# Purpose

The purpose of this standard is to provide a Wannon Water framework and guidance for the management of waste to reduce and control the risks to our drinking water, human health, and the environment, as far as reasonably practicable, and to ensure compliance with legislative obligations.

We receive, generate, and manage a variety of waste materials as part of our activities. The storage, handling, transport, and disposal of this presents different levels of risks and needs to be managed effectively to prevent adverse impact to our Strategic Direction and support our **Zero Harm** ambition.

# Scope

This framework applies to:

* Any employee or contractor engaged in our activities involving the receival, production, handling, storage, transport and disposal of waste materials on our sites.

This Standard overarches the following waste materials, which have their own dedicated standards.

* Biological Hazards
* Asbestos
* Sewage
* Biosolids
* Trade Waste
* Chemicals and Hazardous Materials

**Out of Scope**

* When a principal contractor has been granted formal possession of a site whilst carrying out contracted work, it is the responsibility of the principal contractor to comply with the relevant waste management legislation and consult with our Engaging Officer to determine if their activities pose a risk to us (e.g., Contamination of our site or asset).

# Standard requirements

| **Requirements** | **Responsibility[[1]](#footnote-2)** | **Accountability[[2]](#footnote-3)** |
| --- | --- | --- |
| All priority waste generated by Wannon Water must be:   * Identified, Quantified and Classified (to be maintained in a **Waste Categories Register,** where applicable) * Recorded EPA **waste tracker** if **reportable priority waste** * Isolated and Contained * Communicated and Reported (where required) * Stored, and * Transported and disposed of   in accordance with the **Waste Management Plan[[3]](#footnote-4)**-Records must be kept. | **BM Operations**  BM Corporate Services  BM Maintenance  BM Asset Planning  BM Asset Creation  BM Asset Systems | GM Assets & Service Delivery |
| Assets and equipment purchased, built, installed, or modified must consider and control the risks associated with waste, generation, exposure, and release (e.g., Consider ease of disposal at end of life). | **Executive People & Resilience**  BM Asset Creation  BM Operations  BM Corporate Services | GM People & Business Services |
| Risks associated with waste must be managed in accordance with waste management principles (in line with the Circular Economy Act) - and the hierarchy of control, to our accepted levels, so far as reasonably practicable:   * Avoid generation of waste * Substitute for activities which produce less hazardous waste (e.g., water-based process instead of solvent based) * Reuse * Recycle * Recovery of energy and other resources from waste * Containing, isolating, or separating waste from people or the environment * Reduce exposure to waste using administrative controls (e.g., buying smaller package sizes of chemicals instead of bulk containers) * Reduce exposure using Personal Protective Equipment (PPE) * Disposal of Waste | **Executive People & Business Services**  Every BM | GM People & Business Services |
| Where there is a known or a reasonable likelihood that industrial waste (e.g., excavated soils) are contaminated, testing is required prior to removal from site or stockpiling of soils as per the **Waste Management Plan3**. | **BM Operations**  BM Asset Creation  BM Asset Systems  BM Maintenance  BM Corporate Services | GM Assets & Service Delivery |
| Where the identity of any other type of waste is unclear, and there is a likelihood it is contaminated, further work must be completed to classify it and confirm identification. | **BM Operations**  BM Asset Creation  BM Asset Systems  BM Maintenance  BM Corporate Services | GM Assets & Service Delivery |
| All waste/waste infrastructure should be clearly labelled and meet any relevant legislative requirements relating to the material (e.g., Asbestos waste labelling, chemical waste labelling/safety data sheets/transport placards). | **Executive People & Resilience**  BM Maintenance  BM Operations  BM Corporate Services  BM Asset Creation | GM People & Business Services |
| Hazardous waste material must only be handled by suitably trained persons who are qualified where required by legislation (e.g., Licenced asbestos waste removal). | **Executive People & Resilience**  BM Asset Creation  BM Maintenance | GM People & Business Services |
| PPE suitable for work being performed when working with waste must be identified and provided. It must be used correctly (e.g., fitted), and maintained (e.g., cleaned and stored) – according to the standards described in our procedures or equivalent system. | **Executive People & Resilience**  BM Corporate Services | GM People & Business Services |
| Where works require an Environmental Management Plan (EMP), including Construction Environmental Management Plans (CEMP’s), the waste management elements must clearly identify how the waste is being produced during the works and how it will be managed, including disposal, as per legislative requirements. | **BM Operations**  BM Maintenance  BM Asset Creation | GM Assets & Service Delivery |
| Decommissioning plans for licenced sites, must be prepared, maintained, and approved by the EPA prior to commencement of decommissioning - plans must be made available. | **BM Operations**  BM Asset Creation  BM Corporate Services | GM Assets & Service Delivery |
| All movements of reportable priority waste must be recorded and notified using the [EPA’s online waste tracker tool](https://www.epa.vic.gov.au/for-business/waste/waste-duties/reportable-priority-waste).  Contractors collecting waste must enter, generate, and provide a waste transaction record from the EPA waste tracker system. | **BM Operations**  BM Asset Creation  BM Asset Systems  BM Maintenance  BM Corporate Services | GM Assets & Service Delivery |
| All applicable licenses, permits and records associated with waste must be obtained, maintained, and available/located where required by legislation (e.g., Waste transport vehicle registration kept in vehicle). | **Information Services Manager**  BM Asset Creation  BM Operations  BM Maintenance | Chief Information Officer |
| All waste being transported must be contained to minimise the risks of exposure/contamination/uncontrolled release and meet applicable legislative requirements (e.g., material secured, approved vehicles/signage, transport permits/licences/registrations). | **Executive People & Resilience**  BM Operations  BM Maintenance  BM Corporate Services  BM Asset Systems  BM Asset Creation | GM People & Business Services |
| All industrial waste being disposed of from our sites and assets must be deposited and/or received at a lawful place (authorised premises). | **BM Operations**  BM Maintenance  BM Asset Creation BM Asset Systems | GM Assets & Service Delivery |
| All kerbside waste being disposed of from our sites and assets must be deposited and/or received at a lawful place (authorised premises). | **BM Corporate Services** | GM Community & Corporate Services |
| Incident and emergency events involving waste materials must be managed via the individual sites **Emergency Information Books (EIB’s), Emergency Management Plans**, specific **Contingency Plans**, procedures and/or **SDS**’s. | **Executive People & Resilience** | GM People & Business Services |
| A **Hazard Report** must be raised for any waste suspected of being a risk to human health or the environment. | **Executive People & Resilience** | GM People & Business Services |
| An **Incident Report** must be raised for any event involving the exposure to waste materials that has a risk to human health or the environment (e.g., human contact – drinking, touching, sprayed). | **Executive People & Resilience** | GM People & Business Services |
| Confirmed or suspected notifiable incidents involving waste material must be investigated, reported, and managed in accordance with the **Incident Response and Reporting Procedure** to ensure legislative requirements are met (EPA notifiable event, e.g., Sewage Treatment Plant licence breach WorkSafe notifiable event). | **Executive People & Resilience**  BM Operations | GM People & Business Services |
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# Training, Competence, and Awareness

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| **Requirement** | **Responsibility1** | **Accountability2** |
| All managers with Responsibilities & Accountabilities within this document must be made aware of this standard. | Executive People & Resilience | GM People & Business Services |

# Monitoring

| **Requirements** | **Responsibility1** | **Accountability2** |
| --- | --- | --- |
| Information required by legislation to demonstrate the lawful storage, transport and disposal of waste must be retained and available to the EPA on request. | **Information Services Manager**  BM Asset Creation BM Asset Systems  BM Operations  BM Maintenance  BM Corporate Services | Chief Information Officer |
| Environmental monitoring required by legislation or to manage risks due to waste to our accepted levels must be completed – with records kept (e.g., Monitoring required by EPA Operating licence). | **Information Services Manager**  BM Operations  BM Asset Creation BM Asset Systems  BM Maintenance | GM Assets & Service Delivery |
| Health monitoring required by legislation or to manage risks due to waste to our accepted levels must be completed – with records kept (e.g., Monitoring required by OHS Regulations). | Executive People & Resilience | GM People & Business Services |
| Compliance with and effectiveness of this standard must be verified at least every four years by including periodic audits in the Audit Program | Executive People & Resilience | GM People & Business Services |
| All records required by this standard must be maintained in our records management system – Content Manager | Information Services Manager | Chief Information Officer |

# Definitions

| Term | **Means** |
| --- | --- |
| BM | Branch Manager |
| Contractor | A person or company engaged to provide materials or work (construction, maintenance, service, supply, or operation) on a particular project or activity. This includes:   * Consultant - A person or company that provides professional expert advice. * Supplier * Labour Hire Company Performs outsourced work on a temporary basis, under the direction and control of Wannon Water. |
| CEMP | Construction Environmental Management Plan |
| Engaging Officer | The employee who has engaged the contractor to undertake the works. |
| EPA | Environmental Protection Authority |
| EPA Waste Tracker Tool | The EPA system to track the movement of reportable priority waste, it replaces waste certificates. |
| GM | General Manager |
| Industrial waste | Industrial waste is waste produced by any business. This includes commercial, industrial and trade activities, or from laboratories. (Industrial waste is NOT kerbside waste at the time of collection) |
| Kerbside Waste | The council collected waste services such as recycling, general waste and green waste. |
| Lawful place | A place which holds the correct EPA permission to store or dispose of the waste as defined by the Environment Protection Act and regulations. |
| Priority waste | Includes e-waste, liquid food and beverage processing waste, some industrial wastewaters, septic tank waste, shredder floc, treated timber. Priority waste can include solid and liquid waste, not exhaustive list, refer to Appendix A of EPA publication 1990 for a detailed list of waste types. |
| Reportable Priority Waste | Certain paints and resins, heavy metals and insecticides, not exhaustive list, refer to Appendix A of EPA publication 1990 for a detailed list of waste types. |
| Resource | Waste that has the capacity to be used/reused/recycled etc. instead of being deposited to land fill |
| Supervising staff member | Staff member responsible for or supervising activity that generates waste |
| Task Risk Assessment  (TRA) / Job Safety  Analysis (JSA) | Job Safety Analysis Procedure and eForm |
| Waste Categories Register | Our Waste Classification tool that lists what types of waste we produce, what class it is and what our duties are to manage it |

# Governance

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| **Parent policy/standard** | Zero Harm Policy |
| Associated procedures/standards | * Environmental Management Plan - Water Reclamation Plants & Reuse * Asbestos Standard * Chemicals & Hazardous Materials Standard * Contractor Management Standard * Trade Waste Management Policy * Job Safety Analysis Procedure * Hazard Reporting Procedure * Incident Management Procedure   Waste classification   * [How to classify waste (epa.vic.gov.au)](https://www.epa.vic.gov.au/for-business/waste/waste-classification/how-to-classify-waste) * [1968.1: Guide to classifying industrial waste (epa.vic.gov.au)](https://www.epa.vic.gov.au/about-epa/publications/1968-1) * [1827.2: Waste classification assessment protocol (epa.vic.gov.au)](https://www.epa.vic.gov.au/about-epa/publications/1827-2) * [1756.2: Summary of waste framework (epa.vic.gov.au)](https://www.epa.vic.gov.au/about-epa/publications/1756-2) * [1825.1: Waste and recycling - guide to preventing harm to people and the environment (epa.vic.gov.au)](https://www.epa.vic.gov.au/about-epa/publications/1825-1)   Waste soils  [Managing waste soil (epa.vic.gov.au)](https://www.epa.vic.gov.au/for-business/waste/waste-classification/managing-waste-soil)  Storage and EPA permissions (A17, A13b, A13c)   * [1799.2: Permissions scheme policy (epa.vic.gov.au)](https://www.epa.vic.gov.au/about-epa/publications/1799-2) * [1730: Solid storage and handling guidelines (epa.vic.gov.au)](https://www.epa.vic.gov.au/about-epa/publications/1730) * [1698: Liquid storage and handling guidelines (epa.vic.gov.au)](https://www.epa.vic.gov.au/about-epa/publications/1698)   Disposal to a lawful place  [Understanding lawful place (epa.vic.gov.au)](https://www.epa.vic.gov.au/for-business/waste/declaration-of-use/lawful-place)  Use of waste tracker  [Waste Tracker (epa.vic.gov.au)](https://www.epa.vic.gov.au/for-business/waste/transporting-waste/waste-tracker)  EPA determination s301 exemption for the application of fill material to land.  EPA publication: Soil sampling (IWRG702) |
| **Legislation mandating compliance** | * Environment Protection Act (2017), General Environmental Duty (GED) * Circular Economy (Waste Reduction and Recycling) Act 2021 |
| **Approval** | Executive Committee |
| **Owner** | GM Assets and Service Delivery |
| **Content enquiries** | Environmental Risk and Compliance Officer |

# Document version history

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| --- | --- |
| Version | Changes made to document |
| 1 | New document created as part of the new IMS Standard Framework. |
| 2 | * Re-worded Section 2 Out of scope: from “has taken legal ownership of a site” to “has been granted formal possession of a site”. |

1. The nominated person who is responsible for ensuring there is the system in place to meet a requirement (title in bold) or delivering a task to an acceptable level of performance. [↑](#footnote-ref-2)
2. The Executive are collectively accountable for the standard. The individual GM is the nominated person who will approve any capital / operating expense requests (within the Instrument of Delegation) and any material changes to current work practices to meet requirements of the standard. [↑](#footnote-ref-3)
3. The **Waste Management Plan** is still under development. Please liaise with the Environmental Risk and Compliance Officer in the interim. [↑](#footnote-ref-4)