



# Leigh Design

waste management plans for all urban developments

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# Waste Management Plan



**Proposed Development: Proposed Learning Area at  
20 Wattle Valley Road, Belgrave Heights, Victoria**

**Prepared for:  
Belgrave Heights Christian School**

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## Document Control

Report Date: 27 May 2024 (supersedes all prior reports)

Prepared By: [REDACTED] BEng (Mech), MEng (Env)

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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 safe operating procedures.
- Waste shall be stored within the development (hidden from external view).
- Users shall place sorted waste into designated collection bins.
- Waste shall be collected on Wattle Valley Rd. The Operator shall transfer collection bins between the building and kerbside.
- Council shall provide waste collection services.

**GLOSSARY**

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

**User:** refers to occupants and site staff, who shall utilise the waste system.

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

### **1.1 Development Description and Use**

This development shall consist of the addition of a Learning Area to the existing school (refer to Table 1).

Note: The existing waste system shall be adjusted to accommodate added waste from the proposed component by increasing the net waste storage and collection capacity required to cater for the additional areas and uses proposed. Consequently, current uses and the overall school waste system are excluded from this report.

### **1.2 Estimated Waste 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>
Proposed Learning Area	area (m <sup>2</sup> ) = 1601	0.21	0.21
<b>TOTAL (m<sup>3</sup>/wk)</b>		<b>0.21</b>	<b>0.21</b>

Note: Waste figures are based on adjusted Sustainability Victoria Guidelines, on extrapolated waste figures from the existing school and on information from similar facilities.

### **1.3 Collection Services**

As per current practice, Municipal services shall be provided.

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

The waste management system is summarised as follows:

- Internal receptacles in work/amenity areas.
- Bin Store located at Ground Level.
- Collection bins (kept within the Bin Store - refer to Table 2).

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The various collection waste-streams are summarised as follows:

Garbage: General waste shall be placed in tied plastic bags and stored within bins. If organics separation is required in future, some garbage storage capacity shall be repurposed for organics-only disposal.

Recycling: All recyclables shall be commingled into a single type of collection bin (for paper, cardboard, glass, aluminium, steel, and plastics). However, if glass separation is required in future, the Operator shall provide dedicated glass bins.

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.

These items shall remain within the development until the Operator arranges a private collection from the subject land in accordance with requirements from the relevant authority. In particular e-waste must not be disposed in landfill.

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Also, the Operator shall arrange the appropriate disposal of secured paper and toner/printer cartridges.

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>
Proposed Learning Area	Garbage	2	120	1	1.0
	Recycling	2	240	Fortnightly	1.0
	Hard/E-Waste	-	-	At Call	1.0
<b>Net Waste Storage Area (excludes circulation), m<sup>2</sup>:</b>					<b>3.0</b>

Notes:

- The Operator shall organise hard/e-waste/other waste collections (as required).
- Council shall provide the bins (supply cost applies).

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

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

Notwithstanding the above, 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)
120	930	480	545	10	26
240	1060	585	730	13	45

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.

**Table 4: Yarra Ranges Colour Coding**

Bin	Garbage	Commingled Recycling	Green Waste
Lid	Green	Yellow	Lime
Body	Green	Green	Green

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## **2 ACCESS FOR USERS, COLLECTORS, AND COLLECTION VEHICLES**

### **2.1 User Access to Waste Facilities**

The Operator shall have access to transfer sorted waste from work/service areas to the bins located within the Bin Store (if required, using a suitable trolley and the lift).

### **2.2 Collection Arrangements and Access to Waste Facilities**

- Council shall collect waste on Wattle Valley Road (kerbside - site's frontage).
- Prior to the collection, the Operator shall transfer Council bins from the Bin Store to kerbside (returning the bins once the collection has taken place). Council's instructions for kerbside bin-placement must be followed.
- The waste collection shall be carried-out by side-lift vehicles (nom. 10.5m long and 4m operational height).

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

### **3.1 Noise Minimisation Initiatives**

- Collection bins shall feature rubber wheels for quiet rolling during transfers.
- The waste system and collections shall meet relevant acoustic requirements.
- Local laws shall be observed for all operations in public and private areas.
- Waste collections shall take place as per Council's timing/schedule.

### **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.
- Abating any site litter and taking action to prevent dumping and/or unauthorised use of waste areas.
- Reporting to Council any spillage resulting from the collection of municipal 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.
- Impervious flooring (also, smooth, slip-resistant, and appropriately drained).
- A graded bin wash area, hot and cold mixing hosecocks, hose, and a suitable floor-waste connected in accordance with relevant authority requirements (alternatively, the Operator shall engage a suitable contractor to wash bins in a mobile bin-wash vehicle). 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, 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). Any 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.

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## **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 1.4 for all other waste streams and details of the waste system. Also, Section 2 outlines waste transfer requirements and collection arrangements.

### **4.2 Facility Management Provisions Including Maintenance & Improvements**

The development's owner/applicant shall appoint an Operator whilst providing the planning permit, this report, and any other relevant documentation associated with the waste system.

The Operator shall be responsible for managing the waste system and for developing and implementing safe operating procedures (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.
- Council bins shall be placed on kerbside no-sooner than the night before the collection (and promptly returned to the storage areas after the collection).

### **4.4 Communication Strategy - Arrangements for System Labelling and Ensuring Users and Staff are Aware of How to Use the 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 how to sort waste with care to minimise contamination of various waste streams.
- For safety when disposing waste and shifting bins, the Operator shall develop and provide safety instructions.

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

The *Environment Protection Amendment Act 2018* (and the principal EPA Act of 2017) includes fundamentals 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 *Environment Protection Amendment Act 2018* principle of waste management hierarchy, which states that waste should be managed in accordance with the following order of preference, so far as reasonably practicable: a) avoidance, b) reuse, c) recycling, d) recovery of energy, e) containment, and f) waste 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).

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**5 SUPPLEMENTARY INFORMATION**

- The Operator shall observe local laws and ensure that bins aren't 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, staff training. 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	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).

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## **6 CONTACT INFORMATION**

**Yarra Ranges Shire Council** (local Council), ph 1300 368 333

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

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

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

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.

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## **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.