

## **SHELFORD CAMPUS SPORTS FACILITY**

### **Waste Management Plan v 1.0**

#### **1 INTRODUCTION**

##### **1.1 Purpose of the Plan**

This operational Waste Management Plan (WMP) has been prepared to support the town planning application for Caulfield Grammar School's (CGS) proposed "Shelford Campus Sports Facility" on leased land at 281 Glen Eira Road, Caulfield VIC 3161.

The purpose of this WMP is to:

- Ensure compliance with council requirements, development conditions, and environmental regulations.
- Verify that collection arrangements are practical and minimise disruption to surrounding properties.
- Identify roles and responsibilities for waste management, including cleaners, contractors, management, staff and students.
- Establish how waste will be minimised, sorted, stored, and collected safely and efficiently.
- Support recycling and responsible waste disposal.

This WMP has been prepared to support the planning phase of the development and may be updated as required to reflect changes in site operations or regulatory expectations. This WMP covers the operational phase of the development during occupation and does not cover demolition or construction waste.

#### **2 THE PROPOSAL**

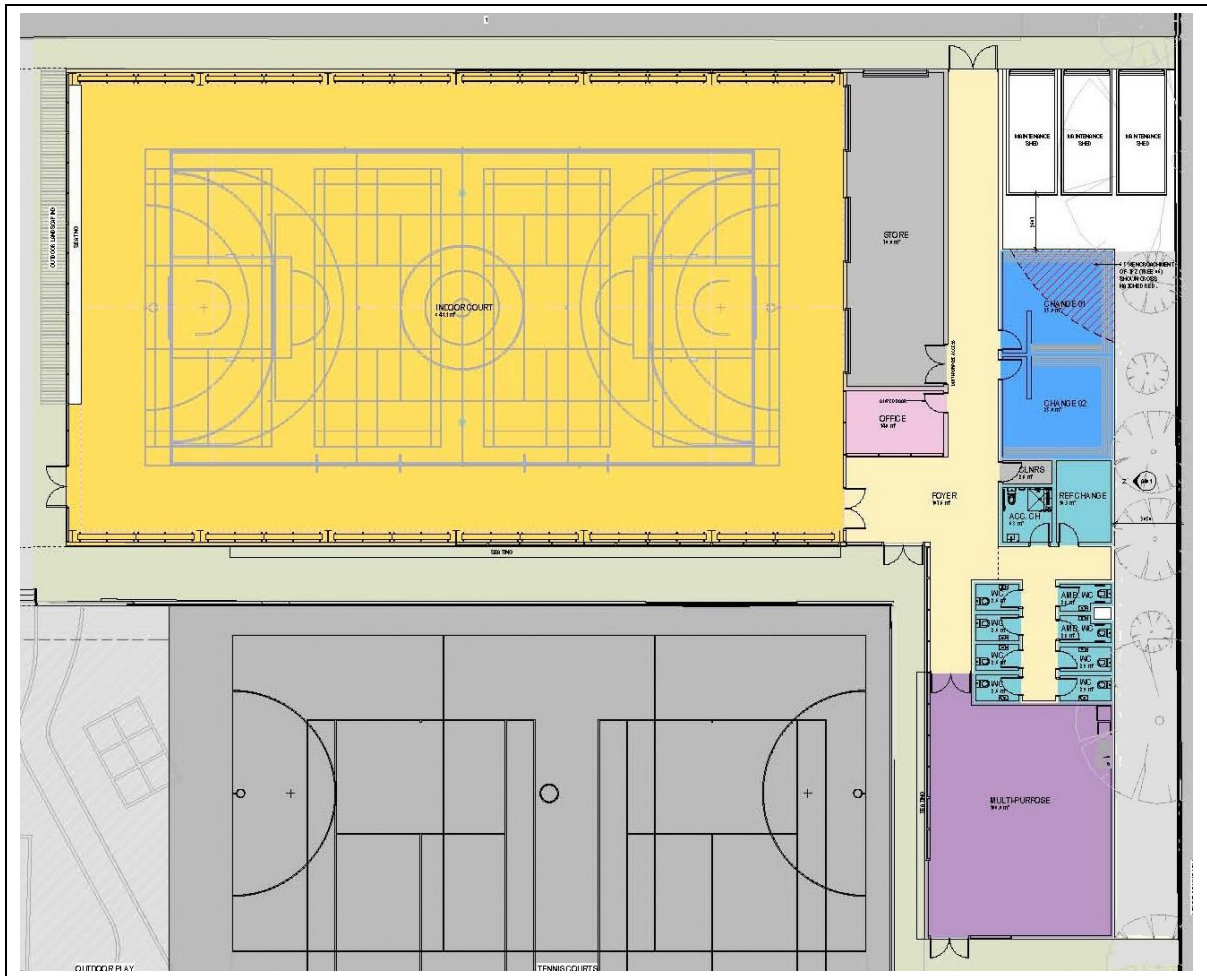
##### **2.1 Project Overview**

The proposed single-storey development comprises an Indoor Sports Hall, a Multi-Purpose Room and ancillary accommodation. An existing Multi-Purpose Pavilion will be removed as part of the development.

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The proposed ground floor plan is shown in Figure 2.1.



*Figure 2.1: Proposed Ground Floor Plan*

## 2.2 Proposed Waste Collection Method

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 bins located outside the building. The bins will be transferred to Hood Crescent for emptying shortly before the agreed collection times. The cleaning contractors and CGS Facilities Staff will be responsible for transferring the bins from their storage location to the designated collection point prior to collection and for returning the bins to the storage area once emptied.

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### 3 WASTE GENERATION

#### 3.1 Target Waste Streams

The proposed development is expected to generate a range of waste streams, which will be managed through a combination of regular collection services and additional ad-hoc disposal services as required.

The types of waste expected to be generated in the new development are as follows:

Waste Type	Description
<b>General Waste</b>	Residual waste materials that cannot be recycled or composted, typically consisting of contaminated packaging, non-recyclable plastics, hygiene products and other miscellaneous items not suitable for other dedicated waste streams.
<b>Commingled Recycling</b>	Commonly recyclable materials such as dry paper / cardboard hard plastics, aluminium cans, steel tins, and glass items (unless collected separately).
<b>Organic Waste</b>	Organic materials typically including food scraps and green waste such as plant trimmings.

##### 3.1.1 Routine Collection

It is anticipated that the following waste collection arrangements will be adequate for the new development:

- General Waste: 1 no. x 120 litre collected once per week.
- Commingled Recycling: 1 no. x 120 litre collected once per week.
- Organic Waste: 1 no. x 120 litre collected once per week.

##### 3.1.2 On-Demand Collection

Where ad-hoc waste disposal is required for items such as E-Waste, chemicals or bulky items, these will be transferred to the main Shelford Campus on the east side of Hood Crescent for consolidated collection and disposal.

#### 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 volume of each type of waste generated in the new development are summarised in Table 3.1.

*Figure 3.1: Estimated Waste Generation Rates*

Waste Type	Waste Generation		
	Anticipated Rate Per Day Per 100m <sup>2</sup>	Rate per Day (1,200m <sup>2</sup> Facility)	Rate per Week* (1,200m <sup>2</sup> Facility)
General Waste	1.5 litres	18 litres	108 litres
Commingled Recycling	1.5 litres	18 litres	108 litres
Organic Waste	1 litre	12 litres	72 litres

\* - Based on 6 days / week (Mon-Sat).

## 4 WASTE STORAGE AND HANDLING

### 4.1 Bin Sizes and Quantities

The breakdown of proposed bin compositions and collection frequency proposed to be provided for the development are listed in Table 4.1.

*Figure 4.1: Bin Types, Sizes and Quantities*

Waste Type	Waste Generated	Bin Capacity	Bin Quantity	Total Bin Capacity	Bin Collections
General Waste	108 litres / week	120 litres	1	120 litres	1 per week
Comingled Recycling	108 litres / week	120 litres	1	120 litres	1 per week
Organic Waste	72 litres / week	120 litres	1	120 litres	1 per week

### 4.2 Waste Bins

Typical bin specifications for the development are listed in Table 4.2, based on the specifications of the bins currently used by Glen Eira City Council.

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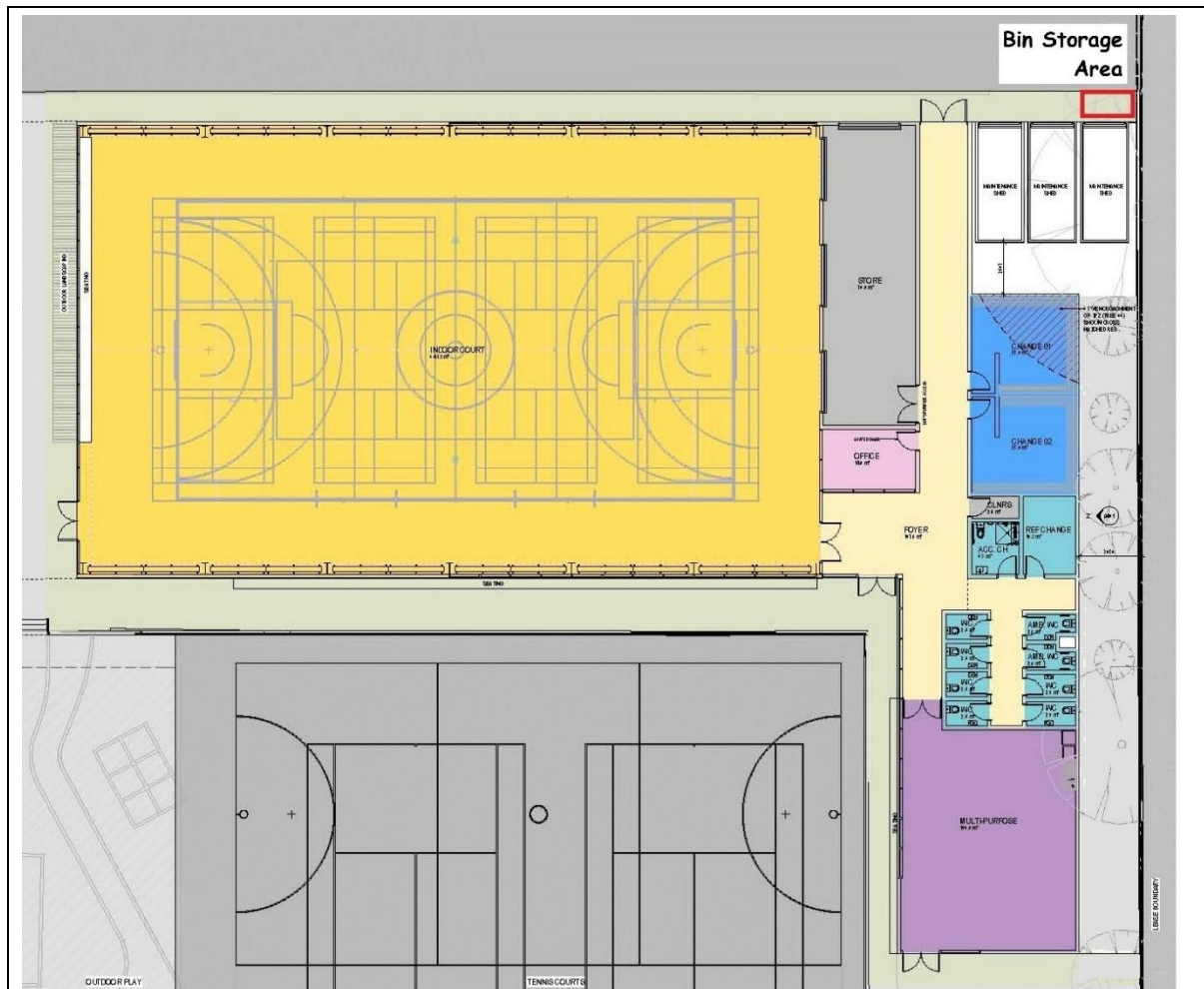
Figure 4.2: Typical Bin Specifications

Waste Type	Bin Capacity	Width	Depth	Height	Colour
General Waste	120 litres	485mm	560mm	940mm	Body: Dark Green Lid: Red
Comingled Recycling	120 litres	485mm	560mm	940mm	Body: Dark Green Lid: Yellow
Organic Waste	120 litres	485mm	560mm	940mm	Body: Dark Green Lid: Lime Green

### 4.3 Waste Storage Area

#### 4.3.1 Spatial Requirements and Layout

It is proposed that all bins will be stored outside the new building, in the vicinity of the north-eastern building boundary, as illustrated in Figure 4.1.



*Figure 4.1: Ground Floor Plan with Bin Storage Area*

#### **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
- Organic Waste

The Multi-Purpose Room will include 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.

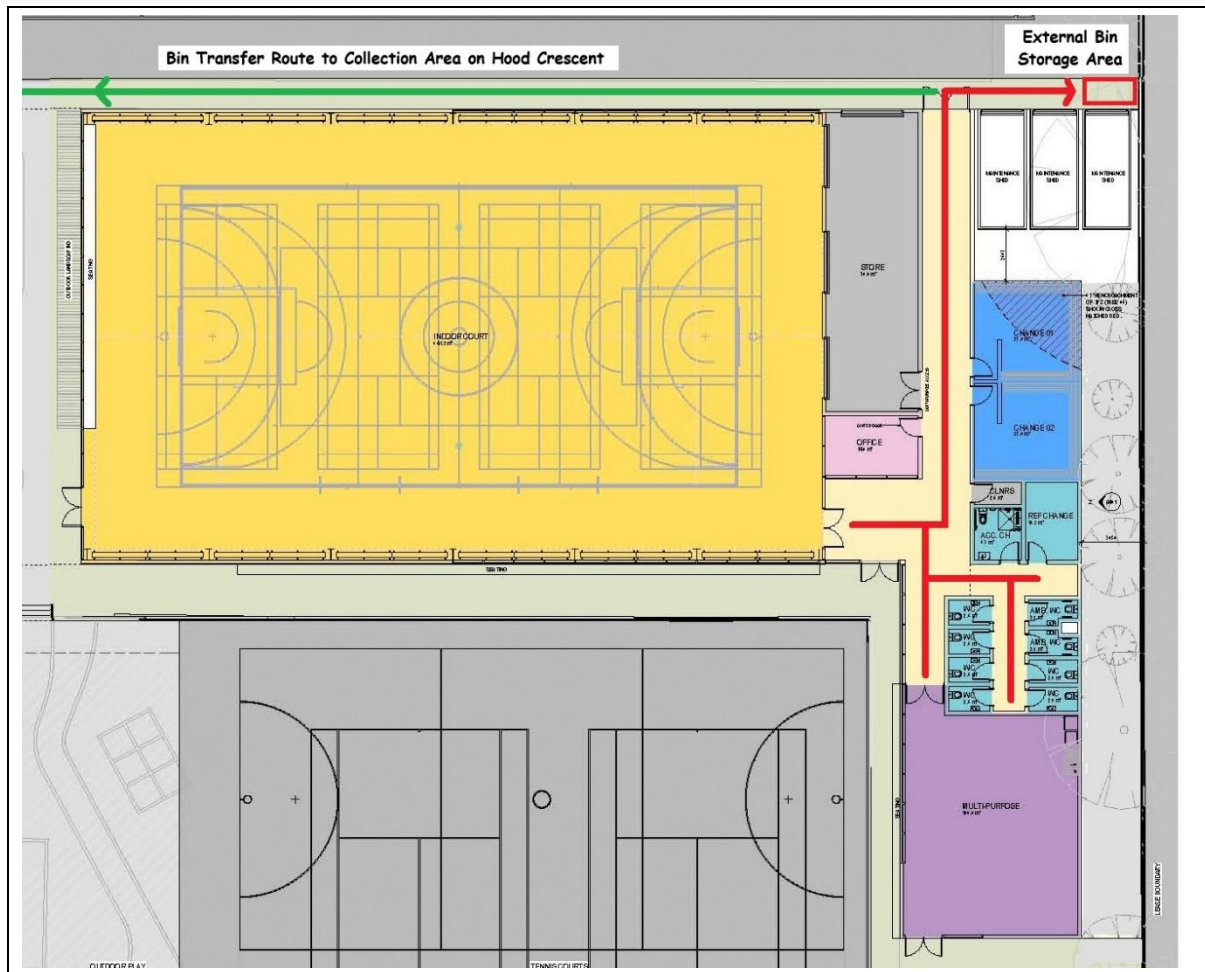
##### **4.4.2 Internal Waste Transfer**

Waste generated within the new building will be transferred from individual rooms to the external bins. Personnel designated with the responsibility for transferring waste from internal bins to the external bins will be instructed to manage waste in line with the following:

- All waste items to be securely bagged and tied before being placed into the general waste bins.
- Recyclables to be handled with care:
  - Bottles, cans, glass items and other containers are to be emptied, rinsed, and have their lids removed before being placed in the Commingled recycling bin.
  - Paper and cardboard are to be flattened to save space and placed directly (not bagged) into the appropriate bin.
- Organic waste is to be placed loosely in the dedicated organic waste bin without any liners, unless the liner is approved by the collection contractor.
- Waste is to be transferred along the shortest route to the external bins using the northern exit to the building.

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The internal waste transfer path is shown in Figure 4.2.



*Figure 4.2: Waste Transfer Route*

## 5 WASTE COLLECTION STRATEGY

Waste will be collected for the development by Glen Eira City Council, which currently collects waste from the site and from the adjacent main Shelford Campus.

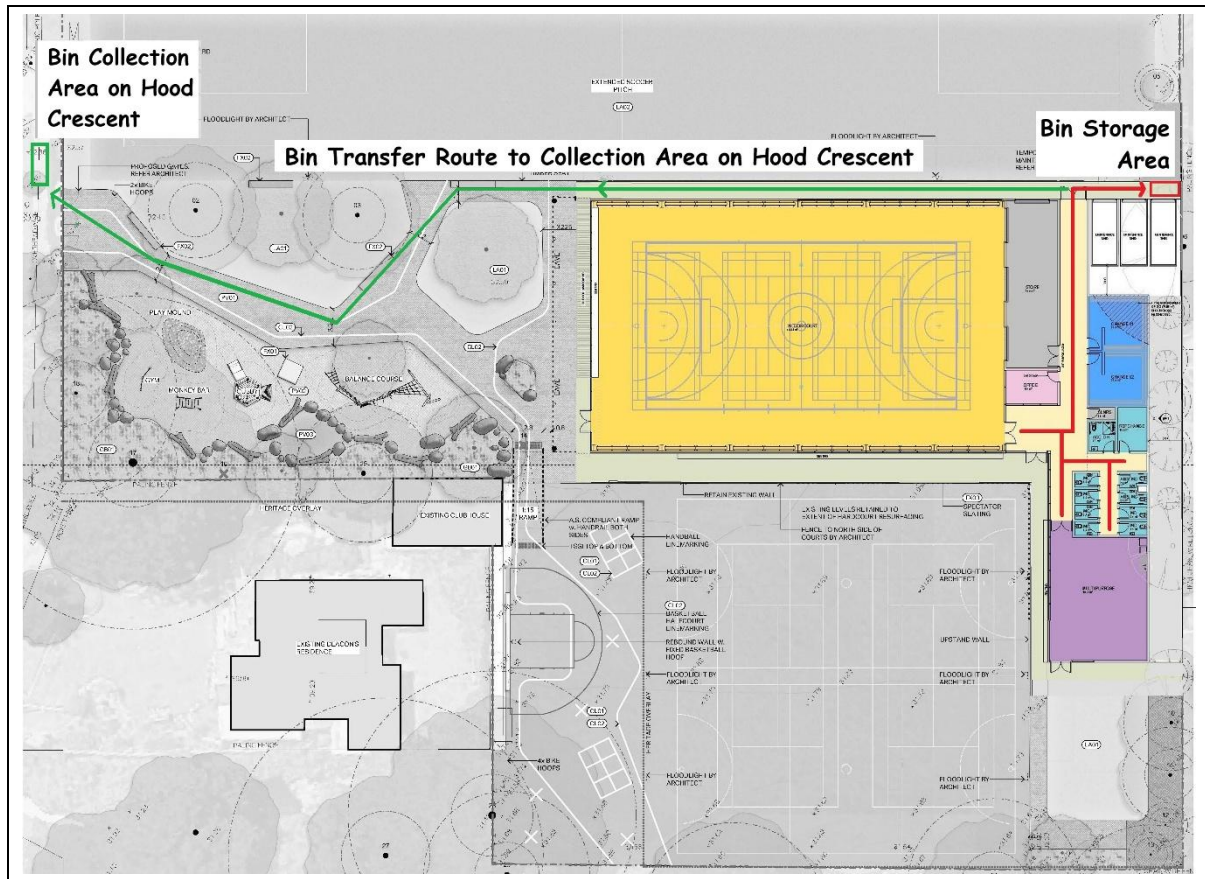
The bin collection area for the development will be on the east side of Hood Crescent outside the western boundary of the site.

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

Prior to each scheduled collection, the cleaning personnel or CGS Facilities Staff will transfer the bins from the designated waste storage area to the agreed collection point. Once the bins have been emptied, the bins will be promptly returned to the Bin 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 location of the Bin Storage Area, the Bin Transfer Route and the Bin Collection Area are shown in Figure 5.1.



*Figure 5.1: Bin Storage Area, Bin Transfer Route & Bin Collection Area*

## 6 EDUCATION AND SIGNAGE

### 6.1 Education

All building users will be informed of the waste management procedures using onboarding materials and ongoing communication, which may include the following:

- 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 external visitors.
- Guidance for cleaners and waste contractors on bin handling and room maintenance

CGS will provide education initiatives which 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 will be regularly maintained to ensure visibility and legibility. Multilingual or pictorial signage may be used to accommodate a diverse range of users where appropriate.

## **7 CONTACT DETAILS**

### **7.1 Local Council**

Glen Eira City Council (03) 9524 3333

### **7.2 Regulation / Enforcement**

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

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## **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 the premises and contribute to keeping shared waste areas tidy.
- Contact the Facilities Team if any additional ad-hoc waste collection is required.

- Report issues such as bin overflow, contamination, or vermin to the Facilities Team.

## **8.2 Local Council**

- Supply and maintain appropriate waste and recycling bins.
- Collect waste at the agreed frequency and notify CGS of any access and / or contamination issues.
- Comply with relevant environmental and safety regulations.

## **8.3 Cleaning Staff / CGS Facilities Staff**

- 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.
- Report maintenance issues or damage to the Facilities Team.

## **9 LIMITATIONS**

The following limitations apply to this Waste Management Plan (WMP):

- 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 local council.
- 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.

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