

Environmental Effects Report
Guidelines
Carteman Pty Ltd
Cherries Tasmania
Composting, Old Beach

September 2021



ENVIRONMENT PROTECTION AUTHORITY

This document was updated in February 2021 to ensure links, contacts and legislative references were current. Existing content has been reformatted to improve document accessibility. Unless specifically noted, all other content remains unchanged from the date of original publishing.

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Instructions

Purpose of the Guidelines

These guidelines are to assist in preparing an Environmental Effects Report (EER) for an application or proposal referred to the Board of the Environment Protection Authority (the Board).

An EER provides information about the environmental impacts of the proposed activity and is used by the Board under the *Environmental Management and Pollution Control Act 1994* (the EMPC Act).

Where the proposal is for a production increase, intensification or modification of the activity, the EER must provide a case for assessment of the entire activity at the proposed production level or as modified.

Where the proposal is subject to a permit under the *Land Use Planning and Approvals Act 1993* (LUPA Act), information required solely for the purpose of assessment under the relevant Planning Scheme should be supplied to Council either:

- as a separate response to an additional information request from Council under section 54 of the LUPA Act, where the planning application has started the environmental assessment process; or
- where it forms part of a combined planning and environmental effects report, distinguished from information supplied for the purpose of the Board's assessment.

Preparing an EER

The EER should be prepared using these guidelines. It should contain five parts as follows:

- Part A – information about the proponent
- Part B – information on the proposal, site and area
- Part C – information on potential environmental impacts
- Part D – description of proposed management measures
- Part E – information about any public consultation undertaken

Any other relevant information may be attached to the EER to support the application. The EER and attachments must be typed, A4 sized and submitted both electronically (in a searchable format) and in hard copy.

All images in the EER must be of high quality, with text readily readable. For ease of comparison all maps, plans, and aerial photographs must be oriented in the same direction as far as practicable, and a north direction arrow and scale included. In the electronic version, all images must be capable of being readily copied and pasted into other documents such as a permit (e.g. all objects in images should be 'grouped').

Finally, the level of detail provided in the EER on each issue should be appropriate to the level of significance of that environmental issue to the proposal.

Issuing of the guidelines does not mean that other significant matters arising from environmental studies, public comments or otherwise during the preparation of the EER, should be excluded.

After the public consultation phase, additional information may be required in response to public and government agency submissions. This generally takes the form of a supplement to the EER.

Submission

The EER may be mailed, faxed, emailed or file shared to:

Chairperson
Board of the Environment Protection Authority
GPO Box 1550
Hobart TAS 7001

Email: assessments@epa.tas.gov.au

Commonwealth legislation

In addition to State Government requirements, the Commonwealth Government may also have a role in the environmental assessment and approval of the proposed activity. Commonwealth approval is required for an action which is likely to have a significant impact on a matter of national environmental significance or on Commonwealth land.

Information on the Commonwealth environmental legislation can be obtained on the internet at www.environment.gov.au/epbc/ or by calling 1800 803 772.

The EER should include a statement on whether or not Commonwealth approval is likely to be required.

EPA Tasmania Contact

For information about preparing an EER, the assessment and approvals process for level 2 activities and 'called-in' activities¹, and for general advice about air, water and noise pollution and land contamination:

EPA Tasmania
Telephone: (03) 6165 4599
Email: enquiries@epa.tas.gov.au
Website: www.epa.tas.gov.au

See Appendix A for other agency contacts which may be needed to address separate legislative requirements.

¹ 'called-in' activities means level 1 activities referred to the Board under Section 24 of EMPC Act or activities other than level 1 or level 2 referred to the Board under Section 27 of EMPC Act.

Content of EER

Part A – Proponent information

Name of proponent (entity and trading name)	The entity name must be consistent with any intended or current permit application for the activity under the LUPA Act.
Registered address of proponent	
Postal address of proponent	
ABN number	
ACN number (as relevant)	
Contact person's details	Name Telephone number Email address
Consultant engaged to prepare EER (as relevant)	Name Telephone number Email address

If a different entity will operate the facility, provide similar details for that entity also.

If a consultant has been engaged to prepare the EER, provide the name and contact details of the consultant.

Part B – Proposal description

Where the proposal is subject to a permit application under the LUPA Act, the proposal description and specification of the site must be consistent with the intended or current permit application. Any works or activity that are for the purpose of the proposal (e.g. access works) must be included.

I Overview of activity and site

This section should provide an overview of the activity that the proponent wishes to see permitted, including written advice from Council regarding the Planning Permit required under the LUPA Act.

It should explain clearly which components of the proposal are approved under the existing Council EPN, and the changes to the activities which have altered its status under the EMPC Act.

The description of the existing activity should include any public complaints, breaches of conditions of current regulatory approvals and/or contraventions of environmental law.

The section should explain the extent of intensification of the existing activity, any new aspects to the activity (such as off-site sales of compost).

It should describe all infrastructure required for the permitted activity, distinguishing between that which already exists and any new proposed infrastructure.

Proposed Activity

Compost Feedstock	For each source of feedstock material, describe: <ul style="list-style-type: none"> • How it was generated. • Composition. • Estimated quantity to be received per annum. • Frequency and size of deliveries. • Storage method. • Maximum feedstock quantities. • Estimated storage time prior to mixing.
Compost Product	Describe the different grades of product, the proportions, and estimated quantities of each.

	Describe rates of throughput and anticipated sales. Describe quantities and uses for composted materials of different grades on the proponent's land.
Maximum production rate	Provide in cubic metres and tonnes per year (briefly describe any seasonal variation). If it is an intensification, also provide the current limit (cubic metres and tonnes per year).
Key components	Provide details on the key infrastructure and equipment required for each stage of composting, including: <ul style="list-style-type: none"> • Equipment and structures for receiving and storing raw materials. • Description of bases for composting areas (materials used, construction methods, permeability standards, etc). • Fixed plant used on site (hoppers, grinders, conveyors etc). • Mobile plant and vehicles. • Facilities for handling compost and product. • Location, dimensions, and capacity of any water supply tanks/dams. • Details of systems to capture and convey leachate / runoff to the 'downgradient dam' and returns to windrows. • Systems (such as cut off drains) required to prevent surface runoff mixing with working areas. • Details of the downgradient dam, including capacity and construction details. Include design basis for the capacity with reference to the water balance described below. • With reference to the EPA Environmental Standards applying to Liner Construction² describe the lining of the pond and provide justification for any permeability rates higher than 10⁻⁹ m/s. • Details of vehicle and equipment washdown processes and facilities, including how this water will be collected, stored, and treated. • Utility services supplying the site. • Other infrastructure such as buildings, maintenance facilities, liquid storage tanks etc.
Composting process	State the method(s) of composting, including: <ul style="list-style-type: none"> • Estimated quantities and proportions of feedstock materials for each batch. • Activities associated with each stage of composting • Process and equipment for monitoring and managing key parameters of composting process (including temperature, oxygen, moisture, pathogens, nutrients, and biological activity) • Diagrams and site plans where appropriate, • Reference to the requirements of the Australian Standard AS4454 – 2012 Composts, soil conditioners and mulches.

² Environmental Standards applying to Liner Construction. Environment Protection Authority, March 2006
<https://epa.tas.gov.au/Documents/Environmental%20Standards%20Applying%20to%20Liner%20Construction.pdf>

Water balance	<p>Including description of the modelling method, provide a water balance for the proposal, including:</p> <ul style="list-style-type: none"> • Evaporation, precipitation, leachate returns to windrows, discharges to surface drainage, seepage to groundwater, and irrigation uses. • Any circumstances under which discharge of leachate to the environment may occur. • A range of annual rainfall scenarios including wet, average and dry conditions. • Quantity and sources of any water required to support the composting operation (including dust suppression) during dry periods. • Describe the process for leachate recycling to compost windrows.
Effluent reuse	<p>If applicable, describe any irrigation required for disposal of excess leachate, including the irrigation area, location, frequency, method and estimates of irrigation volumes.</p> <p>If applicable, prepare a draft environmental management plan for irrigation of treated wastewater on land (a Wastewater Reuse Plan) including:</p> <ul style="list-style-type: none"> • Predicted values for effluent quality, i.e. provide expected concentrations for key pollutants requiring assessment for management of the effluent reuse scheme. • Description of the suitability of the proposed reuse site, including topography (slope, vulnerability to landslip) and attenuation distance to permanent and ephemeral waterways and sensitive receivers (e.g. adjacent properties-landholders, reserves). • Consideration of any requirements, including withholding periods, for management of Restricted Animal Material.
Transport	Describe the proposed transport route (can refer to Location Map, see below), vehicle types, number of vehicle movements (per day), and time of day of vehicle movements.
Major equipment	List all existing and proposed plant and machinery (distinguish between existing and proposed).
Area of disturbance	<p>State:</p> <ul style="list-style-type: none"> • Maximum area of the site proposed to be disturbed (un-rehabilitated) at any given time (hectares). • Total area of land to be cleared over the life of the proposal (hectares).
Infrastructure	List the existing and proposed buildings, structures, access roads, internal haul roads etc (can refer to the Site Plan, see below) (distinguish between existing and proposed).
Utilities	Any utilities / services supplying the proposal.
Proposal timeline	State the key proposal timeline(s).
Operating hours	State the operating hours.

Location and planning context

Location	State the address of the site, and CTs and PIDs (as applicable) for all titles on which the activity will take place.
Land zoning and tenure	Describe the land zoning and tenure of the site and surrounds. If rezoning of the site is required, provide details.

Use Class and Permissibility	If a permit is required under the LUPA Act, provide the Use Class of the proposed activity and Permissibility of the activity with reference to the relevant Planning Scheme.
Sensitive uses	Any sensitive uses ³ or residential zones within applicable attenuation distances of the proposal site, or sites of high public interest (such as a recreation area or natural scenic feature).
Nearby reserves	Is the proposal located in or within 1km of an existing reserved area (e.g. National Park, State Reserve, Regional Reserve, Nature Reserve, Forest Reserve or Conservation Area)? If yes, provide details.

Rationale for proposal and alternatives

Rationale	Describe the rationale for the proposal.
Alternatives	Describe the alternative options that were considered, including benefits and disadvantages (as relevant).

Description of existing site and surrounds

Land Use	Describe the land use of the site and surrounds, distance to the nearest residences in other ownership, and any nearby conservation reserves or recreation areas.
Topography	Describe the topography of the site and surrounds.
Climate	State the annual rainfall and predominant wind direction.
Geology	Describe the geology of the site, including the likelihood that potentially acid forming (PAF) material will be found on site. Describe any geoconservation values on or near the site, e.g. karst.
Soils	Potential to encounter acid sulphate soils and or contaminated soil (from past activities, as relevant).
Hydrology	Describe the waterbodies and relevant protected environmental values on site and in the surrounding area. State the distance from the activity to the nearest waterbody.
Hydrogeology	Describe likely groundwater characteristics including groundwater quality, potential beneficial uses, potential depth to groundwater and location of and groundwater dependent ecosystems and receiving surface environments. Support the discussion with details of historic bores in the region if applicable.
Natural Values	List threatened fauna, flora, and vegetation communities, including potential habitat for any such species, that are known to occur on or near the site (use the Natural Values Atlas, TASVEG 3.0 ⁴ or results of any relevant survey). State the vegetation types on and near the site.
Natural Hazards	Any natural hazards that may affect use or development on the site.
Previous uses	Current and historical (where known) use of the site.
Services	The location and capacity of any existing services or easements on the site or connected to the site.

2 Site layout and development

Describe the site layout and planned development including description of infrastructure (internal roads, drainage, sediment ponds etc) (refer to the figures below as necessary).

³ Defined in the State Planning Provisions as 'a residential use or a use involving the presence of people for extended periods except in the course of their employment such as a caravan park, childcare centre, dwelling, hospital or school.'

⁴ Both can be accessed on the internet at: <https://www.naturalvaluesatlas.tas.gov.au/>

The following figures are required:

- **Location Map** (1:25,000 or other suitable scale), showing the nearest residences in other ownership and residential zones within 1.5 km of the proposed activity and transport route(s) to and from the activity.
- **Map of the Land** on which the activity will take place and its boundary; by means of land title information, map coordinates or other. Note, the Land as defined by this figure must be consistent with the permit application submitted under the LUPA Act (as relevant), that is, the Land cannot extend beyond the land titles referenced in the permit application. This figure may be combined with the Site Plan.
- **Site Plan(s)** showing:
 - boundary of site;
 - location of existing and proposed buildings/structures and plant and machinery;
 - location of product and waste stockpiles;
 - location and orientation of compost windrows;
 - vegetation types, clearly marking any areas to be cleared, and records of any threatened species/vegetation communities;
 - watercourses on and near the site;
 - site water management (drains, settling ponds, bunding etc. (see also Part C Issue 2)); and
 - monitoring points (as relevant).

3 Description of existing activity

- Provide details of any current regulatory approvals (permit⁵, environment protection notice) relating to the existing activity.
- Provide the following in relation to the existing activity:
 - a summary of environmental monitoring results (if any);
 - a summary of public complaints regarding the activity (received by the activity operator and by regulatory authorities);
 - details of breaches of conditions of current regulatory approvals (if any); and
 - details of contraventions of environmental law (if any).

⁵ Permit may also mean a former License to Operate a Schedules Premises.

Part C – Potential environmental impacts

General note

Where the proposal relates to an existing activity, information from documentation relating to the existing activity (such as previous Environmental Management Plans or survey reports) may be used or referenced in this EER, provided the information is current.

The following is required in the assessment of potential environmental impacts:

1 Air quality

Describe the potential impacts from dust and other air emissions, including:

- An area map showing the location of all potential sources of atmospheric emissions (i.e. materials, equipment and activities including transport, waste management and maintenance) from the proposed expanded composting facility.
- A description of each potential emission source, including the likely composition (i.e. types of constituents), quantities and rates of emissions to the atmosphere. Take into account all types of material handled at the facility and equipment used, as well as specific local terrain and meteorological conditions.
- An assessment of the potential for emissions to air from the different stages of the composting process (from receipt of input material to removal of product) at the proposed expanded facility. The assessment should cover a variety of conditions including “worst case” scenario and upset conditions, and should contain information about time (of the day), duration, frequency and likely impact of the atmospheric emissions from the facility. Take into account types of material handled at the facility and equipment used as well as specific local terrain and meteorological conditions.
- An assessment of the impacts of odour and other emissions from the proposed expanded composting facility relative to the requirements of the *Environment Protection Policy (Air Quality) 2004*. Consider the surrounding land uses and sensitive receptors.
- Discussion of measures to be implemented to avoid or mitigate any potential impacts that may cause environmental nuisance or environmental harm. Consideration should be given to management of potential impacts associated with supply and handling of the odorous material as well as potential impacts associated with malfunction of equipment used on the site or limited availability of carbon-rich material. Operation of the proposed expanded facility in adverse weather conditions should also be considered.

Information about any odour or dust complaints related to the operation of the existing facility.

2 Water quality (surface, discharge, and groundwater)

Describe the potential impacts to the receiving environment from any discharge of leachates or runoff from the site, including:

- How stormwater will be captured and managed, and how clean stormwater is to be prevented from mixing with leachate.
- The nature of the leachate (estimated volume and characteristics) including, as a minimum, water quality monitoring results for current leachate contained within the onsite leachate dam. This should include but not be limited to total and dissolved metals, suspended solids, nutrients, salinity, relevant anions, BOD/COD, and dissolved organic content).
- Proposed treatment, and disposal methods.
- Proposed monitoring (as relevant).
- With reference to the water balance described in Part A, provide:
 - Prediction of overflows from downstream pond to surface water.
 - The rate of discharge of leachate to groundwater and potential pathways for contaminants in groundwater.
- Likely impact on the receiving environment.

- Proposed monitoring and management actions for ensuring leachate does not contaminate surface and/or groundwaters.
- Management measures to control surface water and the potential for erosion and sediment loss.
- Potential impacts to receiving environment (surface water, groundwater, drinking water, stock water, and irrigation as relevant).

3 Noise emissions

Description of the potential for the activity to create a noise impacts, including:

- Description of the potential for the activity to create a noise impacts, including:
- Description of all noise sources, including the size and power rating for each main piece of equipment (e.g. dozer, loader, excavator, haul truck, mechanical plant and equipment etc).
- Site layout (refer to the Site Plan);
 - Distance to the nearest residences and other noise sensitive premises^[1] (refer to the Location Map).
 - Potential noise levels at nearby noise sensitive premises using either noise modelling an alternative prediction methodology.
- If evening and night-time operations are proposed:
 - Prediction methodology will need to consider the worst weather conditions (i.e. temperature inversions and downwind),
 - Consider assessing LAmax noise levels to assess for sleep disturbance during the night-time period.
- Topography.
- Description of noise attenuation measures that will be implemented (as relevant) to ensure that the existing background noise levels at the NSPs are not compromised.
- Consideration should be given to the requirements of the *Tasmanian Environment Protection Policy (Noise) 2009*.

4 Waste

- Describe any solid and liquid wastes produced and how they will be removed and disposed of.
- Describe measures to remove and dispose of impurities from feedstock and control spread of litter from site.

5 Environmentally hazardous substances

Provide details of the nature and quantity of environmentally hazardous substances (e.g. fuel, oil, diesel) that will be stored (permanently or temporarily, e.g. mobile refuelling) and or handled on site, including:

- Storage method and location, and management measures to prevent their release and respond to accidental spills, e.g. provision of spill kits.
- The nature of all dangerous goods⁶ and controlled wastes⁷ that will be present on the site, and how they will be managed.

^[1] 'noise sensitive premise' is defined as: residences and residential zones (whether occupied or not), schools, hospitals, caravan parks and similar land uses involving the presence of individual people for extended periods, except in the course of their employment or for recreation.

⁶ Information on controlled waste identification and classification is available on the internet at: <https://epa.tas.gov.au/regulation/waste-management/controlled-waste>

⁷ As defined in the Australian Code for the Transport of Dangerous Goods by Road and Rail.

6 Weeds, pests, and pathogens

- List the weeds and diseases known to occur, or likely to occur, on or near the site. Describe the potential for migration of weeds and diseases to and from the site, and within the site, and the proposed management measures, as relevant.

7 Environmental Impacts of Traffic

- Description of the potential for transport to and from the site to cause a noise nuisance to residences and other noise sensitive premises in proximity to the Land, taking into account the type, volume and time of transport.
- Description of the potential to cause a dust nuisance as a result of transport along gravel roads in proximity to the Land.

8 Monitoring

- Description of proposed environmental monitoring and reporting. Show all proposed monitoring points on the Site Plan (see Part B). Monitoring should include leachate quality and receiving surface waters for discharges from the site. Note: unless groundwater separation from the ground surface is likely significant (e.g greater than 2 metres) and hardstand and subsurface permeabilities are sufficiently high, groundwater monitoring may be necessary.

9 Decommissioning and rehabilitation

- Description of decommissioning and rehabilitation in the event of cessation of the activity, including final land use.
- Description of progressive rehabilitation on site, with reference to the staged development of the quarry/excavation pit (refer to the Site Plans as relevant).

Part D – Summary of proposed management measures

- All management measures must be numbered and summarised in a Table in this section (example provided below). They must be written as specific, unambiguous measures for avoiding, minimising and managing the potential environmental impacts identified in Part C above.

Management measures

No.	Proposed measure	Timeframe
1	A sediment settling pond capable of ensuring stormwater discharge from the site is not visibly more turbid than the receiving environment or where visibly turbid, suspended solids are <30mg/L Part C, paragraph 2.6 [of the EER].	At least 30 days prior to commencement of operations.
2	Develop a solid waste management plan as described in Part C, paragraph 8.4 [of the EER].	Within three months of approval and prior to treatment or removal of any waste.
3	Construct a noise attenuation barrier as described in Part C, paragraph 9.2 [of the EER].	At least 30 days prior to commencement of operations.

Part E – Public and stakeholder consultation

- Description of consultation with other government agencies, community groups or neighbours that has taken place, or details of any intended consultation that will take place.
- A Guide to Community Engagement is available on the EPA's website at <https://epa.tas.gov.au/assessment/assessment-process/guidance-documents>

Appendix A: Other issues and agency contacts

In addition to a permit under the LUPA Act and the EMPC Act, there may be other legal requirements to allow your proposal to proceed. These may include other permits, licences or landowner consent. You may also need to contact other Government agencies to obtain information for the purpose of assessment under the LUPA Act or the EMPC Act. The following list identifies some of the key agencies you may need to contact.

Note: your proposal may be referred to other agencies in the process of preparing guidelines. Should assessments or approval outside of the Board's responsibilities be required, the respective agency will engage with you to progress them.

Natural values including flora, fauna, and geoconservation values, or permits to deal with threatened species:

Natural and Cultural Heritage Division
Telephone: (03) 6165 4396
Email: conservationassessments@dpipwe.tas.gov.au
Website: www.dpipwe.tas.gov.au

Historic cultural heritage, including State-level site listings, impacts and permits as required under the *Historic Cultural Heritage Act 1995*:

Heritage Tasmania
Telephone: (03) 6165 3700
Email: enquiries@heritage.tas.gov.au
Website: www.heritage.tas.gov.au

Note: Where works are proposed in or in close proximity to a heritage place entered on the Tasmanian Heritage Register or likely to be of heritage significance to the whole of Tasmania, and a permit is required under the *Land Use Planning and Approvals Act 1993*, the proposal will be referred to Heritage Tasmania by the planning authority. There may also be additional sites listed under local planning schemes, impacts on which are assessed by the relevant planning authority.

Aboriginal heritage, including desktop assessment, artefact survey requirements, permits:

Aboriginal Heritage Tasmania
Telephone: (03) 6165 3152
Email: aboriginal@heritage.tas.gov.au
Website: www.aboriginalheritage.tas.gov.au

Note: the proposal will be referred to Aboriginal Heritage Tasmania (AHT) on referral to the Board. If assessments or approvals outside of the Board's responsibilities are required, it is your responsibility as the proponent to engage with AHT to progress them.

Parks and reserves, including where any proposal may impact on land managed by Parks & Wildlife:

Parks and Wildlife Service
Telephone: 1300 827 727
Website: www.parks.tas.gov.au and www.thelist.tas.gov.au

Crown land, including where any proposal may impact on land owned by the Crown:

Property Services
Telephone: (03) 6169 9015
Email: PropertyServices@parks.tas.gov.au
Website: www.parks.tas.gov.au

State roads, including where any proposal requires works on or access from a State-managed road asset:

Department of State Growth

Telephone: (03) 6166 3369

Email: permits@stategrowth.tas.gov.au

Website: www.transport.tas.gov.au

Mining leases:

Mineral Resources Tasmania

Telephone: (03) 6165 4800

Email: info@mrt.tas.gov.au

Website: www.mrt.tas.gov.au

Works impacting natural waterway flow, e.g. dams or fords:

Agriculture and Water Division

Telephone: (03) 6165 3222

Email: Water.Enquiries@dpipwe.tas.gov.au

Website: www.dpipwe.tas.gov.au/water

