



This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright

# Waste Management Plan

## Caulfield Grammar School - Wheelers Hill Campus

**ADVERTISED  
PLAN**

Prepared for Caulfield Grammar School

4 December 2025

244268

**Revision Register**

<b>Rev</b>	<b>Date</b>	<b>Prepared By</b>	<b>Approved By</b>	<b>Remarks</b>
A	27/11/2025	KH	KH	Draft
B	04/12/2025	KH	KH	Final

**This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright**

**ADVERTISED  
PLAN**

**CONTENTS**

**ADVERTISED  
PLAN**

1 INTRODUCTION..... 1

1.1 Purpose of the Plan..... 1

1.2 Referenced Documents..... 1

2 THE PROPOSAL..... 2

2.1 Project Overview ..... 2

2.2 Proposed Waste Collection Method..... 2

3 WASTE GENERATION..... 3

3.1 Target Waste Streams..... 3

3.1.1 Routine Collection ..... 3

3.1.2 On-Demand Collection ..... 3

3.2 Estimated Waste Volumes and Assumptions ..... 4

4 WASTE STORAGE AND HANDLING..... 5

4.1 Bin Sizes and Quantities..... 5

4.2 Waste Equipment..... 5

4.2.1 Waste Bins..... 5

4.2.2 Bin Tug ..... 6

4.3 Waste Storage Area..... 6

4.3.1 Spatial Requirements and Layout..... 6

4.3.2 Amenity Controls..... 7

4.4 Internal Waste Storage and Transfer ..... 8

4.4.1 Internal Waste Storage..... 8

4.4.2 Internal Waste Transfer ..... 8

5 WASTE COLLECTION STRATEGY ..... 10

6 EDUCATION AND SIGNAGE..... 11

6.1 Education..... 11

6.2 Signage..... 11

7 CONTACT DETAILS..... 12

7.1 Local Council ..... 12

7.2 Waste Management Service Providers ..... 12

7.3 Regulation / Enforcement..... 12

8 RESPONSIBILITIES ..... 13

8.1 Occupants..... 13

**This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright**

8.2	Waste Collection Contractor .....	13
8.3	Cleaning Staff / Facilities Maintenance .....	13
9	LIMITATIONS .....	14

**This copied document to be made available  
for the sole purpose of enabling  
its consideration and review as  
part of a planning process under the  
Planning and Environment Act 1987.  
The document must not be used for any  
purpose which may breach any  
copyright**

**ADVERTISED  
PLAN**

# 1 INTRODUCTION

## 1.1 Purpose of the Plan

TTW has been engaged by Caulfield Grammar School to prepare an operational Waste Management Plan (WMP) to support the town planning application for the proposed senior school building located at 74-82 Jells Road, Wheelers Hill.

The purpose of this WMP is to:

- Ensure compliance with council requirements, development conditions, and environmental regulations
- Set out how waste will be minimised, sorted, stored, and collected safely and efficiently
- Support recycling and responsible disposal in line with the waste hierarchy
- Outline roles and responsibilities for waste management, including cleaners, staff, contractors, and management
- Confirm that collection arrangements are practical and minimise disruption to surrounding properties

This WMP has been prepared to support the planning or operational phase of the development and may be updated as required to reflect changes in site operations or regulatory expectations. Note: demolition and construction waste are not covered in this plan.

## 1.2 Referenced Documents

In preparing this WMP, the following tasks were undertaken:

- Review of architectural set prepared by Design Inc
- Review of the Sustainability Victoria's 'Waste Management and Recycling in Multi Unit Developments Better Practice Guide (2019)'
- Review of Caulfield Grammar School's 'Waste Strategy' (Internal) prepared by Gurru

**ADVERTISED  
PLAN**

**This copied document to be made available  
for the sole purpose of enabling  
its consideration and review as  
part of a planning process under the  
Planning and Environment Act 1987.  
The document must not be used for any  
purpose which may breach any  
copyright**

## 2 THE PROPOSAL

### 2.1 Project Overview

The proposal seeks to develop a new building to rehouse senior school students from the existing building on-site to a new building on the site of the existing multi-purpose courts. No increase to student and staff numbers are proposed under this application.

The proposed lower ground floor plan is shown in Figure 2.1 below.

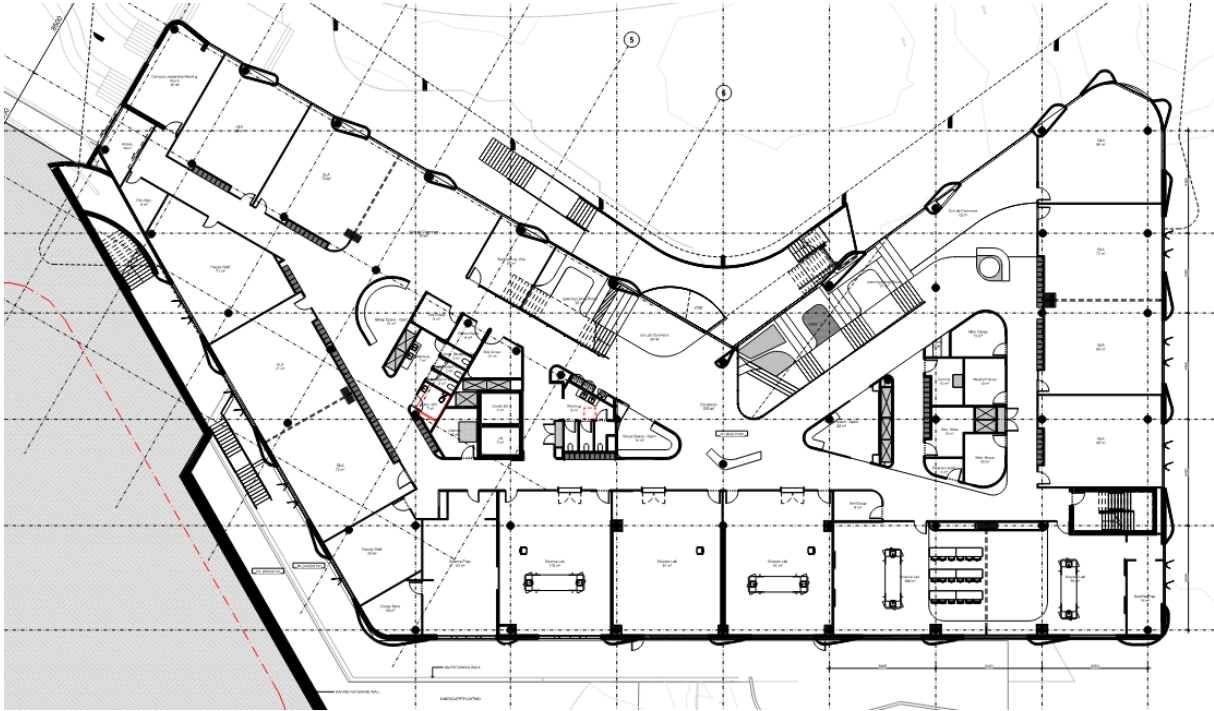


Figure 2.1: Proposed Lower Ground Floor Plan (DesignInc)

### 2.2 Proposed Waste Collection Method

As per the facilities manager's preference, a bin store is not proposed to be located within the new building. Waste is proposed to be collected within the internal receptacles and transferred to mobile garbage bins located outside the building. During collection times, the bins will be brought over to the existing waste collection point on the northern end of the site via a bin tug (or similar), as per existing arrangements. The cleaning contractors will be responsible for transferring bins from the respective waste storage rooms to the designated collection point prior to collection, and for returning them to the storage area once emptied.

**This copied document to be made available  
for the sole purpose of enabling  
its consideration and review as  
part of a planning process under the  
Planning and Environment Act 1987.  
The document must not be used for any  
purpose which may breach any  
copyright**

**ADVERTISED  
PLAN**

### 3 WASTE GENERATION

#### 3.1 Target Waste Streams

The proposal is expected to generate a range of waste streams, which will be managed through a combination of regular and as-needed collection services.

For reference, the existing waste collection arrangements are outlined below:

- 5 x 1,100L general waste bins – collected 5 x weekly
- 1 x 1,100L commingled recycling bin – collected 3 x weekly
- 2 x 1,100L paper/carboard bins – collected 3 x weekly
- 1 x 23m<sup>3</sup> organics bin – collected 1 x monthly

##### 3.1.1 Routine Collection

The development is expected to target the following waste streams for regular collection:

- General Waste
  - This stream includes residual waste materials that cannot be recycled or composted. It typically consists of contaminated packaging, non-recyclable plastics, hygiene products, and other miscellaneous items not suitable for other dedicated waste streams.
- Commingled Recycling
  - Commingled recycling includes commonly recyclable materials such as hard plastics, aluminium cans, steel tins and glass bottles and jars (unless collected separately).
- Paper & Cardboard
  - This stream includes clean, dry paper and cardboard such as office paper, envelopes, magazines, and packaging.
- Organics
  - Organic waste typically includes food scraps and, where applicable, green waste such as plant trimmings.

**This copied document is made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright**

##### 3.1.2 On-Demand Collection

The following waste streams are proposed to be targeted on an as needs basis.

- Bulky Waste & E-Waste
  - Bulky items such as old furniture, mattresses, white goods, and electronics will be managed through scheduled or on-request collections.
  - E-waste includes obsolete or broken electronic devices such as computers, televisions, printers, and batteries, which require special handling due to potential environmental hazards.
- Chemical Waste
  - Chemical waste is any leftover substance from school labs that includes acids and bases, solvents, cleaning chemicals, and contaminated solid materials.
  - Students must be appropriately trained to handle and dispose of chemical waste into the designated bins.
  - The lab assistant is responsible for correct storage and disposal during each session, and spill kits must be readily available.
  - School-wide hazardous chemical collection and disposal must be conducted at least annually by a licensed chemical disposal company, in accordance with Guidance Sheet 6 from the Department of Education and Training.

**ADVERTISED  
PLAN**

### 3.2 Estimated Waste Volumes and Assumptions

Sustainability Victoria's 'Waste Management and Recycling in Multi Unit Developments Better Practice Guide' specifies the recommended waste generation rates for garbage and commingled recycling for various land uses.

As Sustainability Victoria's guidelines do not provide guidance on waste generation rates for paper & cardboard, and organics, a rough approximation was assumed based on the existing waste collection arrangements.

The anticipated waste generation rates and resultant volumes for the target waste streams are summarised in Table 3.1.

Table 3.1: Weekly Waste Generation Rates

USE	WASTE GENERATION RATES			
	GENERAL WASTE	COMMINGLED RECYCLING	PAPER & CARDBOARD	ORGANICS
School	5L/100m <sup>2</sup> /day	5L/100m <sup>2</sup> /day	1L/100m <sup>2</sup> /day	1L/100m <sup>2</sup> /day

Application of the above rates to the proposed development schedule results in the projected weekly waste generation volumes shown in Table 3.2.

Table 3.2: Weekly Waste Generation Estimate

USE	SIZE / CAPACITY	ANTICIPATED WEEKLY VOLUMES			
		GENERAL WASTE	COMMINGLED RECYCLING	PAPER & CARDBOARD	ORGANICS
School	~6,900 m <sup>2</sup>	1,725L	1,725L	345L	345L
<b>TOTAL</b>		<b>1,725L</b>	<b>1,725L</b>	<b>345L</b>	<b>345L</b>

The following parameters have been assumed for the weekly waste generation:

- Operate 5 days/week (Mon–Fri).

**This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright**

**ADVERTISED PLAN**

## 4 WASTE STORAGE AND HANDLING

### 4.1 Bin Sizes and Quantities

The breakdown of proposed bin compositions and collection frequency intended to be provided to service the development is listed in Table 4.1.

Table 4.1: Bin Sizes and Quantities

WASTE STREAM	WEEKLY WASTE GENERATION	BIN SIZE	BIN QUANTITY	COLLECTION FREQUENCY	WEEKLY BIN CAPACITY
General Waste	1,725L	120L	3	5 per week	1,800L
Commingled Recycling	1,725L	120L	5	3 per week	1,800L
Paper & Cardboard	345L	120L	1	3 per week	360L
Organics	345L	120L	1	3 per week (to skip bin)	360L

### 4.2 Waste Equipment

#### 4.2.1 Waste Bins

Typical bin dimensions for the nominated Mobile Garbage Bins (MGBs) proposed to be provided are shown in Table 4.2, with dimensions and colours referenced from Sustainability Victoria's 'Waste Management and Recycling in Multi Unit Developments Better Practice Guide'.

Table 4.2: Typical Bin Specifications

WASTE STREAM	BIN SIZE	WIDTH	DEPTH	HEIGHT	COLOUR
General Waste	120L	485mm	560mm	940mm	Body: Dark green Lid: Red
Commingled Recycling	120L	485mm	560mm	940mm	Body: Dark green Lid: Yellow
Paper & Cardboard	120L	485mm	560mm	940mm	Body: Blue Lid: Blue
Organics	120L	485mm	560mm	940mm	Body: Dark green Lid: Lime green

Note: In practice, bin sizes and specifications may vary depending on the appointed private waste contractor.

**This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright**

**ADVERTISED PLAN**

#### 4.2.2 Bin Tug

A bin tug (or similar) is proposed to transfer bins from the proposed waste storage area outside the building to the existing waste collection point at the cul-de-sac of the existing accessway along the northern boundary of the site.

#### 4.3 Waste Storage Area

##### 4.3.1 Spatial Requirements and Layout

It is proposed that all bins will be stored external to the building, in the vicinity of the eastern building boundary, as illustrated in Figure 4.1.

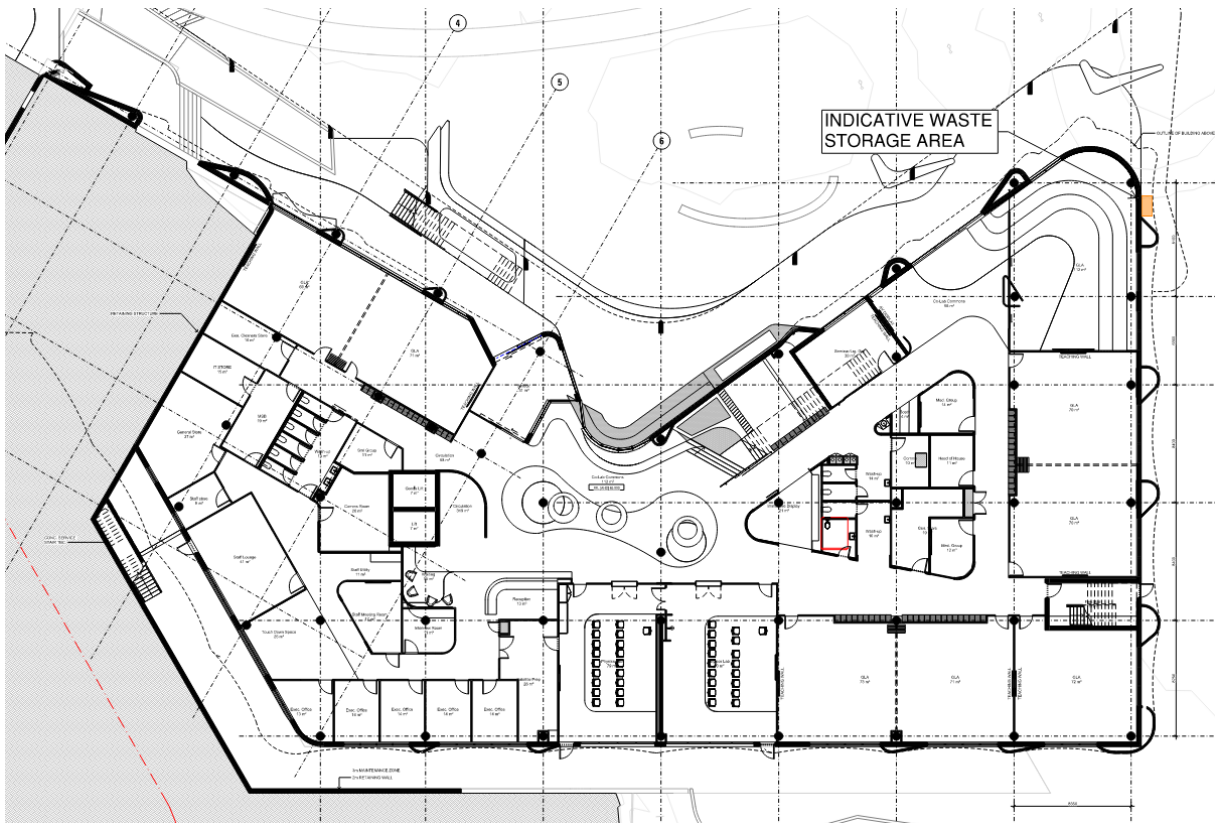


Figure 4.1: Indicative Waste Storage Area

**This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright**

**ADVERTISED  
PLAN**

### 4.3.2 Amenity Controls

To ensure the waste storage and handling areas are clean, functional, and compliant with relevant environmental and health standards, the development will incorporate a range of amenity controls. These measures will ensure the ongoing usability of the waste area while minimising potential impacts on occupants, neighbours, and the surrounding environment.

#### Washing Facilities

Waste areas will be kept in a clean and sanitary condition through regular washing and deodorising of bins and surrounding surfaces. Cleaning will be conducted by facilities management or a third-party contractor using site-appropriate methods. All washing activities will prevent wastewater from entering the stormwater system.

#### Vermin Prevention

Waste storage areas will be designed to minimise the risk of pest infestation. All bins will have secure lids, and waste will be removed regularly to avoid accumulation of organic material that could attract pests.

#### Noise Control

Collection will comply with the EPA Victoria noise guidelines and relevant local council requirements. Hours will generally be limited to:

- 7:00am – 8:00pm Monday to Saturday
- 9:00am – 8:00pm Sunday and public holiday

Contractors will be instructed to minimise noise by avoiding tipping glass at the collection point, compacting only while in motion, and reducing loud communication. Where waste rooms are near noise-sensitive uses, doors will remain closed when not in use to provide acoustic separation.

#### Stormwater Pollution Prevention

To prevent environmental contamination, waste storage areas will be designed and managed to ensure no pollutants enter the stormwater system. Waste will be stored in closed bins, and loose waste will not be permitted. Where waste is stored outdoors, it will be protected from rainfall and wind where possible. Spills will be managed using dry absorbent methods (eg. sand or paper towels), and wastewater or runoff will not be discharged to stormwater drains.

#### Odour Mitigation

Odour will be managed through a combination of operational and design measures, including the use of sealed bins for food and organic waste, regular waste removal, and effective room ventilation. Clear signage will be provided to occupants to encourage appropriate waste separation and disposal behaviours that minimise odour generation. Where necessary, deodorising agents or odour control treatments may be applied.

**This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright**

**ADVERTISED  
PLAN**

## 4.4 Internal Waste Storage and Transfer

### 4.4.1 Internal Waste Storage

Separate receptacles will be provided for key waste streams, including:

- General waste
- Commingled recycling
- Paper & cardboard
- Organics

Additionally, kitchens, office tearooms, and service or food preparation areas will be designed to allow sufficient space for the interim storage of waste, recycling, and organics in clearly separated receptacles. All areas will be managed to ensure safe, hygienic, and efficient handling and collection of waste, in accordance with best practice and relevant regulatory requirements.

### 4.4.2 Internal Waste Transfer

Waste generated within the premises will be transferred from individual floors to the designated waste area via clearly defined routes. The following arrangements apply to all waste transfers within the building:

- Designated staff or contracted cleaners will handle the transfer of waste from internal bins to the central waste storage area.
- All garbage must be securely bagged and tied before being placed into the general waste bins.
- Recyclables need to be handled with care:
  - Bottles, cans, and other containers should be emptied, rinsed, and have their lids removed before being placed into the comingled recycling bin.
  - Glass items are to be treated the same way – cleaned and de-lidded.
  - Paper and cardboard should be flattened to save space and placed directly (not bagged) into the appropriate bin.
  - Recycling inside plastic bags will not be accepted, as it cannot be properly sorted.
- Organics must be disposed of loosely into the dedicated organics bin without any liners, unless certified compostable liners are accepted by the collection contractor.
- Transfer of waste will be undertaken using service lifts and back-of-house corridors, where possible, to avoid interference with public areas or main occupant circulation paths.

Waste generated within individual floors will be transferred to the central waste storage area via the dedicated goods lift.

The internal waste transfer paths from the goods lifts to the waste area is shown in Figure 4.2.

**ADVERTISED  
PLAN**

**This copied document to be made available  
for the sole purpose of enabling  
its consideration and review as  
part of a planning process under the  
Planning and Environment Act 1987.  
The document must not be used for any  
purpose which may breach any  
copyright**

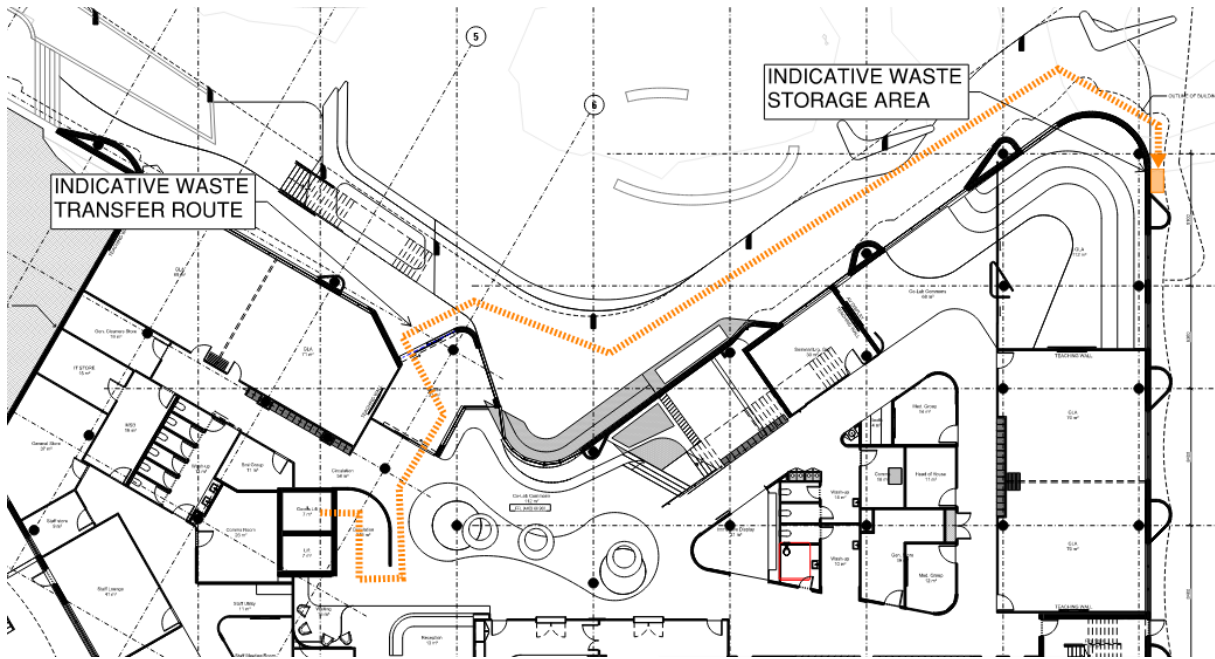


Figure 4.2: Internal Transfer Path (Lower Ground Floor)

**This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright**

**ADVERTISED  
PLAN**

## 5 WASTE COLLECTION STRATEGY

Waste collection for the development will be undertaken by the existing private waste contractor. Collections will occur on the cul-de-sac of the access road along the northern boundary of the site.

Waste collection will within the EPA Victoria designated hours to ensure compliance with environmental noise regulations, as per existing arrangements.

Prior to each scheduled collection, the cleaning staff will transfer the bins from the designated waste storage area to the agreed collection point via bin tug (or similar). Once servicing is complete, the bins will be promptly returned to the waste storage area.

A clear minimum width of 1.5 metres has been provided along the designated bin transfer route to ensure safe and efficient movement of bins.

The bin transfer route and the respective waste collection locations are illustrated in Figure 5.1.

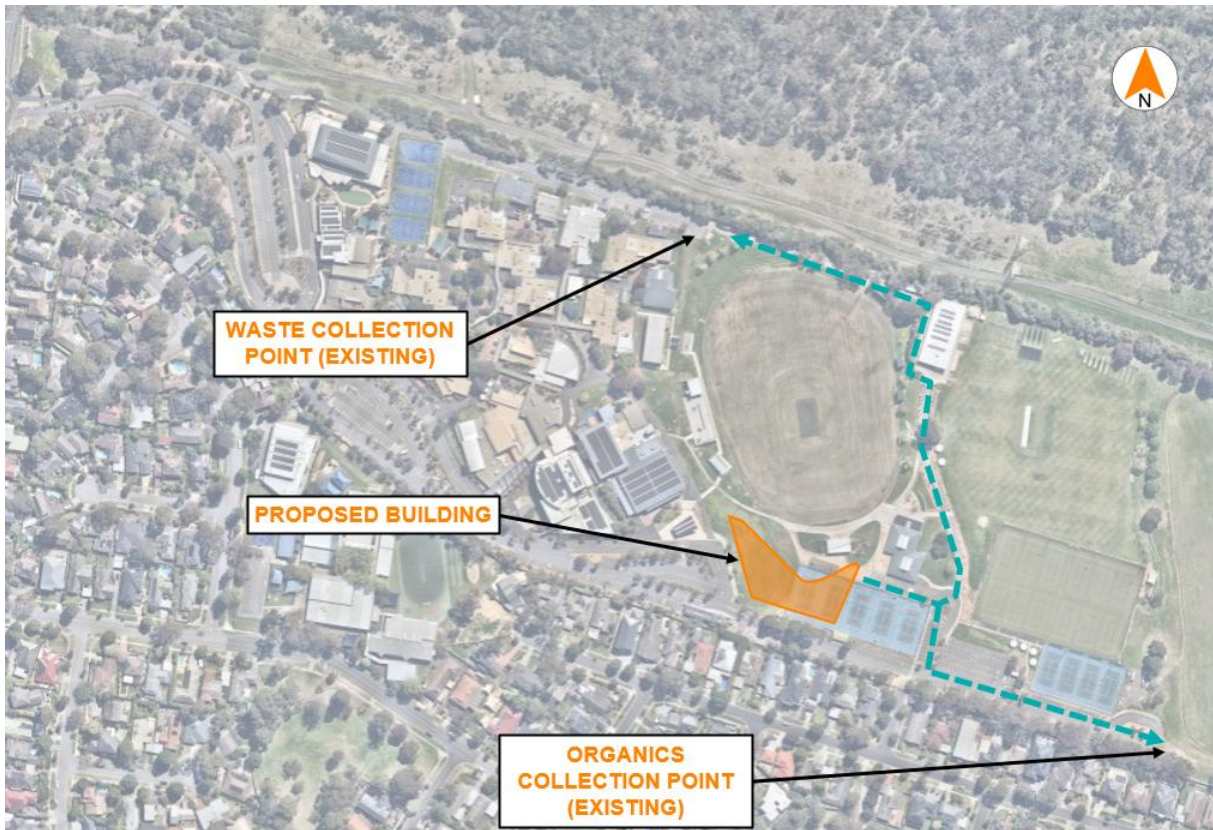


Figure 5.1: Bin Transfer Route & Waste Collection Location

**This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright**

**ADVERTISED  
PLAN**

## 6 EDUCATION AND SIGNAGE

### 6.1 Education

All building users will be informed of the waste management procedures through a combination of onboarding materials and ongoing communication. This may include:

- Distribution of welcome information or induction packs explaining waste disposal requirements
- Regular reminders via newsletters, digital platforms, or notices
- Clear instructions on how to separate and dispose of waste appropriately
- Tailored information for commercial or specialised tenancies
- Guidance for cleaners and waste contractors on bin handling and room maintenance

Education initiatives will be the responsibility of building or facility management and may be reviewed and updated periodically to maintain effectiveness.

### 6.2 Signage

Permanent industry-standard signage will be installed in all waste storage areas and other relevant locations to guide users in proper disposal. Signage will:

- Clearly label each bin and waste stream (e.g. general waste, recycling, organics)
- Use clear wording, icons, and colour coding to aid understanding
- Be durable, weather-resistant, and positioned prominently above bins and at access points
- Reinforce key messages such as “Do not overfill bins,” “Keep lids closed,” and “No hazardous waste”

Signage shall be regularly maintained to ensure visibility and legibility. Where appropriate, multilingual or pictorial signage may be used to accommodate a diverse range of users.

**This copied document to be made available  
for the sole purpose of enabling  
its consideration and review as  
part of a planning process under the  
Planning and Environment Act 1987.  
The document must not be used for any  
purpose which may breach any  
copyright**

**ADVERTISED  
PLAN**

## 7 CONTACT DETAILS

### 7.1 Local Council

- Monash City Council (03) 9518 3555

### 7.2 Waste Management Service Providers

- Cleanaway (waste collection contractor) 13 13 39
- Veolia (waste collection contractor) 13 29 55
- JJ's Waste & Recycling (waste collection contractor) 1300 222 333
- REMONDIS (waste collection contractor) 13 73 73
- SOLO Resource Recovery (waste collection contractor) 1300 467 656
- Medcycle (medical, clinical and e-waste collection contractor) 1300 409 246
- Mastec (bin supplier) (08) 8259 9700
- SULO (bin supplier) 1300 364 388
- Waste Initiatives (waste equipment) 1800 673 537
- Eco Guardians (organic waste processing systems) 1300 556 628
- EMOVEIT (bin tug solutions) 1300 213 010
- Sabco (cleaning products) 1800 066 522

### 7.3 Regulation / Enforcement

- EPA VIC 1300 372 842
- Sustainability Victoria 1300 363 744

**ADVERTISED  
PLAN**

*Note: The contractors and service providers listed above are included for general reference only. Their inclusion does not constitute endorsement or affiliation. Users are responsible for engaging services at their discretion and confirming suitability, availability, and compliance with local regulations.*

**This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright**

## 8 RESPONSIBILITIES

Effective waste management requires coordinated action by multiple parties. The following roles and responsibilities are proposed to support the successful operation, maintenance, and compliance of the development's waste system:

### 8.1 Occupants

- Ensure all users are trained in proper waste separation, recycling, and disposal procedures.
- Place waste in the correct bins and avoid contamination between waste streams.
- Maintain cleanliness within their premises and contribute to keeping shared waste areas tidy.
- Arrange for waste collection (if not managed centrally) via an authorised contractor.
- Report issues such as bin overflow, contamination, or vermin to building management (or similar).

### 8.2 Waste Collection Contractor

- Supply and maintain appropriate waste and recycling bins.
- Collect waste at the agreed frequency and notify the operator of access or contamination issues.
- Comply with relevant environmental and safety regulations.
- Ensure bins are returned neatly to designated storage areas after servicing (if applicable).

### 8.3 Cleaning Staff / Facilities Maintenance

- Regularly clean the bin storage areas and surrounding spaces to prevent odours and vermin.
- Maintain bin hygiene (e.g. wiping lids or interiors, where applicable).
- Ensure bins are returned neatly to designated storage areas after servicing (if applicable).
- Report maintenance issues or damage to the building manager or operator.

**This copied document to be made available  
for the sole purpose of enabling  
its consideration and review as  
part of a planning process under the  
Planning and Environment Act 1987.  
The document must not be used for any  
purpose which may breach any  
copyright**

**ADVERTISED  
PLAN**

## 9 LIMITATIONS

This Waste Management Plan (WMP) has been prepared specifically for the proposed development based on the information available at the time of writing, including the architectural plans, operational assumptions, and applicable waste management guidelines.

The following limitations apply:

- This plan addresses the ongoing management of operational waste generated from the completed development only. It does not cover demolition or construction waste, which should be managed under a separate Construction Waste Management Plan, in accordance with relevant authority requirements.
- Waste volume estimates are based on typical generation rates for comparable land uses and occupancy levels. Actual volumes may vary depending on final occupant activities, operational practices, and user behaviour.
- The waste collection strategy, including collection points and access arrangements, is subject to confirmation by the appointed waste contractor and local council (where applicable).
- The plan assumes that building management (or similar) will be in place to oversee the waste system, including education, maintenance, bin rotation, and contractor coordination.
- Any future changes to the building layout, usage, or waste generation patterns may require this WMP to be updated or revised to maintain compliance and operational efficiency.

This WMP has been prepared as part of the development approval process and is intended to guide waste management during ongoing building operations. It should be read in conjunction with all relevant council policies, planning conditions, and applicable Australian Standards.

# ADVERTISED PLAN

**This copied document to be made available for the sole purpose of enabling its consideration and review as part of a planning process under the Planning and Environment Act 1987. The document must not be used for any purpose which may breach any copyright**