

# APPENDIX R

## Waste Minimisation and Disposal Procedure





# Waste Minimisation and Disposal

## Power and Water Corporation Procedure

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### 1 Purpose

To minimise and dispose of waste materials from work processes in a way that does not compromise the health or safety of our personnel or damage the environment.

### 2 Scope

This procedure outlines how Power and Water’s waste materials should be minimised and disposed of.

### 3 References

- 3.1 Waste Management and Pollution Control Act 2003 (NT)
- 3.2 Environment Protection and Heritage Council (2004) Movement of Controlled Waste between States and Territories National Environment Protection Measure.
- 3.3 Power and Water Corporation, Disposal of PWC Assets – Board of Survey Work Instruction.

Approved by:  Andrew Macrides Managing Director	Prepared by:  Nadine Riethmuller Senior Environmental Officer	Issue Date: 21/01/2009	Status: Approved
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## 4 Roles and Responsibilities

Role / Title	Responsibility
Managing Director	<ul style="list-style-type: none"> <li>▪ Approve this procedure and ensure it is complied with.</li> <li>▪ Ensure there are appropriate waste systems in place throughout Power and Water.</li> </ul>
Business Unit General Manager	<ul style="list-style-type: none"> <li>▪ Ensure waste is minimised when planning new projects; purchasing products and services; developing products and services; and, using products and services.</li> <li>▪ Ensure recyclable waste bins are available and accessible.</li> </ul>
Business Unit Branch/Section Manager Business Unit Coordinators	<ul style="list-style-type: none"> <li>▪ Ensure Power and Water's assets are disposed of appropriately.</li> <li>▪ Ensure recyclable waste bins are labelled and are located in areas where they will be used.</li> </ul>
Manager Project and Procurement	<ul style="list-style-type: none"> <li>▪ Ensure Power and Water's assets are disposed of appropriately.</li> </ul>
Manager Environmental Services	<ul style="list-style-type: none"> <li>▪ Provide waste minimisation and disposal advice to employees as required.</li> </ul>
Power and Water Employees	<ul style="list-style-type: none"> <li>▪ Ensure waste is minimised when planning new projects; purchasing products and services; developing products and services; and, using products and services.</li> <li>▪ Ensure the appropriate bin to recycle or dispose of waste is used.</li> </ul>

## 5 Definitions

Where terms or words are not included in the definition section, refer to Power and Water's glossary for clarification. The glossary is available on Power and Water's Intranet site.

Asset	Equipment or plant used to contribute to business objectives.
General Waste	All waste not covered by other specific categories (eg. food scraps, non-recyclable paper, and stores packaging).
Hazardous Waste	Material that, given its quantity, concentration and composition or its corrosive, inflammable, reactive, toxic, infectious or radioactive characteristics, presents a real or potential danger to human health, safety and public well-being or poses a danger to the environment if it is not stored, treated, transported, eliminated, used or otherwise managed.

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Recyclable Material	Materials which can be converted to a reusable product after physical or chemical modification.
Standard Office Waste	Materials not suitable for recycling (eg. pens, polystyrene cups and other disposable items).
Waste	Materials that are left over, surplus or unwanted by-products from business activity.

### 6 Records

- 6.1 Relevant documentation relating to waste disposal shall be maintained using Power and Water's Registry System.

### 7 Attachments

Nil

### 8 Waste Minimisation

- 8.1 Employees shall minimise waste when planning new projects; purchasing products and services; developing products and services; and, using products and services through the life-cycle approach (ie. cradle-to-grave).
- 8.2 Waste should be minimised by:
- Eliminating the source of waste (eg. hand pull a small area of weeds rather than purchasing a drum of herbicide; use the 'track-change' function in Microsoft Word rather than printing out the document to add comments);
  - Reducing the generation of waste (eg. purchasing a 200L drum of herbicide rather than 10x20L drums; print on both sides of a sheet of paper rather than a single side);
  - Reusing materials without physical modification (eg. using printer cartridges which can be refilled);
  - Recycling materials by returning them to a process after physical or chemical modification (eg. placing cardboard packing material in recycle bins; selling decommissioned transformers to scrap metal company); and,
  - Recovering by separating components from a waste stream and returning to the process or another process (eg. removing copper wire from a component prior to disposing of the component).

### 9 Waste Disposal

- 9.1 The following contracted arrangements are in place at Power and Water:
- Recycled office paper and cardboard collection service in major centres; and,
  - Site-specific contractors for disposing of general and standard office wastes.
- 9.2 Recyclable material bins shall be provided as needed and labelled according to content.

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- 9.3 Waste disposal contractors shall be suitably licensed to handle and appropriately dispose of waste, including Dangerous Goods licences.
- 9.4 Employees should seek advice from Environmental Services where they are unsure of the correct disposal of a particular waste.
- 9.5 Employees wishing to dispose of Power and Water assets shall refer to the Disposal of PWC Assets – Board of Survey Work Instruction.

## **10 Hazardous Wastes**

- 10.1 Refer to the relevant Material Safety Data Sheet (MSDS) when handling and disposing of hazardous wastes, such as asbestos and polychlorinated biphenyls (PCBs).
- 10.2 Disposal of hazardous waste interstate shall be conducted in accordance with the Movement of Controlled Waste between States and Territories National Environment Protection Measure.

To Disposals Officer, Projects and Procurement: Please prepare a Board of Survey for the equipment and/or materials listed below:

<b>BUSINESS UNIT</b>	
<b>COST CENTRE</b> <i>(For Receipts And Expenses)</i>	

ITEM	DESCRIPTION OF GOODS <i>(Include asset, serial, stock code number(s), where possible)</i>	QTY	DISPOSAL METHOD	CONDITION & QUALITY	VALUE	COMMENTS

Disposal Method	Condition	Quality
A - Sale by Public Auction B - Sale by Public Tender C - Sale by Selected Quotation D - Destroy E - Dump F - Other	N - New O - Used, Reconditioned P - Useable, without repair Q - Useable, repair necessary R - Beyond economical repair	1 - Excellent 2 - Good 3 - Fair 4 - Poor

**NOTE:** Identify potentially hazardous materials and coordinate with the Environmental Officer regarding storage, handling, transportation and disposal.

<b>OTHER COMMENTS</b>

**Approved by the General Manager:**

Signed:

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Name:

Title: