



The Gables New Primary School  
Fontana Dr, The Gables, Box Hill North NSW

## OPERATIONAL WASTE MANAGEMENT PLAN

25/11/2024  
Report No. 6250  
Revision D

Client

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**School Infrastructure NSW (SINSW)**

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## GLOSSARY OF ABBREVIATIONS AND TERMS

| <b>TERM</b>                  | <b>DESCRIPTION</b>   |
|------------------------------|--|
| <i>Bin-Carting Route</i>     | Travel path for transporting bins from their allocated storage location to the nominated collection point  |
| <i>Bin Hoist</i>             | A device used for lifting or lowering bins between different levels  |
| <i>Bin Lifter</i>            | A device used to mechanically lift bins for the purpose of emptying them into larger bins and/or compactors.   |
| <i>Bin Mover</i>             | Either a handheld device (commonly referred to as a bin tug) or a ride-on device (typically a tractor or Class C vehicle with an attached bin trailer) used to facilitate the movement of bins across long distances or up ramps |
| <i>Bulk Bins</i>             | Containers with a capacity greater than 1100L designed to be collected by a front-loading vehicle  |
| <i>Bulky Waste</i>           | Recycling items that are too large to be deposited into bins, including furniture, whitegoods, electronics and mattresses  |
| <i>Collection Area/Point</i> | Designated area or point where bins are loaded onto the collection vehicle for servicing   |
| <i>Comingled Recycling</i>   | Waste stream for the recycling of plastic bottles, other plastics, paper, glass and metal containers   |
| <i>Communal Bin Room</i>     | A central, shared bin room accessible to all residents or staff to dispose of their waste stream   |
| <i>DA</i>                    | Development Application  |
| <i>DCP</i>                   | Development Control Plan   |
| <i>EPA</i>                   | Environment Protect Authority  |
| <i>FOGO</i>                  | Food Organics and Garden Organics  |
| <i>General Waste</i>         | All non-recyclable and non-hazardous waste that is sent to landfill  |
| <i>HRV</i>                   | Heavy Rigid Vehicle  |
| <i>Kerbside Collection</i>   | A collection arrangement whereby bins are presented in a single row along the kerb and serviced by a collection vehicle on the street.   |
| <i>L</i>                     | Litre  |
| <i>LEP</i>                   | Local Environmental Plan   |
| <i>Mobile Bins</i>           | Containers with a capacity up to and including 1100L designed to be collected by a rear-loading vehicle  |
| <i>MRV</i>                   | Medium Rigid Vehicle   |
| <i>Onsite Collection</i>     | A collection arrangement whereby all bins are serviced by a collection vehicle within the property boundary, either in the building's basement or at grade and off-street.   |
| <i>Owners Corporation</i>    | An organisation or group of persons that is identified by a particular name and that acts, or may act, as an entity  |

|                                      |   |
|--------------------------------------|---|
| <i>Paper/ Cardboard Recycling</i>    | Waste stream for the recycling of paper and cardboard only.   |
| <i>Recycling</i>                     | Waste stream that combines all recycling, including comingled recycling, paper/cardboard and metals.  |
| <i>Source Separation Receptacles</i> | Communal containers used throughout the development for the day-to-day disposal of different waste streams  |
| <i>SRV</i>                           | Small Rigid Vehicle   |
| <i>Waste Stream</i>                  | A classification used to describe waste of a particular type (eg. food waste stream)  |
| <i>WHS</i>                           | Workplace Health and Safety   |
| <i>Wheel-Out Wheel Back</i>          | A collection arrangement whereby a collection vehicle parks on the street and collection staff exit the vehicle to wheel each bin from a designated storage area to the vehicle for servicing and returns them upon completion. |

## 1.0 ACKNOWLEDGEMENT OF COUNTRY

Elephants Foot Consulting (EFC) acknowledges that every project we work on takes place on First Peoples land. We recognise Aboriginal and Torres Strait Islander People as Traditional Custodians of this land. We pay respect to ancestors and Elders, past and present.

## 2.0 INTRODUCTION

This Operational Waste Management Plan (OWMP) has been prepared by Elephants Foot Consulting on behalf of NSW Department of Education (the **Applicant**) to assess the potential environmental impacts that could arise from the development of The Gables New Primary School at Lot 301 DP 1287967 on Fontana Drive, Gables (the **site**).

This report has been prepared to outline the operational waste management strategy for the site including;

- Waste streams expected to be generated onsite and anticipated volumes;
- Suitable bin sizes and quantities;
- Waste and recycling disposal procedures;
- Bin room size estimations and equipment recommendations; and
- Waste collection strategies, locations and frequencies.

This report accompanies a Review of Environment Factors that seeks approval for the construction and operation of a new primary school at the site, which involves the following works:

- Construction of school buildings, including learning hubs, a school hall and an administration and library building.
- Construction and operation of a public preschool.
- Delivery of a sports court and fields.
- Construction of car parking, waste storage and loading area.
- Associated site landscaping and open space improvements.
- Associated off-site infrastructure works to support the school, including (but not limited to) services, driveways and pedestrian crossings.

For a detailed project description, refer to the Review of Environmental Factors prepared by Ethos Urban.

### 2.1 SCOPE OF REPORT

This 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 construction and demolition WMP will need to be provided separately.

## 2.2 REPORT CONDITIONS

The purpose of this report is to document an OWMP as part of a development application, which is supplied by EFC 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 EFC,
- 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,
- Building Management 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 EFC will not be liable for plans or results that are not suitable for purpose due to incorrect or unsuitable information or otherwise,
- EFC 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 chute equipment and systems must be approved by the supplier,
- EFC cannot be held accountable for late changes to the design after the OWMP has been submitted to Council,
- EFC 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,
- EFC 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.

## 2.3 STATEMENT OF SIGNIFICANCE

Based on the identification of potential issues, and an assessment of the nature and extent of the impacts of the proposed development, it is determined that:

- The extent and nature of potential impacts are minimal , and will not have significant adverse effects on the locality, community and the environment;
- Potential impacts can be appropriately mitigated or managed to ensure that there is minimal effect on the locality, community.

## 2.4 REF REPORTING REQUIREMENTS

The following table outlines the REF deliverable detailed in this report.

| Item | REF Requirement                        | Relevant Section of Report                                |
|------|--|---|
| 25   | <i>Operation Waste Management Plan</i> | This report has been prepared to address this requirement |

### 3.0 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:

- The Hills Development Control Plan 2012
- The Hills Local Environmental Plan 2019

The primary purpose of a Development Control Plan (DCP) is to guide the planning process 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:

- NSW Better Practice Guide For Resource Recovery In Residential Developments 2019
- NSW Department of Education *Educational Facilities Standards and Guidelines Requirement DG02 (2.7.2)*
- NSW Better Practice Guidelines for Waste Management and Recycling in Commercial and Industrial Facilities 2012
- NSW Waste Avoidance and Resource Recovery (WARR) Strategy 2014-2021
- NSW Waste Classification Guidelines 2014
- Australia's National Waste Policy 2018

## 4.0 SITE DESCRIPTION

The site is located on Cataract Road, Gables, within The Hills Local Government Area (LGA), approximately 50km northwest of the Sydney CBD and 10km north of the Rouse Hill Town Centre. It comprises one lot, legally described as Lot 301 DP 1287967, that measures approximately 2.2ha in area. The site is bound by Pennant Way to the north, Cataract Road to the east, Fontana Drive to the west and a vacant lot to the south.

An aerial image of the site is shown at **Figure 1**.

Figure 1: Site Aerial



Source: Nearmap, edits by Ethos Urban

## 5.0 DEVELOPMENT OVERVIEW

The proposed development primary school development falls under the LGA of The Hills Shire Council. The school will be a new build and will cater for 1000 students.

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

## 6.0 SCHOOL WASTE MANAGEMENT

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

### 6.1 WASTE GENERATION ESTIMATES

The NSW EPA's *Better Practice Guide for Resource Recovery in Residential Developments* (2019) has been referenced to calculate the total number of bins required for the anticipated tenants. It is assumed that the waste and recycling generation rates from the NSW EPA's *Better Practice Guide For Resource Recovery In Residential Developments 2019* for educational facilities actually reflects weekly generation per student rather than a daily generation.

Calculations are based on generic generation rates. Actual volumes of waste and recycling may differ in operation according to the tenants' actual waste management practices.

The following table shows the estimated volume (L) of general waste and recycling that will be generated by this site.

*Table 1: Estimated General Waste and Recycling Volumes – Primary School*

| Name of Generation Rate       | # Students                           | General Waste Generation Rate (L/student/week) | Generated General Waste (L/week) | Recycling Generation Rate (L/student/week) | Generated Recycling (L/week) |
|-------------------------------|--------------------------------------|--|----------------------------------|--|------------------------------|
| <b>Schools: Primary</b>       | <b>1000</b>                          | 15   | 15000                            | 20   | 20000                        |
| <b>Bins &amp; Collections</b> | General Waste Bin Size (L)           |  | 1100                             | Recycling Bin Size (L)                     | 1100                         |
|                               | General Waste Bins per Day           |  | 1.9                              | Recycling Bins per Day                     | 2.6                          |
|                               | <b>General Waste Bins For 2 Days</b> |  | <b><u>4</u></b>                  | <b>Recycling Bins For 2 Days</b>           | <b><u>6</u></b>              |

### 6.2 BIN SUMMARY

Based on the estimated waste and recycling volumes generated by this site, the recommended bin quantities and collection frequencies are as follows:

**General Waste:** 4 x 1100L bins collected **every 2 days (approx. 3 times weekly)**  
**Recycling:** 6 x 1100L bins collected **every 2 days (approx. 3 times weekly)**

Bin sizes, quantities, and/or collection frequencies may be modified by the school management once the proposed development is operational. Building management will be required to negotiate any changes to bins or collections with the collection service provider. Fluctuations in waste generation (for example school holidays) should also be considered.

The general waste and general recycling can be further divided into more specific waste and recycling streams to increase recovery. The general waste stream can be separated into landfill waste, food waste and soft plastics recycling. The general recycling can be divided into co-mingled recycling, glass recycling and refundable containers. It is recommended that

the further separation of waste streams is conducted once the site is operational to best reflect the operations of the site and the proportion of each waste stream generated. It is recommended that annual waste audits are conducted to help understand the composition and total volumes of each waste stream generated during operation.

### **6.3 WASTE DISPOSAL PROCEDURES**

A Bin Storage Area will be located on the ground level, near the loading area. The Bin Storage Area will contain 1100L mobile garbage bins for the collection of the waste and recycling. The groundskeeper, waste collection staff and cleaners will be the only personnel with access to the Bin Storage Area. All transportation of waste and recycling must be co-ordinated with the groundskeeper or cleaners.

Suitably labelled waste and recycling receptacles or bins approx. 20L in size will be placed in each room and throughout the campus grounds. Garbage and recycling receptacles should be provided in convenient locations and areas of high waste generation. The students, staff and visitors will be responsible for placing their waste and recycling into the correct receptacle. The fullness of the source separation bins will be monitored by groundskeeper and cleaners.

The cleaners will circulate throughout the campus after hours and empty the waste and recycling receptacles situated throughout the school. The cleaners will then transport the waste and recycling to the bulk bins in the Bin Storage Area and dispose of the waste and recycling into the appropriate bins.

### **6.4 WASTE COLLECTION PROCEDURES**

A private waste collection contractor will be engaged to service the waste and recycling bins per an agreed schedule. The collections will be in accordance with the Department of Education's contracts with a private waste collection service. This report assumes that general waste and recycling will be collected three times weekly (approx. every 2 days).

On the day of service, a private waste collection vehicle will enter the site from Cataract Rd and park in the loading bay adjacent to the Bin Storage Area.

The waste collection staff will collect the bins from the Bin Storage Area. Once the bins are service, the collection vehicle will exit the site onto Cataract Rd in a forward direction.

### **6.5 OTHER WASTE MANAGEMENT CONSIDERATIONS**

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

#### **6.5.1 WASHROOM FACILITIES**

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.

#### **6.5.2 PRINTING & PHOTOCOPYING ROOMS**

It is recommended that rooms designed for printing or photocopying be provided with an area for the interim storage of paper receptacles, as well as separate receptacles for used toner and/or printer cartridges for recycling. The school management or nominated staff are

responsible for monitoring these receptacles and ensuring that items are collected and recycled by an appropriate contractor.

### 6.5.3 BULKY & SPECIAL WASTE

Building management is responsible for managing bulky waste. Staff should contact the School Caretaker when there is furniture or other large items that are broken or no longer required. Reusable furniture should be labelled and kept in storage or donated to a charitable organisation. Non – reusable furniture will be removed from the school grounds and disposed of at an appropriate recycling facility.

### 6.5.4 PROBLEM WASTE

The grounds keeper or school management is responsible for making arrangements for the disposal and recycling of problem waste streams with an appropriate contractor. Problem wastes cannot be placed in the general waste stream as they can have adverse impacts to human health and the environment if disposed of in landfill. Retail and commercial tenants must liaise with the groundskeeper when disposing of problem waste streams.

Problem waste streams include:

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

### 6.5.5 FUTURE WASTE AND RECYCLING STREAM SEPARATION

To design the Bin Storage Area and waste facilities in the site, all possible waste and recycling streams have been grouped together into ‘general waste’ and ‘general recycling’. This is to ensure the waste facilities have adequate capacity to manage total volumes of waste and recycling streams, regardless of the management of waste and recycling during operation.

Once the school is operational, the building management can choose to separate the general recycling stream and the general waste stream into more specific recyclable waste streams. This allows the site’s waste management system to have greater potential to divert waste from landfill and contribute to wider environmental sustainability.

The more waste streams that are separated, the more complex the waste management strategy becomes. In turn, it is likely to increase operational cost, manual input of building caretaker and cleaners as well as the level of engagement required by all stakeholders involved in waste management. Therefore, it is recommended that the decision to separate and manage any additional waste streams comes from the building management, once the school is operational, and is directed by the operational experience and needs of the school.

As identified in NSW Department of Education *Educational Facilities Standards and Guidelines Requirement DG02 (2.7.2)* the waste streams that can be managed at schools are as follows;

- Food Organics and Garden Organics
- Co-Mingled Container Recycling
- Paper & Cardboard Recycling
- Container Deposit Scheme Recycling
- Soft Plastic Recycling

- General Waste
- Other waste streams such as batteries, e-waste, coffee cups

The building management can choose which waste streams are handled in the waste management strategy at any time by assessing the composition of waste and recycling generated in operation as well as the costs/benefits at that time.

The successful separation of the waste streams is significantly impacted by the behaviours of the waste generators and the key personnel who look after the waste management systems. The managers of the waste system will be the school management and grounds keeper.

The following are the key responsibilities required for successful ongoing source separation. These responsibilities should be taken into consideration when assessing whether to introduce the separation and management of more waste streams.

**Responsibilities of the waste stream generator:**

- Correctly identify the waste type.
- Place the waste item into the correct bin.
- Pending on waste item, partially dismantle waste item into different stream types (e.g. empty food waste into organics, lid into recycling and main container into landfill)

**Responsibilities of the key staff managing the waste systems:**

- Provide source separation bins in convenient locations.
- Monitor contamination of waste streams.
- Organise contracts with collection and recycling services of all waste streams.
- Educate waste stream generators on a ongoing basis
- Provide signage on all bins.
- Monitor and correct any issues.

If the management of any additional waste stream is introduced during operation, the building management would be responsible for setting up and maintaining the waste stream management procedures. Including;

- The provision of appropriate source separation bins around the campus.
- The update all waste related signage and waste management education material.
- The introduction of the collection bins of the waste stream in the Bin Storage Area.
- The reduction to the number of bins (or size of bins) for the general waste or general recycling stream being diverted.
- Engaging a specialist contractor to collect the bins and recycle the waste stream.
- Ensuring the collection timetables minimise conflicts with the loading area.
- Educating all staff and students on the new procedures, including which items are accepted in each bin.

Separation of food waste and soft plastic recycling streams will reduce the volume of general waste. Therefore, it is assumed that the number of general waste bins would go down by the corresponding number of food waste bins and or/soft plastic bins.

Separation of co-mingled recycling, paper & cardboard recycling and items refundable under the container deposit scheme will reduce the volume of general recycling. Therefore, it is assumed that the number of general recycling bins would go down by the corresponding number of co-mingled, paper & cardboard and refundable container bins introduced.

In addition, as identified in NSW Department of Education's *Educational Facilities Standards and Guidelines Requirement DG02 (2.7.2)*, during operation the building management can implement measures to reduce the volumes of waste generated by;

- Examining all processes to determine where wastes are produced and to devise measure for waste prevention or reduction.
- Devising ways of recycling waste with students so they too can share in the savings (for example rewards for students who reduce waste).
- Partnering with other organisations to assist with waste minimisation.
- Keep track of changes and improvements
- Reusing drums, cartridges and containers where possible
- Selling or donating usable waste materials to other organisations.

## 7.0 STAKEHOLDER ROLES & RESPONSIBILITIES

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

*Table 2: Stakeholder Roles and Responsibilities*

| Roles                               | Responsibilities  |
|-------------------------------------|---|
| School Management                   | <ul style="list-style-type: none"> <li>Ensuring that all waste service providers submit regular (i.e monthly) reports on all equipment movements and waste quantities/weights;</li> <li>Organising internal waste audits/visual assessments on a regular basis; and</li> <li>Manage any non-compliances/complaints reported through waste audits.</li> </ul>  |
| School Management or Grounds Keeper | <ul style="list-style-type: none"> <li>Ensuring effective signage, communication and education is provided to students, staff and cleaners;</li> <li>Providing staff/contractors with equipment manuals, training, health and safety procedures, risk assessments, and PPE to control hazards associated with all waste management activities;</li> <li>Ensuring site safety for students, visitors, staff and contractors;</li> <li>Abiding by all relevant OH&amp;S legislation, regulations, and guidelines;</li> <li>Assessing any manual handling risks and prepare a manual handling control plan for waste and bin transfers;</li> <li>Preventing storm water pollution by taking necessary precautions (securing Bin Storage Area, preventing overfilling of bins)</li> <li>Cleaning and transporting of bins as required;</li> <li>Organising, maintaining and cleaning the general and recycled waste holding area;</li> <li>Organising both garbage and recycled waste pick-ups as required;</li> <li>Organising replacement or maintenance requirements for bins;</li> <li>Organising bulky goods collection when required; and</li> <li>Investigating and ensuring prompt clean-up of illegally dumped waste materials.</li> </ul> |
| Cleaners, Staff and Students        | <ul style="list-style-type: none"> <li>Dispose of all general waste and recycling in the allocated MGBs provided;</li> <li>Ensure adequate separation of general waste and recycling; and</li> <li>Comply with the provisions of Council and the OWMP.</li> </ul>   |
| Private Waste Contractor            | <ul style="list-style-type: none"> <li>Provide a reliable and appropriate waste collection service;</li> <li>Provide feedback to school management regarding contamination of recyclables; and</li> <li>Work with school management to customise waste systems where possible.</li> </ul>   |
| Gardening/Landscaping Contractor    | <ul style="list-style-type: none"> <li>Remove all garden organic waste generated during gardening maintenance activities for recycling at an offsite location.</li> </ul>   |
| Building Contractors                | <ul style="list-style-type: none"> <li>Removing all construction related waste offsite in a manner that meets all authority requirements.</li> </ul>  |

## 8.0 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  |
|-------------------------|--|--------------------------------------|--|
| <b>General Waste</b>    | 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.  |
| <b>Recycling</b>        | 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). Also included cardboard and paper products. | Resource Recovery Centre             | Recycling must not be bagged, and instead should be placed loosely in the designated recycling bins.<br><br>Cardboard should be flattened before placing in the designated recycling bin.  |
| <b>Secure Documents</b> | Secure documents are printed paper materials that contain sensitive information.   | Recycling Facility                   | Secure documents are placed in allocated secure document bins. Private contractor removes bins from site.  |
| <b>Green Waste</b>      | 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.  |
| <b>Electronic Waste</b> | Discarded e-waste, electronic components and materials such as computers, mobile phones, keyboards, etc.   | Resource Recovery Centre             | A location should be dedicated to the storage of e-waste. When a suitable amount has been accumulated, the Grounds Keeper or school management is responsible for arranging the collection of e-waste with an appropriate recycling service.           |
| <b>Bulky Items</b>      | 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 | A location should be dedicated to the storage of bulky waste. When a suitable amount has been accumulated, the Grounds Keeper or building management is responsible for arranging the collection of bulky waste with an appropriate recycling service. |
| <b>Sanitary Waste</b>   | Feminine hygiene waste generated from female bathrooms.  | Incineration or Landfill             | Sanitary bins are serviced by sanitary waste contractor.   |
| <b>Other</b>            | Other recyclable items that require special recovery may include ink cartridges, batteries, chemical waste, fluorescent tubes, etc.  | Resource Recovery Facility           | Grounds Keeper or building management arranges collection by appropriate recycling services when required.   |

## 9.0 EDUCATION

The school management is responsible for creating and implementing the waste management education process.

Educational material encouraging the correct separation of garbage and recycling items must be provided to each staff member, cleaners and students to ensure the correct disposal of waste and minimise the possibility of contamination in the waste and recycling bins.

It is recommended that the school investigates programs to teach students about recycling and resource recovery. These programs can be implemented into the operation of the school to reduce overall waste generation.

### 9.1 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 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 school management 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.

## 10.0 POLLUTION PREVENTION

The Groundskeeper 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

## 11.0 BIN WASHING

The bins will be cleaned by the Groundskeeper and or cleaners periodically to ensure hygiene and minimise odour.

Bin washing can occur within the bin rooms, using the room clean down facilities (i.e tap connection and drain). Alternatively, a specialist bin washing contractor can be engaged to clean the bins to an agreed schedule. The specialist bin contractor would collect the bins from the bin holding area and clean the bins with their specialised vehicle.

## 12.0 BIN MOVING PATHS

Minimal movement of bins is anticipated for this site, as bins are to be collected directly from their storage location.

The cleaners are responsible for the transportation of receptacles from their designated operational locations to the collection area when full and returning them once emptied to resume operational use. Typically waste and recycling is transported using trollies containing other cleaning equipment.

Any movement of bins should minimise manual handling where possible, as bins become heavy when full. The school management must assess manual handling risks and provide any relevant documentation to key personal.

The routes along any bin moving paths 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.

## 13.0 WASTE ROOMS

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

To design the school's Bin Storage Area, all possible waste and recycling streams have been grouped together into 'general waste' and 'general recycling', as detailed in the table below. This is to ensure the waste facilities have adequate capacity to manage total volumes of waste and recycling streams, regardless of the management of waste and recycling during operation. At any time during the operation of the school, at the building management's discretion, the waste streams separated from the 'general waste' or 'general recycling streams can be adjusted general waste and general recycling can be separated into any of the following waste streams:

### General Waste:

- Food waste and Garden Organics
- Soft Plastic Recycling
- Waste (landfill disposal only)

### General Recycling:

- Co-Mingled Container Recycling
- Paper & Cardboard Recycling
- Container Deposit Scheme Recycling

As further separation of waste streams will reduce the volume of general waste or general recycling, it is assumed that the number of general waste bins or general recycling bins would go down by the corresponding number of bins. Thus, the space within Bin Storage Area required to store the bins should remain consistent.

Table 4: Waste Room Areas

| Waste Room Type  | Equipment  | Estimated Area Required (m <sup>2</sup> ) |
|------------------|--|---|
| Bin Storage Area | 4 x 1100L MGBs (General Waste)<br>6 x 1100L MGBs (Recycling) | 35  |

The "estimated area required" in the table above have been calculated based on equipment requirements and/or bin dimensions with an additional 90% of bin GFA factored in for manoeuvrability. Other factors such as the shape of the room, position of the chutes, configuration of the equipment, access needs and position of the door may impact the size of the room required. Thus a smaller or larger room size may also be suitable for purpose, as long as the room can accommodate the required equipment with adequate access.

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"> <li>• The Bin Storage Area must ensure that bins are screen from view from neighbouring residential properties and public land</li> <li>• In order to ensure staff safety, all bins should be arranged so they can be accessed without moving another bin               <ul style="list-style-type: none"> <li>• All doorways and passageways facilitating the movement of bins items should be 1.5 time wider than the largest bin. For 1100L Bins a doorway width of 1900mm is recommended.</li> </ul> </li> </ul> |

## 14.0 CONSTRUCTION REQUIREMENTS

Waste room construction must comply with the minimum standards as outlined in *The Hills Development Control Plan 2012*, 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.

### 14.1 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/m<sup>2</sup> 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.

## 15.0 MITIGATION MEASURES

| Project Stage<br><i>Design (D)</i><br><i>Construction (C)</i><br><i>Operation (O)</i> | Mitigation Measure   | Relevant Section Of Report      |
|---|--|---------------------------------|
| O   | Implement recycling programs to recover valuable materials from waste. Recycling conserves natural resources, reduces energy consumption, and lowers greenhouse gas emissions, helping to create a circular economy.             | Section 6                       |
| O   | Conduct education program to inform stakeholder about proper waste disposal and the benefits of reducing waste. This is to help the correct implementation of the waste strategy and reduces contamination in recycling streams. | Section 9                       |
| O   | Schools Management to oversee waste management to ensure proper management and disposal of all waste streams. Effective waste management minimizes environmental contamination.  | Section 6, Section 7, Section 8 |
| O   | Groundkeeper to minimise dispersion of site litter and prevent stormwater pollution to avoid impact to the environment and local amenity:  | Section 10                      |

## 16.0 USEFUL CONTACTS

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

### LOCAL COUNCIL

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|   |                    |   |
|---|--------------------|---|
| The Hills Shire Council<br>Customer Service | Ph: (02) 9843 0555 | E: <a href="mailto:medial@thehills.nsw.gov.au">medial@thehills.nsw.gov.au</a> |
|---|--------------------|---|

### PRIVATE WASTE COLLECTION PROVIDER

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|                             |                  |   |
|-----------------------------|------------------|---|
| Capital City Waste Services | Ph: 02 9599 9999 | E: <a href="mailto:service@ccws.net.au">service@ccws.net.au</a>         |
| Sydney Waste                | Ph: 02 8661 0031 |   |
| Waste Clear                 | Ph: 1300 525 352 | E: <a href="mailto:admin@wasteclear.com.au">admin@wasteclear.com.au</a> |

### BIN MOVING DEVICE SUPPLIERS

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|                          |                  |   |
|--------------------------|------------------|---|
| Elephants Foot Equipment | Ph: 1300 435 374 | E: <a href="mailto:equipment@elephantsfoot.com.au">equipment@elephantsfoot.com.au</a> |
| Sitecraft                | Ph: 1300 363 152 | E: <a href="mailto:sales@sitecraft.com.au">sales@sitecraft.com.au</a>                 |

### BALER SUPPLIERS

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|                          |                  |   |
|--------------------------|------------------|---|
| Elephants Foot Equipment | Ph: 1300 435 374 | E: <a href="mailto:equipment@elephantsfoot.com.au">equipment@elephantsfoot.com.au</a> |
|--------------------------|------------------|---|

### ORGANIC DIGESTERS AND DEHYDRATORS

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|                          |                  |   |
|--------------------------|------------------|---|
| Elephants Foot Equipment | Ph: 1300 435 374 | E: <a href="mailto:equipment@elephantsfoot.com.au">equipment@elephantsfoot.com.au</a>   |
| Waste Master             | Ph: 1800 614 272 | E: <a href="mailto:hello@wastemasterpacific.com.au">hello@wastemasterpacific.com.au</a> |

### COOKING OIL CONTAINERS AND DISPOSAL

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|         |                  |   |
|---------|------------------|---|
| Cookers | Ph: 1300 882 299 | E: <a href="mailto:info@cookers.com.au">info@cookers.com.au</a> |
| Auscol  | Ph: 1800 629 476 | E: <a href="mailto:sales@auscol.com">sales@auscol.com</a>       |

### ODOUR CONTROL

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|                          |                  |   |
|--------------------------|------------------|---|
| Elephants Foot Equipment | Ph: 1300 435 374 | E: <a href="mailto:equipment@elephantsfoot.com.au">equipment@elephantsfoot.com.au</a> |
|--------------------------|------------------|---|

### SOURCE SPERATION BINS

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|                  |                  |  |
|------------------|------------------|--|
| Method Recycling | Ph: 0499 890 455 |  |
|------------------|------------------|--|

### BINS AND BIN EQUIPMENT

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|                          |                  |   |
|--------------------------|------------------|---|
| Elephants Foot Equipment | Ph: 1300 435 374 | E: <a href="mailto:equipment@elephantsfoot.com.au">equipment@elephantsfoot.com.au</a> |
| SULO                     | Ph: 1300 364 388 | E: <a href="mailto:sulosales@pactgroup.com">sulosales@pactgroup.com</a>               |

### CHUTES, COMPACTORS AND EDIVERTER SYSTEMS

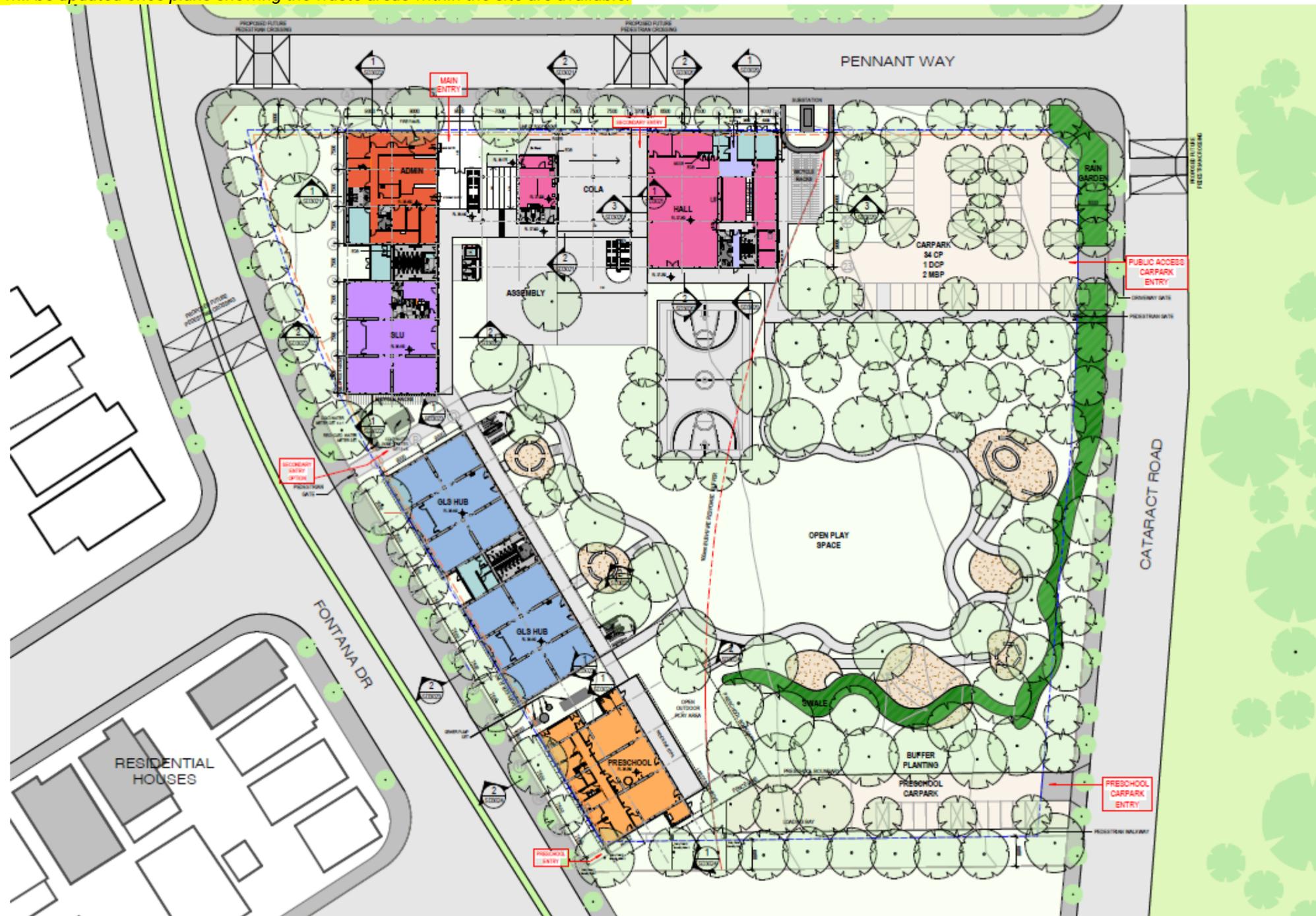
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|                                |                  |   |
|--------------------------------|------------------|---|
| Elephants Foot Chute Solutions | Ph: 1300 435 374 | E: <a href="mailto:chutes@elephantsfoot.com.au">chutes@elephantsfoot.com.au</a> |
|--------------------------------|------------------|---|

## APPENDIX A: ARCHITECTURAL PLANS

APPENDIX: A.1 OVERALL GROUND LEVEL PLAN

Please note: these plans will be updated once plans showing the waste areas within the site are available.



Source: Architectus, Project No. 210463.01, Drawing No. AR-SD2000, Rev. A.01, Overall Ground Level Plan:

## APPENDIX B: PRIMARY WASTE MANAGEMENT PROVISIONS

## APPENDIX: B.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 <sup>2</sup> ) | 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 <sup>2</sup> ) | 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

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

## APPENDIX: B.2 SIGNAGE FOR WASTE AND 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](http://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: B.3 EXAMPLE 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**

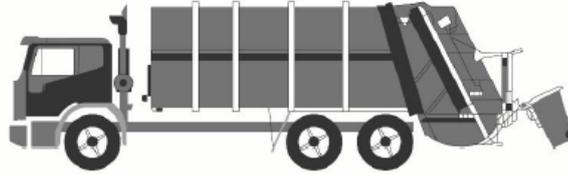
| Vehicle type                       | Rear-loading | Side-loading* | Front-lift-loading | Hook truck | Crane truck |
|------------------------------------|--------------|---------------|--------------------|------------|-------------|
| Length overall (m)                 | 10.5         | 9.6           | 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

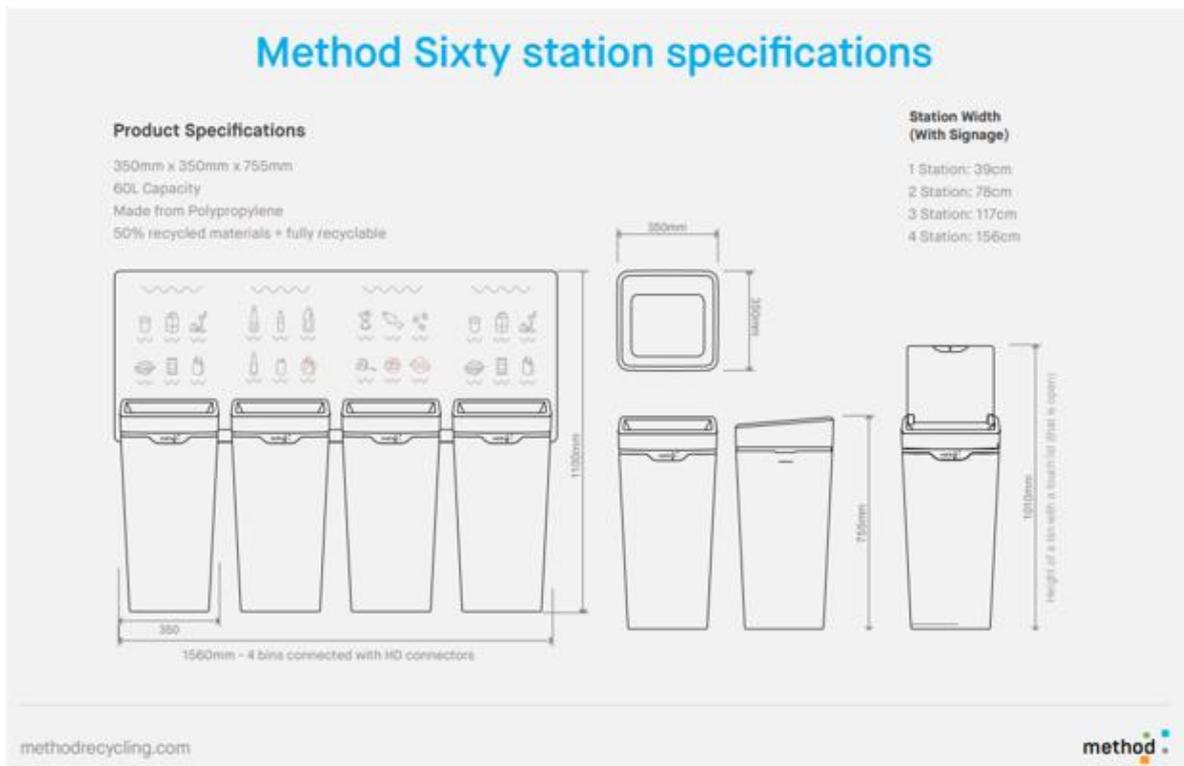
Typically, councils and their contractors operate with large collection vehicles (heavy rigid class vehicles) because they carry greater payloads and allow for more cost-effective collection services. Some councils, or their contractors, may have smaller collection vehicles in their fleet. Early discussion 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 C: SECONDARY WASTE MANAGEMENT PROVISIONS**

APPENDIX: C.1 EXAMPLE SOURCE SEPARATION RECEPTACLES



Source: Method Recycling - [www.methodrecycling.com](http://www.methodrecycling.com)