

SCENTRE GROUP

Westfield Liverpool Waste Management Plan

Version 1.1

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1. Introduction

1.1 General

Scentre Shopping Centre Management Pty Ltd (Scentre Group) has prepared this Waste Management Plan (WMP) for Westfield Liverpool Shopping Centre, located in Liverpool, New South Wales.

This WMP documents the existing waste & loading dock area within the Centre and highlights various areas at the Centre, including:

- Loading dock and zones, including loading dock rules;
- Preferred Dock to be used by which retailers
- Waste management including waste & recycling streams and tonnages collected
- Process to separate different waste streams
- This WMP has been developed based on:
- Scentre Group personnel knowledge of the Centre;
- On-site risk inspection;
- Scentre Group Design Standards and Guidelines; and
- Service Provider Waste Management reports.

1.2 Revision and Version Control

The Infrastructure Manager coordinates the preparation of this document with input from Scentre personnel. The Centre Manager has overall responsibility for the development, implementation, ongoing monitoring and updating of this WMP.

This WMP is to be reviewed and updated at annual intervals and as/if relevant modifications are made or circumstances change at the Centre. Any revisions are to be noted in the table below and the footer reference is to be amended accordingly.

Any Centre personnel (Scentre staff, Contractors and Retailers) wish to suggest any improvements or amendments to details in this plan should contact Centre Management.

A copy of this management plan will be available at the Centre Management Office, and will be provided for inspection by:

- WH&S Forum members and representatives;
- Scentre managers, supervisors and workers;
- Scentre engaged contractors (this WMP to be included in inductions where relevant);
- Scentre retailers and retailer contractors; and
- Other interested parties.

A record of revisions is outlined in the table below.

Centre Appendix Template

June 2018	Development & implementation of this Waste Management Plan	Brett Leonard, Centre Manager
June 2019	Waste Management Plan updated to council RFI's	Christopher Terkalas. PAM.

1.3 Stakeholder Engagement and Consultation

A number of stakeholders shall be engaged and consulted in the overall process of reviewing this WMP and any supplemental plans. This should include Scentre staff, Contractors and Retailers.

Centre Management is to make this plan available to all the above stakeholders upon request.

The management guidelines are intended to act as references that may be used in the induction of workers, contractors and other users of the Centre and a tool in the resolution of disputes that may arise from time to time.

1.4 Centre Key Contacts

Key contacts to be notified in the event of any waste related issues or disputes at Westfield Liverpool Shopping Centre are provided in the table below:

Contact	Details
	Centre Management on: Phone: (02) **** * Email: *****@scentregroup.com Core Trading Hours Monday – Wednesday: 9.00am – 5.30pm Thursday: 9.00am – 9.00pm Friday: 9.00am – 5.30pm Saturday: 9.00am – 5.00pm Sunday: 10.00am – 5.00pm
Centre Manager	Brett Leonard 0438 333 994
Infrastructure Manager	Rob Muir 0438 128 933
Customer Operations Manager	Mathew Ieriko 0408 864 313
Risk & Security Manager	Tevita Mahe 0427 430 062
Car Park Office	Car Park Office
Security	Security 0448 912 343
Cleaning Supervisor	
Emergency Services	000

1.5 Loading Dock Safety

- Entry into Loading dock only by authorised personnel
- Obey Dock Signage in all areas.
- Staff & Couriers should follow the dedicated pedestrian walkways as marked in each Loading Dock.
- Do not enter Pedestrian Exclusion Zones as marked
- Be aware of moving vehicles and plant (e.g. delivery trucks, forklifts).
- Ensure appropriate Personal Protective Equipment (in accordance with the relevant Australian Standard) is worn where there is a risk of collision (e.g. High-visibility clothing).
- Only use plant or equipment (e.g. compactors) if you are trained, competent and authorised
- Be aware of dock edge(s) and use only ladder, ramp or stair access provided.
- In the event of an accident or issue requiring communication, please ensure all incidents are notified to Security or Centre Management.

1.6 Loading Docks and Couriers

- Loading docks are conveniently located around the Centre, with all specialty shop docks being numbered. It is recommended that the most convenient loading dock to your store is identified and advice this to your transport and delivery companies accordingly.
- It is important that all personnel accessing loading docks are aware of the loading dock guidelines. As displayed on signage in and around each loading dock. All personnel, including your staff and contractors are aware of these guidelines prior to carrying out work or accessing loading docks. In addition, loading docks must be kept clean and clear and you are responsible for the behaviour of your staff, contractors and delivery personnel.



LOADING DOCK GUIDELINES



Loading Dock signage must be obeyed

Dock Zones

Parking Zone - parking restrictions must be observed

Vehicle Exclusion Zone - vehicles must not enter designated Vehicle Exclusion Zones

Pedestrian Exclusion Zone - persons must not enter designated Pedestrian Exclusion Zones

Shared Zone - Persons operating vehicles/equipment must be aware of pedestrian traffic in designated Shared Zones. Persons must be aware of vehicles/equipment traffic in designated Shared Zones

Vehicle engines must be turned off whilst stationary. Switch on headlights (low beam) when entering into dock

Personal Protective Equipment must be worn (e.g. high visibility clothing) when in designated truck and vehicle zones or other areas where there is risk of contact with moving vehicles

During an evacuation exit via nearest EXIT and follow EXIT signs when instructed by Westfield Centre Management. Do not return to vehicle or equipment until instructed by Westfield Centre Management

Passageways and fire exits must not be obstructed or compromised in any way (penalties may apply)

Prior to using plant or equipment ensure you are trained and competent in its safe operation

If you are a Contractor working for Westfield you must report to Westfield Centre Management and gain authorisation prior to commencement of work

Materials, tools and equipment must not be moved through public areas during trading hours without permission from Westfield Centre Management

Goods lifts

Safe Working Loads (SWL's) as marked must not be exceeded

Lift doors not to be obstructed or wedged open

Be aware of persons when entering and exiting

Deliveries

With heavy items must be placed on bottom of trolley

Must be stable

Must not obstruct vision. If obscured a second person must provide assistance to avoid collision with persons or property

Must not be pushed or pulled faster than walking pace

Must not leak. All spills must be cleaned and reported immediately to Westfield Centre Management

Must not be left unattended

Are not to be placed on shopping trolleys, metal wheeled trolleys or pallet jacks

Incidents resulting in damaged property or personal injury must be reported to Westfield Centre Management immediately

Smoking is not permitted at any time except in designated smoking areas (penalties may apply)

Defacing or vandalising Westfield property may lead to prosecution

Dispose of waste and rubbish in waste and recycling equipment provided

Suspicious objects and activities are to be reported to Westfield Centre Management immediately

Use ladder or stair access provided in dock areas and be aware of dock edges

Video/electronic surveillance may be in use in this loading dock

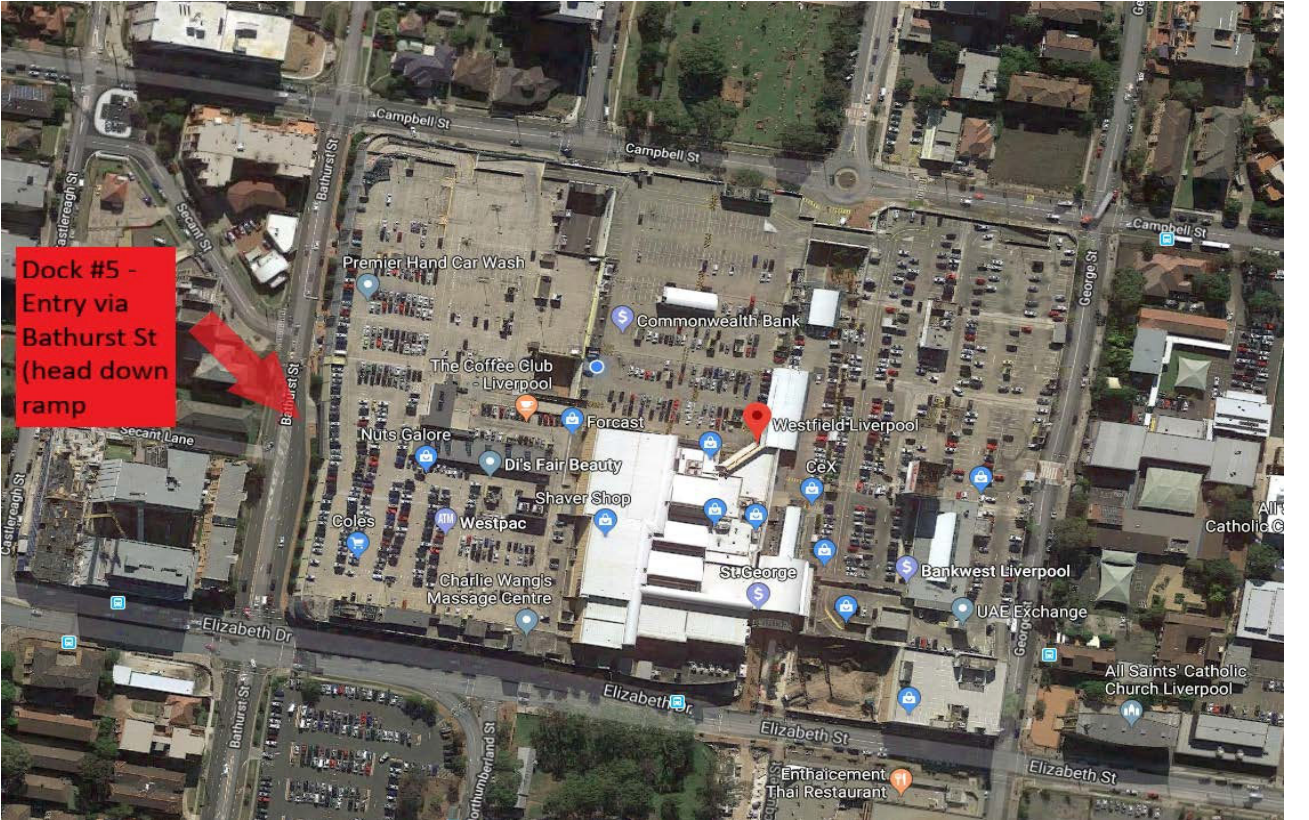
If you are entering a Service Corridor area, obey all displayed signage



Figure 1.1: Aerial overview of Loading Dock 1 Location & Entry Point



Figure 1.2: Aerial overview of Loading Dock 5 Location & Entry Point



2 Breakdown of Loading Dock & Detailed Waste Information

2.1 Dock 1

Vehicle access point/s, dock operating and peak times	Access via Campbell St roundabout, Dock #1 is open 24/7 however centre access is during the following times: 6am-12am Monday – Sunday. Peak times for deliveries between 8am-2pm
Pedestrian access point/s	No external pedestrian access to Dock #1. All access into the dock is via BOH corridor next to Target, Level 1.
Service area/s	'C-Block' area of Level 1 & Level 2. See Figures 2.3 + 2.4
Dedicated car spaces for contractors	3 truck delivery spots for drop off Drop off only. Contractors to use general parking
Forklift and other plant/equipment operation area/s	Currently no forklifts. Goods lift in operation with access to Level 2
General Waste Disposal Receptacles	1x 23m3 General Waste compactor with bin lifter 12x 660L General Waste Bins 5x 240L General Waste Bins
Recycling disposal Receptacles	1x 30m3 Cardboard compactor 17x 660L Cardboard bins 10x 660L Comingled Waste bins 3x 120L Coffee Grind bins 32x 120L Organic Waste bins 1x LDPE Plastics Bale Area 1x Cooking Oil Collection Station 6x Additional 240L across cardboard and comingled Note: An organic recycling station is located in the lift lobby (Level 1) to Dock #5. The station contains 2x 240L bins (organics and coffee grind bin) for use by retailers. Bins are swapped out in the docks by the cleaners periodically.
Trolley storage area/s	N/A
Safety Measures	Line-marking, signage, bollards, CCTV, safe pedestrian access paths
Goods Lifts	2x lifts (Lifts #7 & #8) Proposed as part of the development is to extend existing Goods Lifts 7 & 8 one level to service the roof top precinct (refer Figure 2.7, 2.8, 2.9). Roof top restaurant precinct will be serviced by a waste room with direct access to the Dock lift lobby via Goods Lifts #7 & #8 (refer figure 2.8).

2.2 Dock 5

Vehicle access point/s, dock operating and peak times	Access via Bathurst St, Dock #5 is open 24/7 however centre access is during the following times: 6am-12am Monday – Sunday. Peak times for deliveries between 8am-2pm
Pedestrian access point/s	No external pedestrian access to Dock #5. All access into the dock is via BOH corridors on Level 1 (opp. Watch Works) & 2 (opp. Bean Bag café)
Service area/s	'A & B-Block' areas of Level 1 & Level 2. See Figures 2.5 + 2.6 Note: Both Coles & Big W have their own waste compactor units located in Dock #5
Dedicated car spaces for contractors	9 delivery spots for drop off Drop off only. Contractors to use general parking
Forklift and other plant/equipment operation area/s	Forklift in operation by Sam's Country Growers at top of ramp Goods lift in operation with access to Level 1 & 2
General Waste Disposal Receptacles	1x 23m3 General Waste compactor with bin lifter – emptied? 4x 660L General Waste Bins 4x 24L General Waste Bins
Recycling disposal Receptacles	1x 30m3 Cardboard compactor 6x 660L Cardboard bins 4x 660L General Waste bins 2x 1100L Comingled Waste bins 9x 1100L Comingled Waste bins 3x 120L Coffee Grind bins 14x 240L Organic Waste bins 8x 120L Organic Waste bins 1x LDPE Plastics Bale Area 1x Cooking Oil Collection Station Note: An organic recycling station is located in the lift lobby (Level 1) to Dock #5. The station contains 2x 240L bins (organics and coffee grind bin) for use by retailers. Bins are swapped out in the docks by the cleaners periodically.
Trolley storage area/s	N/A
Safety Measures	Line-marking, signage, bollards, CCTV, safe pedestrian access paths
Goods Lifts	2x lifts Proposed as part of the commercial tower development is to construct a new corridor into the side of the existing JB Hi-Fi corridor. This will allow for a waste disposal thoroughfare between Dock #5 and the commercial tower.

Figure 2.3 Level 1 Retailers Using Dock #1

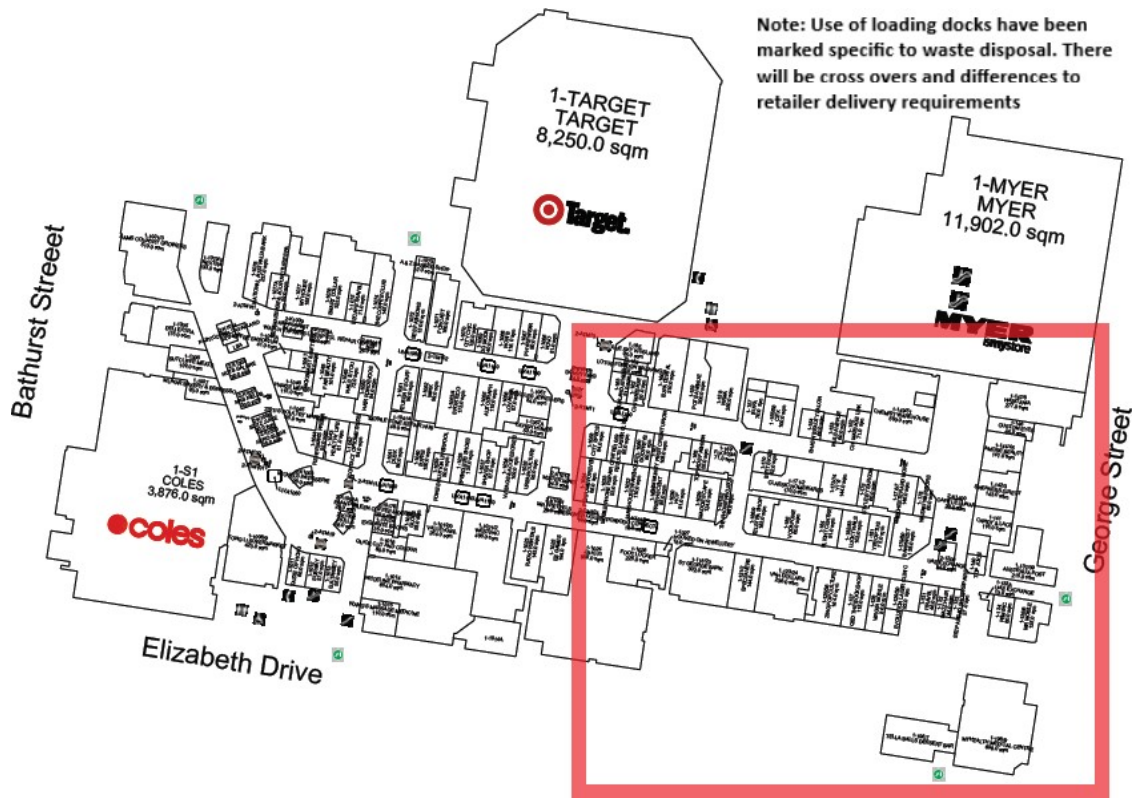


Figure 2.4 Level 2 Retailers Using Dock #1

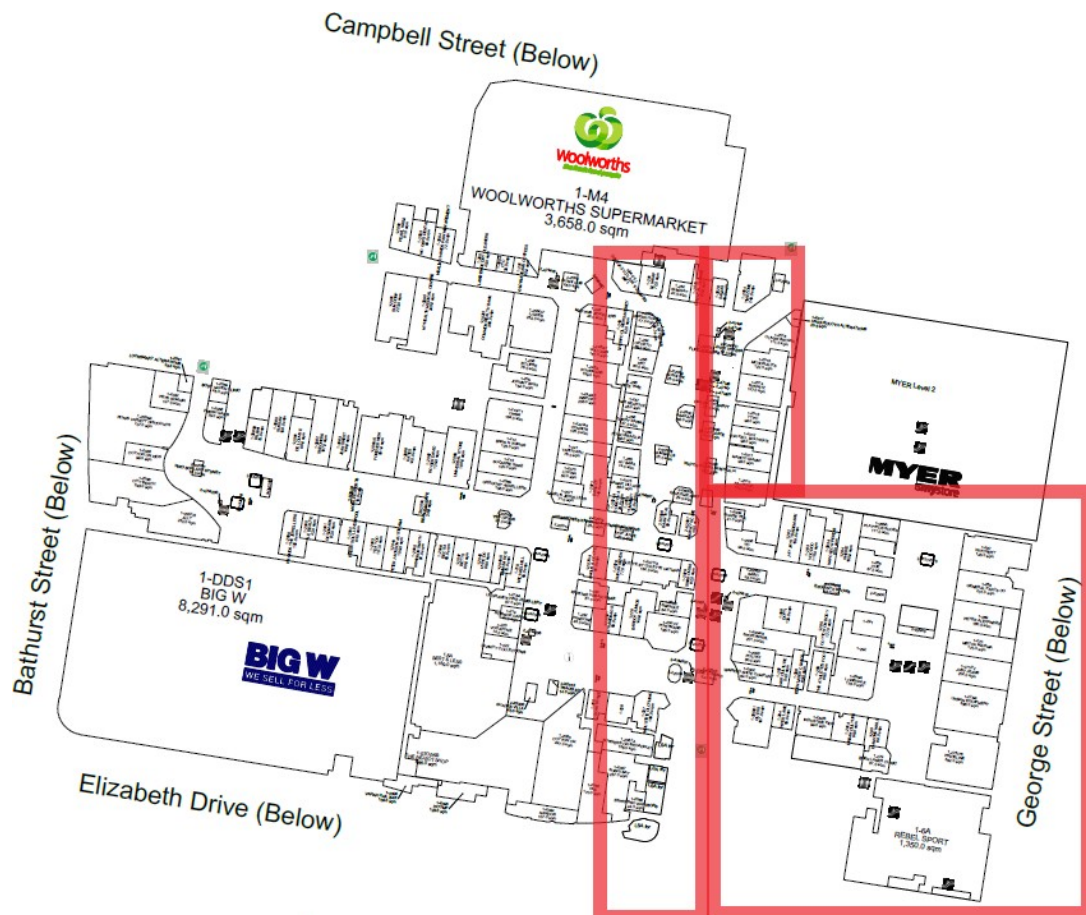


Figure 2.5 Level 1 Retailers Using Dock #5



Figure 2.6 Level 2 Retailers Using Dock #5

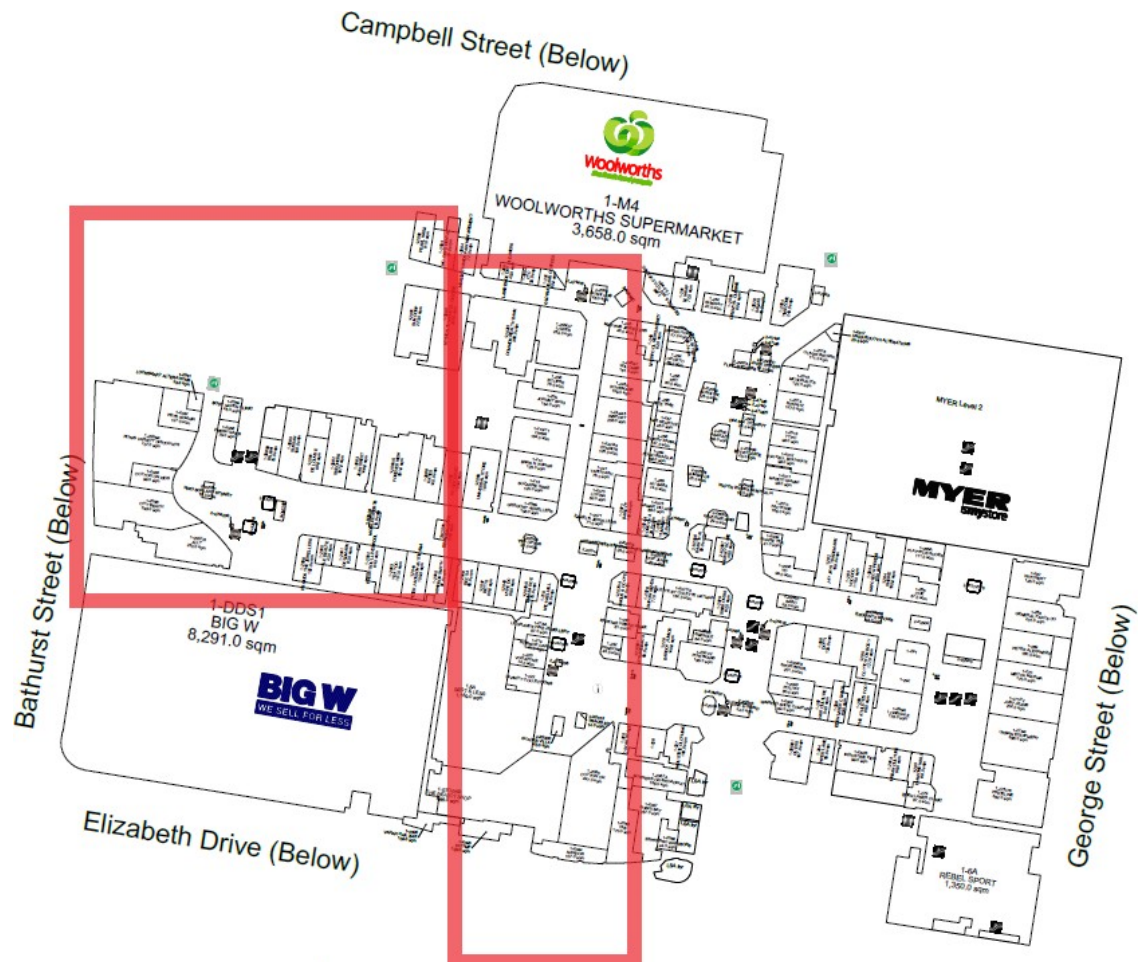


Figure 2.7 Aerial overview of new Level 3 retail Precinct

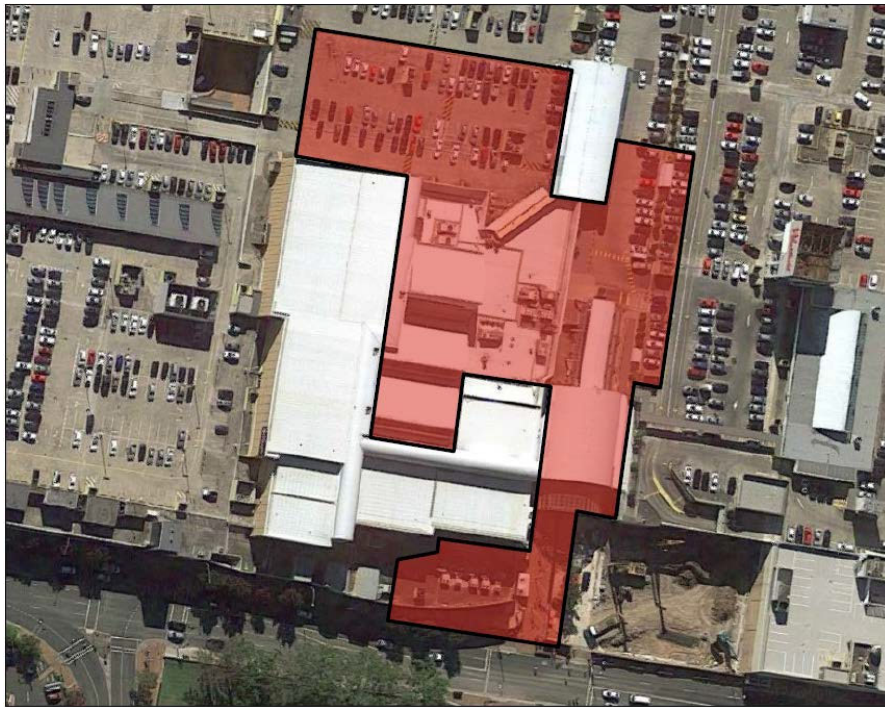


Figure 2.8 Goods Lift #7 & #8 location as per existing plans which services Dock #1

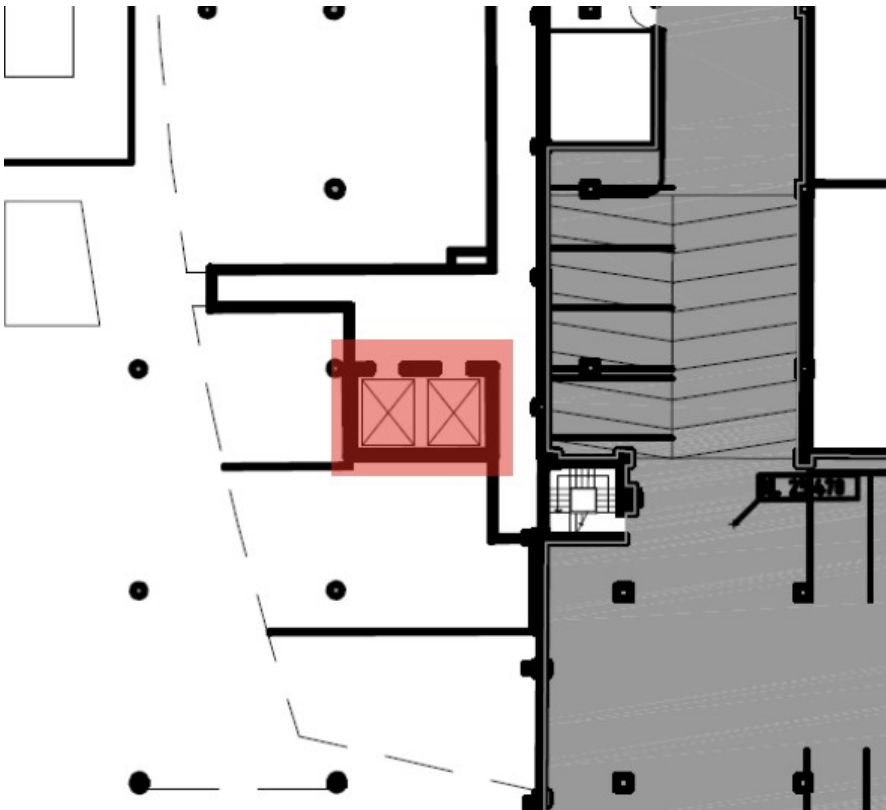


Figure 2.9 – Dock #5 waste transition corridor from proposed commercial tower to Dock #5

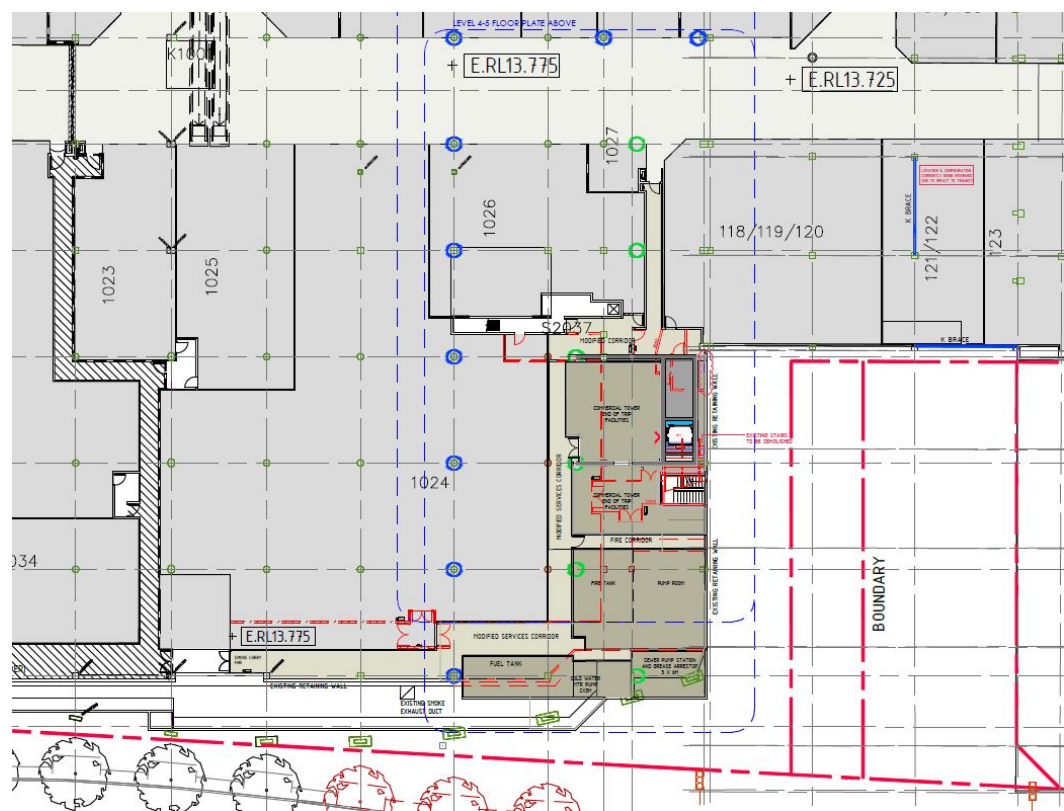


Figure 2.9 Dock #1 General Waste Compactor



Figure 3.0 Dock #1 Cardboard Compactor



Figure 3.1 Dock #1 Cooking Oil Disposal Vacuum



Figure 3.2 Dock #5 General Waste Compactor



Figure 3.3 Dock #5 Cardboard Compactor



Figure 3.4 Dock #5 Cooking Oil Disposal Vacuum

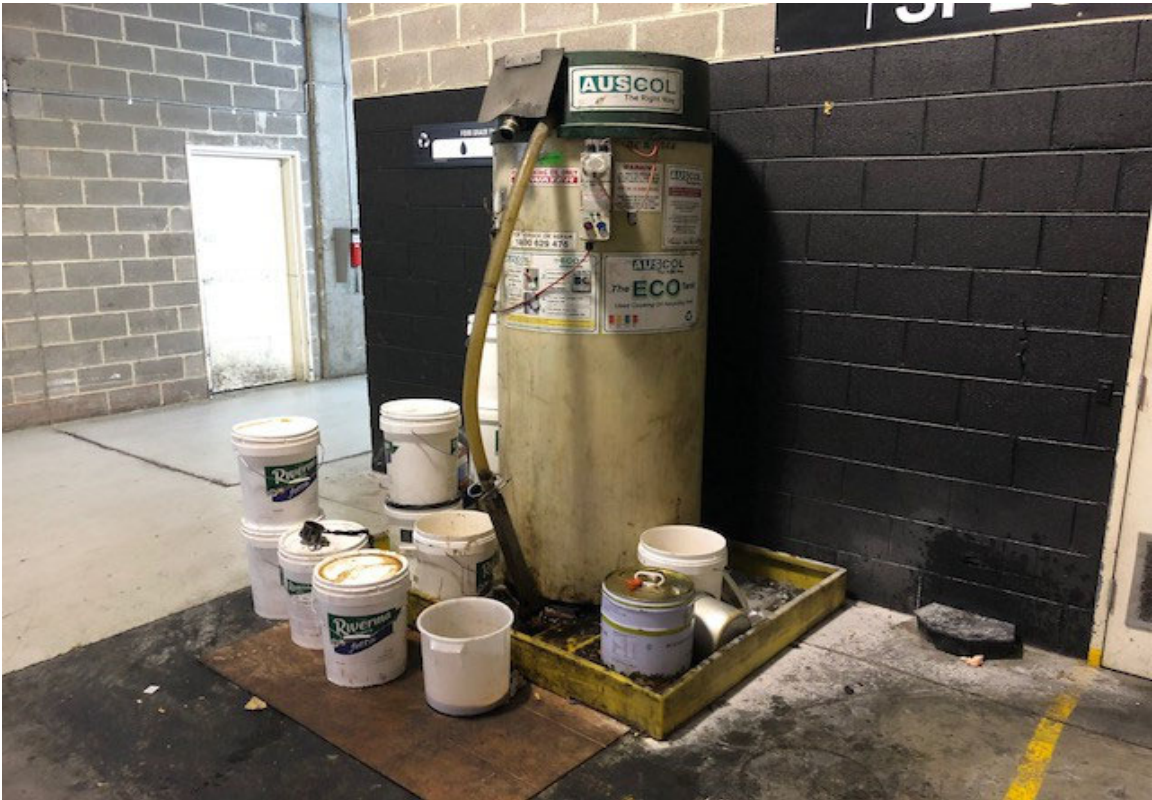


Figure 3.5 Dock #5 Entry - Level 1



Figure 3.6 Dock #1 Entry - Level 1



2.3 Shopping Centre Management (SCM) Service Provider

SCM cleaning service provider is to transport general waste and recycling bins to loading docks 1 & 5 via the entries depicted above.

SCM cleaning service provider to tip 660 litre bins via compactor lifters into general waste and recycling compactors. Co-mingle bins to be exchanged

SCM cleaning service provider is also to exchange organic and coffee grind bins periodically throughout the day as they get full. Organic and coffee grind bins are located in the Level 1 lift lobbies of both Dock #1 and Dock #5.

2.4 Oil Disposal

Centre Management provide oil disposal units which are located in Loading docks 1 & 5. If there is a fault with the oil disposal unit, do not dump the oil down a drain or in the bin, please report it to Centre Management so the unit can be repaired ASAP. If you are unsure of how to use the oil disposal system, please make contact with Centre Management so a Facilities team member can take you through the process.