



Harbord Hotel, 29 Moore Road, Freshwater NSW 2096
Hotel Re-Development

OPERATIONAL WASTE MANAGEMENT PLAN

7/06/2021
Report No. SO978
Revision B

Client

Meridian Australia

29 Moore Road, Freshwater NSW 2096
T 0420 308 090 • E glenn@meridianaustralia.com.au

Architect

Alexander & Co

63 Brisbane Street, Bondi Junction NSW 2022
www.alexanderand.co
T 02 8394 9838

ELEPHANTS FOOT RECYCLING SOLUTIONS • ABN 70 001 378 294
44-46 Gibson Ave Padstow NSW 2211
www.elephantsfoot.com.au

T +612 9780 3500 • F +612 9707 2588
E wmp@elephantsfoot.com.au

REVISION REFERENCE

Revision	Date	Prepared by	Reviewed by	Description
A	08/04/2021	D Trinder	A Armstrong	Draft
B	07/06/2021	D Trinder	A Armstrong	Final

The information contained in this document produced by Elephants Foot Recycling Solutions (EFRS) is solely for the use of the client identified on the cover sheet for the purpose for which it has been prepared for. EFRS undertakes no duty, nor accepts any responsibility for any third party who may rely upon this document. Reproduction, publication or distribution of this document without written permission from EFRS is strictly prohibited.

TABLE OF CONTENTS

TABLE OF FIGURES.....	iv
LIST OF TABLES.....	iv
GLOSSARY OF ABBREVIATIONS AND TERMS	i
INTRODUCTION	2
SCOPE OF REPORT.....	2
REPORT CONDITIONS.....	3
LEGISLATION & GUIDANCE	4
COUNCIL OBJECTIVES.....	4
DEVELOPMENT OVERVIEW.....	5
SITE LOCATION.....	5
HOTEL WASTE MANAGEMENT.....	6
WASTE GENERATION ESTIMATES.....	6
BIN SUMMARY.....	7
WASTE DISPOSAL PROCEDURES.....	7
WASTE COLLECTION PROCEDURES.....	7
OTHER WASTE MANAGEMENT CONSIDERATIONS.....	8
KITCHEN, OFFICE TEA ROOMS AND FOOD PREPARATION AREAS	8
FOOD WASTE	8
BATHROOMS	8
LIQUID WASTE	8
PROBLEM WASTE	8
STAKEHOLDER ROLES & RESPONSIBILITIES.....	9
SOURCE SEPARATION.....	10
EDUCATION.....	11
SIGNAGE.....	11
POLLUTION PREVENTION.....	11
WASTE ROOMS/AREAS.....	12
BIN MOVING PATHS.....	13
CONSTRUCTION REQUIREMENTS.....	14
ADDITIONAL CONSIDERATIONS.....	14
USEFUL CONTACTS	15
APPENDIX A: ARCHITECTURAL PLANS	16
APPENDIX A.1 GROUND FLOOR PLAN.....	17
APPENDIX A.2 GROUND FLOOR BIN STORAGE AREA:	18
APPENDIX C: PRIMARY WASTE MANAGEMENT PROVISIONS	19
APPENDIX C.1 TYPICAL BIN SPECIFICATIONS	20
APPENDIX C.2 SIGNAGE FOR WASTE & RECYCLING BINS	22

OPERATIONAL WASTE MANAGEMENT PLAN

APPENDIX C.3 TYPICAL COLLECTION VEHICLE INFORMATION 24

APPENDIX D: SECONDARY WASTE MANAGEMENT PROVISIONS 26

 APPENDIX D.1 TYPICAL COOKING OIL CONTAINERS 27

 APPENDIX D.2 TYPICAL SOURCE SEPARATION BINS FOR RETAIL/COMMERCIAL USE 28

TABLE OF FIGURES

Figure 1. Site Location 5

LIST OF TABLES

Table 1: Estimated Waste and Recycling Volumes – Hotel 6

Table 2: Stakeholder Roles and Responsibilities 9

Table 3: Operational Waste Streams 10

Table 4: Waste Room Areas 12

Table 5: Waste Room Requirements 12

GLOSSARY OF ABBREVIATIONS AND TERMS

TERM	DESCRIPTION
<i>Baler</i>	A device that compresses waste into a mould to form bales which may be self-supporting or retained in shape by strapping
<i>Bin-carting Route</i>	Travel route for transferring bins from the storage area to a nominated collection point
<i>Collection Area/Point</i>	The identified position or area where general waste or recyclables are loaded onto the collection vehicle
<i>Compactor</i>	A machine for compressing waste into disposable or reusable containers
<i>Composter</i>	A container/machine used for composting specific food scraps
<i>Crate</i>	A plastic box used for the collection of recyclable materials
<i>DA</i>	Development Application
<i>DCP</i>	Development Control Plan
<i>EPA</i>	Environmental Protection Authority
<i>HRV</i>	Heavy Rigid Vehicle described by AS 2890.2-2002 Parking facilities – Off-street commercial vehicle facilities
<i>L</i>	Litre(s)
<i>LEP</i>	Local Environmental Plans guide planning decisions for local government areas
<i>Liquid Waste</i>	Non-hazardous liquid waste generated by commercial premises that must be connected to sewer or collected for treatment and disposal by a liquid waste contractor (including grease trap waste)
<i>Mixed Use Development</i>	A development comprised of two or more different uses
<i>Mobile Garbage Bin(s) (MGB)</i>	A waste container generally constructed of plastic with wheels with a capacity in litres of 120, 240, 360, 660, 1000 or 1100
<i>MRV</i>	Medium Rigid Vehicle described by AS 2890.2-2002 Parking facilities – Off-street commercial vehicle facilities
<i>Onsite Collection</i>	When collection vehicles enter a property and service a development within the property boundary from a designated loading area
<i>Owners Corporation</i>	An organisation or group of persons that is identified by a particular name and acts, or may act, as an entity
<i>Service Bins</i>	Bin set aside to be placed under a chute while the remainder of the bins are being collected
<i>SRV</i>	Small Rigid Vehicle described by AS 2890.2-2002 Parking facilities – Off-street commercial vehicle facilities
<i>WHS</i>	Workplace Health and Safety
<i>Wheel-in wheel-out service</i>	A type of waste collection service offered by local councils where the council waste collection personnel enter the premises to collect the bins and returns them to the property

INTRODUCTION

Elephants Foot Recycling Solutions (EFRS) has been engaged to prepare the following waste management plan for the operational management of waste generated by the hotel development known as Harbord Hotel, located at 29 Moore Road, Freshwater NSW 2096.

Waste management strategies and audits are required for new developments in order to support the design and sustainable performance of the building. It is EFRS's belief that a successful waste management strategy contains three key objectives:

- i. **Promote responsible source separation*** to reduce the amount of waste that goes to landfill by implementing convenient and efficient waste management systems.
- ii. **Ensure adequate waste provisions and robust procedures*** that will cater for potential changes during the operational phase of the development.
- iii. **Comply*** with all relevant council codes, policies, and guidelines.

To achieve these objectives, this operational waste management plan (OWMP) identifies the different waste streams likely to be generated during the operational phase of the development, as well as how the waste will be handled and disposed, details of bin sizes/quantities and waste rooms, descriptions of the proposed waste management equipment used, and information on waste collection points and frequencies.

It is essential that this OWMP is integrated into the overall management of the building and is clearly communicated to all relevant stakeholders.

SCOPE OF REPORT

This operational waste management plan (OWMP) only applies to the **operational** phase of the proposed development; therefore, the requirements outlined in this OWMP must be implemented during the operational phase of the site and may be subject to review upon further expansion of, and/or changes to the development.

The waste management of the **construction** and **demolition** phases of the development are not addressed in this report. A separate construction and demolition WMP can be prepared by EFRS on request.

REPORT CONDITIONS

The purpose of this report is to document an OWMP as part of a development application, which is supplied by EFRS with the following limitations:

- Drawings, estimates and information contained in this OWMP have been prepared by analysing the information, plans and documents supplied by the client and third parties including Council and other government agencies. The assumptions based on the information contained in the OWMP is outside the control of EFRS,
- The figures presented in the report are an estimate only – the actual amount of waste generated will be dependent on the occupancy rate of the building/s and waste generation intensity as well as the building management's approach to educating residents and tenants regarding waste management operations and responsibilities,
- The building manager will adjust waste management operations as required based on actual waste volumes (e.g. if waste is greater than estimated) and increase the number of bins and collections accordingly,
- The report will not be used to determine or forecast operational costs or prepare any feasibility study or to document any safety or operational procedures,
- The report has been prepared with all due care; however no assurance is made that the OWMP reflects the actual outcome of the proposed waste facilities, services, and operations, and EFRS will not be liable for plans or results that are not suitable for purpose due to incorrect or unsuitable information or otherwise,
- EFRS offer no warranty or representation of accuracy or reliability of the OWMP unless specifically stated,
- Any manual handling equipment recommended in this OWMP should be provided at the recommendation of the appropriate equipment provider who will assess the correct equipment for supply,
- Design of waste management equipment and systems must be approved by the supplier,
- EFRS cannot be held accountable for late changes to the design after the OWMP has been submitted to Council,
- EFRS will provide specifications and recommendations on bin access and travel paths within the OWMP, however it is the architect's responsibility to ensure the architectural drawings meet these provisions,
- EFRS are not required to provide information on collection vehicle swept paths, head heights, internal manoeuvring or loading requirements. It is assumed this information will be provided by a traffic consultant,
- Council are subject to changing waste and recycling policies and requirements at their own discretion.

This OWMP is only finalised once the Draft Watermark has been removed. If the Draft Watermark is present, the information in the OWMP is not confirmed.

LEGISLATION & GUIDANCE

Waste management and resource recovery regulation in Australia is administered by the Australian Constitution, Commonwealth laws, and international agreements. State and territory governments maintain primary responsibility for controlling development and regulating waste. The following legislation has been enacted in New South Wales, and provides the lawful underpinnings of this OWMP.

- NSW Environmental Planning & Assessment Act 1979
- NSW Protection of the Environment Operations Act 1997
- NSW Waste Avoidance & Resource Recovery Act 2001

At the local level, councils or Local Government Areas (LGAs) require OWMPs to be included in new development applications. This OWMP is specifically required by:

- Northern Beaches Council Waste Management Guidelines 2016
- Warringbah Local Environmental Plan 2011

The primary purpose of a development control plan (DCP) is to guide development according to the aims of the corresponding local environmental plan (LEP). The DCP must be read in conjunction with the provisions of the relevant LEP.

Information provided in this OWMP comes from a wide range of waste management guidance at the local, state, and federal levels. The primary sources of guidance include:

- Northern Beaches Council Waste Management Guidelines 2016
- NSW Better Practice Guidelines for Waste Management and Recycling in Commercial and Industrial Facilities 2012
- NSW Better practice guide for resource recovery in residential developments 2019
- NSW Waste Avoidance and Resource Recovery (WARR) Strategy 2014-2021
- NSW Waste Classification Guidelines 2014
- Australia's National Waste Policy 2018

COUNCIL OBJECTIVES

Northern Beaches Council is committed to responsible management practices for waste storage and collection. As such, Council aims to:

- Encourage the ongoing minimisation and management of waste handling in the future use of the premises,
- Ensure waste storage and collection facilities complement waste collection and management services offered by Council and the private service providers,
- Minimise risks to health and safety associated with handling and disposal of waste and recycled material, and ensure optimum hygiene,
- Minimise any adverse environmental impacts associated with the storage and collection of waste; and
- Discourage illegal dumping.

DEVELOPMENT OVERVIEW

The proposed development falls under the LGA of Northern Beaches Council, and consists of:

- One (1) building over three (3) levels (Ground, Level 1, Upper Floor)
 - Hotel retail space with a total GFA of 957 m²

All figures and calculations are based on area schedules as advised by our client and shown on architectural drawings.

SITE LOCATION

The site is located at 29 Moore Road, Freshwater NSW 2096, as shown in Figure.1 (boundaries are indicative only). The site has primary street frontage to Moore Road and secondary frontage to Charles Street and Undercliff Road. Vehicle access is via Moore Road and Charles Street.

Figure 1. Site Location



Source: Google Maps

HOTEL WASTE MANAGEMENT

The following section outlines best practice waste management for the hotel, including waste generation estimates and waste disposal and collection procedures.

WASTE GENERATION ESTIMATES

Council’s *Waste Management Guidelines 2016* and the EPA’s *Better practice guide for resource recovery in residential developments* has been referenced to calculate the total number of bins required for the hotel. Calculations are based on generic figures, and waste generation rates may differ according to the tenants’ actual waste management practice.

The following table shows the estimated volume (L) of general waste and recyclables that is expected to be generated by the hotel.

Currently, the hotel is producing two-three times the expected volume of recyclables. To ensure the appropriate equipment and space is made available for the hotel expansion, an increased generation rate for recyclables has been applied to the following table, which will more accurately represent the expected volume of recyclables the hotel will produce.

The following estimates are based on a seven-day operating week.

Table 1: Estimated Waste and Recycling Volumes – Hotel

Tenancy Type	Level	GFA m ²	Waste Generation Rate (L/100m ² /Day)	Generated Waste (L/Week)	Recycling Generation Rate (L/100m ² /Day)	Generated Cardboard/paper (L/Week)	Commingled Recyclables
Main Bar	G	155	50	542.5	150	1085.0	180.8
Restaurant	G	161	660	7438.2	600	4508.0	751.3
Beer Garden	G	222	50	777	150	1554.0	259.0
Lounge	G	52	50	182	150	364.0	60.7
Courtyard	G	22	50	77	150	154.0	25.7
Bar/Performance Area	L1	180	50	630	150	1260.0	210.0
Office	L1	20	10	14	30	28.0	4.7
Bar/Lounge	U	103	50	360.5	150	721.0	120.2
Office	U	42	10	29.4	150	294.0	9.8
TOTALS		957		10051		9968	4984
Collections			Bin Size (L)	4500	Bin Size (L)	4500	660
			Bins/Week	2.2	Bins/Week	2.2	7.6
			Collections/Week	3	Collections/Week	3	3
			Total Bins	1	Total Bins	1	3

BIN SUMMARY

Based on the estimated waste generated by the hotel (with the adjusted paper/cardboard rate), the recommended bin quantities and collection frequencies are as follows:

General Waste: 1 x 4500L (4.5m³) MGBs collected 3 x weekly

Paper/Cardboard Recyclables: 1 x 4500L (4.5m³) MGBs collected 3 x weekly

Commingled Recyclables: 3 x 660L MGBs collected 3 x weekly

The above bin sizes are consistent with the current waste strategy and what is currently on site for the development. The only change will be an increase to the collections for commingled recyclables.

Bin sizes, quantities, and/or collection frequencies may be modified by the building manager once the proposed development is operational. Building management will be required to negotiate any changes to bins or collections with the collection service provider. Seasonal peak periods such as public and school holidays should also be considered.

WASTE DISPOSAL PROCEDURES

Each area will be responsible for their back of house waste management bins during daily operations.

On completion of each trading day or as required, nominated staff or contracted cleaners will transport all general waste and recyclables to the Bin Storage Area on Ground and place into the appropriate collection bins (see APPENDIX A.2). Waste will not be compacted, and recyclables not baled.

Collection will be undertaken by a private waste contractor on the agreed days of collection.

The administration and back of house areas, lobbies, amenities, and circulation areas will be supplied with suitably branded waste and recycling bins, where considered appropriate. Building management/ cleaners will monitor use and ensure bins are exchanged, emptied and cleaned as required.

WASTE COLLECTION PROCEDURES

A private waste collection contractor will be engaged to service the hotel waste and recycling bins per an agreed schedule. On the day of service, a private waste collection vehicle will enter the site via Charles Street and service the bins in the carpark. Once the bins are serviced, the collection vehicle will exit the site onto Charles Street in a forward direction.

OTHER WASTE MANAGEMENT CONSIDERATIONS

Based on the types of tenancies anticipated for this development, the following waste management practices are recommended.

KITCHEN, OFFICE TEA ROOMS AND FOOD PREPARATION AREAS

Any food preparation area, including kitchens and office tea rooms will be provided with dedicated source separation bins including a general waste bin, a paper/cardboard recycling bin and a commingled recycling bin. Cleaners or nominated staff will be responsible for monitoring these bins and emptying them as required.

FOOD WASTE

Where waste generated contains either 20% by weight or volume of seafood, poultry or meat, or generates 50L of seafood, poultry or meat in total per day, waste must either be collected daily or refrigerated until it is collected. Alternatively, a food waste processing system may be installed onsite if a large portion of food waste is expected to be generated.

BATHROOMS

Washroom facilities should be supplied with collection bins for paper towels (if used). Sanitary bins for female restroom facilities must also be arranged with an appropriate contractor.

LIQUID WASTE

Liquid wastes such cleaning products, chemicals, paints, and cooking oil, etc., will be stored in a secure space that is bunded and drained to a grease trap in accordance with State government authorities and legislation.

PROBLEM WASTE

The building manager is responsible for making arrangements for the disposal and recycling of problem waste streams with an appropriate contractor. Problem wastes cannot be placed in general waste as they can have adverse impacts to human health and the environment if disposed of in landfill. Retail and Commercial tenants will need to liaise with the building manager when disposing of problem waste streams.

Problem waste streams include:

- Chemical Waste
- Liquid wastes
- Toner cartridges
- Lightbulbs
- eWaste
- Batteries

STAKEHOLDER ROLES & RESPONSIBILITIES

The following table demonstrates the primary roles and responsibilities of the respective stakeholders:

Table 2: Stakeholder Roles and Responsibilities

Roles	Responsibilities
Management	<ul style="list-style-type: none"> • Ensure all waste service providers submit monthly reports on all equipment movements and waste quantities/weights; • Organise internal waste audits/visual assessments on a regular basis • Purchase any on-going waste management equipment or maintenance of equipment once building is operational; and • Manage any non-compliances/complaints reported through waste audits.
Building Manager or Waste Caretaker	<ul style="list-style-type: none"> • Coordinate general waste and recycling collections; • Clean and transporting bins as required; • Organise replacement or maintenance requirements for bins; • Organise, maintaining and cleaning the waste holding area; • Organise bulky goods collection when required • Investigate and ensure prompt clean-up of illegally dumped waste materials. • Prevent storm water pollution by taking necessary precautions (securing bin rooms, preventing overfilling of bins) • Abide by all relevant WH&S legislation, regulations, and guidelines; • Provide staff/contractors with equipment manuals, training, health and safety procedures, risk assessments, and PPE to control hazards associated with all waste management; • Assess any manual handling risks and preparing a manual handling control plan for waste and bin transfers; • Ensure site safety for residents, children, visitors, staff and contractors; and • Ensure effective signage, communication and education is provided to occupants, tenants, maintenance staff, and cleaning contractors.
Residents	<ul style="list-style-type: none"> • Dispose of all general waste and recycling in the allocated MGBs provided; • Ensure adequate separation of general waste and recycling; and • Comply with the provisions of Council and the OWMP.
Tenants	<ul style="list-style-type: none"> • Manage the back of house storage of generated waste and recycling during daily operation. • Correctly separate waste and recycling streams, including bag general waste and ensure recyclables are not bagged. • Flatten cardboard within the recycling bin. • Store used and unused cooking oil in a bunded storage area, • Organise grease interceptor trap servicing, • Ensure dry basket arrestors are provided to the floor wastes in the food preparation, and • Ensure the suitable storage for chemicals, pesticides and cleaning products waste back of house.
Waste Collection Contractor	<ul style="list-style-type: none"> • Provide a reliable and appropriate waste collection service; • Provide feedback to building managers regarding contamination of recyclables; and • Work with building managers to customise waste systems where possible.
Gardening/Landscaping Contractor	<ul style="list-style-type: none"> • Remove all garden organic waste generated during gardening maintenance activities for recycling at an offsite location.
Developer	<ul style="list-style-type: none"> • Purchase all equipment required to implement this OWMP prior to the occupation of the building to be provided to the strata/management.

SOURCE SEPARATION

Better practice waste management includes the avoidance, reuse, and recovery of unwanted items, which can be achieved through source separation. The table below outlines what is typically included in various waste streams and how they can be managed. Refer to your local council for a list of accepted materials. Planet Ark can be accessed online to find other facilities that recover unwanted items.

Table 3: Operational Waste Streams

Waste Stream	Description	Typical Destination	Waste Stream Management
General Waste	The remaining portion of the waste stream that is not recovered for reuse, processing, or recycling. May include soft plastics, food scraps, polystyrene, etc.	Landfill	Waste should be bagged before placing in the designated waste bins.
Paper and Cardboard Recyclables	Cardboard and paper products are recyclable materials that can be re-processed into new products.	Resource Recovery Centre	Cardboard should be flattened before placing in the designated cardboard bin.
Commingled Recyclables	A mixture of items that are commonly recycled usually segregated through a MRF. Typically include food and beverage containers (e.g. aluminium, glass, steel, hard plastics, cartons).	Materials Recovery Facility (MRF)	Commingled recyclables must not be bagged, and instead should be placed loosely in the designated recycling bins.
Green Waste	Green waste consists of unwanted organic materials that are easily biodegradable and/or compostable (e.g. lawn clippings, branches)	Resource Recovery Centre	Landscape Maintenance Contractors will remove the green waste from site during scheduled maintenance.
Food Waste	Food waste consists of unwanted or uneaten kitchen scraps that are easily compostable/biodegradable (e.g. vegetable peels, fruit rinds, coffee grounds).	Composting facility or Landfill	Food waste can be composted on-site, off-site, or else included in the general waste stream.
Electronic Waste	Discarded e-waste, electronic components and materials such as computers, mobile phones, keyboards, etc.	Resource Recovery Centre	Building manager arranges collection for e-waste recycling as needed by residents. Commercial tenants arrange for recycling of their own e-waste.
Bulky Items	Items that are too large to place into general rubbish collection. This includes disused and/or broken furniture, mattresses, white goods, etc.	Resource Recovery Centre or Landfill	Hotel manager is responsible for removal of bulky items either personally or via arrangement with private contractor.
Sanitary Waste	Feminine hygiene waste generated from female bathrooms.	Incineration or Landfill	Sanitary bins are serviced by sanitary waste contractor.
Other	Other recyclable items that require special recovery may include ink cartridges, batteries, chemical waste, fluorescent tubes, etc.	Resource Recovery Facility	Building manager arranges collection by appropriate recycling services when required.

EDUCATION

Educational materials encouraging correct separation of general waste and recyclables must be provided to each guest and staff member. This should include the correct disposal process for bulky waste such as old furniture, large discarded items, and other materials including electronic and chemical wastes. It is recommended that the building caretaker provides information in multiple languages to support correct behaviours, and to minimise the possibility of contamination in communal waste bins.

SIGNAGE

Signage and education are essential components to support best practice waste management including resource recovery, source separation, and diversion of waste from landfill.

Signage should include:

- Clear and correctly labelled waste and recycling bins,
- Instructions for separating and disposing of waste items. Different languages should be considered,
- Locations of, and directions to, the waste storage areas with directional signs, arrows, or lines,
- The identification of all hazards or potential dangers associated with the waste facilities, and
- Emergency contact information should there be issues with the waste systems or services in the building.

The building manager is responsible for waste room signage including safety signage. Appropriate signage must be prominently displayed on doors, walls and above all bins, clearly stating what type of waste or recyclables is to be placed in each bin.

All signage should conform to the relevant Australian Standards.

POLLUTION PREVENTION

Building management shall be responsible for the following to minimise dispersion of site litter and prevent stormwater pollution to avoid impact to the environment and local amenity:

- Promoting adequate waste disposal into the bins
- Securing all bin rooms (whilst affording access to staff/contractors)
- Prevent overfilling of bins, keep all bin lids closed and bungs leak-free
- Taking action to prevent dumping or unauthorised use of waste areas
- Require collection contractor/s to clean up any spillage when clearing bins

WASTE ROOMS/AREAS

The areas allocated for waste storage and collection areas are detailed in the table below, and are estimates only. Final areas will depend on room and bin layouts.

Table 4: Waste Room Areas

Level	Waste Room Type	Equipment	Estimated Area Required (m ²)	Actual Area Provided (m ²)
Ground	Bin Storage Area	1 x 4500L MGB waste 1 x 4500L MGB paper/cardboard recyclables 3 x 660L MGB commingled recyclables	22	22

The waste room areas have been calculated based on equipment requirements and/or bin dimensions with an additional 70% of bin GFA factored in for manoeuvrability.

In addition, all doorways and passageways facilitating the movement of bins and/or bulky waste items should be at least 2500mm wide. The following table provides further waste room requirements.

Table 5: Waste Room Requirements

Waste Room Type	Waste Room Requirements
Bin Storage Area	<ul style="list-style-type: none"> • Bins should be arranged so that all bins are accessible. Bins are not be placed in front another or in such away as to restrict access to the other bins for use.

BIN MOVING PATHS

The building manager is responsible for the transportation of bins as required from their designated operational locations to the Bin Storage Area as required and returning them once emptied to resume operational use.

Transfer of bins should minimise manual handling where possible, as bins become heavy when full. The building manager must assess manual handling risks and provide any relevant documentation to key personnel.

The routes along the bin moving path should;

- Allow for a continuous route that is wholly within the property boundary.
- Be free from obstruction and obstacles such as steps and kerbs.
- Be constructed of solid materials with a non-slip surface
- Be a minimum of 300mm wider than the largest bin used onsite.
- If bins are moved manually, the route must not exceed a grade of 1:14.
- If a bin moving device is used, the route cannot exceed the maximum operating grade of the device. This is typically a grade of 1:4, however this will vary depending on the model of bin moving device acquired for the site.

The developer is responsible for supplying any additional equipment required for moving bins this includes any bin lifters, bin moving devices and waste transfer bins. This equipment must be new and appropriate for the site.

Once the site is operational (and the developers is no longer involved) the building proprietors/strata will be responsible for maintaining, repairing and replacing waste management equipment.

CONSTRUCTION REQUIREMENTS

Waste room construction must comply with the minimum standards as outlined in Council's Waste Management Guidelines, in order to minimise odours, deter vermin, protect surrounding areas, and make it a user-friendly and safe area.

The *NSW Better Practice Guide for Resource Recovery in Residential Developments (2019)* also states that better practice bin storage areas should achieve more than the minimum compliance requirements, which are as follows:

- Ensuring BCA compliance, including ventilation. Where required, ventilation system must comply with AS1668.4-2012 The use of ventilation and air conditioning in buildings.
- Ensuring storage areas are well lit (sensor lighting preferred) and have lighting available 24 hours a day.
- Provision of bin washing facilities, including taps for hot and cold water provided through a centralised mixing valve. The taps must be protected from bins and be located where they can be easily accessed even when the area is at bin capacity.
- Floor constructed of concrete at least 75mm thick.
- Floor graded so that any water is directed to a sewer authority approved drainage connection to ensure washing bins and/or waste storage areas do not discharge flow into the stormwater drain.
- Provision of smooth, cleanable and durable floor and wall surfaces that extend up the wall to a height equivalent to any bins held in the area.
- Ensuring ceilings are finished with a smooth-faced non-absorbent material capable of being cleaned.
- All surfaces (walls, ceiling and floors) finished in a light colour.
- No closer than 3m from any dwelling openings.

ADDITIONAL CONSIDERATIONS

- Waste room floor to be sealed with a two-pack epoxy;
- All corners coved and sealed 100mm up, this is to eliminate build-up of dirt;
- Tap height and light switch height of 1.6m;
- Storm water access preventatives (grate);
- All walls painted with light colour and washable paint;
- Equipment electric outlets to be installed 1700mm above finished floor level;
- Optional automatic odour and pest control system installed
- If 660L or 1100L bins are utilised, 2 x 820mm (minimum) double-doors must be used;
- All personnel doors are hinged, lockable and self-closing;
- Conform to the Building Code of Australia, Australian standards and local laws; and
- Childproofing and public/operator safety shall be assessed and ensured
- Waste and recycling rooms must have their own exhaust ventilation system either;
 - Mechanically - exhausting at a rate of 5L/m² floor area, with a minimum rate of 100L/s minimum; Mechanical exhaust systems shall comply with AS1668.4.2012 and not cause any inconvenience, noise or odour problem or
 - Naturally - permanent, unobstructed, and opening direct to the external air, not less than one-twentieth (1/20) of the floor area.

USEFUL CONTACTS

EFRS does not warrant or make representation for goods or services provided by suppliers.

LOCAL COUNCIL

Northern Beaches Customer Service	Ph: 1300 434 434	E: council@northernbeaches.nsw.gov.au
-----------------------------------	------------------	---

PRIVATE WASTE COLLECTION PROVIDER

Capital City Waste Services	Ph: 02 9599 9999	E: service@ccws.net.au
Remondis	Ph: 02 9032 7100	
Suez Environmental	Ph: 13 13 35	
Wastewise NSW	Ph: 1300 550 408	E: admin@wastewise.com.au

BIN MOVING DEVICE SUPPLIERS

Electrodrive	Ph: 1800 333 002	E: sales@electrodrive.com.au
Sitecraft	Ph: 1300 363 152	E: sales@sitecraft.com.au
Spacepac	Ph: 1300 763 444	

ORGANIC DIGESTERS AND DEHYDRATORS

Closed Loop	Ph: 1300 762 166	
Orca		E: contact.australia@feedtheorca.com
Soil Food	Ph: 1300 556 628	
Waste Master	Ph: 1800 614 272	E: hello@wastemasterpacific.com.au

COOKING OIL CONTAINERS AND DISPOSAL

Auscol	Ph: 1800 629 476	E: sales@auscol.com
--------	------------------	---

ODOUR CONTROL

Purifying Solutions	Ph: 1300 636 877	E: sales@purifyingsolutions.com.au
---------------------	------------------	---

SOURCE SPERATION BINS

Source Separation Systems	Ph: 1300 739 913	E: info@sourceseparationsystems.com.au
---------------------------	------------------	---

MOBILE GARBAGE BINS, BULK BINS AND BIN EQUIPMENT

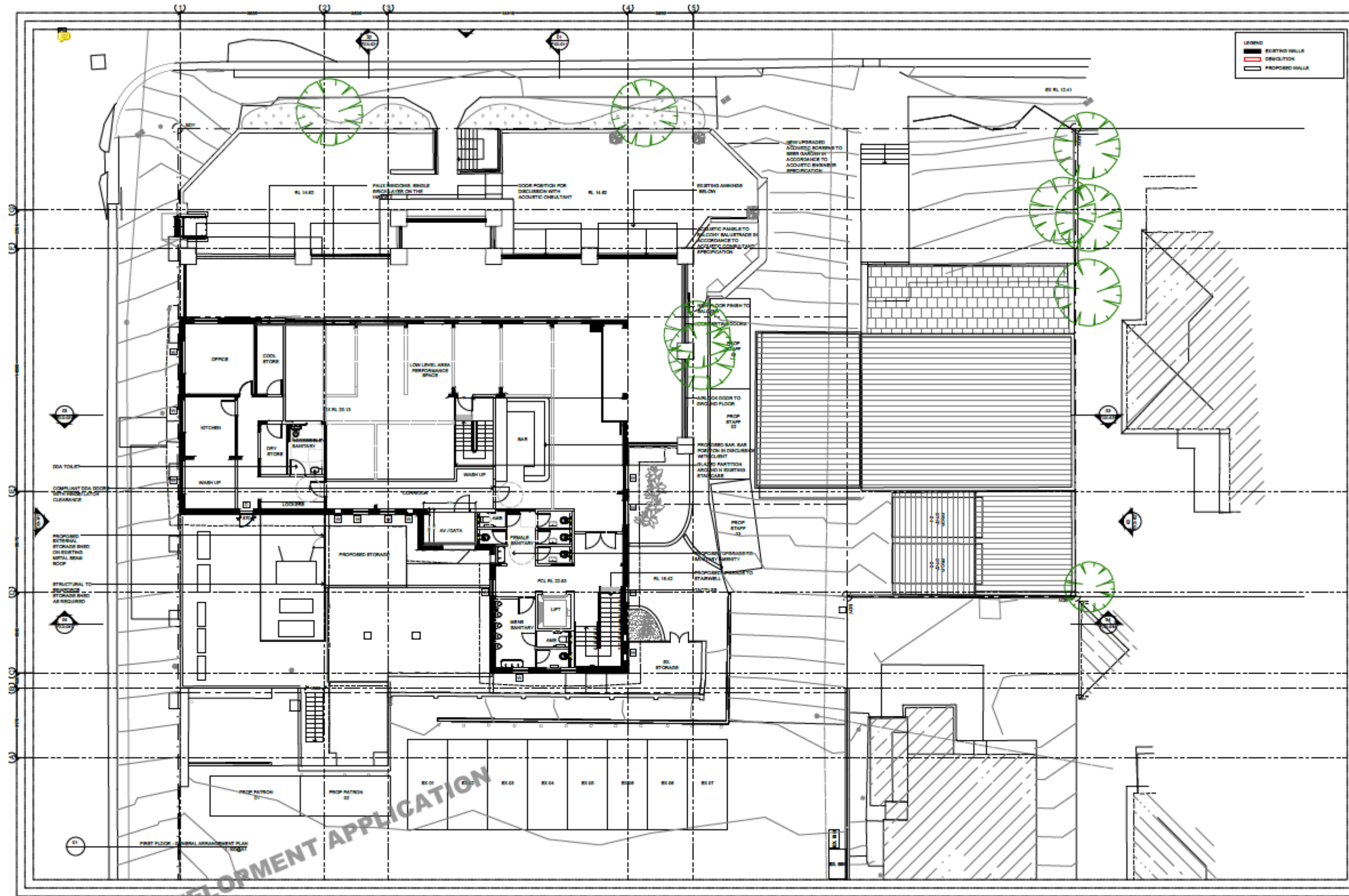
SULO	Ph: 1300 364 388	E: sales@sulo.com.au
OTTO Australia	Ph: 02 9153 6999	

CHUTES, COMPACTORS AND EDIVERTER SYSTEMS

Elephants Foot Recycling Solutions	Ph: 1800 025 073	E: info@elephantsfoot.com.au
------------------------------------	------------------	---

APPENDIX A: ARCHITECTURAL PLANS

APPENDIX A.1 FIRST FLOOR PLAN




Source: Alexander & Co, DWG NO. DA-D01-011, First Floor – General Arrangement Plan, 27.05.2021

APPENDIX A.2 GROUND FLOOR BIN STORAGE AREA:



Source: Google Maps

Key	
	Bin Storage Area

APPENDIX C: PRIMARY WASTE MANAGEMENT PROVISIONS

APPENDIX C.1 TYPICAL BIN SPECIFICATIONS


Mobile bins

Mobile bins come in a variety of sizes and are designed for lifting and emptying by purpose-built equipment.

Mobile bins with capacities of up to 1700L must comply with *AS4123.6-2006 Mobile waste containers* which specifies standard sizes and sets out the colour designations for the bodies and lids of mobile waste containers indicating the type of materials they are used to collect.

The most common bin sizes are provided below, although not all sizes are shown. The dimensions are a guide only and differ slightly between manufacturers. Some bins have flat or domed lids and are used with different lifting devices. Refer to *AS4123.6-2006* for further details.

Table G1.1: Average dimension ranges for two-wheel mobile bins




Bin capacity	80L	120L	140L	240L	360L
Height (mm)	870	940	1065	1080	1100
Depth (mm)	530	530	540	735	820
Width (mm)	450	485	500	580	600
Approximate footprint (m ²)	0.24	0.26–0.33	0.27-0.33	0.41–0.43	0.49
Approximate weight (kg)	8.5	9.5	10.4	15.5	23
Approximate maximum load (kg)	32	48	56	96	Not known

Wheelie bin

Sources include Sulo, Single Waste, Cleanaway, SUEZ, just wheelie bins and Perth Waste for two-wheel mobile bins

Table G1.2: Average dimension ranges for four-wheel bulk bins



Bin capacity	660L	770L	1100L	1300L	1700L
Height (mm)	1250	1425	1470	1480	1470
Depth (mm)	850	1100	1245	1250	1250
Width (mm)	1370	1370	1370	1770	1770
Approx footprint (m ²)	0.86–1.16	1.51	1.33–1.74	2.21	2.21
Approx weight (kg)	45	Not known	65	Not known	Not known
Approx maximum load (kg)	310	Not known	440	Not known	Not known

Dome or flat lid container

Sources include Sulo, Signal Waste, Cleanaway, SUEZ, Just Wheelie Bins and Perth Waste

Table G1.3: Average dimension ranges for bulk bins over 1700L in capacity



Bulk bins greater than 1700L

Bin capacity)	1m ³	1.5m ³	2m ³	3m ³	4.5m ³	6m ³
Height (mm)	1000	910–1250	865–1000	1020–1580	1440–2014	1650
Depth (mm)	1000	905–1000	1300–1400	1470–1700	1605–1900	1900
Width (mm)	1400	1805–2010	1830–2000	1400–2010	1800–2010	2000
Approximate footprint (m ²)	1.4	1.63–2.01	2.4–2.8	2.1–3.4	2.9–3.8	3.8

Sources include TORO Waste Equipment, SUEZ, Signal Waste, Perth Waste and ACT Industrial

SOURCE: Better practice guide for resource recovery In Residential Developments 2019, NSW Environmental Protection Authority

APPENDIX C.2 SIGNAGE FOR WASTE & RECYCLING BINS

Waste signs

Signs and educational materials perform several functions including:

- informing residents why it is important to recover resources and protect the environment
- providing clear instructions on how to use the bins and services provided
- alerting people to any dangers or hazards within the bin storage areas.

All waste, recycling and organic bins should be Australian Standard colours and clearly and correctly labelled, such as by a sticker on the lid and/or the body of the bin.

Communal bin storage areas should be clearly signposted with signs outlining how to correctly separate waste into the bins provided. The local council responsible for waste services may be a good source of signs and posters and can advise on what signs are suitable.

Information on who to contact to find out more about the recycling and/or other resource recovery services in the building should also be displayed in communal areas, such as on a noticeboard.

The Planet Ark website also has resources available free of charge for use by businesses and councils. These signs can be found at businessrecycling.com.au/research/signage.cfm

Figure I1.1: Examples of waste wall posters (EPA supplied)



Figure I1.2: Examples of bin lid stickers (EPA supplied)



SOURCE: *Better Practice Guide For Resource Recovery In Residential Developments 2019*, NSW Environmental Protection Authority

Problem waste signs

The EPA has also produced a range of images and signs that can be used for problem wastes, such as fluoro globes and tubes, household and car batteries, e-waste and smoke detectors. To access these resources, contact the NSW EPA. Some examples are shown below.

Figure I2.1: Problem waste signs



Safety signs

The use of safety signs for waste resource recovery rooms must comply with *AS1319 Safety signs for occupational environments*. Safety signs must be used to regulate and control safety related to behaviour, warn of hazards and provide emergency information, including fire protection information. Suitable signs should be decided for each development as required.

Figure I3.1: Example safety signs



SOURCE: *Better Practice Guide For Resource Recovery In Residential Developments 2019*, NSW Environmental Protection Authority

APPENDIX C.3 TYPICAL COLLECTION VEHICLE INFORMATION

General

Appropriate heavy rigid vehicle standards should be incorporated into the road and street designs in new developments where onsite collections are proposed. Road and street designs must comply with relevant Acts, regulations, guidelines, and codes administered by Austroads, Standards Australia, NSW Roads and Maritime Services, WorkSafe NSW and any local council traffic requirements.

Applicants and building designers should consult with councils and other relevant authorities before designing new roads or streets and access points for waste collection vehicles to establish specific design requirements.

Table H4.1: Australian Standards for turning circles for medium and heavy rigid class vehicles

Vehicle class	Overall length (m)	Design width (m)	Design turning radius (m)	Swept circle (m)	Clearance (travel) height (m)
Medium rigid vehicle	8.80	2.5	10.0	21.6	4.5
Heavy rigid vehicle	12.5	2.5	12.5	27.8	4.5

SOURCE: *Better Practice Guide For Resource Recovery In Residential Developments 2019*, NSW Environmental Protection Authority

Large collection vehicles

Waste collection vehicles may be side-loading, rear-loading, front-lift-loading, hook or crane lift trucks. Vehicle dimensions vary by collection service, manufacturer, make and model. It is not possible to provide definitive dimensions, so architects and developers should consult with the local council and/or contractors.

The following characteristics represent typical collection vehicles and are provided for guidance only. Reference to *AS2890.2 Parking facilities: off-street commercial vehicle facilities* for detailed requirements, including vehicle dimensions, is recommended.

Table B2.1: Collection vehicle dimensions

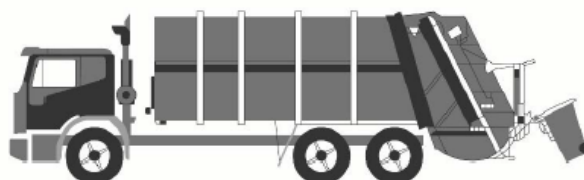
Vehicle type	Rear-loading	Side-loading*	Front-lift-loading	Hook truck	Crane truck
Length overall (m)	10.5	9.6	11.8	10.0	10.0
Width overall (m)	2.5	2.5	2.5	3.0	2.5
Travel height (m)	3.9	3.6	4.8	4.7	3.8
Operational height for loading (m)	3.9	4.2	6.5	3.0	8.75
Vehicle tare weight (t)	13.1	11.8	16.7	13.0	13.0
Maximum payload (t)	10.0	10.8	11.0	14.5	9.5
Turning circle (m)	25.0	21.4	25.0	25.0	18

* The maximum reach of a side arm is 3 m.

Sources: JJ Richards, SUEZ, MacDonald Johnson, Cleanaway, Garwood, Ros Roca, Bingo and Edbro. Figures shown represent the maximum dimensions for each vehicle type.

Rear-loading collection vehicles

These vehicles are commonly used for domestic waste collections from MUDs and RFBs and sometimes for recycling. They can be used to collect waste stored in mobile bins or bulk bins, particularly where bins are not presented at the kerbside. They are also used for collecting bulky waste.



Rear-loading waste collection vehicle

Side-loading collection vehicles

This is the most commonly used vehicle for domestic waste, recycling and organics collections. It is only suitable for collecting mobile bins up to 360L in capacity.



Side-loading waste collection vehicle

Front-lift-loading collection vehicles

These vehicles are commonly used for collecting commercial and industrial waste. They can only collect specially designed front-lift bulk bins and not mobile bins.



Front-lift-loading waste collection vehicle

Small collection vehicles

Typically, councils and their contractors operate with large collection vehicles (heavy rigid class vehicles) because they carry greater payloads and allow for more cost-effective collection services. Some councils, or their contractors, may have smaller collection vehicles in their fleet. Early discussion with the council is important to confirm this, but it should not be assumed that the council will have access to small collection vehicles.

The waste management systems and the location of the collection point should always be designed so that the council can provide the standard domestic waste service.

SOURCE: Better Practice Guide For Resource Recovery In Residential Developments 2019, NSW Environmental Protection Authority

APPENDIX D: SECONDARY WASTE MANAGEMENT PROVISIONS

APPENDIX D.1 TYPICAL COOKING OIL CONTAINERS



Drums 205L



Pour in Bulk Tank

[View Brochure](#)



Oil Kaddy System

[View Brochure](#)



Eco System 700L Fixed

Eco System 310L mobile

Eco Systems



Direct-Connect to Fryer

SOURCE: <http://www.auscol.com/services/collection-systems/>

APPENDIX D.2 TYPICAL SOURCE SEPARATION BINS FOR RETAIL/COMMERCIAL USE



SOURCE: <https://www.sourceseparationsystems.com.au/>