irrigation area, and up to 100 m to public roads, to minimise the possibility of spray drift into adjoining properties;
- Using a low pressure travelling irrigator to minimise spray drift;
- Irrigating under suitable wind conditions (i.e. away from nearest neighbours);
- Adopting deficit irrigation scheduling to ensure the irrigation area does not become saturated due to irrigation; and
- Withholding stock from the reuse area until such time that the scheme monitoring demonstrates that grazing would be possible (i.e. when Class C achieved).

3.5 REPORTING

A commissioning report shall be prepared after the initial 14 to 20 months of operation. This report will:

- Present an overview of the commissioning process;
- Present and discuss monitoring data;
- Describe any remedial actions or system modifications undertaken during commissioning; and
- Outline any management actions required to ensure the system meets Class C effluent quality.

Appendix C

SURFACE WATER WETLAND COMMISSIONING PLAN

CENTRAL VICTORIA LIVESTOCK EXCHANGE

SURFACE WATER WETLAND COMMISSIONING PLAN

DRAFT

PREPARED FOR:

REGIONAL INFRASTRUCTURE PTY LTD

AUGUST 2016

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Report Title:	*Central Victoria Livestock Exchange*
Project:	*Surface Water Wetland Commissioning Plan*
Client:	*Regional Infrastructure Pty Ltd*
Report Ref.:	*208120_SWW Comm_001A.docx*
Status:	*Draft*
Issued:	*24 August 2016*

Geolyse Pty Ltd and the authors responsible for the preparation and compilation of this report declare that we do not have, nor expect to have a beneficial interest in the study area of this project and will not benefit from any of the recommendations outlined in this report.

The preparation of this report has been in accordance with the project brief provided by the client and has relied upon the information, data and results provided or collected from the sources and under the conditions outlined in the report.

All data and information contained within this report is prepared for the exclusive use of Regional Infrastructure Pty Ltd to accompany this report for the land described herein and are not to be used for any other purpose or by any other person or entity. No reliance should be placed on the information contained in this report for any purposes apart from those stated therein.

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ABBREVIATIONS

BOD	Biochemical oxygen demand
COD	Chemical oxygen demand
CVLX	Central Victoria Livestock Exchange
EIP	Environment Improvement Plan
EPA	Environment Protection Authority (Victoria)
ha	Hectare
kL	Kilolitres (1,000 litres)
L	Litre
mL	Millilitre
ML	Megalitre (1,000,000 litres)
RIPL	Regional Infrastructure Pty Ltd
TKN	Total Kjeldahl Nitrogen
TN	Total Nitrogen
TP	Total Phosphorous
TSS	Total Suspended Solids

1.0 INTRODUCTION

Regional Infrastructure Pty Ltd (RIPL) has developed the Central Victoria Livestock Exchange (CVLX) which is a regional cattle and sheep selling centre located approximately 10 kilometres north-west of Ballarat in Victoria. The CVLX is a state-of-the-art facility that provides livestock marketing and saleyard services for the Ballarat district and extending further into central Victoria. The facility can accommodate an annual throughput of 70,000 head of cattle and 1,600,000 sheep and hosts around 112 sales per year.

The CVLX is operated by Regional Infrastructure Pty Ltd.

Water for the facility is provided through a combination of roof water and surface water harvesting, recycling and connection to reticulated water supply. Liquid wastes are generated from the truck wash, first flush surface water catchment, and wash down of the scales and troughs within the selling centre. Liquid wastes are treated through a biological treatment system and reused on site for irrigation or recycled for use in the truck wash and for wash down.

An integrated surface water management system incorporating grass swales and a constructed surface water wetland system is used to manage surface water. All surface water runoff is directed to the surface water wetland and is either reused on site or discharged off-site following treatment through the wetland.

The surface water wetland provides surface water quantity (peak flow and volume) and quality control and provides a source of top-up water for the facility.

A commissioning period is required to effectively establish the wetland system. Depending on climatic conditions, this is likely to include:

- A 4 to 6 week period to fill the wetland; and
- At least two growing seasons to establish the wetland macrophytes.

Therefore a commissioning period of up to 24 months is proposed from the commencement of operations to fully commission the wetland system to ensure it can manage surface water flows from the site.

The initial 8 to 12 months or so of this commissioning period is also likely to correspond to the period where the site is re-stabilising following disturbance through the construction process. Therefore water will need to be managed through this period.

This document outlines the commissioning process, controls, monitoring and reporting requirements.

2.0 WETLAND SYSTEM

2.1 LAYOUT

A constructed surface water wetland system will provide stormwater quantity and quality control for the site. The wetland system will include a permanent pool area that provides sedimentation zones, macrophyte zones and open water zones for water quality control.

The constructed wetland forms part of a treatment train approach that will improve the water quality of runoff leaving the site. Other components would include grass swales to filter site runoff before it reaches the wetland system. The hydraulic residence time provided by the wetland system will significantly improve water quality through sedimentation and nutrient uptake, as well as providing oxidation and ponding to treat pathogens.

The constructed wetland has the following key design parameters:

- Inlet pond volume 2,000 m^3;
- Macrophyte area 3,870 m^2;

- Macrophyte area depth 0.5 m;
- Extended detention depth 0.5 m
- Outlet pond volume 1,800 m^3;
- Total volume 5,700 m^3 @ NWL; and
- Total surface area 6,800 m^2 @ NWL.

Water for reuse in the facility will be drawn from the outlet pond. The wetland macrophyte zone will have 200 mm high internal bunds that will trap water within the macrophyte area in the event that greater than 300 mm of water is drawn from the wetland system. This will maintain water in the macrophyte area.

The layout of the pond system is shown in **Figure 1**Error! Reference source not found..

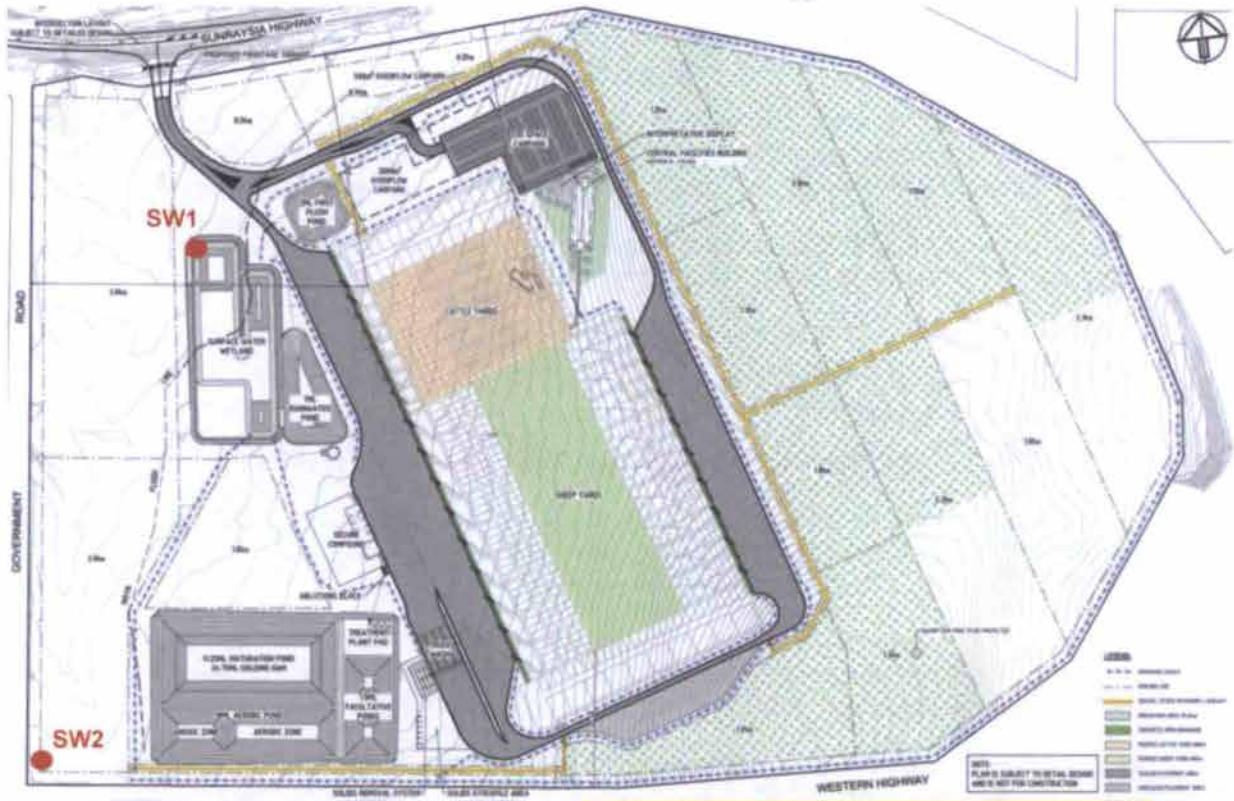

Figure 1: CVLX surface water wetland system (final drawing to be added when design complete)

2.2 DESIGN FLOWS

Long term modelling (> 100 years of daily data) indicates the average annual inflow to the wetland is approximately 50 ML/year. An average of about 4.4 ML/year will be recycled back to provide water for the facility. Approximately 47 ML/year will discharge off-site.

3.0 COMMISSIONING PLAN

The preliminary commissioning plan and actions are outlined in **Table 3.1**. Details are provided in the following section. System designers would be involved throughout the commissioning period and would:

- Conduct training of site staff;
- Prepared commissioning and monitoring schedules;
- Review data and operational information;
- Respond to questions or operational issues;
- Oversee any changes to operational protocols;
- Regularly inspect the system commissioning progress; and
- Prepare a commissioning report.

Operations during the commissioning period would be undertaken by appropriately trained on-site staff.

Table 3.1 – Summary of commissioning plan and actions

Component	Expected period	Actions
Initial filling following completion of earthworks	4 to 6 weeks (depending on climate)	• Fill wetland with water (runoff) • Use water for construction purposes
Establishment of macrophytes – to be panted in the first spring following completion of pond earthworks and filling	Up to 24 months (2 seasons)	• Surface water monitoring • Weekly system inspection • Treatment and reuse • Irrigation (if required) • Treatment and discharge (if required)
Reporting	4 weeks	• Prepare commissioning report

3.1 INITIAL FILLING AND WATER REUSE

Following completion of earthworks and establishment of planting beds within the wetland, it can fill with site runoff.

It is likely that site works will still be progressing during this period and the wetland will be used as a sediment basin to manage runoff during construction. During this period, runoff is likely to be turbid and water collected in the wetland shall be used as a source of construction water.

If the wetland water cannot be extracted and used for construction it shall be treated before being discharged offsite.

3.1.1 Treatment for Discharge

If water needs to be discharged off-site, it will be treated to ensure it is has a Total Suspended Solids (TSS) content of < 50 mg/L.

TSS can be estimated by holding a sample of the wetland water in a clear plastic bottle (about 60 mm in diameter) to light. If you can just see through the water it should generally be < 50 mg/L.

The following method shall be used:

- A flocculent (alum, gypsum or similar) shall be applied across the surface of the outlet pond. Methods of application include mixing in a drum with water and pumping through a hose or using a sprinkler;
- After the stored water is treated it will be left to settle for 24 to 48 hours and tested (visually) again before discharge to the environment.

- Water will be pumped or drained from the surface of the wetland, with the discharge monitored to ensure dirty water is not being released.

If required, a silt curtain may be used to isolate a smaller area of the outlet pond to improve treatment.

The above method may also be used if wetland water needs to be used as top-up water to the rainwater pond once the facility commences operations.

3.1.2 Reuse for Construction

No water treatment will be required if stored water from the wetland is used for construction purposes.

3.2 MACROPHYTE ESTABLISHMENT

It will take at least two seasons for the planted macrophytes to establish, and longer to achieve full design coverage.

Ideally, the macrophytes will be planted in the first spring following the completion of earthworks. Water levels will be drawn down to allow access to the macrophyte planting zone. Water levels across the macrophyte area shall be maintained at around 100 mm for the first few months following planting.

During this period, stored water can be:

- Treated (if required) and discharged off site (as per above method);
- Treated (if required) and reused in the facility (as per above method); or
- Pumped to the effluent holding pond to be used for irrigation.

3.3 MONITORING

The aim of monitoring during the wetland commissioning phase will be to establish a dataset for typical background catchment runoff. This will provide a background surface water quality dataset that can then be compared to the wetland discharge once it is fully established.

The surface water wetland will discharge to an existing drainage depression that runs along the western boundary of the site. This drain receives runoff from catchments to the south that do not include any activities associated with the CVLX. Runoff from the development will not reach this drainage depression due to perimeter swales.

Samples will be collected from this drainage line to establish a background dataset.

Samples will also be obtained from the outlet of the surface water wetland system.

3.3.1 Timing

Monitoring of the background surface water quality will commence with construction.

3.3.2 Surface Water Quality Monitoring

Where: Surface water monitoring locations are shown on Error! Reference source not found. and ill include:

SW1 rising stage sampler on the outlet to the surface water wetland

SW2 existing surface water drainage line at southern site boundary

When: Samples will be collected at least four (4) times per year, subject to runoff and discharge occurring

What for: Samples will be analysed for the following parameters:

SW1, SW2

- Electrical conductivity, µS/cm
- pH
- Total suspended solids, mg/L
- Total nitrogen, mg/L
- Nitrate, mg/L
- Ammonia, mg/L
- Total phosphorus, mg/L

3.4 WETLAND MAINTENANCE

The routine wetland maintenance actions outlined in **Appendix D** of the EIP shall be implemented throughout the commissioning period.

3.5 WEEKLY INSPECTION

The wetland system shall be included in the weekly inspection undertaken in accordance with **Section 5.1** of the EIP during the 24 month commissioning period.

3.6 REPORTING

A commissioning report shall be prepared after the initial 24 months of operation. This report will:

- Present an overview of the commissioning process;
- Present and discuss monitoring data; and
- Describe any remedial actions or system modifications undertaken during commissioning.

Appendix D

WETLAND MAINTENANCE PLAN

The inspection and maintenance program for the wetland and stormwater management system is contained in **Table D1**.

Table D1 – Stormwater Management System – Inspection and Maintenance Program

Objective	Zone	Activity	Frequency
Water Quality	Inlet Zone	*Maintain integrity of structure* - inspect headwall, banks and scour protection works. *Bank maintenance* - correct erosion and slumping as soon as possible. *Litter removal* - remove excess litter and debris.	Every 3 months and following major storms
	Deep Water Zone	*Maintain integrity of structure* - inspect fence and bank areas around the open water zone. *Sediment removal* - inspect sediment level ad remove when volume has been reduced by 30%. Remove sediment and ensure disposal in accordance with the Waste Minimisation Act, 1995. *Bank maintenance* – check bank areas for slumps and hollows that can trap water and provide mosquito breeding habitat and repair as required.	Every 3 months and following major storms Inspect sediment level annually and remove as required. Inspect every 3 months and following major storms
	Macrophyte Zone	*Water level manipulation* – lower water levels for about 1-2 weeks in summer by about 0.3m-0.4m (if it has not occurred through evaporation) for plant establishment and to mimic natural water level variations. *Plant replacement* - replace plants as required. *Weed control* - remove undesirable species from the wetland. *Plant maintenance* - plants should be checked for signs of disease or insect damage. *Maintenance of open water area* - remove emergent vegetation colonising open water areas. *Bank maintenance* – check bank areas for slumps and hollows that can trap water and provide mosquito breeding habitat and repair as required.	Annually in summer if required Inspect every 3 months and following major storms
Habitat	Macrophyte Zone	*Encourage wildlife opportunities* – control feral animals, ensure habitat integrity *Protect deep open water habitat* – do not completely drain open water areas. *Weed control* - remove undesirable species from the wetland. *Bank maintenance* – check bank areas for slumps and hollows that can trap water and provide mosquito breeding habitat and repair as required.	As required When manipulating water level Inspect every 3 months Inspect every 3 months and following major storms
	Outlet Structure	*Maintain integrity of structure* – inspect and clean as required	Inspect every 3 months and following major storms

Table D1 – Stormwater Management System – Inspection and Maintenance Program

Objective	Zone	Activity	Frequency
	Surrounds	*Shading* – do not shade out the wetland with surrounding vegetation.	Ongoing
		Weed control - remove undesirable species from the wetland.	Inspect every 3 months
		Bank maintenance – check bank areas for slumps and hollows that can trap water and provide mosquito breeding habitat and repair as required.	Inspect every 3 months and following major storms
Recreation and Visual Amenity	All	*Maintain vegetative cover* – ensure edging and water macrophyte plantings remain vigorous and healthy.	Inspect every 3 months and following major storms
		Weed control - remove undesirable species from the wetland.	Inspect every 3 months
		Public Health and Safety - inspect for safety (ie bank stability, slumping)	Inspect every 3 months
		Maintain signs – inspect and replace as required	Inspect every 3 months

Appendix E

ENVIRONMENTAL MONITORING CALENDAR

CVLX EIP: Annual Management Calendar

ACTION	YEAR: J	A	S	O	N	D	J	F	M	A	M	J	NOTES/EIP REFERENCE	Responsibiity
OPERATIONS														
Weekly environmental checklist every Thursday													EIP Section 5.1	SM
MONITORING														
Water cycle														
Flow meters recorded weekly in accordance with Section 5.1													EIP Section 5.1	SM
Effluent Quality														
Weekly pH and DO in accordance with Section 5.1													EIP Section 5.1; EIP Section 6.3	SM
Quarterly sampling													EIP Section 6.3	SM
Soil														
Topsoil													EIP Section 6.5	SM
Subsoil (*in Year 1 and then every three (3) years*)													EIP Section 6.5	SM
Surface Water														
At least two samples per year as runoff permits													EIP Section 6.6	SM
Groundwater														
Groundwater level monitoring													EIP Section 6.7	SM
Groundwater quality													EIP Section 6.7	SM
Dust														
Monitor DustTrak stations													EIP Section 5.9 EIP Section 6.9.1	SM
Noise														
6 month noise compliance verification report	*to be undertaken 6 months after commencement of operations*												EIP Section 6.10	SM
Crops														
Representative crop samples (*minimum two (2) samples*) during harvest													EIP Section 6.8	SM
REPORTING														
AEMR - *complete by 1 October each year*													EIP Section 7.1	SM
Publish AEMR on CVLX website													EIP Section 5.16	SM

SM = Site Manager

Appendix F

COMMUNITY ENGAGEMENT PLAN

Community Engagement Plan

RLX is committed to ensuring transparent, timely and constructive community consultation occurs during the planning, development and operation of CVLX.

A key initiative for ongoing engagement and delivery of factual information to operators, users and community interest groups will be the CVLX Community Liaison Committee (CLC).

This committee will be the primary channel for practical discussions between nominated representatives of the community, local interest groups and senior representatives of the CVLX. Members will also be regularly updated about key project milestones (during planning) and operations (when completed). Key operator, user and community groups will be invited to attend as members or observers.

The CVLX CLC will be facilitated to ensure discussions remain focused, constructive and responsive to member interests.

The CVLX CLC will commence immediately following Development Plan Approval by Ballarat Council.

Terms of reference and a CLC Charter will be drafted and presented at the first meeting of the group to ensure the aims and objectives of the CLC can be mutually agreed. Wherever possible, feedback from the CLC will be used to improve planning and operations of the CVLX.

Initially, meetings are to run every quarter. Meetings will revert to a biannual basis after operations commence at the new facility.

In addition to the CLC, RLX will use the following engagement means to provide information to stakeholders and residents:

- Regular Project Updates
- Website content
- Interviews and media coverage
- Periodical advertising
- Local site signage

Complaint Management

RIPL has a formal Complaints Management procedure (EIP Section 5.13) to ensure proper response to concerns raised by external stakeholders. This procedure ensures we uphold statutory reporting requirements as well as demonstrate best practice for community engagement.

This procedure defines the process for receiving and responding to community enquiries and complaints relating to CVLX, specifically:

- complaint reporting requirements;
- means and method of investigating;
- process for undertaking remedial action; and
- providing acknowledgement and feedback to community members.

Adherence to this procedure will ensure we maintain good relationships with stakeholders and neighbours and are capable of gathering information that may assist us improve what we do.

Appendix G

FORMS

Form 1: CVLX Weekly Environmental Checklist

DATE:_____

The Weekly Environmental Checklist is to be completed by the Site Manager every Thursday.

		YES	NO
1	All CCTV operational?		
2	All gates and fences are secure?		
3	All directional and advisory signage in place?		
4	Weather station operating and recording?		
5	All drains generally free of solids and operating efficiently?		
6	Do first flush sediment traps have adequate capacity?		
7	First flush transfer pump working correctly?		
8	External sheep yards (receival/delivery) clear of solids?		
9	Truck wash pad free of solids?		
10	Avdata system operating correctly?		
11	Solids basin has adequate capacity?		
12	Solids basin transfer pump working correctly?		
13	All solids stored within designated area?		
14	Facultative pond aerators working?		
15	Aerobic pond aerators working?		
16	Anoxic pond aerators working?		
17	Aerobic pond DO readings >0.5 mg/L? (record below)		
18	All effluent pond transfer pipes operating/not blocked?		
19	Adequate grass cover in holding paddocks that are/will be used?		
20	Irrigation area OK? (e.g. grass cover, no grazing, no wet patches)		
21	Irrigator operational (e.g. no leaks, free from obstacles)		
22	Surface water wetland water relatively clear, free from litter?		
23	All grass swales unblocked and stable?		
24	Are dust monitoring stations working correctly?		
25	Soft floor system dry and odour free?		

Flow Meter Readings

No. 1 (kL): (main potable meter)	No. 2 (kL): (supply meter at rainwater pond)
No. 3 (kL): (truck wash)	No. 4 (kL): (recycle pump)
No. 5 (kL): (irrigation meter)	No. 6 (kL): (wetland meter)

Water Pond Readings

Rainwater Pond (kL):	Surface Water Wetland (level): (measured as mm above/below pipe)

Form 1: CVLX Weekly Environmental Checklist (page 2)

Solids stockpile

Separated solids (m^3):	Soft floor material (m^3):

Effluent Pond Data

Parameter	Facultative Pond 1	Facultative Pond 1	Aerobic	Maturation
Dissolved Oxygen (mg/L)				
pH				
Odour (low, moderate, strong)				

Comments: _____

_____

Reasons for Non-Compliance with Checklist:

Item No. *Comment*

_____ _____

_____ _____

_____ _____

Incident Report Prepared (circle): Yes / No **If answered "No", state why below**

_____

_____

_____

Action(s) to be taken for Non-Compliance to be rectified:

Item No. *Action*

_____ _____

_____ _____

_____ _____

Follow-up actions complete?

Item No. *Date Complete* *Signed*

_____ _____ _____

_____ _____ _____

_____ _____ _____

Certified Correct

_____ Date: _____

CVLX Site Manager

Form 2: Dead Stock Register

Date	No. Head	Location	Tail Tag	Owner/Agent	Staff Member

Copy form as required

Form 3: Solid Waste Removal Record

Date	Type (tick)		Estimated Quantity m^3	Where to?
	Soft Floor	Effluent system		

Copy form as required

Form 4: Irrigation Water Balance

Water Budget: Area 2.25 ha **Irrigation Area ID:** **Month/year:**

Day	A	B	C	D	E	F
	Evaporation (mm)	Crop Factor (K_c)	ET Crop (mm) A x B	Effective Rainfall or Irrigation (mm)	Change in water balance (mm) D - C	Remaining Available Water (mm) F + E
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						

(A) Melbourne Airport (BOM station 086282), access: http://www.bom.gov.au/climate/dwo/IDCJDW3049.latest.shtml

(B) Table 5.1

(D) Rainfall as read in rain gauge minus 5 mm
Irrigation in mm = volume applied (kL) x 0.044 (for 2.25 ha)

(F) Carry over soil moisture from previous month.

CAN IRRIGATE WHEN REMAINING AVAILABLE WATER IS LESS THAN 40 mm. DO NOT FILL ABOVE 50 mm. REMAINING WATER ABOVE 50 mm IS LOST AS RUNOFF.

Copy form as required

Form 5: Irrigation Record

Date	Irrigation		Volume Irrigated kL	Area ID	Weather (wind speed, direction) and comments
	Start time	Stop time			

Copy form as required

Form 6: Complaint Form

DATE: _____ **COMPLAINT NO:** _____

TIME: _____

COMPLAINANT DETAILS (IF PROVIDED):

_____

_____

HOW COMPLAINT WAS LODGED:

_____

_____

NATURE AND DETAILS OF COMPLAINT:

_____

_____

_____

_____

CAUSE:

_____

_____

_____

_____

CORRECTIVE ACTION (IF NONE, STATE WHY):

_____

_____

_____

_____

FOLLOW-UP CONTACT REQUIRED?

_____

_____

WEATHER CONDITIONS:

Wind Speed (circle): light medium strong

Wind Direction: N NE E SE S SW W NW

Rainfall (mm): _____

SIGNATURE: _____ **NAME:** _____

Copy form as required

Form 7: Complaints Register

Number	Complaint Type Summary (tick)								Date
	Dust	Odour	Noise	Traffic	Waste	Irrigation	Water	Other	

Copy form as required

Form 8: Environmental Incident Report

INCIDENT LOCATION: _____

DATE/TIME/DURATION OF INCIDENT: _____

NATURE OF INCIDENT:

- Excessive Noise/Vibration ☐
- Spill ☐
- Dust/Odour ☐
- Leak ☐
- Accumulation of Waste ☐
- Other ☐
- Fire/Flood/Natural Disaster ☐

CONDITIONS PRESENT
(at the time of the incident):

- Temperature: _____
- Wind Speed: _____
- Wind Direction: _____
- Rainfall: _____

DESCRIPTION OF INCIDENT:

_____

_____

_____

RESULTING IMPACT (what was harmful to the environment?)

_____

_____

_____

EXTENT OF IMPACT (area affected):

_____

_____

_____

PROBABLE CAUSE (what caused the incident?):

_____

_____

_____

CORRECTIVE ACTION TAKEN (immediate actions, date/time etc):

_____

_____

_____

PREVENTATIVE ACTION TO BE TAKEN (to prevent occurrence/eliminate cause):

_____

_____

_____

IS THE INCIDENT A BREACH OF AN EPA APPROVAL CONDITION?

YES ☐ (if YES, provide details) **NO** ☐

_____

_____

_____

HAS THE INCIDENT BEEN REPORTED TO VIC EPA?

YES ☐ (DD/MM/YYYY) ☐ **NO**

WERE ANY OF THE FOLLOWING NOTIFIED ABOUT THE INCIDENT?

	YES	NO	If YES, provide date notified
WorkSafe Victoria			Phone call: DD/MM/YYYY Written: DD/MM/YYYY
Victoria Police			Phone call: DD/MM/YYYY Written: DD/MM/YYYY
Ambulance Victoria			Phone call: DD/MM/YYYY Written: DD/MM/YYYY
Country Fire Authority (CFA)			Phone call: DD/MM/YYYY Written: DD/MM/YYYY
Neighbours			Phone call: DD/MM/YYYY Written: DD/MM/YYYY
Other (specify):			Phone call: DD/MM/YYYY Written: DD/MM/YYYY
Other (specify):			Phone call: DD/MM/YYYY Written: DD/MM/YYYY

OTHER COMMENTS/ATTACHMENTS:

_____

_____

_____

REPORT COMPLETED BY: _____ **SIGNED:** _____ **DATE:** _____

INCIDENT REPORT NUMBER: _____

Copy form as required

Form 9: Staff Training Register

Completion and signing of the **Training Form** confirms that:

- The trainees have received the appropriate training and have a full understanding of this EIP.
- The trainees will commit to incorporating all of these procedures into daily work practices.
- The trainer has fully trained the trainees in this EIP (or appropriate sections of the EIP), and is confident that suitable competency has been demonstrated by the trainees.

Date of Training	Trainee Name	Trainer Name	Entire EIP or List Sections	Trainee Signature	Trainer Signature

Copy form as required

APPENDIX 7

CONSTRUCTION MANAGEMENT PLAN

Contents

Appendices

Appendix 1. Hazardous Substances Register
Appendix 2. Incident/Accident Report Form
Appendix 3. SWMS – Specific to work site
Appendix 4. Organisational Chart – Specific to company
Appendix 5. Emergency Response
Appendix 6. Site Safety Rules

1.0 Policy Statement

Workplace Health and Safety commitment:
Value Workplace Health and Safety.
Committed to ensure that this value involves all employees and extends to include customers, contractors, and communities.
Believe that:

- All employees have the right to work in a safe and healthy workplace.
- All injuries and occupational illnesses, damages and incidents are preventable through awareness and adopted procedures.
- Committed leadership, employee involvement, education and training are essential to obtain workplace health and safety.
- Working safely is a condition of employment.
- Excellence in workplace health and safety is good business.

Ask for commitment and support to achieve excellence in Workplace Health and Safety.

2.0 Zero Accident Philosophy

A 'Zero Accident' philosophy is adopted for the CVLX project. The philosophy promotes:

- The immediate identification and elimination of unsafe work practices and conditions in the workplace.
- A heightened awareness of individual responsibility and increased supervisory attention to detail.
- Elimination of human error as a source of accidents, irrespective of rank or position in the organization.
- Building a team safety mentality where each worker contributes to the effort and each supervisor is fully aware of the capabilities and limitations of their team.
- A culture in which everyone accepts responsibility and accountability for their own and each co-worker's safety and health.

3.0 Statutory Requirements and Compliance

The Engineering designs fully comply with the Building Code of Australia and/or local standards. All construction procedures comply with Workplace Health and Safety Regulations. Competent and fully qualified personnel complete all work.

The Safety & Health Management Plan will be implemented in conjunction with the Principal's Safety & Health Management System (if applicable).

All lower tier subcontractors, visitors and suppliers will be required to comply with the plan.

4.0 Organisational Structure

The Organisation Chart, Appendix 4, shows the reporting relationships within the company. Safety roles and responsibilities for company personnel involved with the CVLX project are also listed in section 5.0 & 6.0.

5.0 Safety Duties

Management strives to protect employees and other workers from accidental injury and damage to health while working for the organisation. This matter must always be a top priority for all personnel. Each level of our organisation is accountable for safety performance.

5.1 Individuals

Each individual involved in the project is required to:

- Abide by all rules and regulations stated in the Safety and Health Management Plan.
- Adopt a 'Zero Accidents' philosophy by working in a safe manner that places no one at risk.
- Report any potentially unsafe practices immediately to a supervisor.

5.2 Workplace H&S/QA Manager and Site Safety Officer

The Workplace H&S/QA Manager and Site Safety Representative shall have sufficient authority and control to ensure effectiveness of the Safety & Health Management Plan. In conjunction with the Site Manager, they will all work together to ensure that the following duties are performed.

- Develop a Safety & Health Management Plan that upholds the standards of the Principal's Safety & Health Management System (if applicable).
- Provide safety and health training for employees and subcontractors (See Section 7: New Employee Orientation).
- Ensure that all levels of supervision receive the necessary training to properly implement the Principal's Project Safety & Health Management System and the Safety & Health Management Plan.
- Evaluate the effectiveness of the Safety & Health Management Plan.
- Conduct and document inspections of work areas on a daily or more frequent basis and take necessary corrective actions to eliminate substandard practices and/or conditions.
- Participate in scheduled Safety and Health assessments conducted by the Principal (if applicable).
- Notify the Principal and the Managing Director immediately of any accidents or incidents.
- Investigate accidents and incidents and prepare the required reports.
- Attend all project Safety & Health meetings.
- Provide information to employees regarding their emergency response responsibilities. Assist in its implementation.
- Act as advisers and provide technical support to all project personnel including subcontractors. Monitor team compliance with Safety and Health requirements.
- Keep current copies of all relevant legislation (Codes, Standards, etc., on site and ensure they are readily available.
- Ensure that a hazard evaluation or SWMS is conducted prior to any work activity and that a pre-start Safety & Health meeting is conducted with all those involved, to best minimise risks.
- Participate in a project behaviour based safety process that incorporates observation of employees in the workplace.

5.3 Site Manager

The Site Manager shall work with the Workplace H&S/QA Manager and Site Safety Representative to perform the duties described above. In addition, the Site Manager will support the Principal's Safety & Health Action Management Plan by:

- Being accountable for the safety performance of all subcontract personnel and ensure they can meet site safety requirements, project goals and objectives.

- Promoting open communication, cooperation, and trust between the Principal, Subcontractors, employees and suppliers with regard to optimising environmental, safety and health.
- Communicate to the project team that cost schedule, and quality will not override the importance of Environment, Safety and Health Implementation.
- Ensure there is regular monitoring and auditing of the various contract areas in relation to site safety.
- Recognise outstanding environmental, safety and health performance in order to increase commitment and participation.
- Facilitate compliance with applicable statutory regulations.
- Ensure each supervisor understands their responsibilities regarding the Safety and Health Management Plan.

5.4 Project Management and Supervisors

Management and each supervisor share and are responsible for each of the accountabilities described above. They shall enforce all Safety and Health rules, and laws and document all actions taken to ensure compliance with this plan. They will lead by example and set the standard for safety and health in every activity.

5.5 Employees/Subcontractors

Employees and subcontractors will:

- Comply with the instructions given for Workplace Safety and Health at the workplace by their employer.
- Work in a safe manner at all times.
- Abide by those safety and health rules and procedures, which are applicable to their work tasks and for reporting substandard practices or conditions to their supervisor.
- Participate in the elimination of hazards. Subcontractors shall provide SWMS or work method statements where appropriate. These must be approved prior to commencing work.
- Promptly report incidents and injuries to their supervisor. All personnel will know where the medical facilities and other emergency equipment or services are located.
- All employees have an obligation to behave in a pro-active manner to prevent and correct unsafe acts and conditions.
- Know and accept that any employee who jeopardises their own safety and health and/or the safety and health of others may be subject to disciplinary action.
- Present themselves in a fit state for work. Conform to the project drug and alcohol program requirements.

6.0 Statement of Responsibilities

Task	Employee
1. Identify and assess the hazards associated with the works, and document the hazard control measures to be taken.	Workplace H&S / QA Manager Safety Representative
2. Manage compliance with OHS&R legislation, regulations, standards and codes, and the Site Safety Rules.	Workplace H&S / QA Manager Safety Representative
3. Assess service provider's capabilities initially, and ensure they meet OHS&R requirements during the contract.	Project Manager Safety Representative
4. Manage workplace injury management and rehabilitation	Workplace H&S / QA Manager Safety Representative
5. Manage the communication on OHS&R information to all personnel at the work site	Workplace H&S / QA Manager Safety Representative
6. Conduct New Employee Orientation and work activity safety training.	Safety Representative
7. Provide first aid.	Site First Aider
8. Manage accident and emergency procedures.	Safety Representative
9. Maintaining OHS&R records and records of OHS&R training	Workplace H&S / QA Manager Safety Representative
10. Ensuring Site Safety Rules are available and provided to people who may work on or visit the site	Safety Representative
11. Displaying the Site Safety Rules on noticeboards and other suitable locations on site.	Safety Representative
12. Be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents.	Site Manager Safety Representative
13. Ensure that the procedures for contacting the person in #12 are communicated and clearly displayed on site.	Safety Representative
14. Ensure that fencing and other security measures are used to prevent unauthorised access by the public to the construction area.	Safety Representative

7.0 New Employee Orientation

The New Employee Orientation is to be held in addition to the Principal's Induction (if applicable). Its main objective is to provide new personnel with information regarding the requirements of the Safety and Health Management Plan and other Safety and Health requirements on site. The Site Safety Representative will carry out the orientation. It is mandatory that all personnel (with the exception of visitors or delivery drivers) receive the orientation and read and sign the Orientation Manual sign-off sheet prior to work.

The sheet is to be filed and retained.

The topics covered in the New Employee Orientation will focus on the key elements of the Safety and Health Management Plan. Items will include but are not limited to:

- Introduction to Project
- Company Workplace H&S policy
- Key Personnel
- Unfamiliar workplaces/hazard identification
- Emergency procedures and accidents
- Injury management and rehabilitation
- Manual handling
- Use of alcohol or drugs
- Fire-fighting and flammable substances
- Hazardous substances
- Electrical safety
- Working at heights
- Pits, trenches and floor openings
- Confined spaces
- Safety barriers and safety signs
- Personal protective equipment
- Overhead hazards
- Workplace amenities, cleanliness, housekeeping
- Jewellery
- Environmental management
- Workplace Health and Safety meetings

8.0 Personal Protective Equipment (PPE)

Appropriate PPE will be worn by all personnel on site. PPE includes safety glasses, hard hats, safety boots, work shirts and pants, and gloves. Other forms of equipment will be worn as required depending on the task being carried out. All personnel have a duty to ensure that the equipment is kept in good working condition or replaced before it becomes unfit.

8.1 Eye Protection

- All personnel shall wear safety glasses with hard side shields complying with AS 1336.
- Prescription safety glasses will be worn by employees who require them.
- Employees performing grinding operations shall wear face shields and safety glasses or mono goggles.

8.2 Foot & Head Protection

- Hard hats are mandatory and shall meet the specifications of AS 1801.
- Safety footwear complying with AS 2210 will be worn.

8.3 Hand Protection

- Suitable gloves shall be worn when handling sheet material, wire or wire screening, rough timber, or any material where the hands may be subject to abrasive action, acid, chemicals, or hazardous liquids or chemicals, petrol or oil drums, hot metals, gases or flames.

8.4 Respiratory Protection

- Provisions shall be made for employees who wear corrective lenses and are required to wear full-face respiratory protection.
- Training must be carried out and documented prior to use.

- ❖ Equipment must be cleaned, stored and maintained according to the manufacturer's recommendations.

8.5 Other Personal Protective Equipment

- ❖ Protective clothing may include long pants and a long sleeved shirt. All other PPE requirements are to be reviewed with the Site Safety Representative (ie: hearing protection when a hearing hazard exists, respiratory protection, etc.)

9.0 Hazard Management

Hazard identification is essential in ensuring a safe workplace. It is the responsibility of all personnel on site to identify potential hazards and report them to the Site Safety Representative immediately so that corrective action may be taken.

9.1 Safe Work Method Statement (SWMS) / Job Safety Analysis (JSA)

A Safe Work Method Statement (SWMS) and/or Job Safety Analysis (JSA) will be completed for all work that is considered potentially hazardous. The documents describe each of the steps involved in carrying out the work and identifies and analyses any hazards associated with the method of work. It is mandatory that all personnel examine them prior to commencing work.

9.2 Pre-start Safety Meetings

All supervisors must hold a pre-start meeting each morning and also prior to commencing a new work task. The meeting will focus on having all personnel discuss the work to be carried out for the day and to identify any potential hazards that may arise, or may not have been described in the JSA. All personnel must attend.

9.3 Hazardous Substances

All employees are to be trained in the recognition, proper handling and use of hazardous substances in the New Employee Orientation. Specific hazardous substances training will be performed as new tasks and materials are introduced.

A Hazardous Substance Register, Appendix 1.0, will be kept in the office and maintained by the Site Safety Representative. The Register will list the type and quantity of all hazardous substances on site. Material Safety Data Sheets (MSDS) will be kept on site for all hazardous substances and must be consulted prior to working with the substance.

All hazardous substances shall be properly labelled and stored in accordance with the manufacturer's instructions contained on the MSDS.

10.0 Medical Treatment

Qualified first aiders must be on site at all times. Proof of first aid qualifications must be kept on file in the site office. First aid kits will be provided for the initial treatment of minor injuries. The kits must be inspected by the Safety and Health Representative on a daily basis. Every injury excluding those of a minor nature, but including all eye, back and head injuries are to be referred to the nearest Medical Centre for treatment. A company vehicle is to be readily available if the centre is located off site.

11.0 Medical Reporting & Records

All illnesses, injuries, accidents, near miss incidents and property damage must be reported as soon as possible to the employee's immediate supervisor and the site Safety and Health Representative so that the event can be investigated and followed up appropriately. All

pertinent information must be documented in the Incident/Accident report form (See Appendix 2).

12.0 Rehabilitation Policy

The purpose of workplace rehabilitation is to encourage the injured worker's early and safe return to work. We are committed in taking all reasonable steps to help or provide an injured worker with rehabilitation. This may include:

- Assigning suitable duties to injured persons where possible.
- Assisting the person who is suffering from a work related illness to return to the work performed before the injury.
- Helping the injured person to find other suitable employment if required.
- Workers must participate in rehabilitation as soon as possible after injury.

13.0 Emergency Response

All site personnel will be instructed on the Emergency Response Plan (See Appendix 5) at the New Employee Induction. The plan and any other pertinent information are to be displayed on the wall of the site office and rest room.

14.0 Housekeeping, Fire Prevention and Control

All employees and subcontractors must do their part in keeping both work and public areas tidy at all times.

In order to reduce the risk of fire:

- There must be a fire extinguisher in the crib room, office, on every piece of mobile equipment, and wherever combustibles or petroleum products are stored or decanted. Each extinguisher must be inspected as per state legislation.
- All fire extinguishers must be coded so their specific uses are clearly visible and understandable.
- When utilising heat producing equipment, the area must be clear of all fire hazards and fire extinguishers must be available at all times.
- Work areas must be kept clean and free of combustible waste.
- Stored material must be kept away from heaters, lamps, hot pipes, equipment, and machinery, and the use of extension cords minimised.
- Fire cabinets, equipment, hydrants and fire lanes must be kept clear and unobstructed.
- All doors, stairwells, aisles and means of egress must be kept clear and unobstructed.
- All flammable and combustible materials shall be stored, piled and handled with regard to their fire characteristics. Flammable liquids must be stored in an approved manner, and dispensed only in acceptable safety containers.
- Flammable goods storage areas must be signed appropriately and their access must be controlled.
- Combustible waste containers must be emptied regularly. Floors must be free from oily rags, and oily rag containers must be kept covered and emptied regularly.
- The project smoking policy must be strictly adhered to and "no-smoking" zones must be observed.

15.0 Fall Prevention

Workers must wear fall protection equipment if working within two metres of any edge on a new or existing roof from which they could fall 2 metres or more.

All scaffolds, aerial lifts, personal fall arrest systems must be inspected prior to use and used in accordance with the manufacturer's recommendations.

All lifeline systems must be installed by qualified personnel who are deemed competent and possess the rigging knowledge necessary to ensure the integrity and safety factors necessary.

16.0 Manual Handling

The Site Safety Representative should be consulted if there are any queries regarding the handling of materials.

17.0 Hearing Conservation

All employees are required to wear appropriate forms of hearing protection when working with tools that generate a high level of noise.

18.0 Heat Stress Prevention

In order to reduce the possibility of heat stress, potable water must be supplied at all work areas throughout the day and must be easily accessible to all personnel.

19.0 Work Permit System

The Principal's work permit system will be used for all work on site (if applicable). This system will apply to high risk activities such as working in confined spaces, tagging and lockout, hot work, working with hazardous substances and excavation work.

20.0 Safety and Health Assessments

The Site Manager and Safety and Health Representative is to be contacted immediately if a government inspector of any type requests entry onto the job site. All personnel are to comply with the procedures taken in the event of a government inspection.

21.0 Training

In addition to the New Employee Orientation, other training activities may be required depending on the tasks being performing, including specialised training for confined space, elevated work platforms, working at heights, tagging, etc.

All employees and subcontract personnel must provide proof of training qualifications and certificates prior to engaging in any specialised work on site.

Refresher training must be arranged if applicable laws and regulations have changed during the scope of the contract. All training must be conducted by a competent instructor.

22.0 Working with Plant

In order for the Safety & Health Management Plan to be effective, it is vital that all personnel follow the safety rules below while working with tools, equipment and heavy plant. Sufficient lighting must always be provided for all work being performed.

22.1 Barricades

- Excavations and openings in working surfaces must be protected with barricades or hole covers so that they provide adequate protection but do not impede the work of other subcontractors on site.
- All barricades must have appropriate signs and tags indicating the nature of the hazard. Barricades left after dark or in close proximity to roadways must be properly equipped with flashing amber lights.
- Supervisors must ensure that all employees understand and comply with site barricade procedures.

22.2 Floor and Wall Openings

- If a handrail system is deemed necessary to provide protection from falls, the handrail must be constructed with the top rail 1100mm from the floor or platform level and must have a mid-rail and toe-board. Toes boards shall extend 100mm above the floor.
- Vertical support posts for handrails must be installed at intervals of not more than 2.5 meters.
- All floor openings must be barricaded, or covered with 19mm exterior grade plywood.

22.3 Excavations

- No trenching or excavation work is permitted on site without obtaining the appropriate approval and permit (if applicable).
- A competent person must supervise all excavation work and must perform daily inspections of all excavations / trenches.
- Spoil must be kept at least 1 meter away from the excavation edge.
- Excavations, trenches or cuts more than 1.5 metres in depth shall be shored, laid back to a stable slope, or have some other means of protection provided.
- Warning signs and barricades must be installed to prevent accidental entry into the trenched or excavated area.

22.4 Compressed Gas Cylinders

- All gas cylinders shall have their contents clearly marked on the outside of each cylinder.
- Cylinders must be placed and secured in an upright position, including storage and transfer.
- Cylinder valves must be protected with caps or guards when not in use.
- Individual cylinders that are turned off by a key wrench must have a key wrench readily available when in use.
- All defective cylinders must be removed from service promptly; tagged as inoperable and placed in an open space removed from the work area.
- All operators are required to inspect equipment prior to utilisation. Oxygen and gas cylinders placed in storage are to be kept apart or have the fire barrier between them.
- Full and empty cylinders are to be stored separately and protected from excess heat or physical damage.

22.5 Ladders and Scaffolds

- All employees/workers must to check to see that ladders are free from defects prior to use.
- All ladders must have non-slip feet.
- Metal ladders shall not be used where electrical hazards exist.
- Ladders may not obstruct areas used for access/egress.

- Ladders may not be used in lieu of scaffolds as a primary means of conducting work of a longer duration.
- Scaffold platforms shall be fully planked or decked out, capable of supporting 4 times the maximum intended load to be imposed upon them, and all sides protected by a standard guardrail system. The top rail should be approximately 1100mm from the platform. A mid-rail and 100mm toe board shall be installed.
- Scaffolds that are erected where employees are working/passing below shall have planking or netting installed from the platform to the top rail.
- All scaffolds shall be erected or modified under the direction of a trained competent scaffold builder. The builder must sign all scaffold tags and inspect the scaffold prior to use, and daily after that.
- Safe access/egress must be provided to all levels of the scaffold. Scaffold platform access must be protected to prevent the possibility of accidental fall through.
- Special scaffolds (hanging scaffolds, 2 point suspension scaffolds, etc.) must be designed by a competent engineer and erected with all personal safety equipment installed.
- A competent engineer must design all scaffolds over 45 metres in height.
- All scaffolds must have casters, jackscrews, or base plates installed. Mudsills shall be used where required.
- Supervisors are responsible for ensuring that all employees have received scaffold user training prior to working on the scaffold.

22.6 Welding and Burning

- Always clear the area below cutting or welding operations so that you do not drop slag on hoses, cables or employees/workers.
- Use leak proof welding helmets and burning goggles for eye protection and to prevent flash burns. Always wear eye protection to guard against slag while chipping, grinding and dressing of welds.
- Use only manual electrode holders specifically designed for arc welding.
- Make sure that all parts subject to electrical current are fully insulated against the maximum voltage encountered to ground.
- A ground return cable shall have a safe current carrying capacity equal to, or exceeding, the specified maximum output capacity of the arc welding unit that it services.
- Place cables, leads and connections so that there are no fire tripping hazards.
- Shield all arc welding and cutting operations with non-combustible or flameproof screens whenever practical.
- Keep suitable fire extinguisher readily available when welding, cutting or heating is performed in a confined space.
- Adequate ventilation is to be assured when welding or cutting.
- Cutting torch assemblies must be equipped with pressure relief valves, back flow prevention devices and flash arrestors on both cylinder and torch ends.
- Inspect all equipment prior to use.

22.7 Electrical Equipment

- All electrical power tools must be inspected as per state legislation.
- All tools shall be inspected by a qualified electrician, with results recorded.
- Lengths of leads are to be minimised wherever possible.
- Extension leads must be supported above floor level where possible.

22.8 Cranes and Material Handling

- All cranes must have current certificates and should be mechanically inspected prior to use.
- Only certified crane drivers may operate any crane. Dogmen/doggers must also hold the appropriate certificate.
- Tag lines shall be used on all lifts.
- Cranes, elevated work platforms and other lifting equipment must be inspected daily by the operator and results recorded. Rigging equipment must be visually inspected prior to use.
- All capacities must be clearly indicated on lifting devices.
- All rigging equipment must be stored properly.
- Operators must keep a safe distance away from high voltage lines.
- Chain-falls, inertia reels, etc. must have an annual inspection (including load tests).
- The counter weight and housing swing radius of all cranes must be properly barricaded whenever it is possible personnel may come into contact with them.

22.9 Elevated Work Platforms/Boom Lifts

- Elevated work platforms (EWP) must have current operating certificates.
- EWP logbooks must be maintained and signed.
- The safe working load or slope limit of the EWP must not be exceeded.
- Employees shall not enter or exit from the platform when elevated, except in the case of emergency.
- Boom lifts shall only be operated and maintained in accordance with the manufacturer's recommendations and only by qualified and ticketed operators.
- All persons inside a boom lift must wear a full body harness attached to an anchor point.

22.10 Suspended Personnel Platforms

- All platforms must be designed by a qualified engineer and manufactured by competent personnel. They must have permanent markings indicating maximum weight.
- All cranes/derricks that are used must have an operational anti two-block device and locking devices on the hook. Free fall capacity, if present, must be positively locked out or disabled. The area under the lift shall be isolated by barrier tape and signs.

22.11 Tools

- Tools shall be used for the jobs they were designed for.
- Keep tools in good working condition. Damaged, worn or defective tools should be tagged for repair/disposal and should not be used.
- Never remove machinery or equipment guards without authorisation.
- Never make repairs to tools or equipment unless authorised by your supervisor.
- Inspect electrical extension cords and other wiring to be certain they are properly insulated. Do not use frayed or damaged cords.
- Take special precautions when using power tools on a scaffold or other locations with limited movement area.
- Be sure that a power tool is off and motion stopped before setting tool down.
- Disconnect tool from power source before changing drills, blades or bits or attempting to adjust or repair. Never leave a running tool unattended.
- Air compressors must have excess flow valves installed if supplying air to 12mm ID hoses or greater.

- Only trained and certified employees are to use explosive power tools. Each powder actuated cartridge must be accounted for and properly stored. No live or spent cartridge can be left on the ground or disposed of in project trashcans.

22.12 Confined Space

- All personnel entering or attending a confined space must receive the appropriate training prior to starting work.
- An escape route, free of obstructions and clearly marked will be kept open while personnel are in a confined space.
- Personnel must be continuously monitored.
- Personnel must have an entry permit.
- Air quality must be evaluated prior to entry. Appropriate respiratory equipment must be provided where applicable.
- The work area must be well ventilated if possible.
- The space must be evaluated for possible heat stress.
- An emergency rescue plan and rescue team must be in organised prior to entry.
- The Site Supervisor must complete the Confined Space Checklist to ensure the working area is safe from all other dangers (Appendix 7).

22.13 Vehicle Operations

- All vehicles must be registered / licensed, maintained in a roadworthy condition, and operated in a safe manner.
- Operators must be unimpaired, have the required licenses, and observe road regulations and/or job site regulations.
- Each vehicle must have a seat belt for each passenger. All passengers are required to wear seat belts while the vehicle is in motion.

APPENDIX 1. HAZARDOUS SUBSTANCE REGISTER

Project:.....
Location:.....

Date:.....
Recipient:.....

Instructions

1. Fill in project, location and date. 2. Fill in the name of the material. 3. Log information as per the format below. 4. Fax a copy to the Workplace H&S Manager as directed.

Company Representative:.....

Signature:.....

Material	Quantity	Location	Potential Hazard	Controls	MSDS Number

APPENDIX 2. INCIDENT / ACCIDENT REPORT FORM

Incident/Accident Report

A. ABOUT THE INCIDENT

Incident address

Address	
Incident date	
Incident time (24 hr. clock)	

Workplace controller where incident occurred (person who had primary responsibility for workplace at the time of incident)

Describe what happened (provide as much detail as possible. The events that led to the incident. The work being undertaken when the incident happened. The overall action, exposure or event that best describes the circumstances that resulted in the injury, illness, fatality or the dangerous event. The object, substance or circumstance which was directly involved in inflicting the injury, illness, fatality or the dangerous event. The type of any machinery, equipment or substance involved. Was anyone else involved? Was electricity or electrical equipment involved?)

Did the incident involve Workplace Health and safety related licensed work?

No/Yes If Yes, Please provide details of the type of licensed work.

Incident outcome

Dangerous event/Serious bodily injury/Work caused illness/Serious electrical incident/Dangerous electrical event/Major accident under the DGSM Act

Did this incident result in an injury to a person/s?

Yes/No (If No, go to Section D)

B. ABOUT THE INJURED PERSON

Note: if multiple people were injured attach further details for each person

Family Name		Given Name/s	

Home Address			
Contact phone number		Gender	Male/Female
Occupation			
Involvement with Workplace			

C. ABOUT THE INJURY/ILLNESS

Description of injury/illness (e.g. Fracture, amputation, strain, electric shock, burn, fever)	
Part of body injured (e.g. right leg, lower back, chest)	

As a result of the incident was the person:	
Unconscious	Resuscitated
Hospitalised	Fatally injured

Hospital Details	

D. ABOUT THE PERSON COMPLETING THIS FORM

Family Name		Given Name/s	
Contact phone number		Work email	

APPENDIX 3. SAFE WORK METHOD STATEMENTS (SWMS)

APPENDIX 4. ORGANISATIONAL CHART

APPENDIX 5. EMERGENCY RESPONSE

Emergency Response Plan

CONTACT	CONTACT NUMBER
(Project Manager)	
(Site Manager)	
Police, Ambulance, Police	000
(WH&S/QA/Manager)	
OFFICE	

General guidelines in case of emergency:

1. If someone is injured, do what you can to help. If first aid is required, move the victim (if it is safe to do so) to a safe location then seek emergency medical services if necessary.
2. Do not panic. Give clear directions on how to get to site. Someone may be required to direct the emergency service from the nearest road.
3. Follow instructions of the medical attendant.

Safety Representative to:

1. Secure the area for investigation.
2. Investigate and review the sequence of events that led to the incident or accident.
3. Take action to prevent a recurrence.
4. Report findings to the WH&S/QA Manager.

THE Workplace H&S AND First Aid Representative at this site is: .....

..... is available both during and outside normal working hours at the contact number listed above.

Incident Management

All incidents shall be reported to the Site Manager /Safety Representative immediately.

What is considered an incident?

Incidents shall include, but are not limited to, those events causing or with the potential to cause a threat to or impact upon:

1. The life, health and safety of any person
2. The environment
3. Public or private property
4. Interruption to availability and/or quality of services to Principal's customers
5. The Principal's property or systems
6. The Principal's businesses operations including infrastructure, staffing, major suppliers
7. Community infrastructure including electricity, gas, telephone, rail, road footpaths
8. Prosecution of fines by a regulatory authority.
9. Requirements for urgent action under legislation
10. The reputation and/or public image of the Principal
11. Customer expectations (service, quality, quantity, duration, damage, social inconvenience

Incidents shall also include an anticipated imminent incident arising from a flood, fire and/or weather warning, terrorist threat, industrial action, potential electrical failure, etc.

APPENDIX 6. SITE SAFETY RULES

SITE SAFETY RULES

It is a condition of entry to this site that the following safety rules are complied with by all employees and visitors.

1. **New Employee Orientation**: All persons working on the site must attend a New Employee Orientation. Visitors must be accompanied by a Company Representative at all times.
2. **Personal Protective Equipment (PPE)**: Hard hats, protective footwear, long sleeved shirts and pants must be worn by all employees, subcontractors and visitors at all times. Footwear must comply with AS2210. Other forms of PPE (i.e: Safety glasses) will be worn as required. Gloves shall be required to be carried on site by all personnel.
3. **Hazard Management**: A Job safety Analysis must be completed for all work that is considered potentially hazardous. Hazardous substances must be used and stored in accordance with the information contained on the Material Safety Data Sheet (MSDS). These are kept on file in the site office.
4. **Emergency Response**: All site personnel must adhere to the Project Emergency Response Plan and the Brice Engineers Emergency Response Plan in the event of an emergency.
5. **Housekeeping**: All work areas must be kept clean and tidy, with rubbish and other safety hazards, cleaned up promptly.
6. **Alcohol and Drugs**: The use of drugs is prohibited unless prescribed by a physician and approved by the Site Manager. Staff should notify their supervisor if they are taking any medication or have a history of any illnesses, which might affect job performance.
7. **Accidents and Injuries**: must be reported immediately to the employee's immediate supervisor and the Safety & Health Representative.
8. **First Aid**: All persons requiring first aid treatment are to contact the first aid officer who will administer the treatment and record the injury.
9. **Fire Prevention**: must be employed by all persons. Fire extinguishers are located in each company vehicle, in the site office, crib room and near all hot work.
10. **Electrical**: All electrical work must be inspected as per State Legislation.
11. **Fall Prevention**: A full body harness must be worn by all employees working or traveling more than 2 meters above ground.

APPENDIX 8

Planning and Environment Act 1987
BALLARAT PLANNING SCHEME
DEVELOPMENT PLAN
SUZ Schedule No. 15
Signed.....
Authorised Officer for and on behalf of the
CITY OF BALLARAT
DATE.....13/10/16.....

CVLX
Central Victoria Livestock Exchange

BIOSECURITY MANAGEMENT PLAN

CENTRAL VICTORIA LIVESTOCK EXCHANGE

PREPARED BY:

REGIONAL INFRASTRUCTURE PTY LIMITED

AUGUST 2016

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Introduction

1.1 CENTRAL VICTORIA LIVESTOCK EXCHANGE

Central Victoria Livestock Exchange (CVLX) is a new saleyard facility developed on a green field site located at the intersection of the Sunraysia Hwy and Western Freeway, Ballarat VIC.

The development of a ***Biosecurity Management Plan*** (BMP) for CVLX represents a commitment that all reasonable and practical efforts will be made to operate the business in a responsible manner.

The Biosecurity Management Plan manages a number of regulatory activities to support stock identification and traceability, disease surveillance, animal movement requirements and preparedness to respond to diseases.

1.2 LOCATION

The CVLX site comprises 44.5 hectares of land approximately ten (10) kilometres from the centre of Ballarat, four (4) kilometres from the perimeter of Ballarat and approximately one (1) kilometre south-west of Miners Rest.

The site is bounded by the Sunraysia Highway to the north and east, Western Highway to the south and private property to the west. The land is within three (3) allotments, which the Certificates of Title describe as:

- Lots 1 and 2, TP 840697G
- Lot 2, PS 341031L
- Lot 1, TP 944606J.

1.2.1 MANAGEMENT TEAM & CONTACTS

The company responsible for operating and managing CVLX is Regional Infrastructure Pty Limited (RI).

The RI Management Team details are listed below:

Management Team

Name	Position
Garry Edwards	Managing Director
Andrew McCarron	Business Manager
James Thompson	Regional Operations Manager
Jonathan Crilly	Site Manager
Ted Parrish	Compliance Manager
Libby Hufton	Business Executive - Operations

CVLX Operator contacts:	Telephone	Email
• Site Manager:	0419 302 850	manager@cvlx.com.au
• Regional Operations Manager:	0409 964 733	
• Corporate Office:	TBA	

1.3 BIOSECURITY MANAGEMENT PLAN SCOPE

- Operational aspects of the CVLX will be managed through the implementation of this Biosecurity Management Plan (BMP);
- The BMP will provide a framework for managing biosecurity impacts and performance;
- This BMP details specific performance objectives, operational protocols and documented work practices for undertaking activities associated with disease management, Q Fever Contingency, Emergency Response and Carcass Disposal; and
- The scope of the BMP will expand as operators gain experience from operations at the new CVLX facility.

1.4 PLANNING SCHEME AMENDMENT C185 RECOMMENDATIONS

The BMP addresses recommendations pursuant to P1.6 of the Planning Panel Assessment and Planning Scheme Amendment C185.

P1.6 specifically recommends that the Special Use Zone include a requirement that the Operations and Environmental Management Plan include measures for infection control including protocols for dealing with birthing fluids/material, the products of abortion and deceased animals.

1.5 EPA WORKS APPROVAL CONDITIONS

The BMP addresses works approval conditions pursuant to the EPA Works Approval 128950 issued under the *Environment Protection Act 1970*, Section 19B, and specifically WA_W1.1 which states that *"...before commencing construction of the following components of the works, the EPA must be provided with a report or reports with the plans and specifications of those components, including sub point 6 - Q Fever Contingency Plan..."*.

Biosecurity Management Plan

1.6 DISEASE MANAGEMENT

CVLX will:

- Meet all legislative obligations under the *Livestock Disease Control Act 1994*, *Livestock Disease Control Regulations 2006*, *Livestock Management Act 2010* and *Livestock Management Regulations 2011*;
- Provide a separate and designated area for the receipt and sale of livestock from properties quarantined or affected with diseases that are permitted to be sold;
- Ensure that sick animals delivered to the saleyard are placed in a designated suspect / hospital pen, in close proximity to a loading ramp, before the commencement of the sale. A veterinary officer/inspector, or saleyard manager, may approve the stock for sale;
- Ensure that any dead animal is removed and disposed of after it has been established that anthrax is not involved. Where a significant or unusual mortality has occurred, a veterinary diagnosis will be sought;
- Maintain a written/electronic record of dead stock and the circumstances associated with the death. Such a record shall include the category of stock; NLIS identification number; date and time of death; cause of death; agent/owner and contact number; whether a veterinarian was present/consulted; and method of disposal;
- Ensure that only healthy livestock are placed in holding paddocks;
- Ensure that livestock are not able to drink effluent water; and
- Undertake quality monitoring of the "top-up" water sourced from the wetland for E. coli (a good indicator of animal waste) to establish the need, or not, for a filtration/disinfection unit.

The CVLX yard design incorporates features that reduces the need for direct interaction between humans and livestock during handling and movement. General operating procedures for disease management at CVLX will include but are not limited to:

- Water management – providing stock with fresh water from the rainwater pond system and ensuring no interaction with wastewater. This is detailed in the CVLX Environment Management Plan (EIP) at **Section 5.6**;
- Wastewater management – separation, collection and treatment wastewater. This is detailed in EIP **Sections 5.2** and **5.6**;
- Cleaning of external yards and replacement of the cattle soft floor system. This is detailed in **EIP Section 5.3**;
- Dust control as detailed in **EIP Section 5.9**;
- Managing stock in the holding paddocks in accordance with **EIP Section 5.8**; and
- Control of any significant insect outbreaks using proprietary products and/or traps as required.

1.7 Q FEVER CONTINGENCY

The shedding of the Q fever agent is most prevalent during the birth process and in the uterine discharges for the seven (7) to ten (10) days after birth.

The CVLX Q Fever contingency plan is underpinned by a focus on ensuring cattle and sheep entering the facility are either non-pregnant or pregnant but not at the point of giving birth whilst at the facility.

It should be noted that even if livestock were found to be carrying a Q Fever infection, they would not be a major source of infection risk to humans (unless they are in direct physical contact assisting the birthing process or collecting after birth material), other animals or to contaminating the environment.

Given this fact, the Q Fever contingency plan is underpinned by of a range of policies, procedures, and management practices that are aimed at minimising risks of exposure such as:

1. A Q Fever policy directed at all employees and licenced agent operators explaining how to mitigate or minimise exposure to potential infectious situations;
2. An induction policy and procedure that incorporates the Q Fever policy to support management intelligence and raise awareness among site users;
3. A Safe Work Procedure issued during induction outlining procedures if operators or staff are required to handle pregnant livestock or birthing products;
4. A management practice of registering inductee disclosure forms, operator clearance documentation, awareness campaign dates and details, incidents arising where livestock have inadvertently given birth on site, and a notification policy in the event management are informed of any infection;
5. Awareness campaigns targeting producers and livestock agents promoting the fact that heavily pregnant livestock are not fit to transport and that animals in such condition are not suitable to send to saleyards, and risk awareness during calving and lambing seasons;
6. Regularly promote policy, practice and awareness through operator and user groups represented on the CVLX advisory committee;
7. Use of infrastructure that reduces the need for direct interaction between humans and livestock during handling and movement in inadvertent events that do arise where heavily pregnant animals are required to be handled;
8. Scheduling maintenance and cleaning practices to infrastructure that may be used to handle susceptible livestock;
9. Enacting an operating policy and procedure associated with use of dust suppression systems and general dust suppression management via sprinklers in accordance with EIP Section 5.9;
10. Enacting an operating policy and procedure associated with collecting, handling and disposal of solid waste in accordance with EIP Section 5.3;
11. Enacting a protocol for dealing with the products of abortion and deceased animals;
12. Incorporating infrastructure features to facilitate safe handling of susceptible livestock including but not limited to designated isolation pen areas, air operated gates, force crowds, and husbandry crush equipment; and
13. Encourage the use of worker and operator facilities such as showers, lockers, and laundry for anyone that comes in contact with susceptible animals.

1.8 EMERGENCY RESPONSE

CVLX will adopt an Emergency Response Plan (ERP) consistent with the AUSVET *Enterprise Manual: Saleyards and Transport*. This provides guidance to all people associated with the operation of the saleyards and transport and is used in two (2) situations:

1. a saleyard in the vicinity of an outbreak of an emergency disease; and
2. when an emergency disease is detected in an animal within a saleyard.

Emergency Response protocols utilised as operational tools include, but are not limited to Stock Standstill Plans and Ausvetplan manuals and guidelines.

1.8.1 STOCK STANDSTILL PLAN

CVLX will implement a livestock standstill plan in the event certain emergency animal diseases occur, such as foot-and-mouth disease. The livestock standstill plan will be aligned with national objectives to limit the spread of emergency animal disease by stopping the movement of livestock.

Desired management outcomes of the plan support national objectives of reducing the spread of disease, allowing faster eradication of the disease and reducing the enormous social and economic costs to producers, the livestock industries, regions and Australia's economy.

1.8.2 AUSVETPLAN

AUSVETPLAN provides the national planning structure for the management of animal disease emergencies in Australia. Detailed guidelines for the control and eradication of emergency diseases are contained in the AUSVETPLAN Disease Strategies, Operational Procedures Manuals, Management Manuals and Enterprise Manuals. Authority for the development and maintenance of AUSVETPLAN rests with Animal Health Australia.

AUSVETPLAN is a coordinated national response plan for the control and eradication of exotic diseases and certain emerging or endemic animal diseases.

The purpose of AUSVETPLAN is to:

- provide policy and guidelines for the consistent management of an animal disease emergency by appropriately trained personnel in combat States/Territories;
- provide coherence of emergency disease plans; provide compatibility of operation and procedures between Commonwealth/State animal health authorities and emergency management organizations;
- improve the technical validity of the underlying assumptions in the development of strategies to combat disease emergencies;
- identify deficiencies in technical knowledge required to combat a disease emergency and establish research priorities;
- provide a focus for the training of people in appropriate operational responses and procedures; and
- provide guidelines for the development of standard operating procedures for response personnel in combat agencies.

At a State/Territory level animal health authorities are responsible for developing operational plans consistent with AUSVETPLAN, within the legislative framework of that jurisdiction, for the implementation of the accepted national strategy. These plans are made in conjunction with the relevant state emergency management organisation, and support agencies so a whole-of-government response occurs.

At a local level, animal health officials in conjunction with local emergency management officials are responsible for developing plans to contain the initial outbreak of an emergency disease while the state control plans are being put into effect.

The CVLX Emergency Response Plan (ERP) will be prepared for the local level.

1.8.3 EMERGENCY RESPONSE PLAN CONSULTATION

CVLX will, in consultation with relevant stakeholders, formulate contingencies/arrangements and plan for internal quarantine; decontamination; veterinary services/training; mass carcass disposal; record keeping; media and public relations.

The ERP will, as appropriate, tie into the Local Disaster Plan/State Animal Health Emergency Plan/State Disaster Plan as, in the event of an emergency outbreak, VIC is responsible for its own disease control activities.

The Department of Environment and Primary Industries (DEPI) has the role of combat agent for animal health emergencies under the State Disaster Plan.

Local District Veterinary Officers are signatories as participating organisations under the State Disaster Plan. Overall authority for animal health emergency related activities rests with the Chief Veterinary Officer.

The ERP will therefore develop a range of relevant agency stakeholders to integrate effectively with this regulated emergency response regime.

1.8.4 EMERGENCY RESPONSE SUMMARY

- An Emergency Response Plan (ERP) will be prepared for CVLX for local level preparation. The ERP will, as appropriate, tie into the Local Disaster Plan/State Animal Health Emergency Plan/State Disaster Plan.
- The ERP will be developed in consultation with relevant stakeholders, including the Department of Environment and Primary Industries (DEPI), Ballarat City Council and local District Veterinary Officers.

1.9 DEAD STOCK MANAGEMENT

1.9.1 ROUTINE MANAGEMENT

Routine management of dead stock will be undertaken in accordance with EIP Section 5.3 which includes the following:

- Deceased Cattle carcases will be collected by a knackery - *Victorian Petfood Processors (VPP)* in Camperdown, VIC. Deceased animals are typically picked up and removed within twelve (12) hours of notification; and
- Deceased Sheep carcases will be delivered and disposed of at Council's licenced landfill facility located on the Glenelg Highway approximately 2km north of Smythesdale.

1.9.2 EXOTIC DISEASE ORDER

Pursuant to the *Livestock Disease Control Act 1994*, the Minister may order the destruction of any animal which is infected, or is reasonably suspected by the Minister to be infected, with an exotic disease. A destruction order may specify the method by which animals are to be destroyed and the method of carcass disposal.

The owner or person in charge of an animal/premise that is the subject of a destruction order must, on request by an inspector, give any assistance the inspector may reasonably require in carrying out the order.

CVLX commits to undertake any carcass disposal as ordered; notwithstanding that the method of disposal cannot be defined in advance, as the epidemiology of the emergency animal disease agent will affect the disposal method.

1.9.3 MASS DEATH DISPOSAL OPTIONS

For biosecurity purposes it is preferable to dispose of diseased animals and contaminated materials on the affected property. Where this is not practically possible, other options should be determined in conjunction with the DEPI and EPA.

The CVLX Mass Death Carcass Disposal Plan will be consistent with the AUSVETPLAN *Operational Procedures Manual: Disposal.*

Mass carcass disposal options include being:

- Buried (either at an existing licensed landfill or in a specially designed and excavated pit);
- Cremated (either on a funeral pyre or in an incinerator or pit burner);
- Rendered; or
- Composted.

The method chosen must prevent the dissemination of infection.

Alternative options, as it pertains to the Ballarat environment, are discussed briefly below.

1.9.3.1 Burial

The shallowness of the soil profile at the CVLX site limits its suitability for on-site burial.

AUSVETPLAN recommends that the base of the pit needs to be at least 2m above the water table, with 2m required depth of soil to cover the carcasses. Another burial alternate is mounding, which is above ground burial with anaerobic decomposition.

The alternative burial option is disposal to landfill. Individual carcass disposal is currently undertaken at Council's licenced landfill premise. This waste facility is licenced to take animal carcasses and waste and has environmental protection measures already designed and implemented. Biologically secure transport will be used. The CVLX site is approximately 27km from the landfill.

1.9.3.2 Burning

Burning can be undertaken on a constructed pyre or air curtain incineration (pit burning).

1.9.3.3 Rendering

The feasibility of accessing rendering plants will be pursued. Rendering is the highly favoured disposal option. Matters requiring resolution will include temperatures of the rendering process and bio-secure separation of raw product and end product. A satisfactory rendering process will involve grinding the raw product, solvent extraction of lipids at about 100°C for one hour, and high temperature treatment of both the meat meal and tallow for at least another 40 minutes.

1.9.3.4 Composting

Aerobic composting can be used to effectively dispose of animal carcasses and associated waste. As part of the preparedness planning, options for using Council's licenced landfill facility located on the Glenelg Highway approximately 2km north of Smythesdale will be investigated. The CVLX facility is approximately 27km from this facility.

APPENDIX 9

CITY OF BALLARAT

Special Use Zone – Schedule 15 – Central Victoria Livestock Exchange

Recommended Development and Operating Conditions and Requirements

The Development Plan, consisting of written document in association with the plans supporting technical repots within Appendices 1 – 9 inclusive, may, in whole or in part, be amended with the written consent of the Responsible Authority and must include the following Development and Operating Conditions and Requirements:

Location/layout of development on site

1. The use of the land for the Central Victoria Livestock Exchange must only be undertaken in accordance with the approved Development Plans and endorsed technical reports.

Design of development

2. The development as shown on the endorsed Development Plans and technical plans must not be altered without the written consent of the Responsible Authority.

Southern Rural Water

3. The proposed development must not interfere with any nearby waterway being a watercourse, drainage line or a natural channel with a regular flow;
4. The construction of new catchment dams or alteration to existing catchment dams is prohibited without prior approval from Southern Rural Water.
5. The use of water from waterways, catchment dam, groundwater, soak or spring for irrigation or commercial purposes must be licensed in accordance with Section 51 of the Water Act 1989.

Construction Management

6. Development on site shall be undertaken generally in accordance with the Construction Management Plan contained within Appendix 7 of the Development Plan and must contain relevant Contractor and Contact details to the satisfaction of the Responsible Authority.

Hours of Operation

7. The use may operate twenty-four hours per day, seven days per week.

Lighting

8. External lighting must be designed, baffled and located to prevent adverse effect on adjoining land.
9. All car parking and access driveway areas are to be provided with public lighting designed and installed to provide user safety whilst minimising light intensity and escape beyond the property boundaries.

Planning and Environment Act 1987
BALLARAT PLANNING SCHEME
DEVELOPMENT PLAN
SUZ Schedule No. 15
Signed.....
Authorised Officer for and on behalf of the
CITY OF BALLARAT
DATE.....

Public address system

10. The public address system used on the premises shall not be more than 5 dB(A} above background at any sensitive receptor.

Dust

11. All saleyard areas and external paddocks must be maintained to avoid dust nuisance.

Waste storage and disposal

12. Waste material will be regularly removed from the site using vehicles with fully secured and contained loads to avoid spillage during transport.
13. No waste or soiled water shall be discharged from the site to the stormwater drainage system.

Parking and Access

14. Access to and egress from the site for all vehicles (including waste collection vehicles) must only be from Sunraysia Highway.
15. The access from/to Sunraysia Highway must be designed and constructed in accordance with VicRoads requirements.
16. Improvement works to the intersection of Learmonth-Sulky Road and Ballarat-Maryborough Road to accommodate B-double movements must be designed and constructed in accordance with VicRoads requirements.
17. No fewer than 238 car spaces (formal) must be provided on the land for the use and development. The car park must be fully constructed, sealed and line-marked in accordance with the Development Plan.
18. A grassed area will be allocated for overflow parking.
19. Space for a minimum of 51 B-double vehicles will be provided in accordance with the approved Development Plan.
20. Internal signage must be provided directing drivers to the area(s) set aside for car parking.
21. The loading and unloading of vehicles and the delivery of goods must at all times be conducted entirely within the site and must not disrupt the circulation and parking of vehicles on the land.

Truck Wash-down Facility

22. The truck wash down area should be suitably sealed and graded.

Vegetation Management

23. To protect and maintain the existing Swamp Gum a tree protection zone will be provided around the Swamp Gum by erecting a fence at least 10m from the trunk of the tree and excluding all vehicles and stock within the tree protection zone.

24. The establishment of new weeds within the site will be avoided through control and, where possible, eradication through the application of appropriate herbicide or mechanical removal.

Landscaping

25. The landscaping of the site must be undertaken and maintained in accordance with the Landscape Master Plan.

Signage

26. Signage must be installed and located in accordance with the Development Plan.
27. Signage lighting must be designed and baffled to prevent any adverse effect on adjoining land.

Environmental Protection Authority – Works Approval

28. The Development Plans and relevant technical reports must be consistent with the Environment Protection Authority Works Approval; Ref 128950 dated 12 August 2016.

Cultural Heritage Management Plan

29. The Development Plans and relevant technical reports must adhere to Management Recommendations and Contingency Plans of the Cultural Heritage Management Plan prepared by Ecology and Heritage Partners Pty Ltd and dated August 2014.