

Client  
South Road C Developer P/L

Date  
19 March 2024

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Transport

Urban Design

Waste Management

# Waste Management Plan

360-372 South Road,  
Moorabbin VIC

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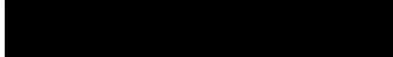
**Project**  
360-372 South Road, Moorabbin VIC



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Version	Date	Issue	Prepared by	Checked by
R01D01	12/03/2024	Town Planning - Draft		
R01F01	19/03/2024	Town Planning - Final		

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# 1. Introduction

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## 1.1. Project Details

### Site Address

360-372 South Road, Moorabbin VIC

### Local Council

Kingston City Council (Phone: 1300 653 356)

### Planning Application Number

To be assigned

### Proposal Overview

Commercial development consisting of office tenancies on levels 1 through 14 including amenities, and one (1) food & drinks premise and two (2) indoor recreation facilities on the ground level to service office tenants and the public. Table 1.1 below presents a summary of the development components.

**Table 1.1: Development Summary**

Level	Waste Source	Operational Days/Week	Floor Area (m <sup>2</sup> )
Ground level	Indoor Recreation Facility	7	174
Ground level	Indoor Recreation Facility	7	194
Ground level	Food & Drinks Premise	7	227
Level 01-14	Office	5	13,194
<b>Total</b>			<b>13,789</b>

Refer to Appendix A for a copy of the floor plans reviewed in the preparation of this Waste Management Plan.

## 1.2. Waste Management Plan Purpose

This Waste Management Plan (WMP) has been prepared to accompany the Town Application for the proposed development. This WMP establishes an effective waste management system that is compatible with the design of the development and compliant with national, state, and local policies / best practice guidelines. This WMP will form a document that achieves effective communication of the waste management system so that tenants, contractors, and Building Management can be properly informed of its design and the roles and responsibilities involved in its implementation.

### 1.3. Waste Management Plan Limitations

Waste management arrangements during the construction and fit-out stages of the development, and on-going operation and monitoring of the waste management arrangements for the development following the occupation of the development, are outside the scope of this Waste Management Plan.

### 1.4. Applicable Standards and References

Relevant policies and guidelines considered as part of the preparation of this Waste Management Plan include:

- Australian Government – National Waste Policy: Less Waste, More Resources (2018).
- Australian Standards:
  - AS 4123.1-7 (Mobile Waste Containers).
  - AS 1668.2 (Odour).
  - AS 2890.2 (Parking Facilities).
  - AS 5377:2013 (E-waste).
  - AS 4736-2006 & AS 5810-2010 (Biodegradable plastics).
  - AS 4564-2012 (Composts).
  - AS 1319 (Safety signs).
- Environment Protection Act 2017.
- Environment Protection Regulations 2021.
- Disability Discrimination Act 1992.
- Victorian Government – Recycling Victoria: A New Economy (2020).
- Sustainability Victoria – Better Practice Guide for Waste Management and Recycling in Multi-Unit Developments (2019).

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# 2. Operational Waste Management Guide

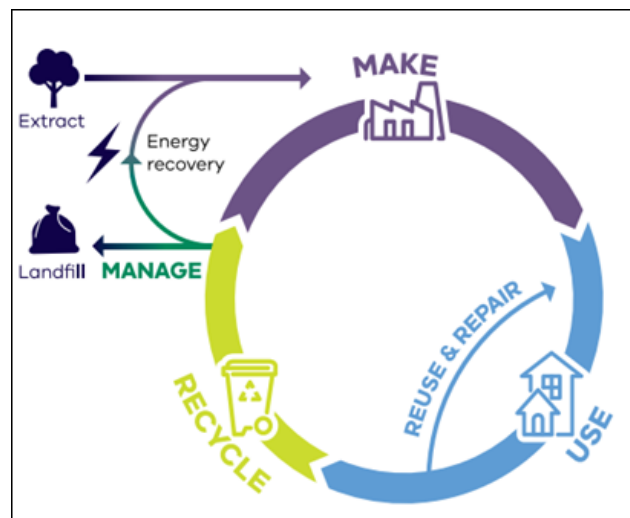
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## 2.1. Recycling Victoria: A new economy

Victoria is on a path towards a 'circular economy', whereby residents and businesses are encouraged to keep valuable materials in use for as long as possible and to avoid waste generation as a priority. An example of the principles of the circular economy is displayed in Figure 2.1 below.

Figure 2.1: The Circular Economy



Source: *Recycling Victoria: A New Economy*

The Government's *Recycling Victoria: A New Economy* (2020) sets out strategies to reduce the amount of waste generated in Victoria and increase materials for recycling and reprocessing.

Ongoing education and dedicated management services are critical factors to encourage users to access the services and systems as intended. This includes promoting the above strategy where practicable and encourage users to participate in minimising the impact of waste on the environment.

Therefore, supporting tenants to participate in the circular economy and encouraging waste as a last rather than a first resort, through clever design of the waste and recycling systems, should be given due consideration.

Establishing waste reduction and recycling targets, periodic audits, proper record keeping of waste streams and ongoing monitoring the quantity of recyclables is an important means of understanding an organization's waste profile and progress over time. Audit results should be shared with all tenants, to raise awareness and encourage further reductions in waste wherever possible.

## 2.2. Guide for Tenants

To ensure all tenants are aware of their responsibilities with regard to waste management, Building Management shall provide an information package to all tenants that includes the following information:

- A copy of this Waste Management Plan.
- Methods and techniques for waste reduction and minimisation.
- Information regarding waste collection days and requirements.
- Tenant responsibilities with regard to bin usage, storage, and collection.
- Tenant responsibilities with regard to litter and waste removal from the common property.

The proposed disposal methodology for each waste stream expected to be generated is outlined as follows:

### General Waste Disposal

- Tenants shall place general waste into dedicated general waste receptacles (to be provided by the tenant).
- Tenants shall take full general waste receptacles to the bin room and empty them into the general waste collection bins.
- General waste must be placed within tied bags (biodegradable material recommended) prior to being placed into the general waste collection bins.

### Organics Disposal

- Tenants shall place food scraps into dedicated organics caddies (to be provided by the tenant).
- Tenants shall take full organics caddies to the bin room and empty them into the organics collection bins.
- Organics must be unbagged or placed within compostable bags (previously approved by the collection contractor) prior to being placed into the organics collection bins.

### Recycling Disposal

- Tenants shall place recycling into dedicated recycling receptacles (to be provided by the tenant).
- Tenants shall take full recycling receptacles to the bin room and empty them into the recycling collection bins.
- Bottles, cans, and containers must be rinsed, cardboard flattened, and lids/packaging separated as per the Australasian Recycling Label instructions (visit: <https://recyclingnearyou.com.au/arl/>) prior to being placed into the recycling collection bins.
- All recyclables shall be kept in a loose form and not be bagged prior to disposal.

### Paper & Cardboard Disposal

- Tenants shall place paper and cardboard waste into dedicated paper & cardboard receptacles (to be provided by the tenant).
- Tenants shall take full paper and cardboard receptacles to the bin room and empty them into the paper and cardboard collection bins.
- Cardboard must be flattened and/or broken into smaller pieces prior to being placed into paper & cardboard collection bins.

## Disposal of Other Waste Streams

- **Hard Waste and E-Waste:** tenants shall take hard waste and E-waste to the dedicated area provided within the bin room. Hard waste and E-waste shall be collected by a private contractor on an as-required basis (to be arranged by Building Management).

## Waste Minimisation Strategies

Tenants can reduce their waste output by adopting the below practices:

- Avoid over-buying of stock.
- Store food correctly.
- Donate unused stock.
- Discount slightly damaged products.
- Stock and sell environmentally friendly products (e.g., compostable cutlery, plates, and coffee cups).
- Email receipts to customers.
- Avoid using products with single-use plastic packaging.
- Return pallets and other packaging materials to suppliers.
- Use suppliers that use less/ more sustainable packaging.
- Store files digitally.
- Consider going paperless.
- Minimise printing where possible and print double-sided.
- Recycle electronic equipment.
- No paper towel provided within staff and public restrooms and changerooms (i.e. provided hand-dryers only).
- Purchase toilet paper that is wrapped in sustainable packaging (i.e. paper not plastic).
- Separate soft plastics from the commingled recycling streams and arrange for a soft plastics recycling company to collect.

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## 2.3. Guide for Building Management

Building Management shall be responsible for the following:

- Ongoing management of the waste management system including the maintenance of the bin room and associated systems and equipment, to the satisfaction of users and the relevant authority, and in accordance with the manufacturer's specifications. When required, Building Management shall engage an appropriate contractor to conduct services, replacements, or upgrades.
- Engage and manage the waste collection contractor.
- Coordinating the transfer of bins and ensuring the waste collection contractor is provided with access to the bin room on collection days.
- Publishing and distributing information to ensure that all users are familiar with the waste management system and the locations of the bin room.
- Inform users on restrictions and not permitted items in the waste disposal system such as bagged recycling, and the separation of the paper and cardboard waste.
- Advise users on where and how to dispose of each waste stream.

- Organise the collection of hard waste and E-waste, as required.
- Securing access to bin room to prevent theft of equipment and vandalism.
- Ensuring that the bin room and associated waste management equipment are provided as per the design requirements outlined in Section 6.

## 2.4. Waste Management Plan Communication Strategy

It is Building Management's responsibility to ensure that all waste systems users are informed about the development's waste management system, including where and how to correctly dispose of each waste stream. It is highly recommended that this Waste Management Plan is electronically provided to tenants, contractors, and all other relevant personnel.

Building Management shall provide educational material to inform all waste system users about the development's waste management system and advise all waste system users how to correctly separate and dispose of each waste stream with care, to minimise waste sent to landfill and reduce the contamination of recyclables.

## 2.5. Waste Management Plan Revisions

With changes of legislation, the development needs and/or waste composition, or the need to address unforeseen operational issues, the Building Management will be required to undertake a Waste Management Plan revision, including (on an as-required basis):

- A waste audit and new waste management strategy.
- Revision of the waste system (bin size / quantity / waste streams / collection frequency / update of equipment).
- Revision of the services provided by the waste collection contractor(s).
- Re-education of users.
- Any necessary statutory / regulatory requirements / approvals.

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# 3. Waste Volume Details

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## 3.1. Waste Volume Assessment

This Waste Management Plan considers Sustainability Victoria’s ‘Better Practice Guide for Waste Management and Recycling in Multi-Unit Developments’ which specifies the following general waste and recycling generation rates relevant to the development:

Table 3.1: Waste Generation Rates Adopted

Waste Source	General Waste Generation Rate (L/100m <sup>2</sup> /Day)	Recycling Generation Rate (L/100m <sup>2</sup> /Day)
Ground Level Food and Drink Premise (assessed as café)	300	200
Ground Level Indoor Recreation Facility (assessed as retail)	50	50
L1-L14 Office	10	10

**Note:** At the time of preparation of this WMP, it is understood that the intended uses for the ground level indoor recreation facilities are a wellness centre and a yoga studio, respectively, which are expected to have lower general waste and recycling generation rates than those outlined in Table 3.1. However, to futureproof the development and account for possible changes in these ground level tenancies, both indoor recreation facilities have been assessed as retail spaces.

To allow for the separation of organics from the general waste and of paper & cardboard from the recycling stream, the above waste generation rates have been modified to allow for an 80:20 split for general waste and organics (Office and Café only), and for a 50:50 split for recycling and paper & cardboard.

It has been assumed that the office spaces will be in operation for five days per week and the ground level tenancies will be in operation for seven days per week.

Applying the above waste generation rates, the commercial waste generation estimates are outlined in Tables 3.2 and 3.3 below.

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**Table 3.2: General Waste & Organics Volume Estimates**

Waste Source	Floor Area (m <sup>2</sup> )	Operational Days/Week	General Waste Generation Rate (L/100m <sup>2</sup> /Day)	General Waste Volume (L/Week)	Organics Generation Rate (L/100m <sup>2</sup> /Day)	Organics Volume (L/Week)
Retail	174	7	50	609	0	0
Retail	194	7	50	679	0	0
Café	227	7	240	3,814	60	953
Office	13,194	5	8	5,278	2	1,319
<b>Total</b>	<b>13,789</b>	-	-	<b>10,379</b>	-	<b>2,273</b>

**Table 3.3: Recycling and Paper & Cardboard Volume Estimates**

Waste Source	Floor Area (m <sup>2</sup> )	Operational Days/Week	Recycling Generation Rate (L/100m <sup>2</sup> /Day)	Recycling Volume (L/Week)	Paper and Carboard Generation Rate (L/100m <sup>2</sup> /Day)	Paper and cardboard Volume (L/Week)
Retail	174	7	25	305	25	305
Retail	194	7	25	340	25	340
Café	227	7	100	1,589	100	1,589
Office	13,194	5	5	3,299	5	3,299
<b>Total</b>	<b>13,789</b>	-	-	<b>5,532</b>	-	<b>5,532</b>

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# 4. Waste Storage Details

## 4.1. Waste Storage Requirements

The waste storage requirements for the development are outlined in Table 4.1 below.

**Table 4.1: Waste Storage Requirements**

Waste Stream	Bin Size (L)	Quantity	Height per bin (mm)	Width per bin (mm)	Depth per bin (mm)	Footprint (m <sup>2</sup> )
General Waste	1,100	4	1,330	1,240	1,070	5.31
Organics	240	4	1,060	585	730	1.71
Recycling	1,100	2	1,330	1,240	1,070	2.65
Paper & Cardboard	1,100	2	1,330	1,240	1,070	2.65
Hard waste/ E-waste	1 sqm (collected as required)					1.00
<b>Total Footprint Required Excluding Circulation (m<sup>2</sup>):</b>						<b>13.32</b>
<b>Total Area Provided (m<sup>2</sup>):</b>						<b>32.00</b>

## 4.2. Bin Room Layout

The proposed bin room layout is shown below in Figure 4.1.

**Figure 4.1: Bin Room Layout**



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# 5. Waste Collection Details

## 5.1. Waste Collection Requirements

The waste collection requirements for the development are outlined in Table 5.1 below.

Table 5.1: Waste Collection Requirements

Waste Stream	Volume (L/week)	Bin Size (L)	Quantity	Collection Frequency	Capacity (L/week)
General Waste	10,379	1,100	4	Three times per week	13,200
Organics	2,273	240	4	Three times per week	2,880
Recycling	5,532	1,100	2	Three times per week	6,600
Paper & Cardboard	5,532	1,100	2	Three times per week	6,600
Hard waste/ E-waste	-	Drop-off Area	-	As required	-

## 5.2. Waste Collection Methodology

All waste shall be collected from the on-site loading bay provided on ground level by a private contractor. Waste collection shall be undertaken using 6.4-metre-long mini rear loaders, which have a travel height clearance requirement of 2.20 metres and an operational height clearance requirement of 2.50 metres. No height clearance issues have been identified.

A swept path assessment has been prepared using Autodesk Vehicle Tracking Software, demonstrating that the nominated waste collection vehicle can access the on-site loading bay via the rear laneway, undertake waste collection, and exit the loading bay in a forward direction (refer to Appendix B).

Building Management shall ensure the waste collection contractor has access to the loading bay and bin room on collection days. The waste collection contractor shall be responsible for the transfer of bins to the rear of the waste collection for emptying and returning the emptied bins to their original positions after collection is complete.

Building Management shall be responsible for organising hard waste and E-waste collections as required via a private contractor.

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### 5.3. Waste Collection Time

Waste collection from the subject site shall be undertaken in accordance with EPA's 'Noise Control Guidelines', as outlined below:

- Collections occurring more than once a week should be restricted to the hours 7 am – 6 pm Monday to Saturday.
- Compaction should only be carried out while on the move.
- Bottles should not be broken up at the point of collection.

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# 6. Design Standards

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## 6.1. Bin Room Design Requirements

The bin room shall be provided in accordance with the following requirements:

- Designed to comply with Building Code of Australia (BCA) and all relevant Australian Standards.
- Allow storage of all collection bins on site at all times.
- Allow easy access to bins for all waste system users.
- Allow direct and convenient transfer of bins to/from the collection point.
- Appropriately screened to prevent unsightly impacts on amenity.
- Provided with artificial light to enable waste system users to dispose of waste safely and appropriately.
- Sized to accommodate all waste arising on the premises together with any associated waste management equipment.
- Concrete (or similar) floor finished to a smooth, even surface, covered at the intersection of walls and plinths.
- Ventilated in accordance with the requirements of the Building Code of Australia and AS1668.2.
- Ventilation openings protected against flies and vermin.
- Provided with tight-fitting doors.
- Provided with adequate bin washing facilities (wall-mounted hot and cold mixing tap with floor graded to wastewater drain with litter trap) in accordance with the relevant authority requirements.

## 6.2. Bin Colour and Signage Requirements

All collection bins shall be sourced from a private supplier. The below bin colours are specified by Australian Standard AS4123.7 2006, however due to the private nature of the collection, these are only recommendations and not mandatory:

- General waste collection bins: dark green or black body and red lid.
- Organics collection bins: dark green or black body and light green lid.
- Recycling collection bins: dark green or black body and yellow lid.
- Paper and cardboard collection bins: dark green or black body and light blue lid.

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### 6.3. Signage Requirements

The bin room shall be provided with instructions and signage informing tenants of the following:

- How to correctly separate and dispose of / recycle each waste stream.
- The necessary measures to be undertaken in the event of waste spillages / bag ruptures.
- That no hazardous materials are to be stored within the bin room.

Sustainability Victoria waste signage can be downloaded at the following link:

<https://www.sustainability.vic.gov.au/recycling-and-reducing-waste/waste-systems-in-residential-commercial-and-industrial-buildings/waste-signage>

### 6.4. Internal Waste Receptacle Requirements

Internal waste receptacles for all tenancies should meet the following requirements:

- Suitably sized receptacles no larger than 60 litres for general waste, organics, recycling, and paper & cardboard, to ensure ease of manual handling.

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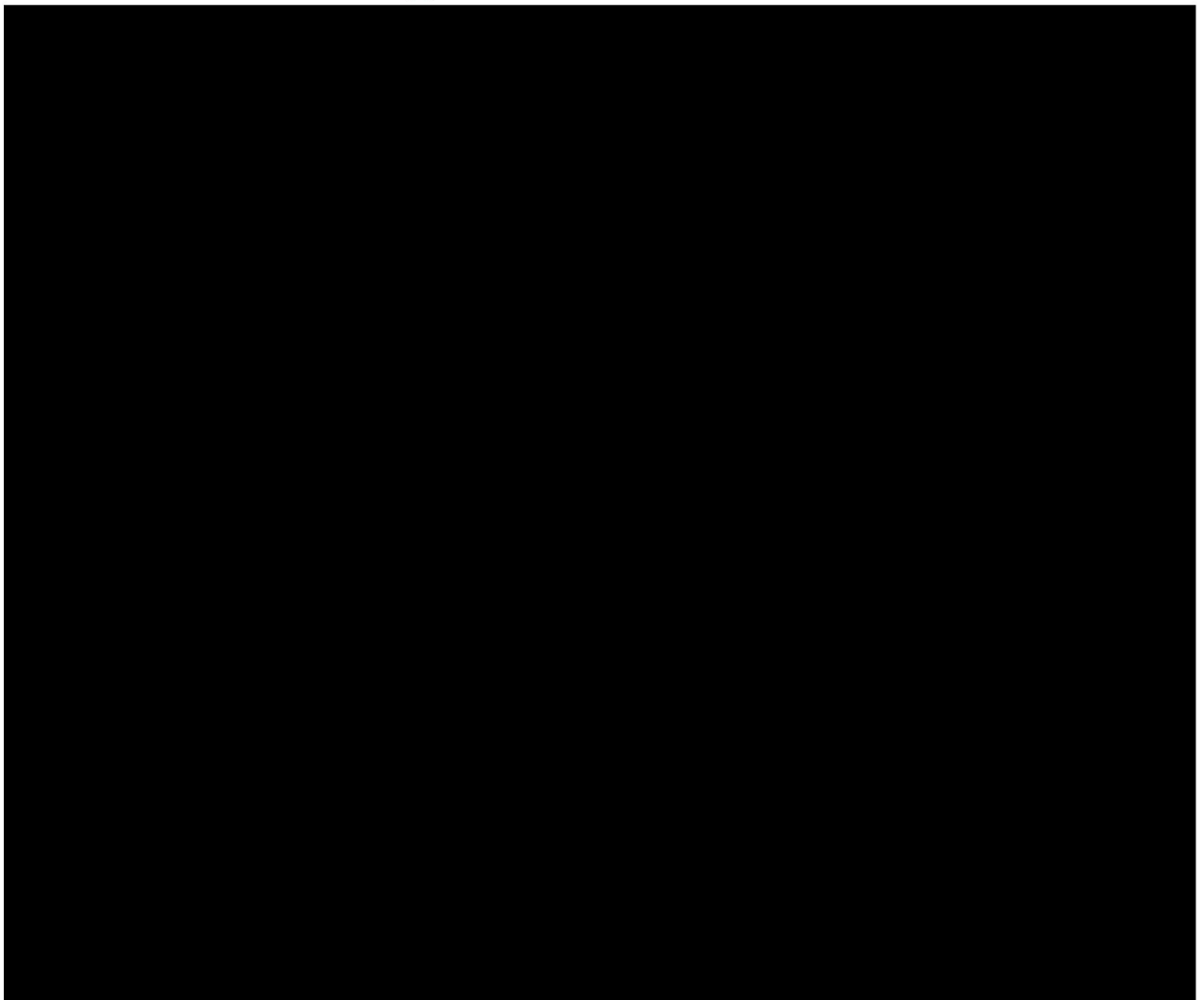
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## 7.1. Contractor and Supplier Details

Table 7.1 below includes a complimentary listing of contractors and equipment suppliers. The Project Principal shall not be obligated to procure goods / services from these companies. Ratio Consultants does not warrant or make representations for the goods / services provided by these contractors and suppliers.

**Table 7.1: Contractor and Supplier Details**



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# Appendix A – Plans Assessed

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REVISION	ISSUE	CHECKED	DATE
1	ISSUE FOR REVIEW		23/02/2024

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 FI - FOR INFORMATION  
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 DD - DESIGN DEVELOPMENT  
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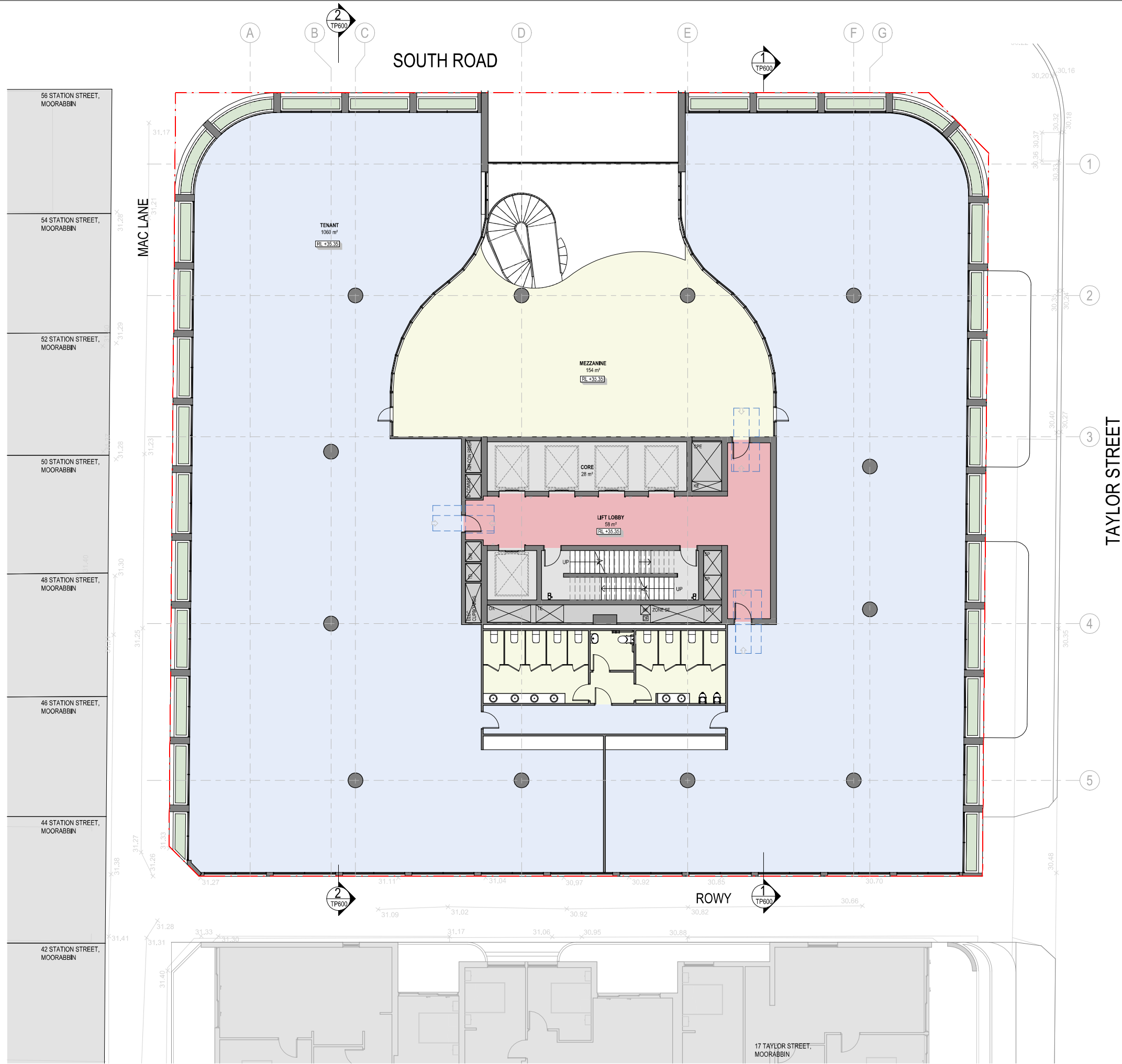
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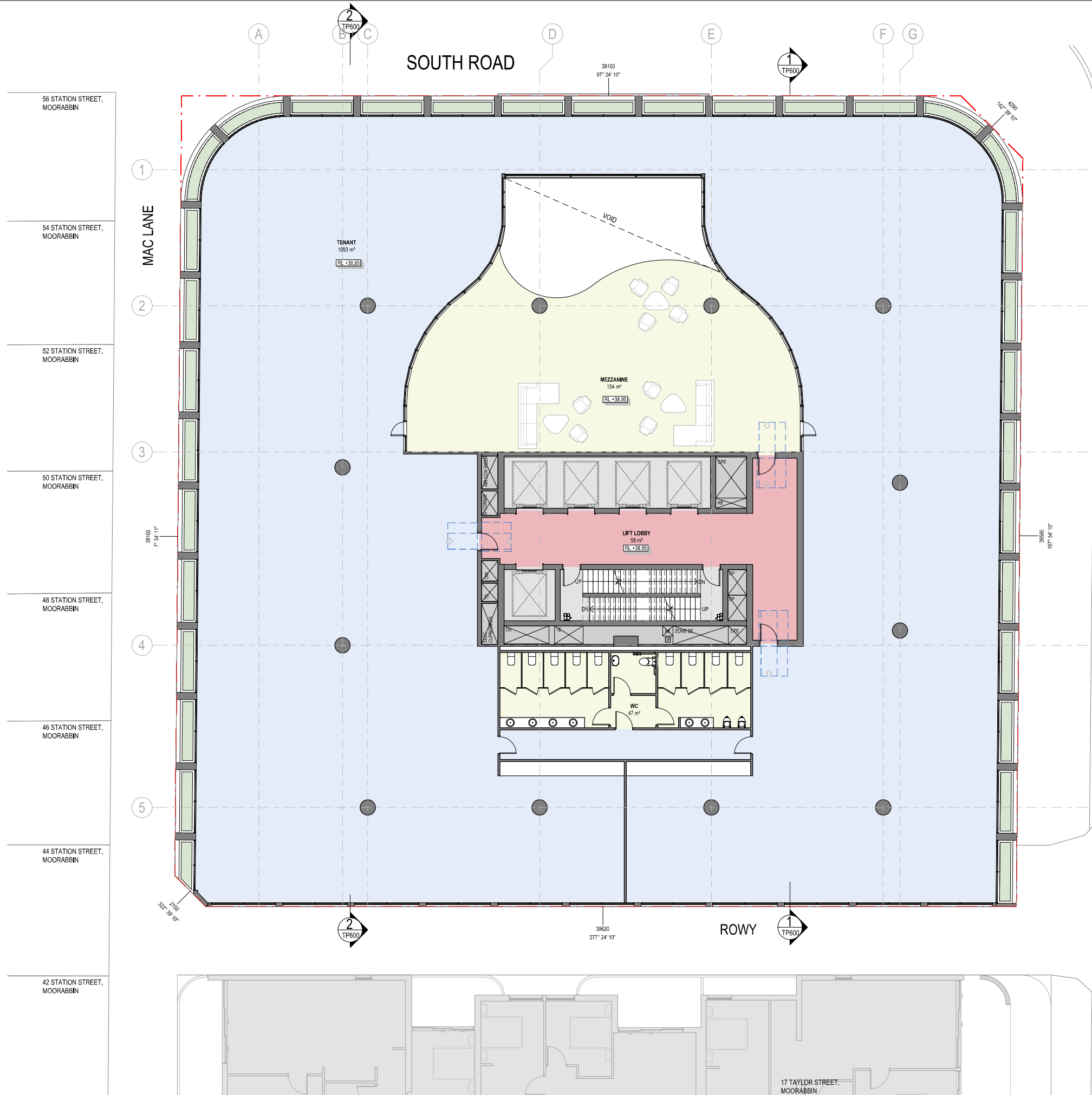
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**CLIENT:**

**PROJECT NO.:**  
 23-001

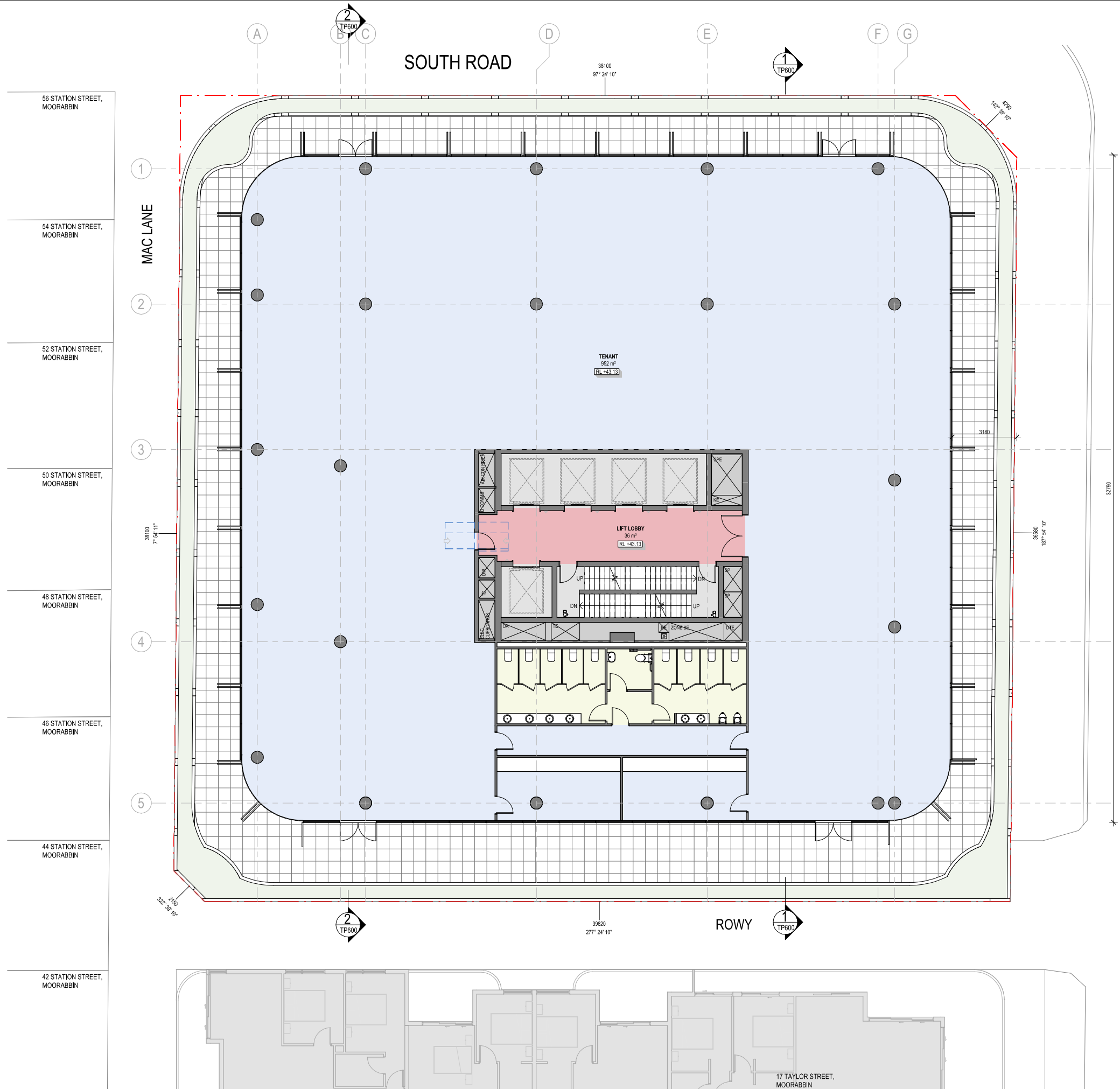
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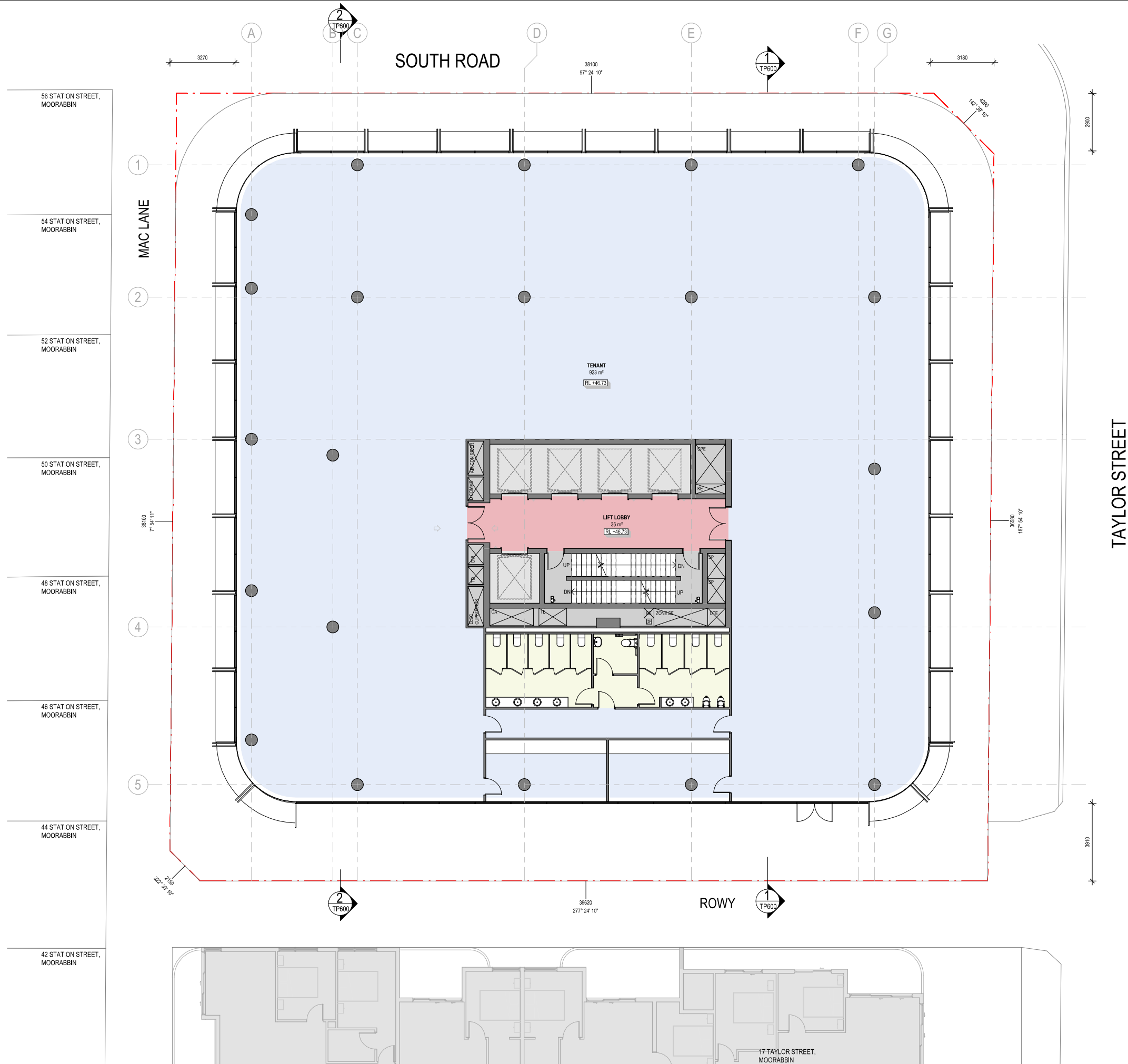
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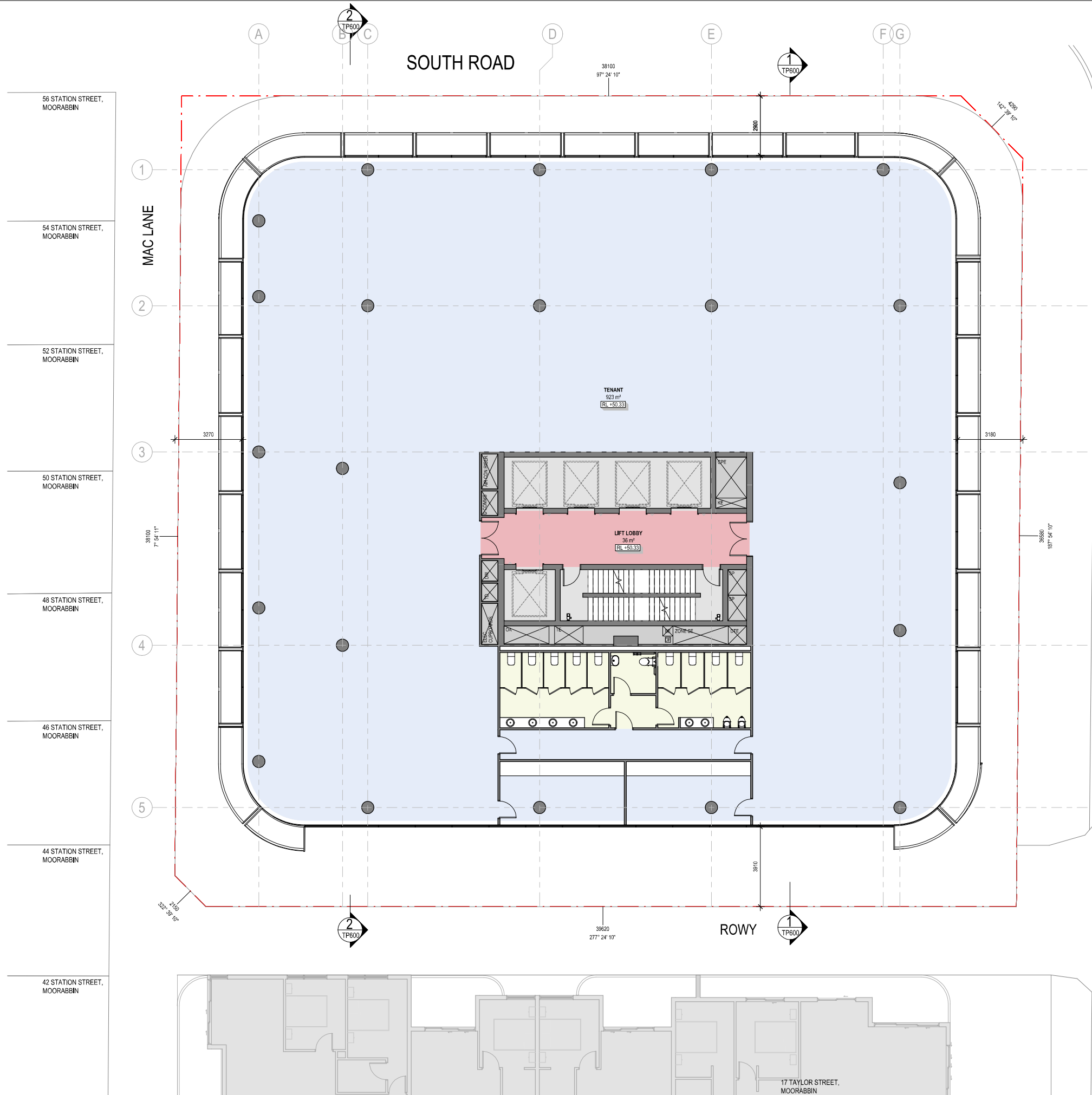
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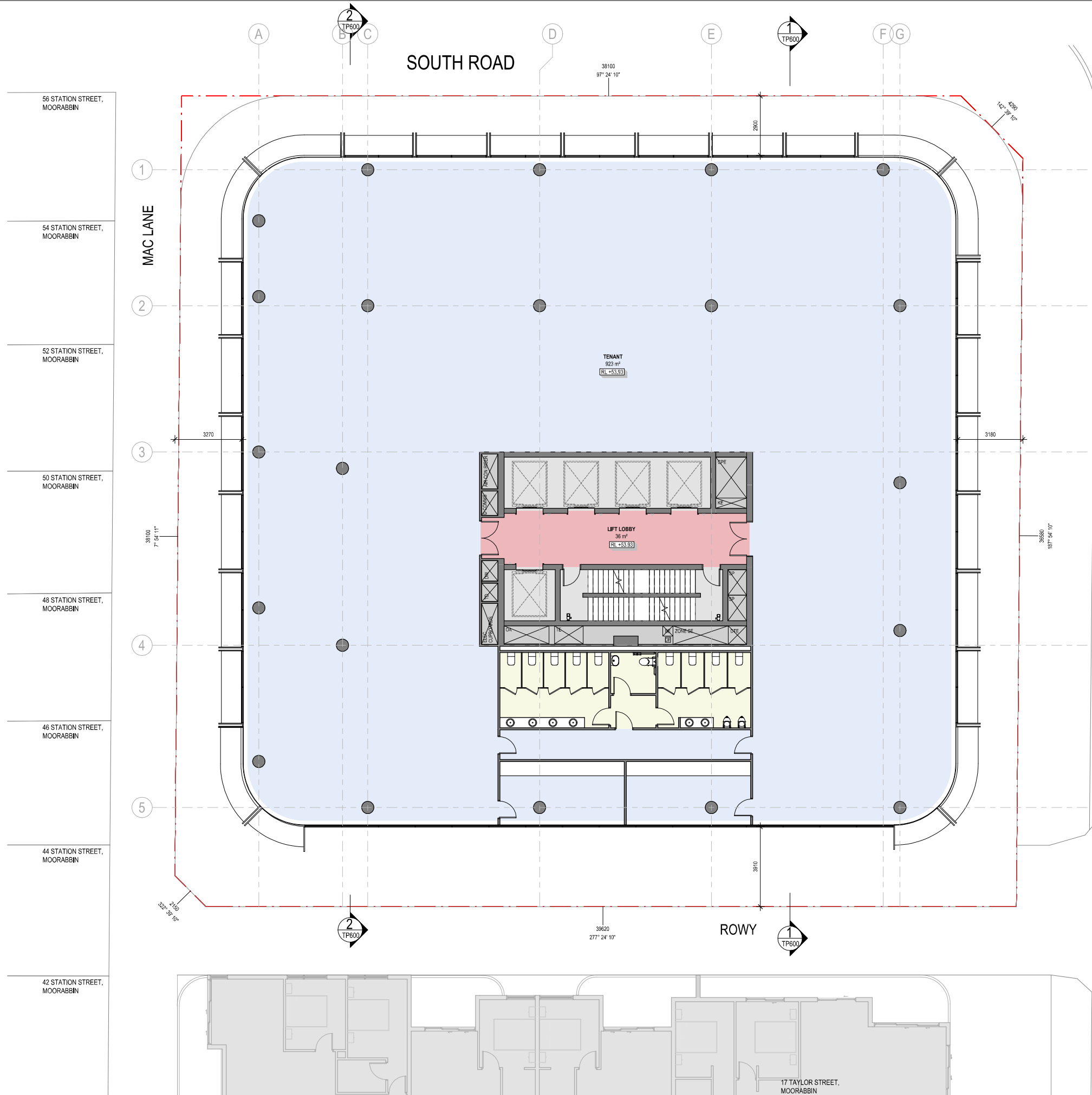
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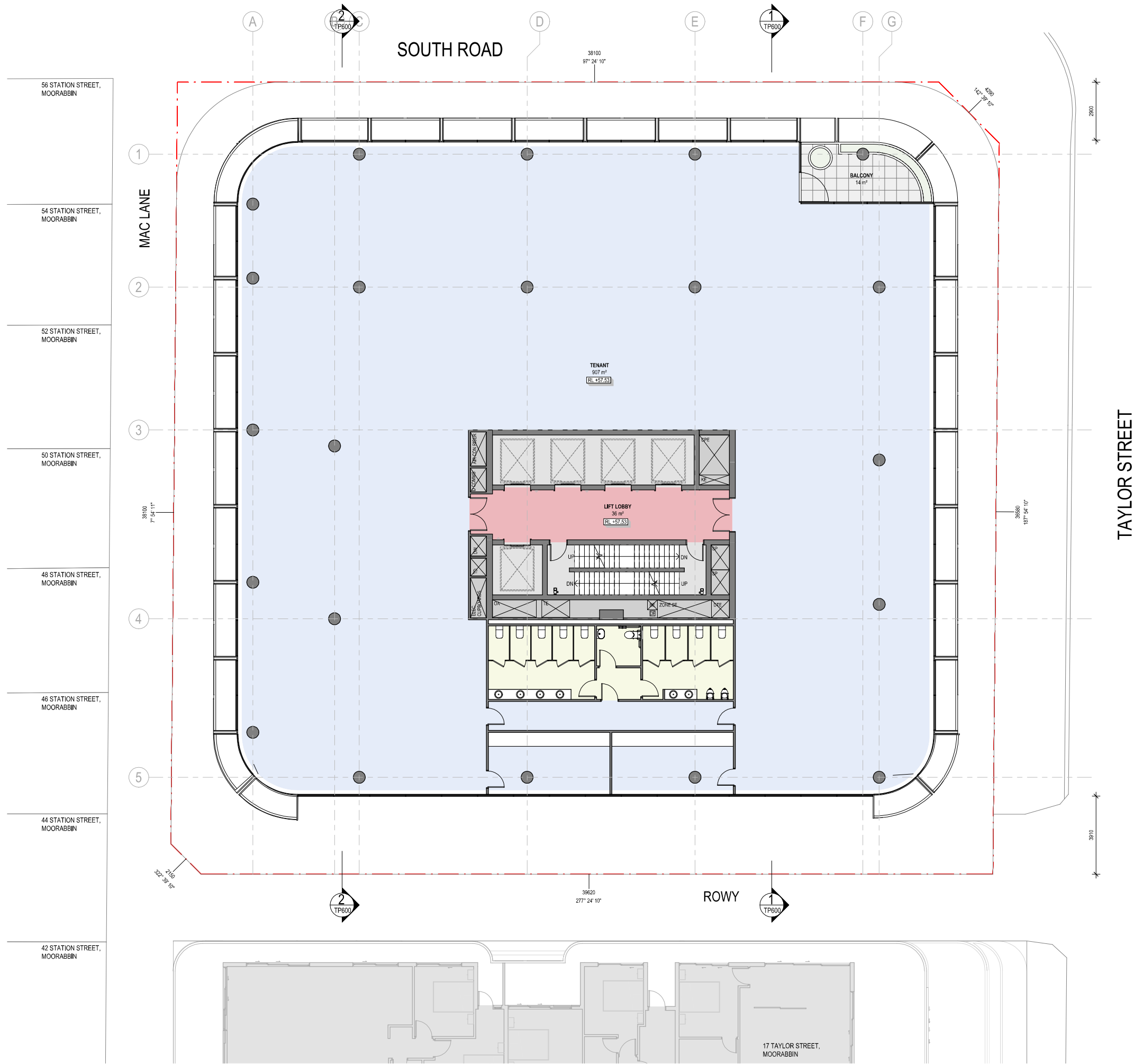
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**ADDRESS:**  
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**CLIENT:**

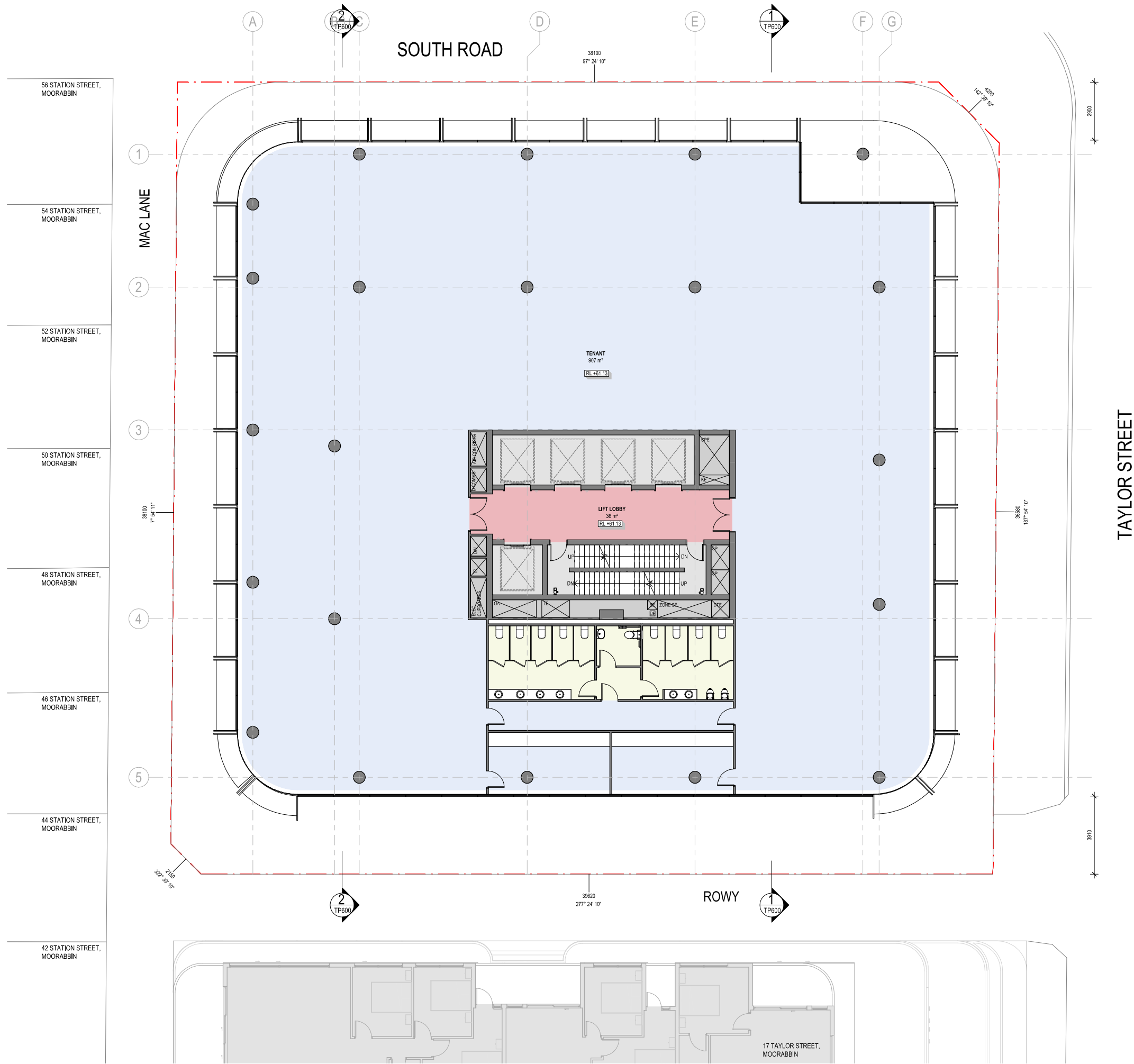
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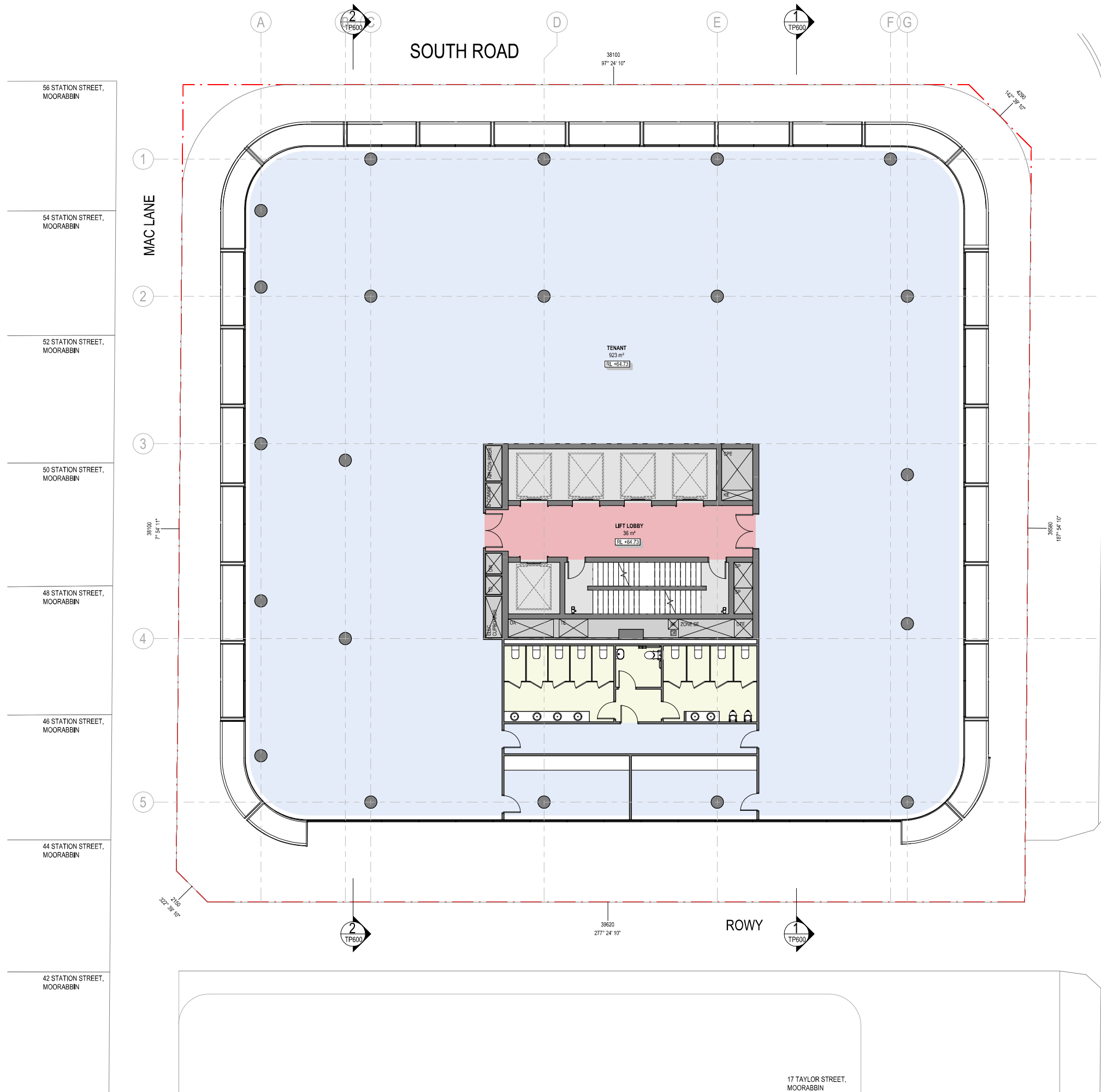
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 ADDRESS:  
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**PROJECT NO.:**  
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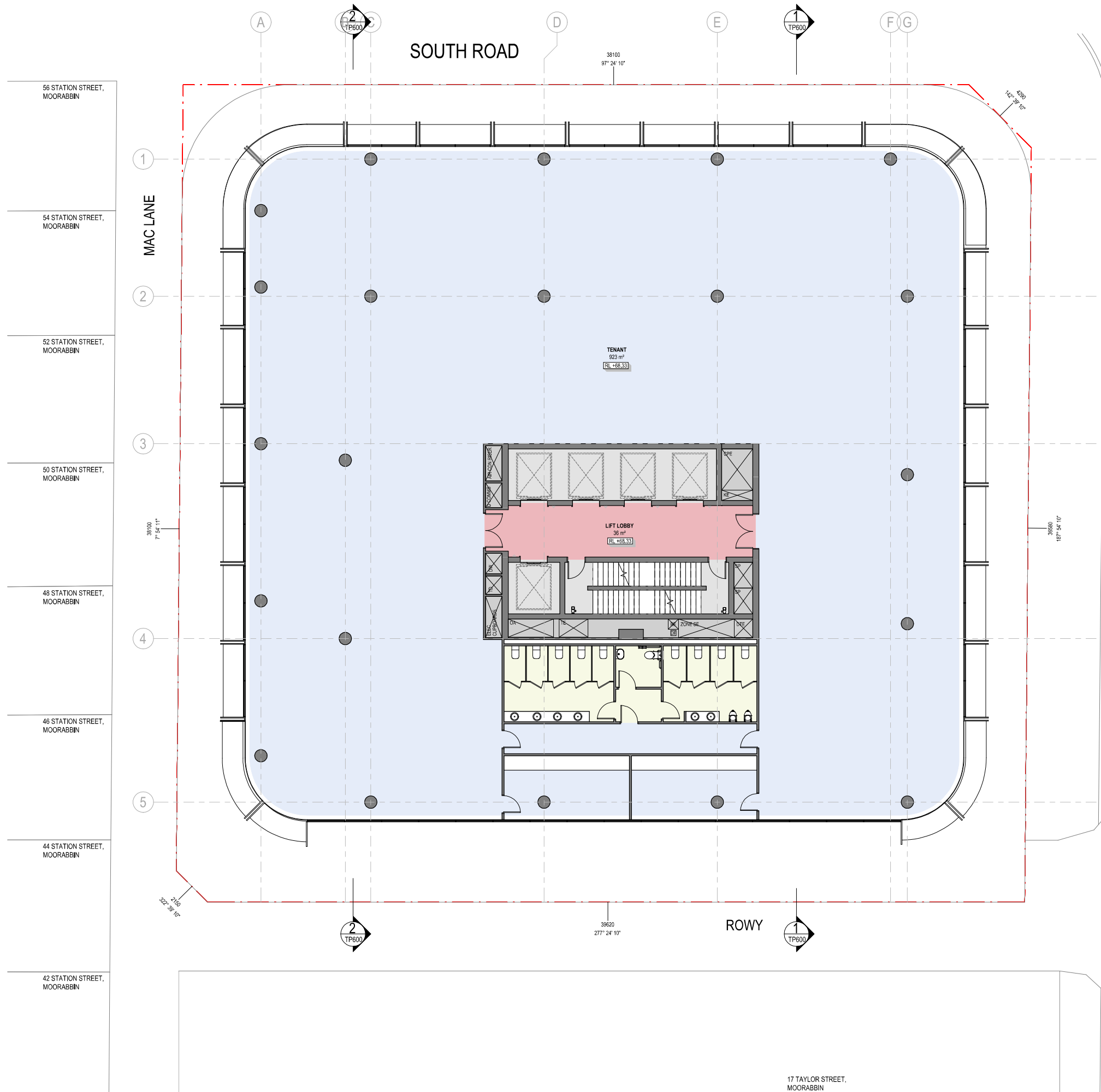
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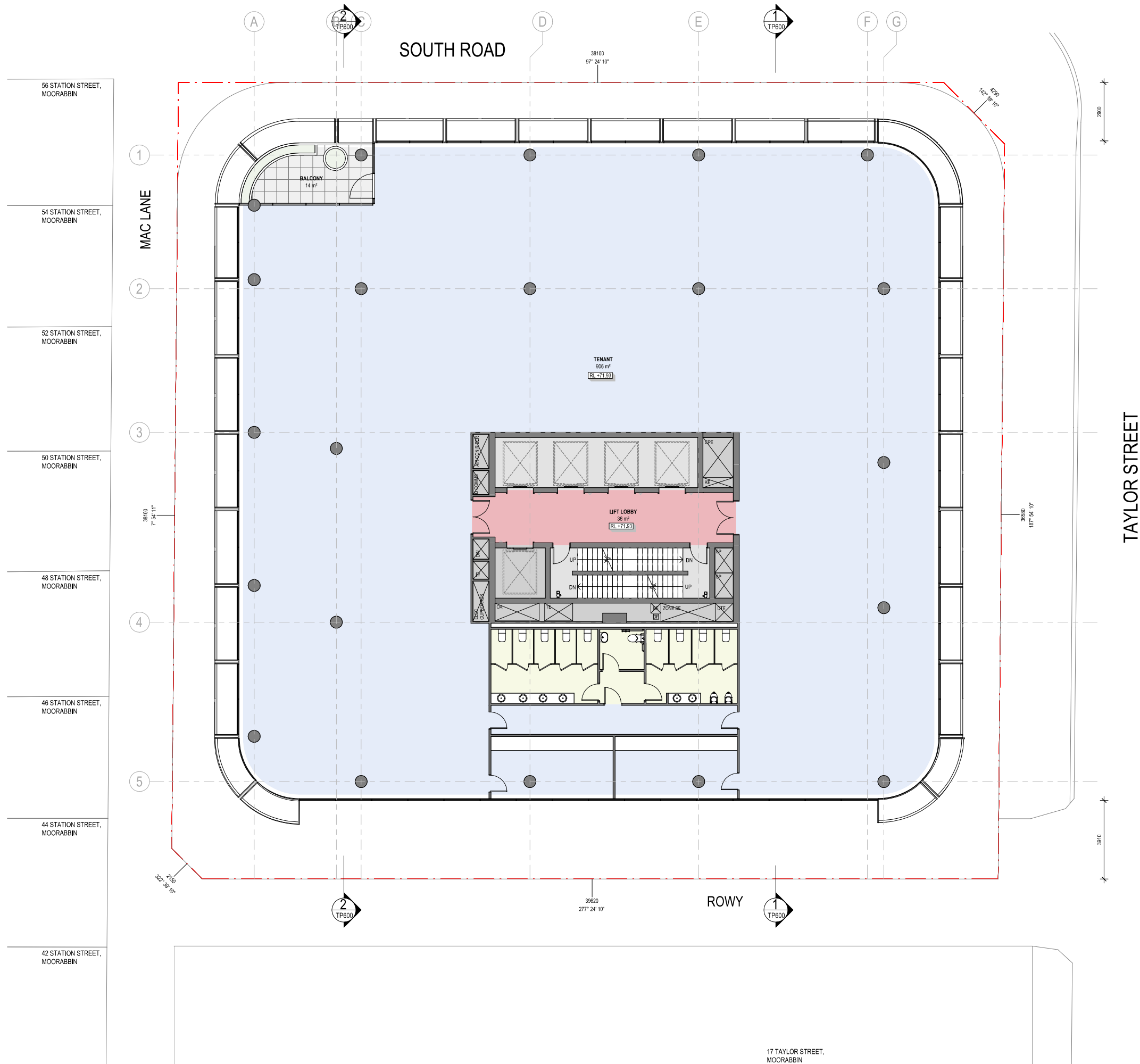
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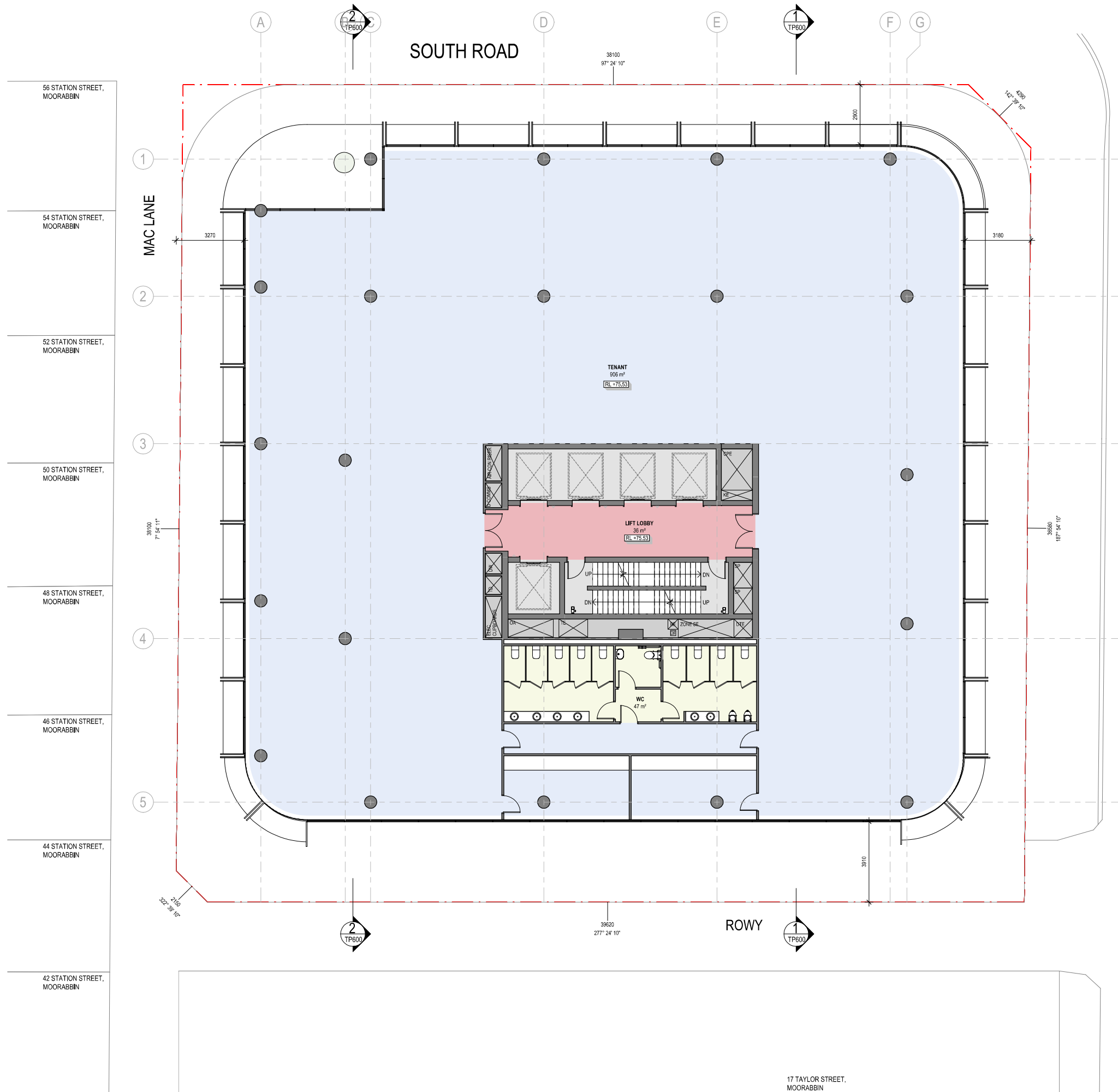
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**CLIENT:**

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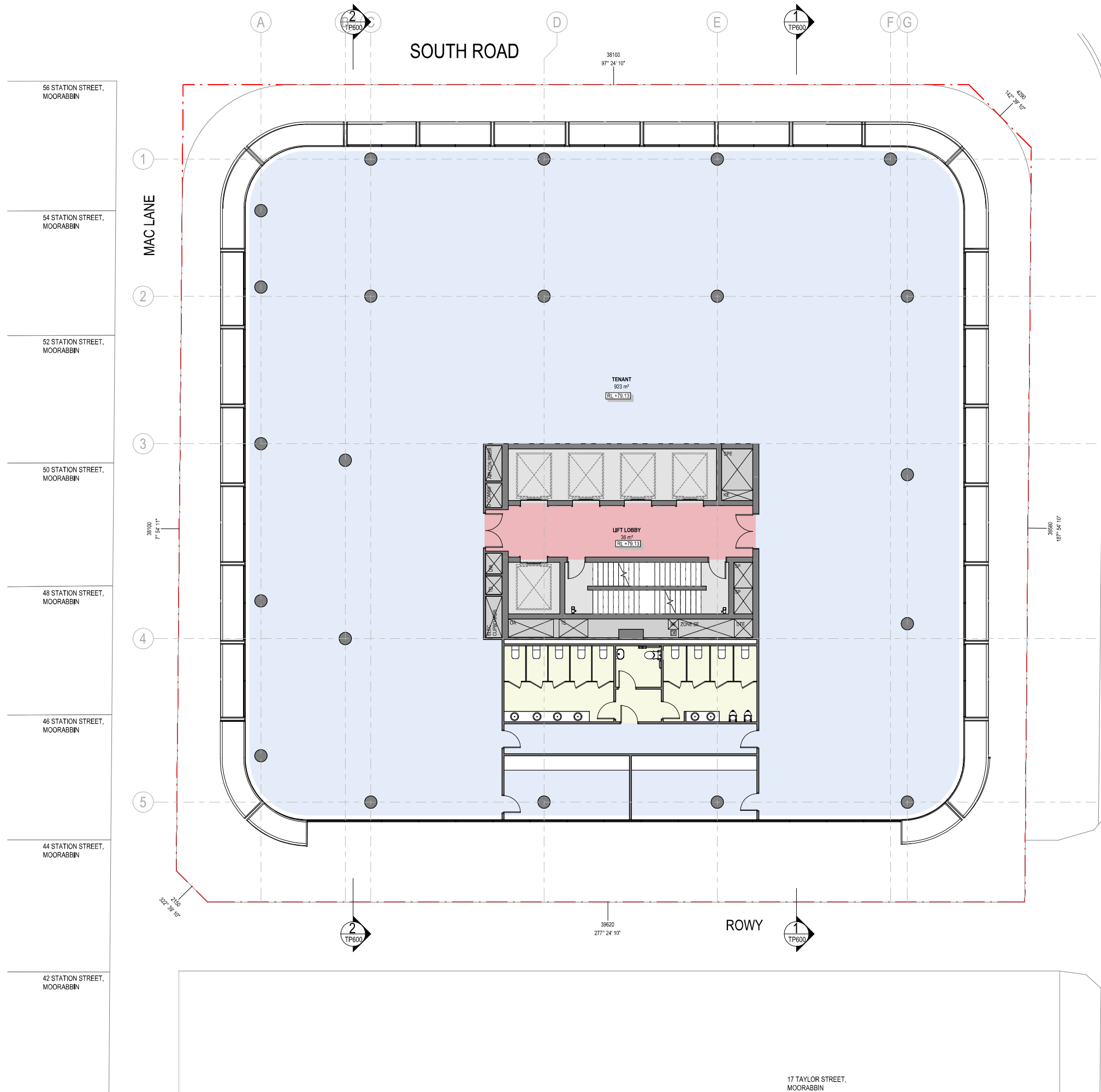
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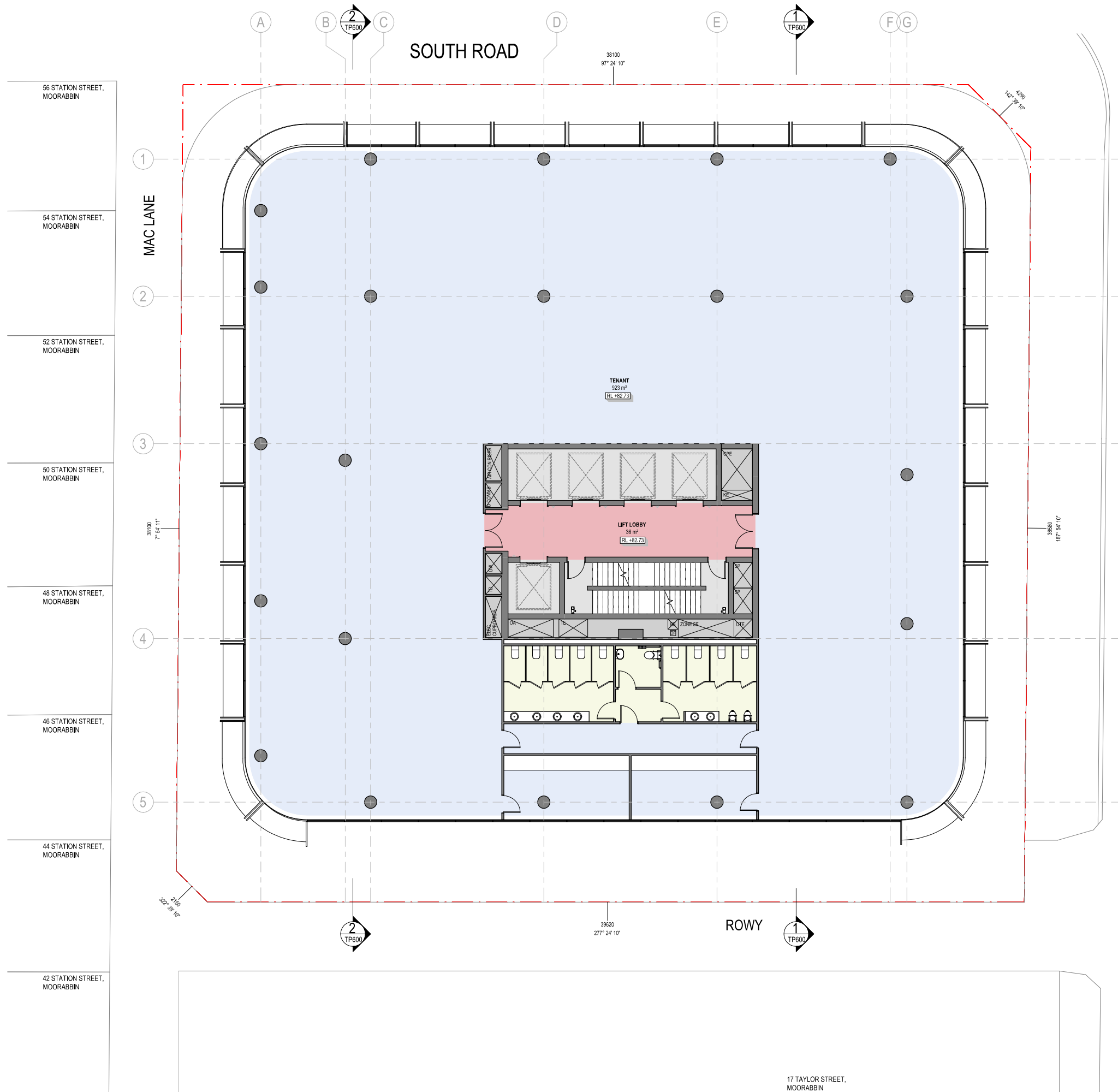
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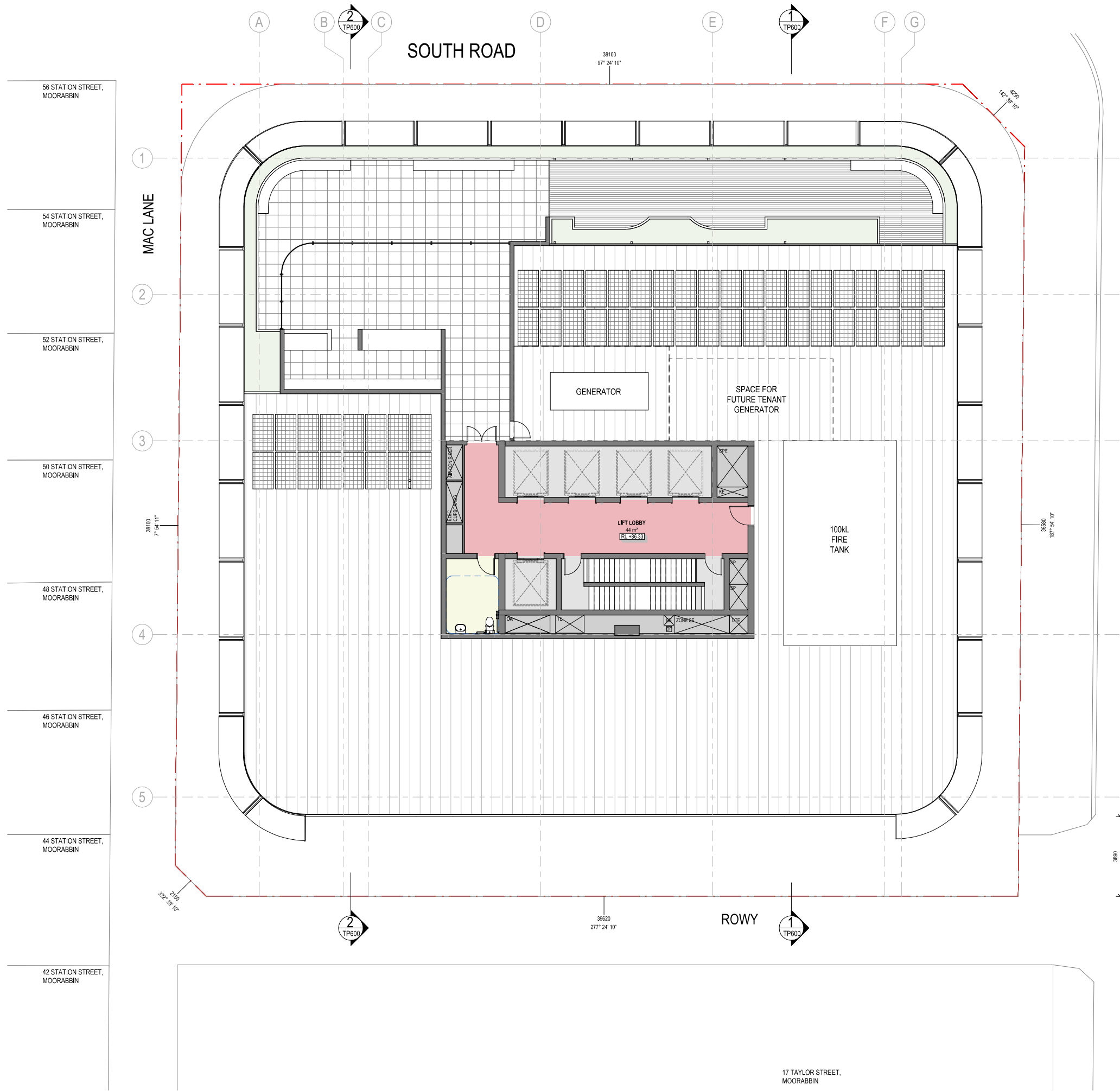
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 ADDRESS: 360-372 SOUTH ROAD, MOORABBIN  
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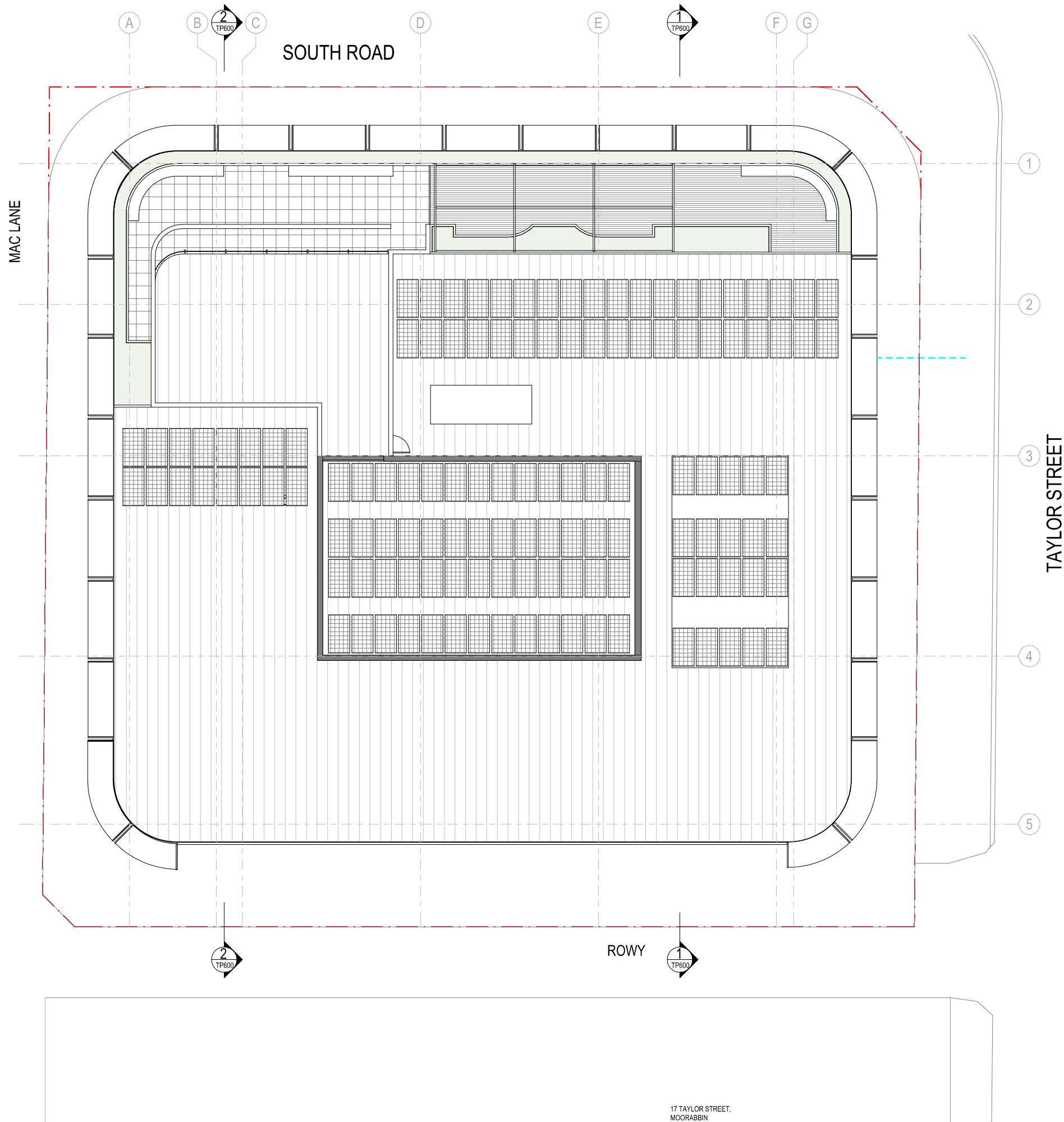
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# Appendix B – Swept Path Assessment

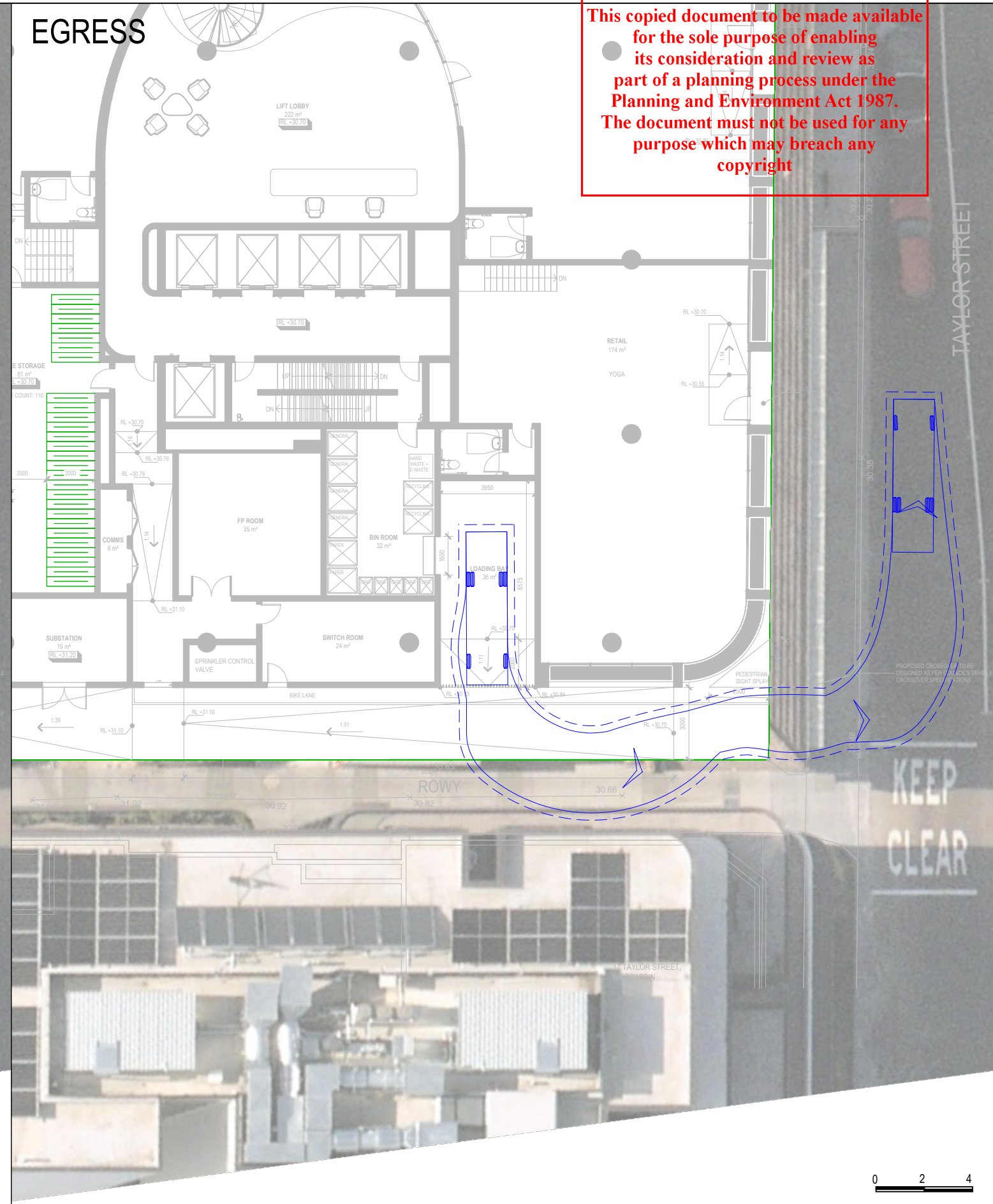
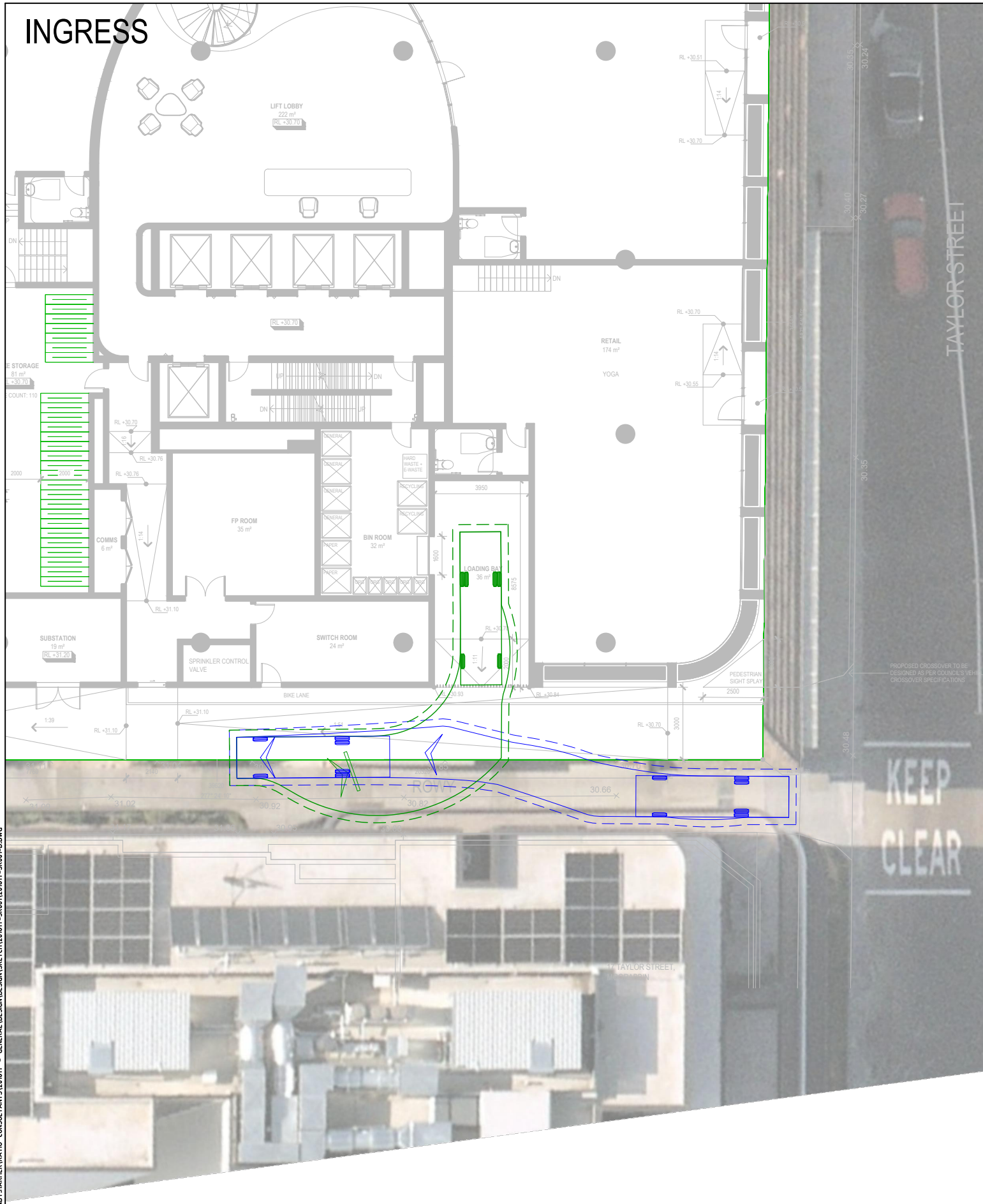
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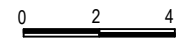
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 ABN 005 422 104  
 8 GWYNNE STREET  
 CREMORNE, VICTORIA 3121  
 TELEPHONE (03)9429 3111  
 FACSIMILE (03)9429 3011

**Mini-Rear Loader Waste Collection Vehicle**

**VEHICLE ENVELOPE (FORWARD)**  
 300mm CLEARANCE (FORWARD)  
**VEHICLE ENVELOPE (REVERSE)**  
 300mm CLEARANCE (REVERSE)

**Proposed Mixed Use Development**  
 360-372 South Road, Moorabbin  
 Swept Path Assessment - On-Site Loading

NOTE:  
 1) Base Plan Supplied By KUD on 14/03/2023  
 2) Maximum Design Speed 10km/h

**ADVERTISED PLAN**



RATIO REFERENCE 20161T-SK001-B	SHEET No. 6 of 6	PREPARED BY C.D.	SCALE 1:200@A3	DATE 18/03/2024
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