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<i>waste management plans for all urban developments</i>	

## WASTE MANAGEMENT PLAN

**Proposed Development:  
12-20 Victoria Crescent, Abbotsford, Victoria**

**Prepared for:  
CPG Office 1 Pty Ltd**

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### WASTE MANAGEMENT SUMMARY

- The operator, as defined below, shall be responsible for managing the waste system, and for developing and implementing adequate safe operating procedures.
- Waste shall be stored within the development (hidden from external view).
- Users shall sort their waste, and dispose garbage and recyclables into collection bins.
- Waste shall be collected on the laneway. The collection contractor shall transfer bins between the Bin Store and the truck.
- A private contractor shall provide waste collection services.

### GLOSSARY

**Operator:** refers to the Building Management, who shall manage site operations (via cleaners, staff and contractors, if required).

**User:** refers to commercial tenants, who shall utilise the waste system.

# **1 SPACE AND SYSTEM FOR WASTE MANAGEMENT**

## **1.1 Development Description and Use**

This development shall consist of commercial tenancies (floor-areas are stated in Table 1, below).

## **1.2 Estimated Garbage and Recycling Generation**

The following table summarises the waste estimate (m<sup>3</sup>/week):

Table 1: Waste Estimate

<b>Waste Source</b>	<b>Base Qty (est.)</b>	<b>Garbage</b>	<b>Commingled Recycling</b>
Offices	area (m <sup>2</sup> ) = 12079	8.46	9.06
Café	area (m <sup>2</sup> ) = 102	1.07	0.57
Café/Restaurant	area (m <sup>2</sup> ) = 85	1.68	0.57
<b>TOTAL (m<sup>3</sup>/wk)</b>		<b>11.21</b>	<b>10.21</b>

Note: Waste figures are based on adjusted Sustainability Victoria Guidelines.

## **1.3 Collection Services**

Municipal services would be insufficient as these are limited to a pair of weekly wheelie bins per tenement. Therefore, a private contractor shall be engaged to collect waste. The operator shall choose a waste collection provider, negotiate a service agreement and pay for these services.

### Notes:

- Every rateable tenement is liable to pay for municipal charges irrespective of the level of collection services provided by Council.
- Thirty days prior to occupation, the operator shall organise a site meeting with Council's Waste Management Coordinator and demonstrate adequate implementation of this Waste Management Plan.

## **1.4 Location, Equipment and System Used for Managing Waste**

The waste management system is summarised as follows:

- Tenancy receptacles at internal areas.
- Bin Store located at Ground Level.
- Collection bins (kept within the Bin Store - refer to Table 2).

The various collection waste-streams are summarised as follows:

Garbage: General waste shall be placed in tied plastic bags and stored within bins.

Recycling: All recyclables shall be commingled into a single type of collection bin (for loose paper, cardboard, glass, aluminium, steel and plastics).

Green Waste: Garden organics shall be collected and disposed by the future landscape maintenance contractor.

Compost: At this development, composting is considered impractical, as there would be minimal onsite demand for compost.

Office Waste:

- For the security of information printed on waste paper (intellectual property, sensitive material, and/or personal details), paper bins shall remain within each office (adjacent the photocopier or in the stationery cupboard) until transferred to a secured collection point (or swapped in-situ by a shredding/recycling contractor). Alternatively, office managers may utilise a paper shredder and dispose waste into the recycling bins (kept within the Bin Store).
- Office managers shall store spent printer/toner cartridges until collected for recycling by the cartridge supplier.
- Office managers shall encourage the recycling of electronic waste (computers and printers). The computer supplier or a suitable contractor shall be engaged to recycle/reuse outgoing units when supplying new ones.

Other Waste Streams: The disposal of hard/electronic/liquid and other wastes (polystyrene, batteries, paint, chemicals and detox items, etc), shall be organised with the assistance of the operator.

The following table summarises bin quantity/capacity, collection frequency and area requirements (based on Table 1):

**Table 2: Bin Schedule and Collection Frequency**

Waste Source	Waste Stream	Bin Qty	Bin Litres	Collections per Week	Net Area m <sup>2</sup>
Whole Development (shared private bins)	Garbage	5	1,100	2	8.0
	Recycling	5	1,100	2	8.0
	Hard/Other Waste	-	-	At Call	2.0
<b>Net Waste Storage Area (excludes circulation), m<sup>2</sup>:</b>					<b>18.0</b>

Notes:

- Private bins shall be sourced by the operator (either purchased from a supplier or leased from the collection contractor).
- Subject to stakeholders' preference/capability (and as built constraints), bin sizes and quantities can be changed. Also, recyclables can be either commingled or split into bins for separate recycling streams.

**1.5 Planning Drawings, Waste Areas and Management of the Waste System**

The plans illustrate sufficient space for onsite bin storage, as required by the above schedule.

Notwithstanding the above, collection days shall be staged appropriately, and the operator shall stipulate procedures for effective management of the available space.

## 1.6 Collection Bin Information

The following bins shall be utilised (see Sect. 4.4 for signage requirements):

Table 3: Bin Details

Capacity (litres)	Height (mm)	Width (across front, mm)	Depth (side on, mm)	Empty Weight (kg)	Average* Gross Weight (kg)
1100	1330	1240	1070	65	210

Notes:

- \* = Average Gross Weight is based on domestic waste studies (which vary subject to locality and waste-type). Expect greater weight for wet or compacted waste.
- Use the above details as a guide only – variations will occur. The above is based on Sulo plastic (HDPE) flat-lid bins.
- For 1100L bins, flat lids are recommended (instead of dome lids). However, the operator shall consult with the waste collection contractor to specify and select the appropriate lid.

Table 4: Yarra Colour Coding

Bin	Garbage	Commingled Recycling
Lid	Green	Yellow
Body	Green	Green

Note: For private bins, AS4123.7 bin colours can be adopted. Private bins shall be labelled to identify the waste generator and site address.

## 2 ACCESS FOR USERS, COLLECTORS AND COLLECTION VEHICLES

### 2.1 User Access to Waste Facilities

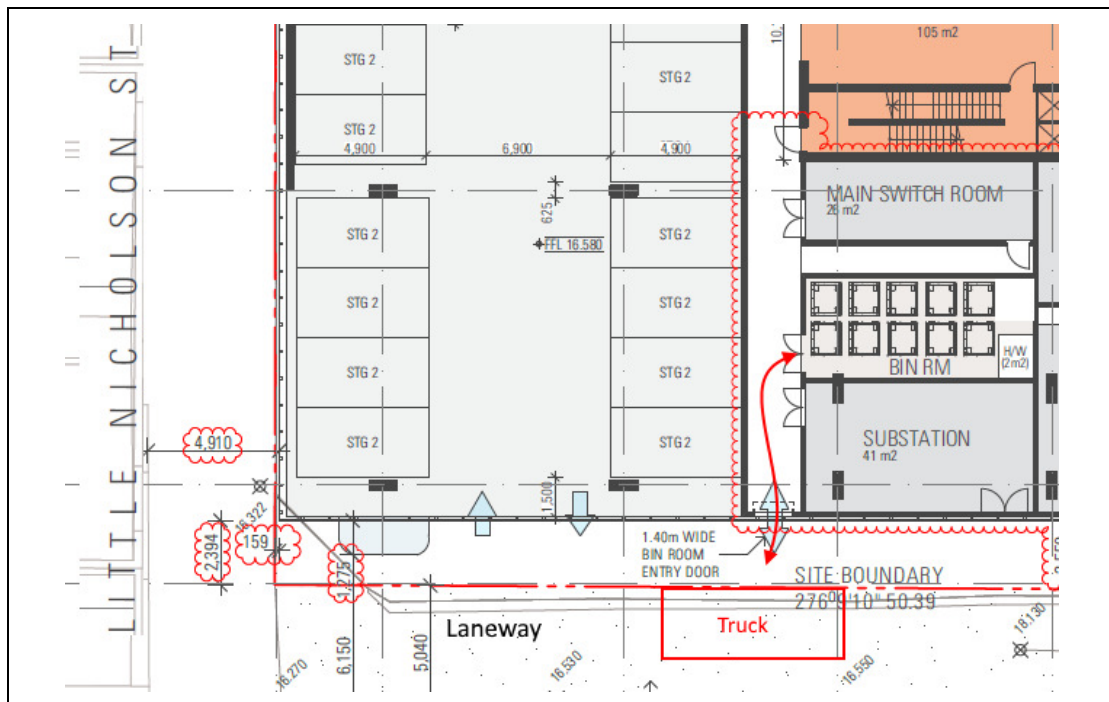
Users shall transfer waste from the internal receptacles to the bins located within the Bin Store (if required, using a suitable trolley and the lift).

**Note:** The operator shall ensure the orderly-filling of bins to avoid a higher number of partially-filled ones, rotating the bins so that users are able to reach them. Also, the operator shall ensure that bins are not overloaded.

### 2.2 Collection Arrangements and Access to Waste Facilities

- A private contractor shall collect waste on the laneway.
- Collection staff shall have access to the Bin Store, and transfer bins to the truck and back to the store.
- The waste collection shall be carried-out by rear-lift vehicles (nom. 6.4m long, 2.1m high and 6.4 tonnes gross vehicle mass, needing a 2.5m high clearance when collecting 1100L bins).

The collection point is illustrated as follows:



#### Notes:

- For improved safety, waste collections and bin transfers shall be carried-out during off-peak traffic periods.
- The project's traffic engineer shall provide traffic management information.

### **3 AMENITY, LOCAL ENVIRONMENT AND FACILITY DESIGN**

#### **3.1 Noise Minimisation Initiatives**

- Collection bins shall feature rubber wheels for quiet rolling during transfers.
- Waste areas shall meet BCA and AS2107 acoustic requirements.
- Local laws shall be observed for all operations in public and private areas.
- As specified in Council's Local Law No. 3, waste shall not be collected between: 8pm Sunday and 7am the following Monday; 8pm on any day between Monday and Friday inclusive and 7am on the following day; or 8pm any Saturday and 9am the following Sunday. Also, the waste collector shall protect the acoustic amenity by minimising noise during the collection.

#### **3.2 Litter Reduction and Prevention of Stormwater Pollution**

The operator shall be responsible for:

- Promoting adequate waste disposal into the bins (to avoid waste-dumping).
- Securing the waste areas (whilst affording access to users/staff/contractors).
- Preventing overfilled bins, keeping lids closed and bungs leak-free.
- Abating any site litter, and taking action to prevent dumping and/or unauthorised use of waste areas.
- Requiring the collection contractor to clean-up any spillage that might occur when clearing bins.

The above will minimise the dispersion of site litter and prevent stormwater pollution, (thus avoiding impact to the local amenity and environment).

#### **3.3 Ventilation, Washing and Vermin-Prevention Arrangements**

Waste areas shall feature:

- Ventilation in accordance with Australian Standard AS1668.
- Tight-fitting doors (all other openings shall have vermin-proof mesh or similar).
- Impervious flooring (also, smooth, slip-resistant and appropriately drained).
- A graded bin wash area, hosecock, hose and a suitable floor-waste connected in accordance with relevant authority requirements (alternatively, the operator shall engage a contractor to conduct off-site bin washing). The bin and wash areas may overlap, as stored bins can be moved so that a bin can be washed.

The operator shall regularly clean waste areas/equipment. Also, access doors and bin-lids shall be kept closed.

### **3.4 Design and Aesthetics of Waste Storage Areas and Equipment**

Waste shall be placed within collection bins and stored in designated onsite areas (hidden from external view). Following waste collection activities, bins shall be returned to the storage areas as soon as practicable.

Waste facilities shall be constructed of durable materials and finishes, and maintained to ensure that the aesthetics of the development are not compromised. These facilities and associated passages shall be suitably illuminated (this provides comfort, safety and security, to users, staff and contractors). Access doors shall feature keyless opening from within.

The design and construction, of waste facilities and equipment, shall conform to the Building Code of Australia, Australian Standards and local laws.



## **4 MANAGEMENT AND SUSTAINABILITY**

### **4.1 Waste Sorting, Transfer and Collection Responsibilities**

Garbage shall be placed within tied plastic bags prior to transferring into collection bins. Cardboard shall be flattened, and recycling containers un-capped, drained and rinsed prior to disposal into the appropriate bin. Bagged recycling is not permitted.

Refer to Section 2 for waste transfer requirements and collection arrangements.

### **4.2 Facility Management Provisions to Maintain & Improve the Waste System**

The operator shall manage site operations (refer to the glossary in page 2).

It shall be the responsibility of the operator to maintain all waste areas and components, to the satisfaction of users, staff and the relevant authority (users shall maintain their internal waste receptacles).

The operator shall ensure that maintenance and upgrades are carried-out, on the facility and components of the waste system. When required, the operator shall engage an appropriate contractor to conduct services, replacements or upgrades.

### **4.3 Arrangements for Protecting Waste Equipment from Theft and Vandalism**

It shall be the responsibility of the operator to protect the equipment from theft and vandalism. This shall include the following initiatives:

- Secure the waste areas.
- Label the bins according to property address.
- The collection contractor shall transfer bins between the site and the truck (bins shall not be placed on the street for collection).

### **4.4 Arrangements for Bins/Equipment Labelling, and Ensuring Users and Staff are Aware of How to Use the Waste System Correctly**

- The operator shall provide appropriate signage for the bins. Signage is available at the following internet address: [www.sustainability.vic.gov.au](http://www.sustainability.vic.gov.au).
- The operator shall publish/distribute “house rules” and educational material to:
  - Inform users/staff about the waste management system and the use/location of the associated equipment (provide the summary in page 2 of this report).
  - Improve facility management results (lessen equipment damage, reduce littering and achieve cleanliness).
  - Advise users/staff to sort and recycle waste with care to reduce contamination of recyclables.

#### **4.5 Sustainability and Waste Avoidance/Reuse/Reduction Initiatives**

The *Environment Protection Act 1970* includes principles of environment protection and guidance for waste management decision making. Also, the *Sustainability Victoria Act 2005* established Sustainability Victoria as the statutory authority for delivering programs on integrated waste management and resource efficiency.

From a design perspective, the development shall support the acts by providing an adequate waste system with ability to sort waste.

The operator shall promote the observance of the acts (where relevant and practicable), and encourage users and staff to participate in minimising the impact of waste on the environment. For improved sustainability, the operator shall consider the following:

- Observe the waste hierarchy in the *Environment Protection Act 1970* (in order of preference): a) waste avoidance, b) reuse, c) recycle, d) recovery of energy, e) treatment, f) containment and g) disposal.
- Peruse the Sustainability Victoria website: [www.sustainability.vic.gov.au](http://www.sustainability.vic.gov.au).
- Participate in Council and in-house programs for waste minimisation.
- Establish waste reduction and recycling targets; including periodic waste audits, keeping records and monitoring of the quantity of recyclables found in landfill-bound bins (sharing results with users/staff).

#### **4.6 Waste Management Plan Revisions**

For any future appropriate Council request, changes in legal requirements, changes in the development's needs and/or waste patterns (waste composition, volume or distribution), or to address unforeseen operational issues, the operator shall be responsible for coordinating the necessary Waste Management Plan revisions, including (if required):

- A waste audit and new waste strategy.
- Revision of the waste system (bin size/quantity/streams/collection frequency).
- Re-education of users/staff.
- Revision of the services provided by the waste collector(s).
- Any necessary statutory approval(s).

## **5 SUPPLEMENTARY INFORMATION**

- The operator shall ensure that bins are not overfilled or overloaded.
- Waste incineration devices are not permitted, and offsite waste treatment and disposal shall be carried-out in accordance with regulatory requirements.
- For bin traffic areas, either level surfaces (smooth and without steps) or gentle ramps are recommended, including a roll-over kerb or ramp. Should ramp gradients, bin weight and/or distance affect the ease/safety of bin transfers, the operator shall consider the use of a suitable tug.
- The operator and waste collector, shall observe all relevant OH&S legislation, regulations and guidelines. The relevant entity shall define their tasks and:
  - Comply with Worksafe Victoria’s Occupational Health and Safety Guidelines for the Collection, Transport and Unloading of Non-hazardous Waste and Recyclable Materials (June 2003).
  - Assess the Manual Handling Risk, and prepare a Manual Handling Control Plan for waste and bin transfers (as per regulatory requirements and Victorian COP for Manual Handling).
  - Obtain and provide to staff/contractors equipment manuals, training, health and safety procedures, risk assessments and adequate personal protective equipment (PPE) to control/minimise risks/hazards associated with all waste management activities. As a starting point, these documents and procedures shall address the following:

<b>Task (to be confirmed)</b>	<b>Hazard (TBC)</b>	<b>Control Measures (TBC)</b>
Sorting waste and cleaning the waste system	Bodily puncture. Biological & electrical hazards	Personal protective equipment (PPE). Develop a waste-sorting procedure
Bin manual handling	Sprain, strain, crush	PPE. Maintain bin wheel-hubs. Limit bin weight. Provide mechanical assistance to transfer bins
Bin transfers and emptying into truck	Vehicular strike, run-over	PPE. Develop a Hazard Control Plan for transfers and collections. Maintain visibility. Use a mechanical bin-tipper
Truck access (reversing and manoeuvring)	Vehicular incident, strike, run-over	PPE. Use a trained spotter. Develop a truck-manoeuving and traffic-control procedure

Note: The above shall be confirmed by a qualified OH&S professional, who shall also prepare site-specific assessments, procedures and controls (refer to Section 6).

## **6 CONTACT INFORMATION**

**City of Yarra** (local Council), ph 03 9205 5555

**iDump** (private waste collector), ph 1300 443 867

**Kartaway** (private waste collector), ph 1300 362 362

**Waste Wise Environmental** (private waste collector), ph 03 9359 1555

**Recall SDS** (office paper recycler), ph 1300 366 011

**Paper To Paper Australia** (office paper recycler), ph 1300 727 377

**Eco-Safe Technologies** (odour control equipment supplier), ph 03 9706 4149

**FJP Safety Advisors Pty Ltd** (OH&S consultant), ph 03 9255 3660

**Electrodrive Pty Ltd** (tug & trailer supplier – for bin transfers), ph 1800 033 002

**Warequip** (tug supplier – for bin transfers), ph 1800 337 711

**Sabco Commercial** (supplier of cleaner's trolleys), ph 1800 066 522

**Sulo MGB Australia** (bin supplier), ph 1300 364 388

**One Stop Garbage Shop** (bin supplier), ph 03 9338 1411

Note: The above includes a complimentary listing of contractors and equipment suppliers. The stakeholders shall not be obligated to procure goods/services from these companies. Leigh Design does not warrant (or make representations for) the goods/services provided by these suppliers.

## **7 LIMITATIONS**

The purpose of this report is to document a Waste Management Plan, as part of a Planning Permit Application.

This report is based on the following conditions:

- Operational use of the development (excludes demolition/construction stages).
- Drawings and information supplied by the project architect.
- The figures presented in this report are estimates only. The actual amount of waste will depend on the development's occupancy rate and waste generation intensity, the user's disposition toward waste and recycling, and the operator's approach to waste management. The operator shall make adjustments, as required, based on actual waste volumes (if the actual waste volume is greater than estimated, then the number of bins and/or the number of collections per week shall be increased, STCA).
- This report shall not be used to determine/forecast operational costs, or to prepare feasibility studies or to document operational/safety procedures.