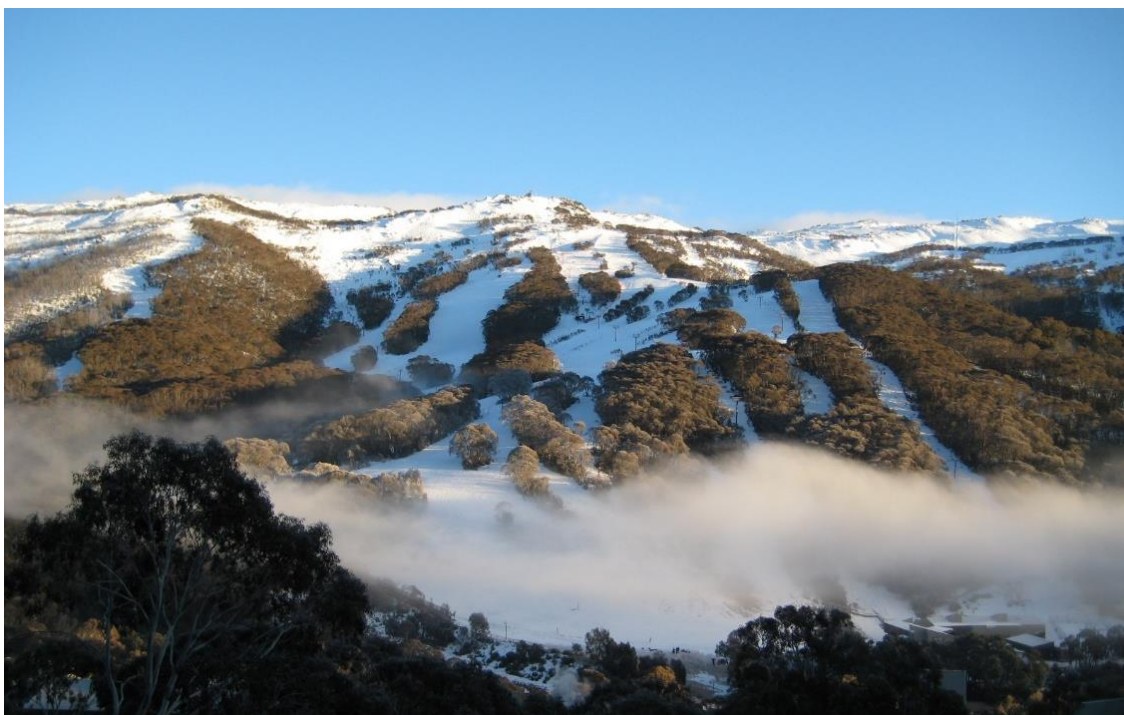




Waste Management Procedure



Version 2

Revised By: Andy Mudge – Environmental Coordinator

Date: 14 December 2022

Approved By: Euan Diver – Environmental Services Manager

Date: 12 January 2023

Contents

1 Introduction.....	3
1.1 Procedure Objectives.....	3
1.2 Document Limitations.....	3
1.3 Waste Management Hierarchy.....	4
1.4 Recording and Retention of Records.....	4
2 Comingled Recycling.....	5
2.1 Collection of Comingled Recycling.....	5
2.2 Return and Earn.....	5
2.3 Onward Management of Resource.....	6
3 Paper & Cardboard.....	7
3.1 Collection of Paper and Cardboard.....	7
3.2 Onward Management of Resource.....	7
4 Food Organics.....	8
4.1 Collection of Food Organics.....	8
4.2 Closed Loop Composting Summary.....	8
4.3 Onward Management of Resource.....	9
5 Soft Plastics.....	10
5.1 Collection of Soft Plastics.....	10
6 Textiles.....	11
6.1 Collection of Textiles.....	12
6.2 Onward Management of Resource.....	12
7 Green Waste.....	13
7.1 Collection and Processing of Green Waste.....	13
8 Snowsports Equipment.....	14
8.1 Collection of Snowsports Equipment.....	14
8.2 Onward Management of Resource.....	14

9	Hard Waste	15
9.1	Collection of Hard Waste	15
9.2	Onward Management of Resource.....	16
10	General Waste	17
10.1	Collection of General Waste	17
10.2	Onward Management of Resource.....	17
11	Specific Items & Charitable Drives	18
11.1	Collection of Specific Items	18
11.2	Onward Management of Resource.....	18
	Appendix A. Harmful Materials Disposal Procedure Contents	19

1 Introduction

Kosciuszko Thredbo (KT) operates in one of Australia's most beautiful and sensitive natural settings. The alpine and subalpine environments of Thredbo have international conservation significance and are valued by all Australians.

The natural resources provided to KT give us a major strategic advantage in business activities at Thredbo. This privilege also carries a responsibility for wise management. KT are committed to achieving and maintaining a leading position in sustainable alpine resort management.

While we have created this procedure, avoidance of waste generation is preferred in the first instance. Please take time to consider whether products, or waste-producing methods, can be altered and adapted to avoid the generation of waste (Section 1.3).

1.1 Procedure Objectives

This procedure has been prepared to formalise KT's waste management and handling processes. The majority of information included within this document has been generated from existing processes undertaken by KT staff and contractors.

The objectives of this document are to:

- describe waste streams generated by KT operations;
- detail the method of collection and disposal of each waste stream;
- minimise the environmental impacts of waste generation by KT operations through directing staff and contractors towards appropriate disposal and management of waste streams;
- give guidance to all departments regarding safe and appropriate waste disposal; and
- help improve KT's environmental performance by being a centralised source of waste management and recycling information.

This document is to inform all KT departments of the appropriate management methods for waste.

1.2 Document Limitations

This document is designed to give clear guidance on the management and disposal of waste generated by KT operations. However, it does not cover the handling and management of harmful materials or waste water.

1.2.1 Harmful Materials

The **Harmful Materials Disposal Procedure** is a parallel document and contains all information regarding the management and disposal of potentially harmful materials such as waste oils, fuels, e-waste, tyres, and others. Waste generators looking for information regarding the disposal of harmful materials are directed towards the **Harmful Materials Disposal Procedure**. All materials described in the document are detailed in Appendix A. Harmful Materials Disposal Procedure Contents

1.2.2 Waste Water

Management of waste water is not included within the scope of this document. Waste water generated from Thredbo village is directed to the on-site Sewage Treatment Plant (STP) where it is treated and subsequently released into the Thredbo River. The STP is operated under **EPA License 1599** with constant monitoring of key pollution parameters within the outflow of treated water. KT have a

Pollution Incident Response Management Plan (PIRMP) in place that is designed to cover waste water release incidents at the STP, and across the resort and Thredbo village.

1.3 Waste Management Hierarchy

Figure 1 shows a waste management hierarchy set out by the NSW Environmental Protection Authority (EPA). It details the steps used in waste management from most preferable to least preferable.



Figure 1. Waste management hierarchy as detailed by the NSW EPA

KT utilise this hierarchy across the business. Where waste can be avoided, this step is always preferable to waste generation. Additionally, if a product can be reused for a useful purpose by KT, or another entity, this again helps to reduce the volume of waste generated.

Recycling is the preferred option for waste that requires removal from Thredbo. There are developments being made in recycling technology across Australia which means that KT is constantly adapting to ensure that the best processes and avenues are found for each waste stream.

At present, KT does not undertake processes to recover energy or to treat waste. Waste is generally collected by type at the Waste Transfer Station (WTS) and removed from site to third-party businesses who process the material. The disposal of waste is the least preferable step of the waste hierarchy. Unfortunately, there are items that cannot currently be recycled safely or economically in Australia, therefore disposal is the final option.

1.4 Recording and Retention of Records

Thredbo has an obligation to report the generation, handling and disposal of waste to National Parks and Wildlife Service (NPWS) and to EarthCheck as part of our benchmarking and certification. To be able to verify our disposal methods, evidence is required in the form of receipts, tax invoice, log-book notes, and any other suitable documentation. The recording of the mass, or volume, of all shipments and pick-ups of materials is imperative to accurately measure KT's performance.

The Environmental Services department should be forwarded all records (including invoices) to ensure all data is tabulated and stored correctly. If specific records are unavailable at the time of waste removal, Environmental Services should be notified by the relevant dispatchers of material, in order to create a record and follow up on any missing data. Records will be kept on-file for a minimum of 24 months.

If any staff members or contractors are unsure of the requirements for recording waste removal, they should contact Environmental Services for information.

2 Comingled Recycling

Comingled recycling describes mixed container recycling, and includes:

- Glass containers (not broken)
- Aluminium cans
- Steel cans
- Plastic drinks bottles
- Plastic food containers (hard plastic)
- Plastic lids from coffee cups

Comingled bins are yellow across both internal and external areas of the village in order to keep a consistent visual representation of comingled waste disposal locations. Reusable yellow bags are utilised for recycling purposes for lodges around Thredbo village.



Figure 2. Comingled recycling guidance signage

Note: Paper and cardboard are not accepted by our recycling contractor as part of comingled recycling. Please see Section 3 for details regarding paper and cardboard recycling procedure. Any paper and cardboard that enters the comingled stream is classed as contamination by our contracted removal company.

2.1 Collection of Comingled Recycling

All comingled materials ought to be clean, and ideally, dry before adding to yellow comingled recycling bins. This is understandably not always possible where bins are in public locations. Lodge residents and owners are encouraged to separate their comingled recycling from general waste by using the reusable, yellow, Thredbo-branded recycling bags.

Comingled recycling bins within KT office spaces are the responsibility of staff using those spaces, and should be emptied into larger yellow-lid wheelie bins inside bin enclosures ready for pick up.

Environmental Services personnel either empty public bins or collect yellow recycling bags from lodge bin enclosures before transporting the contents to KT's WTS. Comingled materials are deposited into a dedicated container positioned at the WTS that is accessible to a collection vehicle. Collections are undertaken on an as-needed basis by the contracted recycling company.

2.2 Return and Earn

"Return and Earn" is a New South Wales Government initiative to collect drinks containers for recycling whilst providing a \$0.10 refund for each eligible container. Glass and plastic bottles, and metal cans are accepted under the scheme.

In July 2021, a "Return and Earn" scheme was implemented by a local café owner with the goal of directing the \$0.10 refund of each container towards local community groups. This utilises white wheelie bins with "Return and Earn" signage, located at Valley Terminal in Thredbo village, instead of the yellow-topped comingled recycling bins.

These bins are not the responsibility of KT and are being serviced, with the contents being removed from the area, by the business owner. Records of the disposal of these materials are not kept due to the differing method of recycling.

2.3 Onward Management of Resource

Comingled recycling is removed from Thredbo for further sorting and processing by Burchall's Transport and Recycling, Cooma. Any queries regarding comingled recycling collections and transport should be directed to KT's Environmental Services Department.

3 Paper & Cardboard

Contrary to the requirements of the local Snowy Monaro Regional Council, Paper and Cardboard (P&C) is identified as a separate stream of waste at Thredbo due to the sorting requirements of the disposal company. Items accepted in the collection are:

- Office paper
- Newspapers
- Cardboard boxes (flattened)
- Cardboard packaging
- BioBoard takeaway containers (clean)
- Paper takeaway bags (non-waxed)

The KT colour for P&C collection is blue (Figure 3). KT office spaces have internal blue-lid recycling bins for paper and card, whilst lodges are provided with reusable blue-and-white P&C recycling bags.



Figure 3. Paper and cardboard recycling guidance signage

At present no blue P&C bins are available in outdoor public spaces due to the need for this type of waste stream to remain dry for sorting purposes.

Note: thermal receipts, such as those from most retail shops, are not currently recyclable in Australia and must be placed into the general waste stream (Section 10).

3.1 Collection of Paper and Cardboard

P&C from KT offices is to be collected in bags and deposited into the correct areas within bin enclosures. Lodge and accommodation recycling bags are to be filled inside bin enclosures and kept inside and undercover for pick up. Large cardboard boxes are to be flattened and stored in the suitable covered bin enclosures.

Environmental Services personnel collect all P&C recycling and deposit the material at the WTS in a dedicated paper and cardboard container.

3.2 Onward Management of Resource

P&C is removed from Thredbo for further processing by Burchall's Transport and Recycling, Cooma. Any queries regarding P&C recycling collections and transport should be directed to KT's Environmental Services Department.

4 Food Organics

Food organic waste can be composted through KT's Closed Loop organics composting machine. Items able to be successfully composted are:

- Food scraps
- Egg shells
- Coffee grounds and tea leaves
- Raw and cooked meat and fish
- Small bones (e.g. chicken or fish bones)
- **AS4736 certified** food packaging, such as BioCane products, BioBag products, and Thredbo-branded coffee cups (finely shredded)



Figure 4. Food organics signage

The Closed Loop organics composting machine cannot accept:

- Plastic or metal
- "Biodegradable" cutlery
- Tea bags
- Large bones (e.g. tibs or T-bone)
- Oyster, Scallop, Mussel, Clam shells
- Cooking oil (check **Harmful Materials Disposal Procedure** for full details of safe disposal)
- "Green waste" (such as garden and woody material, see Section 7)

The KT colour for food organics bins and signage is maroon, to keep disposal locations and signage consistent across the village. If any questions arise regarding the composting of food organics, please contact the Environmental Services department.

4.1 Collection of Food Organics

Food organics are collected via individual locations likely to produce the waste. For example, KT-operated kitchens have organics caddies and bins *in-situ*, while office kitchenettes and lodges have caddies near food preparation areas. Each generation environment is different and requires a slightly differing initial collection processes. In general, food organics are collected into caddies with BioBag compostable liners in kitchens. These bags are then removed by the kitchen-users and deposited into larger brown organics wheelie bins inside bin enclosures.

KT Environmental Services personnel collect the large wheelie bins whilst on regular rounds of Thredbo village, and take them to the WTS for processing. Wheelie bins are then cleaned and returned to bin enclosures. The food organics are added to the Closed Loop organics composting machine located at the WTS. When a 120L bin-load of organic food waste is added to the Closed Loop machine, a record is kept of the date, time, and load in a log-book. This log-book is stored within an Environmental Services vehicle or the Village Lunch Room, and is digitally recorded periodically to aid with reporting.

4.2 Closed Loop Composting Summary

KT currently lease a Closed Loop CLO 300 Composter, that is installed at Thredbo's WTS. The composting machine allows the addition of up to 400kg of food organics waste per day. Compost is generated from organic waste after a period of 24-hours, and the machine generally requires emptying after a 7-day period.

The operational stages are summarised below:

- Food organics are introduced to the composting machine in 120L bin-loads, via the attached bin lift system.
- The composting chamber has internal rotating arms that agitate the organic material, and a heating jacket to help speed up the composting process.
- Naturally-occurring microorganisms present within the system aerobically break down the organic material within 24 hours.
- The tank is subsequently heated to high temperatures in order to pasteurise the material, helping to eliminate harmful pathogens and bacteria.
- Compost is then ready to be removed and utilised as a soil conditioner through a process of mixing and distribution.

This rapid method of material break-down is the reason large items such as bones and “green waste” cannot be introduced into the Closed Loop system. Closed Loop state that the composting process has been verified to produce material “free of pathogens and chemical contaminants, confirmed by independent testing in accordance with AS4454-2012.”

The compost, or “rapidly decomposed food waste”, is suitable for use on gardens and as a soil conditioner. Guidance is provided by Closed Loop regarding application rates and methods, as well as safety of users. More information can be found at closedloop.com.au/commercial-composter/.

4.3 Onward Management of Resource

No specific business is utilised to remove compost from Thredbo, rather, local individuals are able to collect the resulting compost for use within personal gardens. KT does not on-sell the compost or utilise it within the National Park.

In 2022, The Conscious Crop, a Jindabyne-based market garden, took the bulk of the generated compost.

KT’s Environmental Services Department should be contacted for questions regarding compost use and collection.

5 Soft Plastics

The recycling of soft plastics is currently a challenge in Australia.

Generally, soft plastics are described as packaging that can be scrunched up. This includes:

- Clear plastic packaging
- Bubble wrap
- Food wrappers with the REDcycle logo (such as chip bags, chocolate wrappers, etc.)
- Cellophane
- Zip-lock bags
- Document sleeves (with the white reinforcing strip removed)
- Clear pallet wrap (black pallet wrap cannot be included)



Figure 5. Soft plastics recycling signage

Orange is used as the visual colour for soft plastic recycling within KT.

5.1 Collection of Soft Plastics

As of November 2022, soft plastics are unable to be recycled in Thredbo due to the nationwide shutdown of the recycler – REDcycle. As the region's only avenue to recycle the resource, the collection of soft plastics is halted in Thredbo until such time as a new opportunity can be found.

6 Textiles

Textiles used by KT encompass a number of types, including staff uniforms and Thredbo Alpine Hotel (TAH) linen.

Recycling and disposal of textiles is complex due to the many types of material included in the composition of clothing items. There are several methods utilised by KT, with respect to the waste management hierarchy.

Re-use of Uniforms

Where possible the creation of waste is avoided by the re-use of staff uniforms for multiple years. If uniforms are in good condition, they will be redistributed to members of staff in similar roles. When uniforms come to the end of their life-span, they are dealt with depending on their material make up.

Re-use of TAH Linen

Linen from TAH that reaches the end of life for hotel use is provided to KT staff in KT-owned accommodation for use. Any linen items that are unable to be used for this purpose are stored for use as drop sheets for internal painting projects or similar.

Re-use as Rags

A number of departments require rags during normal operation, predominantly the Engineering department. Where uniforms cannot be re-used by other team members they are cut down to useful sizes and utilised as rags alongside TAH linen that cannot be re-used. Suitable materials for rag creation are as follows:

- Full-zip fleeces (zips removed and cut into suitable rag sizes)
- ¼ zip skivvies (zips removed and cut into suitable rag sizes)
- Cotton t-shirts (cut into suitable rag sizes)
- High-vis shirts (buttons removed and cut into suitable rag sizes)

Re-use for Heat the Homeless

Heat the Homeless is an initiative by XTM, which supply much of KT's winter uniform, to donate good quality jackets to homeless individuals across Australia. Ex-rental jackets and other usable jackets from KT staff uniform are de-branded and packed for shipping to Heat the Homeless. Jackets must be in good condition and suitable for continued use outside of the business. The Retail department leads the packaging of jackets for this initiative.

For further information contact the Retail department or visit xtm.com.au/heat-the-homeless.

Recycling to Upparel

Upparel is a Melbourne-based textile recycling company that utilises old clothes to make new products. Their recycling process shreds and re-uses suitable textiles in order to make fillings for sofas, among other uses. KT uniforms that cannot be de-branded, and outerwear that is too damaged to send to Heat the Homeless are cleaned and packed ready for transport to Upparel. Currently, Upparel packaging and organisation is undertaken by the Retail department.

For further information contact Retail or visit upparel.com.au/.

Disposal

The least preferable option for old or damaged uniforms and textiles is disposal. This requires the material to be added to the general waste and removed from Thredbo to landfill. This option is only undertaken when all other re-use and recycling options have been exhausted.

6.1 Collection of Textiles

Currently, the collection of textiles is led by the Retail department. Items are sorted by type and by their preferred destination (re-use, rags, or recycling).

Uniform items being re-used are returned from the staff member to their department for storage and redistribution.

Items for rags are collected together, ready for cutting into suitable sizes.

Outerwear to be sent to heat the homeless is cleaned, packaged and stored ready for transport to Heat the Homeless in the late-summer/autumn.

Recycling via Upparel is undertaken in the autumn. Materials to be recycled are cleaned, bagged, and stored in order to efficiently send one load to Upparel per year.

Note: KT is undertaking a review of the textiles re-use and recycling process in order to streamline the methods of collection and storage so that a greater percentage of textiles can avoid disposal to landfill.

6.2 Onward Management of Resource

The details of the two companies that KT send textile material to are shown below. KT organises and pays for freight to send packages and pallets to these companies.

Details are as follows:

Heat The Homeless / XTM

Email: hth@xtm.com.au

Upparel

Phone: 1300 215 339

3 Phoenix Court

Email: hello@upparel.com.au

Braeside VIC 3195

7 Green Waste

Green waste is the term used to describe organic waste that is not food-based. This can include tree branches, garden clippings, fallen leaves, and similar.

This waste cannot be included with our food organics collection (Section 0) due to the rapid decomposition method of composting the food organics. Wood-based green waste is too difficult to compost in that manner.

Green waste produced by KT and sub-lessees can be sorted into two categories:

- Native Green Waste
- Non-native Green Waste

Due to KT's location within Kosciuszko National Park, the two types of green waste are dealt with using different methods.

7.1 Collection and Processing of Green Waste

Native Green Waste

The majority of green waste from within Thredbo is produced by native flora. This is collected together by the individual undertaking the clearing/cleaning and transported to the WTS. Here, the material is chipped to create mulch for use around Thredbo village on gardens, etc. This process allows the biological material to remain within the National Park and to return to the soil upon break-down.

KT transports native green waste to the WTS. Sub-lessees are encouraged to contact Environmental Services to arrange collection of native green waste material for mulching.

Non-native Green Waste

Some non-native plants are present within gardens around Thredbo and within some sub-leased plots. This green waste is not suitable for mulching on gardens and so it is required to be removed from the National Park to be disposed of at Jindabyne Regional Waste Management Facility.

It is the responsibility of the non-native green waste generator to organise the removal of the waste from the National Park.

8 Snowsports Equipment

Snowsports equipment has traditionally been a difficult stream to recycle due to the composite materials of products and the specialised nature of the items. However, in August 2022 Thredbo joined the Game On Recycling snowsports equipment recycling pilot program. This is a joint program being run by Amer Sports and the Australia New Zealand Recycling Platform (ANZRP). Applicable items that can be included within the pilot scheme are:

- Skis (with and without bindings)
- Snowboards (with and without bindings)
- Ski Poles
- Ski Boots
- Snowboard Boots
- Helmets
- Goggles
- Toboggans

The Game On Recycling pilot program accepts both damaged and undamaged equipment, with the goal to understand the opportunities in splitting up component parts and for re-using the resulting resources.

Waste snowsports equipment is often generated as a result of broken equipment through use, or lost items being found when snow melts. Some equipment items will be replaced due to age and components becoming unsafe for use prior to them breaking. KT operates a large rental department where stock undergoes various levels of use across the winter season, with some stock invariably being damaged beyond repair. Where rental equipment from other providers is discovered in Thredbo, efforts will be made to return this to the external provider for re-use, rather than the items being added to the recycling load.

8.1 Collection of Snowsports Equipment

All snowsports equipment for recycling should be positioned in, or adjacent to, bin enclosures ready for pick-up by Environmental Services. If a pick up is required from a venue, such as a rental shop, Environmental Services should be contacted in order to schedule a pick up. Equipment is transferred to a storage container at the WTS, ready for bulk off-site transport. Data on the total number of snowsports items for recycling is collected by the Environment Coordinator for reporting purposes.

8.2 Onward Management of Resource

In October 2022, all snowsports equipment was transferred to The Station Resort, Jindabyne, to join a bulk load being collected by the organisers of the Game On Recycling pilot scheme.

Any queries regarding snowsports equipment recycling collections and transport should be directed to KT's Environmental Services Department.

9 Hard Waste

Hard waste is a broad term encompassing waste streams that cannot be classified under any other waste type documented in this procedure.

This includes materials such as:

- Mixed building waste (for Asbestos, please see **Harmful Materials Disposal Procedure**)
- Timber
- Metals
- Furniture
- Mattresses
- White Goods (for white goods containing refrigerant, please see **Harmful Materials Disposal Procedure**)

9.1 Collection of Hard Waste

Generally, Environmental Services personnel collect hard waste on an as needed basis, whenever there is hard waste produced. KT-generated hard waste is removed from the village to the WTS by Environmental Services personnel or contractors with suitable equipment for moving the waste.

Hard waste produced by sub-lessees, such as lodge owners, is to be removed from the village safely, and by suitable means, at the generator's expense.

9.1.1 Mixed Building Waste

This can be generated by construction and renovation activities in Thredbo village. If skip bins are not utilised at the construction site, mixed building waste can be transported to the WTS where it will be collected and removed by suitable contractors.

9.1.2 Timber

Large timber items (such as freight pallets) can be left in safe/suitable locations at lodges/workshops for collection by Environmental Services. Timber is stored outside at the WTS ready for removal by suitable contractors.

9.1.3 Metals

Both ferrous and non-ferrous metal waste is produced by KT activities. Ferrous metals (such as iron and steel) are to be safely placed at the nearest waste pick-up point in Thredbo, followed by contact with Environmental Services to arrange pick up of the items. The ferrous scrap is taken to the WTS to be stored until a large-enough load is ready for off-site removal. Non-ferrous items (such as aluminium, copper, zinc, etc) are to be directed to the Engineering Workshop at Valley Terminal for collection by type and subsequent removal from site.

9.1.4 Furniture

Items of damaged or unwanted furniture are collected by Environmental Services personnel and transferred to the WTS. Items are generally composed of wood or metal, and are sorted into timber or ferrous metal recycling. These recycling streams are then picked up by the appropriate removal company. Furniture items should be positioned in, or adjacent to, bin enclosures, and the Environmental Services department contacted for removal.

9.1.5 Mattresses

In the event of mattress disposal, Environmental Services are to be contacted to arrange collection. The items should be left outside in a safe place that offers no obstruction to traffic. Mattresses are taken to the WTS, and ultimately to Jindabyne Regional Waste Management Facility for recycling.

9.1.6 White Goods

White goods produced through end-of-life replacements, are classified as hard waste. However, items such as fridges and freezers, contain refrigerant chemicals and therefore are included within the **Harmful Materials Disposal Procedure**. Inert white goods, such as washing machines and dishwashers are collected by Environmental Services personnel and taken to the WTS for storage prior to off-site removal.

9.2 Onward Management of Resource

9.2.1 Mixed Building Waste & Timber

The primary business utilised for removing mixed building waste and timber is Snowy Mountains Sand and Gravel/Kraft Earthmoving. These are two businesses operated by the same company and provide haulage trucks and loading equipment for oversized hard waste. Other similar local haulage business can be used to remove this waste when needed.

Any queries regarding collection and transport of mixed building waste and/or timber should be direct to KT's Environmental Service Department.

9.2.2 Metals

Burchall's Recycling is the primary contact for ferrous scrap metal removal from Thredbo, the company will pick up large loads of scrap as part of their service. Any queries regarding metal recycling collections and transport should be direct to KT's Environmental Service Department.

9.2.3 Furniture, Mattresses & White Goods

These items are to be taken to Jindabyne Recycling Centre for safe disposal or recycling. The contact details are as follows:

Jindabyne Regional Waste Management Facility Phone: 02 6457 1062
6013 Kosciuszko Road
Jindabyne NSW 2627

10 General Waste

General waste is the term used to describe waste that cannot be recycled or re-used and is therefore destined for landfill disposal.

In Thredbo, general waste bins are visually depicted with their red lids and red signage (Figure 6). General waste bins can be found in:

- Indoor offices
- Indoor food courts
- Outdoor public places
- Lodge and KT-owned kitchens
- Bin enclosures



Figure 6. General waste signage

Due to general waste being destined for landfill, all other methods of re-use or recycling of items should be explored prior to material being added to the general waste stream, as per the waste management hierarchy (Section 1.3).

10.1 Collection of General Waste

Collection of general waste is undertaken by Environmental Services personnel whilst on regular cycles of village waste collections.

KT staff in office spaces or KT-owned venues must collect general waste in secure bags and transport it to larger red-topped bins inside KT bin enclosures. Environmental Services personal are not required to enter indoor spaces in order to remove general waste.

Lodge owners and guests are required to remove general waste, in secure bags, to their respective lodge bin enclosures. From here, Environmental Services personnel remove general waste.

All general waste is taken to the WTS where it is added to a compacter container bin ready for pick up and removal from Thredbo.

10.2 Onward Management of Resource

General waste is removed from Thredbo by Burchall's Transport and Recycling, and taken to Cooma Landfill facility. Any queries regarding general waste collections and transport should be directed to KT's Environmental Services Department.

11 Specific Items & Charitable Drives

From time to time certain items can be collected for specific charitable drives and not-for-profit entities. These can include items such as:

- Plastic bottle tops
- Aluminium foil
- Mobile phones

11.1 Collection of Specific Items

Generally, items for not-for-profit charitable drives are collected at the Environmental Services office at Valley Terminal. Each drive, or item, will require specific collection method and transport to the chosen not-for-profit entity, so collection methods will differ.

Communication of charitable drives will be undertaken via the KT Workplace noticeboard, via staff email, and through word-of-mouth within departments. Staff across KT are encouraged to contact the Environmental Services department if they would like to start a company-wide collection of a specific item for a not-for-profit drive.

11.2 Onward Management of Resource

Currently old mobile phones are collected at the Environmental Services office before packaging and shipping to PhoneCycle, a project that recycles the material and donates profits to Children's Hospitals, among other recipients.

In May 2022, plastic bottle caps were cleaned, sorted by colour, and taken to Canberra's Lids4Kids drop-off location as shown below. From there, the plastic is recycled and formed into new products, such as furniture for schools.

PhoneCycle Pty Ltd
2/290 Blackburn Road
Doncaster East VIC 3109

Phone: 1300 759 889
Email: collections@phonecycle.com.au

Lids4Kids Donation – CPBS
194 Gladstone Street
Fyshwick ACT 2609

Appendix A. Harmful Materials Disposal Procedure Contents

The **Harmful Materials Disposal Procedure** is a “sister” document to this Waste Management Procedure, which details the types of harmful waste that could be generated in Thredbo. In this case, the definition of harmful materials is defined as those materials which pose a threat to environmental or personal health and safety.

The list of materials included is as follows:

- Asbestos;
- Automotive Fuel;
- Automotive Oil;
- Batteries (Household and Vehicle);
- Chemicals;
- Cooking Oil;
- E-Waste;
- Fluorescent Globes;
- Glycol;
- Paint;
- Rubber;
- Toner Cartridges;
- Tyres;
- White Goods Containing Refrigerant.