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Operational Waste Management Plan

The Maltings: 2 Colo Street, Mittagong

February 2024

This report contains confidential information. It has been compiled by Waste Audit and Consultancy Services (Aust) Pty Ltd on behalf of Colliers for The Maltings: 2 Colo Street, Mittagong development.

This Waste Management Plan is not a substitute for legal advice on the relevant environmental legislation, which applies to Colliers, its contractors or other bodies. Accordingly, Waste Audit and Consultancy Services (Aust) Pty Ltd will not be liable for any loss or damage that may arise out of this project, other than loss or damage caused as a direct result of Waste Audit and Consultancy Services (Aust) Pty Ltd.'s negligence.

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1 Introduction

This Waste Management Plan (WMP) has been prepared by Waste Audit & Consultancy Services (Aust) Pty Ltd ("Waste Audit") on behalf of Colliers for the proposed development at The Maltings: 2 Colo Street, Mittagong, NSW to provide guidance on expected operational general waste and recycling volumes; storage area requirements; bins and equipment; site and contractor handling and collection practices, and management systems and responsibilities.

Based on the City of Sydney's 2018 *Guidelines for Waste Minimisation in New Developments* and the 2019 New South Wales *Better Practice Guide for Resource Recovery in Residential Developments*, we have projected the volumes of general waste, recycling, organics, and clinical waste for this development. These New South Wales standards include standard generation rates for non-residential buildings and data for similar projects that are based on best practice for waste management across all uses involved in this project. This waste management will cover the following aspects for this project:

- Bin, equipment, and storage area sizing and construction requirements.
- Collection vehicle specifications and servicing frequencies.
- On-site handling and management practices.
- Contractor collection and loading processes.
- Ongoing management, monitoring, and reporting systems.

2 Project Overview

The proposed development, The Maltings: 2 Colo Street, Mittagong, aims to transform a heritage site into a hotel and cultural facility. The site is situated in a Low Density Residential (R2) zone and is included in the local heritage list of the Wingecarribee Shire Council. Figure 1 provides an aerial view of the proposed development site and its surrounding area.

The site is located with Colo Street to the south, the Main Southern Railway line to the northwest, and Ferguson Crescent to the northeast, where it ascends to cross the railway (previously the main road). To the east lies Southy Street. The Nattai River flows through the site from southwest to northeast, forming the southeaster boundary of the properties at 4-36 Colo Street.

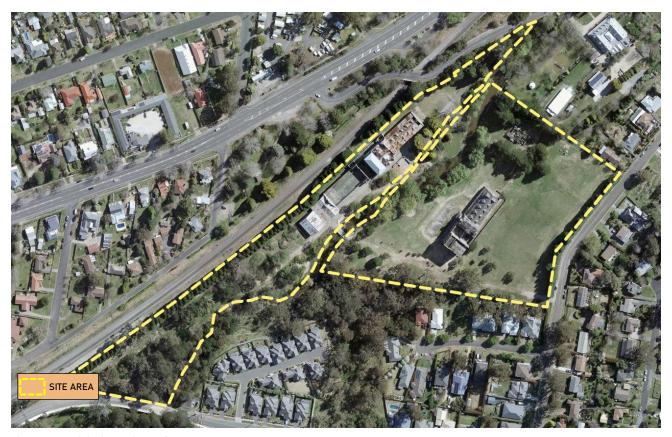


Figure 1 Aerial View of Development

3 Tenancy Breakdown

The proposed development will consist of the following of 8,942 m² area that will produce operational general waste, recyclable and organics waste materials (See Table 1, Table 2, and Table 3 for detailed breakdown).

Table 1 M3+M4 Area Schedule GFA

Name	Level	Gross Floor Area
M4 BASEMENT	M3+M4 BASEMENT	165.00
M3	M3+M4 GROUND	1,149.00
M4	M3+M4 L01	532.00
M3+M4	M3+M4 L02	399.00
M4	M3+M4 L02	532.00
M4	M3+M4 L03	547.00
M3	M3+M4 L03	562.00
M3	M3+M4 L04	518.00
M4	M3+M4 L04	429.00
M4	M3+M4 L05	275.00
M3	M3+M4 L05	232.00
Total Area		5,342 m ²

Table 2 M1+M2 Area Schedule GFA

Name	Level	Gross Floor Area
M1+M2	M1+M2 GROUND	921.00
M1+M2 SHEDS	M1+M2 GROUND	824.00
M1+M2	M1+M2 L01	586.00
M1+M2 SHEDS	M1+M2 L01	65.00
M1+M2	M1+M2 L02	913.00
M1+M2	M1+M2 L03	107.00
Total Area		3,416 m ²

Table 3 Maltster's House Area Schedule GFA

Name	Level	Gross Floor Area
MH GROUND	MH L00 (GROUND)	122.00
MH GROUND	MH L00 (GROUND)	62.00
Total Area		184 m²

4 Legislation, Standards & Guidelines

This document addresses aspects of waste management relating to requirements of the development application number 20/1400. 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:

- Wingecarribee Shire Council Development Control Plan (DCP) 2021
- Wingecarribee Shire Council Local Environmental Plan 2010.

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:

- Australia National Waste Policy 2018
- NSW Waste and Sustainable Materials Strategy 2041
- NSW Waste Avoidance and Resource Recovery (WARR) Strategy 2014-2021
- NSW Waste Classification Guidelines 2014
- NSW Protection of the Environment Operations (Waste) Regulation 2014, Part 11
- NSW Protection of the Environment (General) Operations Act 1997
- NSW Waste Avoidance and Resource Recovery Act 2001
- Wingecarribee Shire Council Resource-and-Waste-Management-Strategy-2023-2032
- Wingecarribee Shire Council DCP 2021
- NSW EPA's 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

City of Sydney - Guidelines for Waste Management in New Developments 2018

5 Reference Documents & Reports

- 240212_DEVELOPMENT APPLICATION DRAWING SET_RevE
- 2402012 S.4.55 APPLICATION DRAWING SET RevE
- 610.31093 Design Review v0.9-SK-03
- 610.31093 Design Review v0.9-SK-09A
- 610.31093 Design Review v0.9-SK-09B

6 Operational General Waste & Recycling

6.1 Resources Stream

Each of these streams will require different operational management practices depending on the type of tenancy. Recommended systems are detailed in following sections of this report.

The Wingecarribee Shire Council DCP 2021 is the applicable development control plan for this project. The document does not specifically provide generation rates for Non-Residential developments therefore the following generation rates are taken from the City of Sydney's Guidelines for Waste Minimisation in New Developments 2018 and the Better practice guide for resource recovery in residential developments 2019 to calculate the volumes of materials that will be produced from the development's operations (Table 4 and Table 5):

Table 4 Waste Generation Factors by Waste Stream and Occupancy Type for M1 & M2

Occupancy Type	GFA	General Waste (Litres/100 m²/day)	Commingled Recycling (Litres/100 m²/day)	Cardboard and Paper (Litres/100 m²/day)	Food Organics (Litres/100 m²/day)
Kitchen and Restaurant	39.0	250	180	100	150
Café	41.0	70	50	70	30
Bar	39.0	50	50	0	0
Gallery	3,626.0	5	5	5	0
Office	74.0	15	10	15	5

Table 5 Waste Generation Factors by Waste Stream and Occupancy Type for Maltsters House, M3, & M4

Occupancy Type	GFA	General Waste (Litres/100 m²/day)	Commingled Recycling (Litres/100 m²/day)	Cardboard and Paper (Litres/100 m²/day)	Food Organics (Litres/100 m²/day)
Hotel/Residence	4,080.0	20	10	15	15
Kitchen and Restaurant	59.0	250	180	100	150

Occupancy Type	GFA	General Waste (Litres/100 m²/day)	Commingled Recycling (Litres/100 m²/day)	Cardboard and Paper (Litres/100 m²/day)	Food Organics (Litres/100 m²/day)
Bar	155.0	50	50	0	0
Gallery	1004.0	5	5	5	0

The development will produce the following solid waste and recycling streams (Table 6):

Table 6 Definitions and Examples of Various Waste Streams Produced by Occupants

Material Streams	Waste Stream Description					
	 Material that is either not recyclable or that should be disposed of in general waste bins. The following items can be placed in your general waste bin: 					
	 Styrofoam packaging and food containers 					
	 Broken ceramics, crockery, and glassware 					
General Waste	o Nappies					
	o Tissues					
	 Soft plastics including plastics bags, plastic wraps, chip packets and chocolate wrappers. 					
	 Kitchen food scraps (we recommend composting or worm farming to help reduce food waste sent to landfill) 					
	 Material that is recyclable according to local waste recovery guidelines. Common items that can be placed in your mix recycling bin are: 					
Commingled recycling	o Paper and cardboard					
recycling	o Glass bottles and jars					
	 Plastic containers and bottles 					
	o Steel and aluminium cans and tins					
	Material that is recyclable according to local waste recovery guidelines. Common items that can be placed in your paper and cardboard bin are:					
Cardboard/Paper	 Printed office paper (staples are allowed) 					
Recycling	 Envelopes (plastic windows allowed) 					
	o Newspapers and magazines					
	 Only dry and clean unwaxed cardboard boxes 					

Material Streams	Waste Stream Description						
	Material that can be decomposed or converted onto other reusable resources. Common items that can be placed in your green lid bin are:						
	o Grass clippings						
Organics	 Leaves (fresh or dry) 						
Organics	 Agapanthus (whole plant) 						
	 Flowers and plant off-cuts. 						
	 Prunings, twigs and branches 						
	o Bark						

As well, each of the above-mentioned streams will require different operational management practices depending on the type of tenancy. In addition, other recycling systems such as liquid waste; e-waste; batteries; mobile phones etc. may be required on an ad-hoc basis.

6.2 Volumes, Bins & Collection Frequencies

Table 7 shows combined bin numbers, sizes, and collection frequencies, based on 7 days per week operation for all tenancies. Bin sizes are in litres (Detailed description of bins can be found on Appendix B). Tenancy areas have been calculated using GFA in line with the breakdown for all development occupancies.

Table 7 M1+M2 Waste Storage Room Area Calculations

Stream	Bins size (L)	Bin No.	Weekly Capacity (L)	Weekly Generation (L)	Collections per Week	Total Footprint (m²)
General Waste	660	2	2,640	2,367	2	2.33
Commingled Recycling	1100	1	2,200	2,092	2	1.71
Organic Waste	240	2	960	522	2	0.85
Paper And Cardboard	1100	1	2,200	1,821	2	1.71
Total		6	8,000	6,801		6.59
Total Storage F	8.60 m ²					

Table 8 M3+M4 (Including Maltster's House) Waste Storage Room Area Calculations

Stream	Bins size (L)	Bin No.	Weekly Capacity (L)	Weekly Generation (L)	Collections per Week	Total Footprint (m²)
General Waste	1100	4	8,800	7,638	2	6.82
Commingled Recycling	1100	3	6,600	4,493	2	5.12

Stream	Bins size (L)	Bin No.	Weekly Capacity (L)	Weekly Generation (L)	Collections per Week	Total Footprint (m²)
Organic Waste	660	4	5,280	4,904	2	4.66
Paper And Cardboard	1100	3	6,600	5,048	2	5.12
Total		14	27,280	22,084		21.71
Total Storage Room Area						28.20 m ²

Based on the bin sizes shown in the tables above, and the recommended collection frequencies, the proposed storage layouts, and rooms sizes for M1+M2 and M3+M4 areas, 11 m² and 46 m² respectively, will be adequate for operational waste storage requirements.

Please note that waste produced by Maltster's House residence and gallery will be stored in the M3+M4 waste storage area before it is collected. A designated space of 1.5 m² will be allocated for transfer bins, ensuring the efficient transport of waste between areas, see Appendix A.

6.3 General Waste & Recycling - Bin Transfer & Collection

All rooms located throughout the development will be equipped with dual or triple receptacle bins, to manage the disposal of one days' worth of general waste and other recyclables. The waste from these receptacles will be transferred to the waste storage room located in the plant area on an as need basis (see Appendix A). It will be the responsibility of the staff and cleaners to ensure that waste is disposed of within the correct bin and to ensure the internal bins are emptied once they are near capacity.

On the designated collection days, the containers collected from the waste storage areas are to be placed in the designated area for collection (See Appendix A). This will require the operational team to address this matter with the contracted waste collection company and ensure their fleet has a vehicle with these specifications. The private contractor will be responsible for collections, utilising a 10.2m long rear-loading refuse collection vehicle to manage the clearances and turning spaces. A truck swept pathway has been provided indicating the movements in and out of the proposed development using this vehicle (see Appendix D and Appendix E for vehicle specifications & swept path analysis). Once all bins have been emptied, the bins will be returned to the waste storage rooms. Collections will take place during the early morning and will conform with the Council's time restrictions for waste collection.

6.4 Storage Areas: General Requirements

The development will include two centralised waste and recycling storage spaces, both located at ground level. The M1+M2 waste storage area can be found in the east wing of the M1+M2 galleries, adjacent to the car park, with vehicle access from Ferguson Crescent. Similarly, the M3+M4 waste storage area is located to the east of the development, accessible for collection vehicles from Southey Street.

The rooms, with dedicated space for bin wash area, will be locked and accessible by authorised staff only, and will have the following features and maintenance practices to minimise odours, deter vermin, and maintain it as a user-friendly and safe area:

- 1. Accessible location for easy access by building users and waste contractors.
- 2. The waste area should provide separate containers for the separation of general waste, recyclables, and where applicable organics.
- 3. Clear, colour-coded signage for the different waste streams
- 4. The waste and recycling storage area is to be provided with an adequate supply of water for cleaning purposes with a hose cock.
- 5. The design shall, as much as possible restrict the entry of trespassers, vermin, or other animals into the area.
- 6. The floors of waste and recycling storage areas are to be graded and drained to a Council Water approved drainage fitting. The floor is to be provided with a ramp to the doorway where necessary.
- 7. The maximum long and cross section grade of the loading bay and temporary bin holding area must be $\pm 5\%$
- 8. The waste and recycling storage area is to be adequately ventilated by either:
 - a. Natural ventilation openings to external air. The dimension of the openings is not to be less than 5 per cent of the bin bay or bin room floor area.
 - b. A mechanical exhaust ventilation system in accordance with relevant Australian standards.
- 9. Waste and recycling areas are to be provided with artificial light controlled by switches located both outside and inside the storage area.
- 10. Any compactors or mechanical devices, if permitted for the mechanical handling and storage of waste and recycling, are to be fitted with safety operating and cut-off systems.
- 11. Any facet of the waste and recycling management system that is visible from outside the building is to be in keeping with the dominant design of the remainder of the development.
- 12. Sufficient space must be allocated within the bin bays to allow for access to all tenants.
- 13. Waste and recycling areas are to be provided with artificial light controlled by switches located both outside and inside the storage area.
- 14. required bins by tenants and waste collectors, as well as manoeuvring of bins within the bay and for the removal and return of bins by the waste collector.

All waste and recycling containers will be clearly differentiated through appropriate signage and colour coding to reflect the materials contained, with each stream located in a designated area within storage rooms, with large and clear signage to assist in easy identification by users, as shown in Appendix C. Other best practice standards for storage and handling areas include:

- Ensuring the waste loading areas are level and free of kerbs, steps, etc.
- Line markings showing the loading area and positions of bins within the storage room.
- Highly visible signage as shown in Appendix C.

6.5 Collection area: General Requirements

The collection points for the development's central waste storage areas will be situated in the parking spaces designated for M1+M2 and M3+M4, with access from Ferguson Crescent and Southey Street respectively. After accessing to the designated collection area, waste contractors will notify authorised staff prior collections start. This area will have the following features and maintenance practices to ensure accessibility and safety:

- 1. The collection point is to be level, free of obstructions and with sufficient height clearance to enable the safe mechanical to pick up and set down of bins.
- 2. Waste collection and loading is to be accommodated within new developments in order of preference:
 - a. In the building's basement
 - b. At grade within the building in a dedicated collection or loading bay
 - c. At grade and off-street within a safe vehicular circulation system where, in all cases, vehicles will enter and exit the premises in a forward direction.
- 3. All collection of waste is to be conducted on-site.
- 4. The following allowances are to be made for the nominated collection point:
 - a. Vehicle access for collection and loading will provide for a maximum grade of 1:20 for the first 6 metres from the street, then a maximum of 1:8 with a transition of 1:12 for 4 metres at the lower end
 - b. A minimum vertical clearance of 4 metres, including clearances of all ducts, pipes, and other services.
 - c. A minimum width of driveway of 3.6 metres
 - d. A minimum turning circle radius of 10.5 metres or provision for changing the facing direction of a waste or recycling collection vehicle.
- 5. Each collection point is to be easily accessible from the nominated waste and recycling storage area. The access pathway for wheeling bins between a storage point and the collection point is to be level and free of steps or kerbs.
- 6. The path for wheeling bins between a storage point and the collection point is not to exceed a grade of 1:14 at any point.
- 7. The collection point is to be located where the waste or recycling collection vehicle(s) can stand safely.
- 8. Entry and exit of a collection vehicle from a site are to be in a forward direction. It is acceptable to use a vehicle turntable to accomplish this. If a vehicle turntable is used, it is to have a 30-tonne capacity.
- 9. Collection vehicles are to be able to service the development with minimal reversing. If a collection vehicle needs to reverse to complete a collection run, this needs to be detailed in the development's traffic management plan.
- 10. Waste and recycling storage containers are to be always stored within the boundary of the development.

6.6 Other Waste

6.6.1 Bulky & Problem Waste

A designated room or secured caged area will be allocated for storing bulky discarded items and problem waste materials meant for recycling, such as e-waste and chemical waste. This storage area will be equipped with a doorway that is at least 1.5 meters wide. This width ensures the easy and efficient movement of large waste items in and out of the storage space. It is recommended that the bulky waste room is at between 6-8 m² for this development. This space is already allocated within the designated waste storage area for both M1+M2 and M3+M4.

6.6.2 Hazardous Waste

Small quantities of hazardous wastes may be generated (e.g., light bulbs, e-waste, batteries, oil, chemicals, or paint). Separate containers for the safe storage of these wastes in the development will be provided where applicable in the waste storage area or another applicable storage area within the development. These materials will be collected by an appropriate contractor or sub-contractor as defined in by local and state regulation.

6.6.3 Cooking Oil

The restaurant located at the M3+M4 development area will produce a small quantity of oil from its daily operations that can be recycled. A qualified contractor for oil recovery is to be appointed for this task to improve the recycling strategy of the site.

6.6.4 Landscaping & Green Waste

It is expected that waste from landscaping will be generated periodically, the handling of this waste will be undertaken by professional arborists and landscapers who would collect and dispose the waste in an appropriate manner on the same of the activity takes place.

While undertaking these activities, professional arborist and landscapers must follow *The Maltings Mittagong Arboriculturally Impact Assessment* by Eco Logical Australia. This report defines a list of trees and plants that are to be protected and retained given its importance to the local environment.

7 Collection Vehicle Details

Given the design and location of the building's waste storage rooms, we recommend using a 10.2m long rear-loading refuse collection vehicle for waste collection. This vehicle should have the capacity to collect the maximum size of the largest size bin, 1100 litres. A swept path analysis for a 10.2m rear loading waste collection vehicle was undertaken by SLR and is included in Appendix .

The operational team of this site will ensure the contracted waste collection company has a vehicle with these specifications.

8 Management Systems

Table 9 shows proposed management practices for the development's operational general waste and recycling streams. All tenancies will be equipped with internal bins clearly differentiated through appropriate signage and colour coding to reflect the materials contained, with each stream located in a designated storage area, with large and clear signage to assist in easy identification by users.

Table 9 Management, Storage, & Collection Systems

Tenancy	Material Streams	Management, Storage, & Collection Systems		
Art Gallery	General Waste and Recycling streams	 The cleaning staff is tasked with disposing of all waste and recyclables from the exhibition and art demonstrations into the appropriate general waste or recycling bins located in the bin storage area. Once the building is operational, a schedule will be established for the private waste contractor to collect these materials. To minimize congestion in the parking 		

Tenancy	Material Streams	Management, Storage, & Collection Systems				
		 and entry areas, collections will occur outside standard business hours. It is the responsibility of the cleaning staff to keep both the bin storage area and the collection area organized and clean. 				
Café and restaurant	General Waste, Mixed Recycling and Organics	 Staff will be responsible for disposing of all waste and recyclables from the café in the correct general waste, recycling, and organics bin in the designated waste storage area. Once the building is operational, a schedule will be established for the private waste contractor to collect these materials. To minimize congestion in the parking and entry areas, collections will occur outside standard business hours. The café/restaurant staff are responsible to maintain the organisation and cleanliness of the bin storage area and the collection area. 				
Hotel	General Waste, Mixed Recycling and Organics	 The cleaning staff at the hotel are responsible for the efficient disposal of waste from all areas. Each type of waste must be placed in its respective bin located in the designated waste management area. Following the hotel's operational commencement, a schedule will be established for our selected waste management contractor to collect these materials. To ensure minimal disruption to guests and to avoid congestion in the hotel's parking and entry areas, collections will be conducted outside of peak hours. It is imperative for the cleaning staff to maintain the organization and cleanliness of both the waste management area and the collection point. 				
Office	General Waste and Mixed Recycling	 Cleaning staff is tasked with the efficient management and disposal of waste from the office area to the designated waste storage area. The chosen waste management contractor will plan a schedule to minimize disruptions of the development and to prevent congestion in areas such as parking and the main entrance. Collections will ideally be conducted outside of business peak hours. It is the responsibility of the cleaning staff to keep both the bin storage area and the collection area organized and clean. 				

9 Tenancy Bins

Most development areas will be equipped with 4-stream bin hubs to support optimal segregation at source of generation. Bin hubs will be evenly distributed and spaced throughout areas to improve cleaning efficiency and reduce of materials for cleaning, for instance less bin liners required. Figure 2 shows an example of bins commonly used in developments aiming to have best recycling practices. Colour-coded translucent bin liners are recommended to assist cleaning staff to distinguish the three recycling streams from general waste and from each other and enable them to identify contamination prior to final disposal in the bins in the central storage room.



Figure 2 Four Stream Stand-Alone Bin Setup

10 Waste Contractor Standards

To achieve and maintain best practice, the site's private waste contractor will be required to comply with the following service requirements:

- Reliable and efficient servicing and meeting all agreed schedules.
- Suitably sized collection vehicles to be able to access the building's waste area.
- Maintaining accurate tracking systems for all materials collected.
- Working with the site to achieve continuous improvements in recovery rates.
- Providing detailed monthly and annual reports on diversion and financial outcomes.
- Maintaining current details of all processing facilities used.

11 Tenant & Stakeholder Education

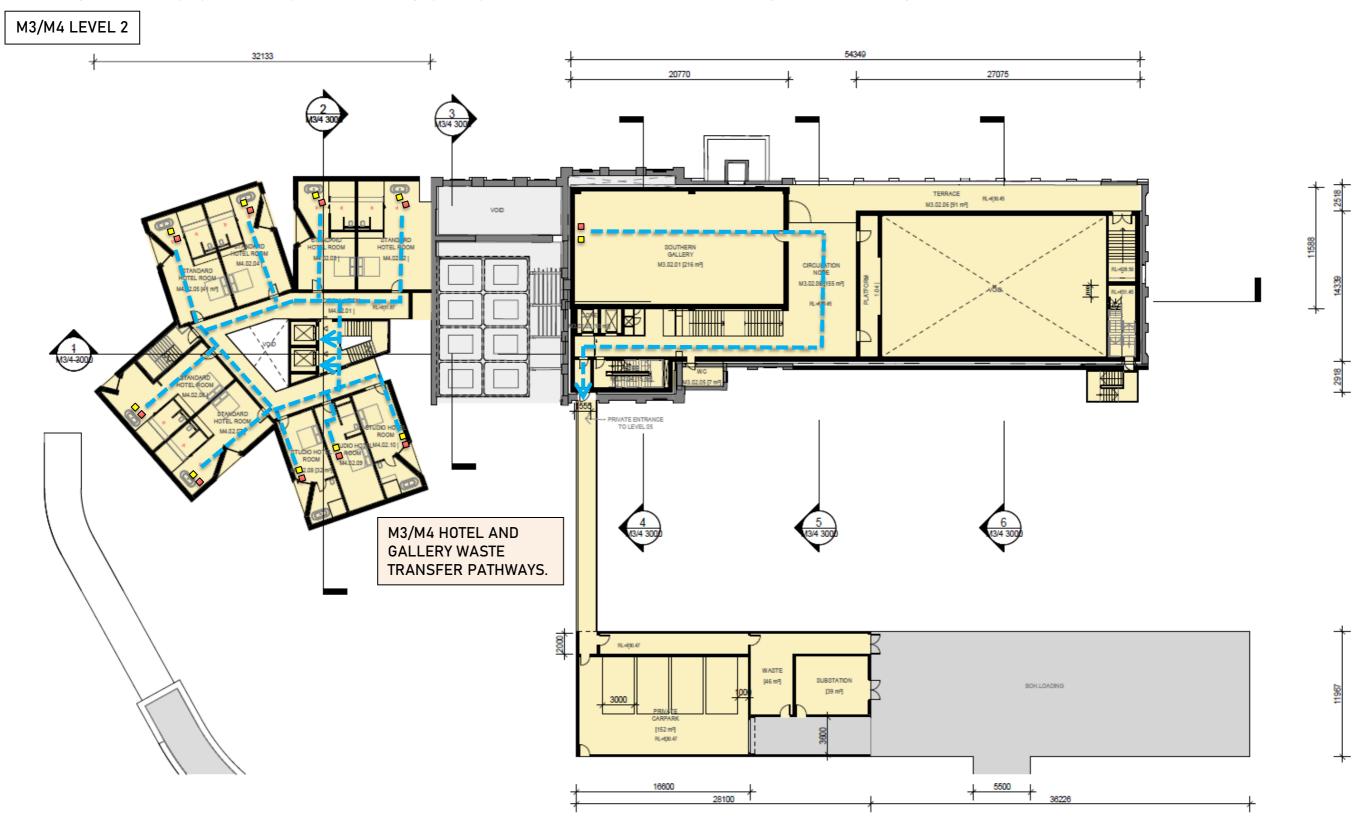
For the new systems to be successful an education program will be required for the development's private tenants.

Tenants, cleaners, and building managers will be a key element in the effectiveness of the new systems and as such, relevant procedures will need to be written into contract specifications, including requirements for monitoring contamination of recycling streams and condition of bins and other equipment, and providing users with feedback on ongoing systems performance.

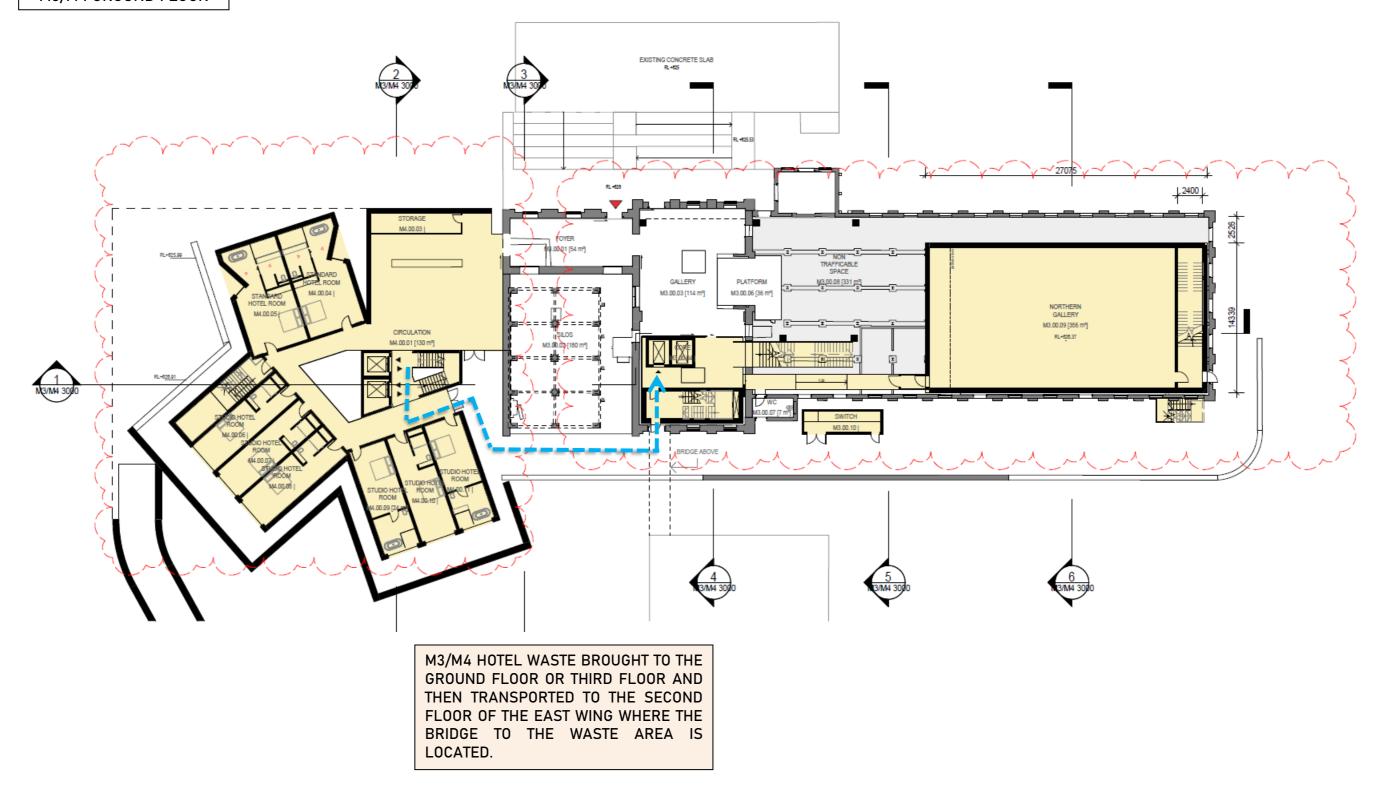
Appendix A

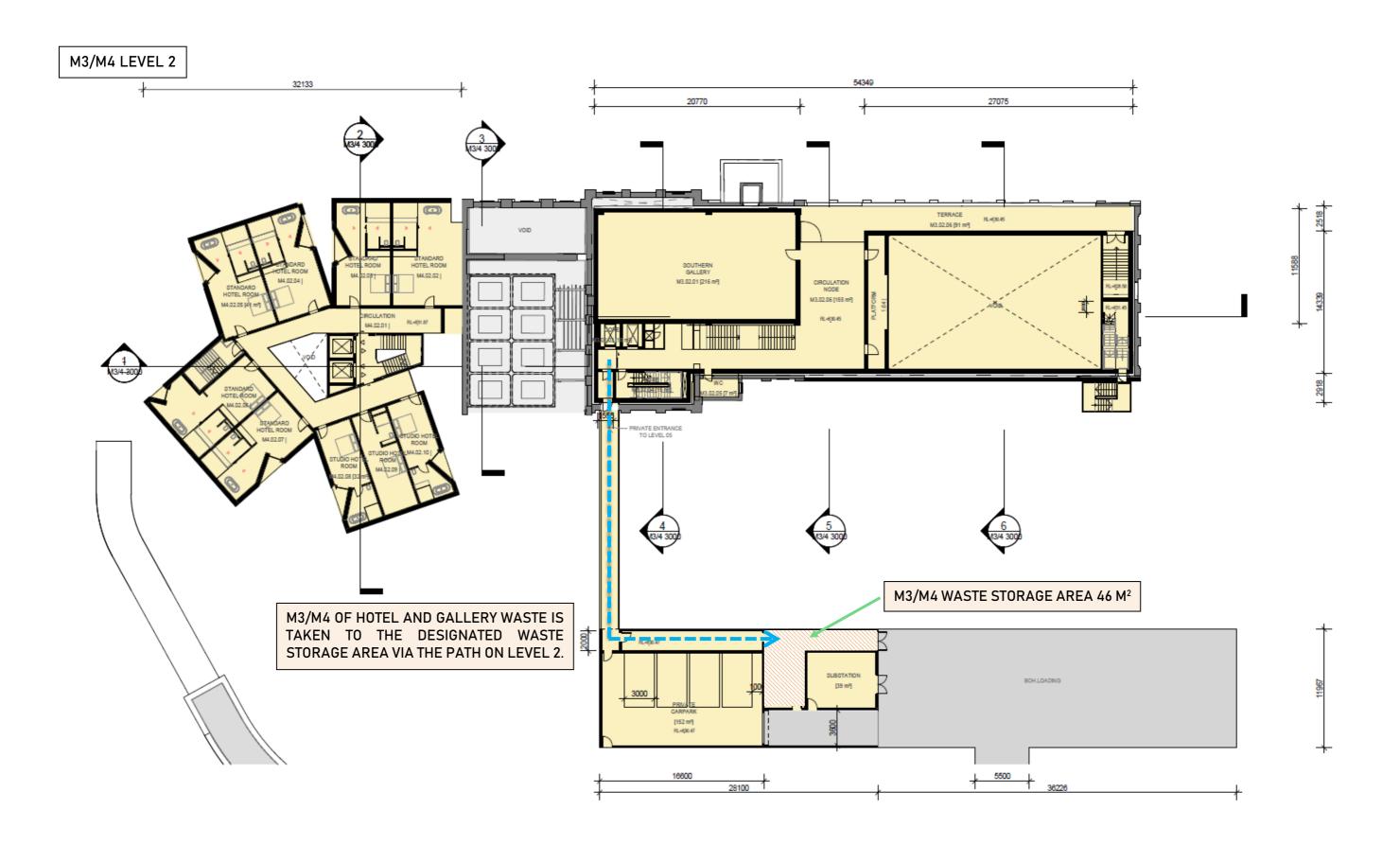
Waste Storage and Pathways

The drawings below show proposed development waste storage pathways on different levels to the new waste storage area, well enabling cleaners and staff to deliver waste to this room.

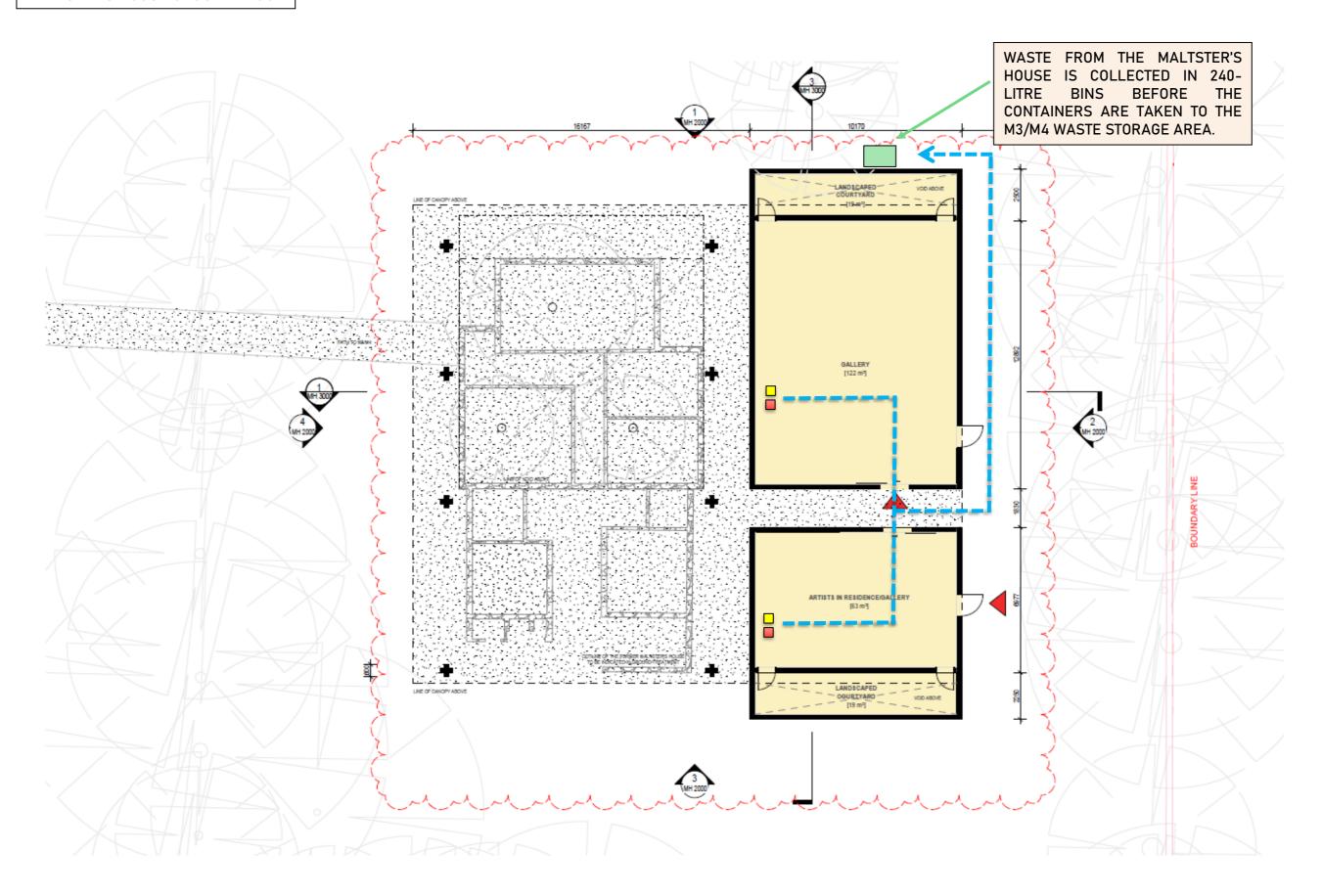


M3/M4 GROUND FLOOR

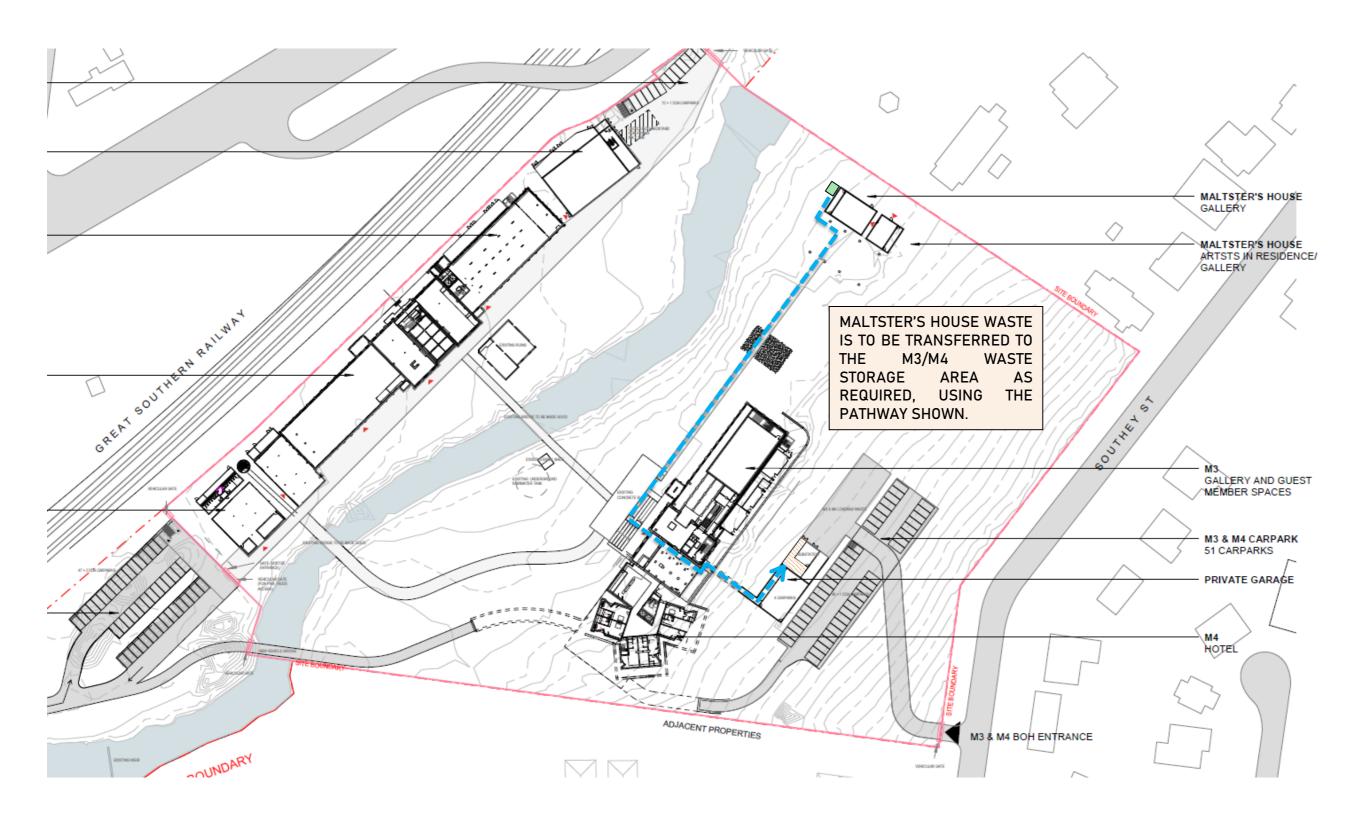


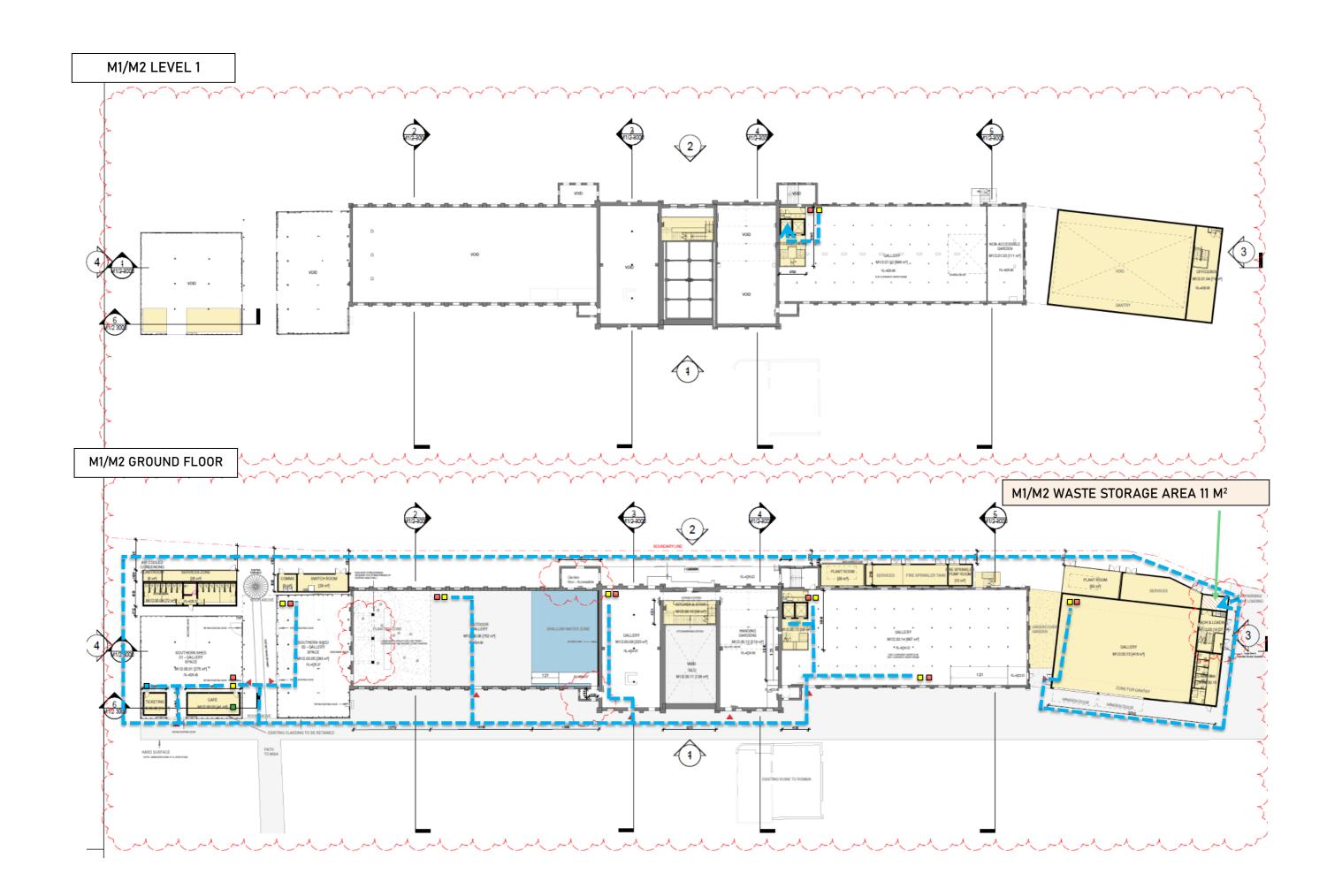


MALTSTER'S HOUSE GROUND FLOOR



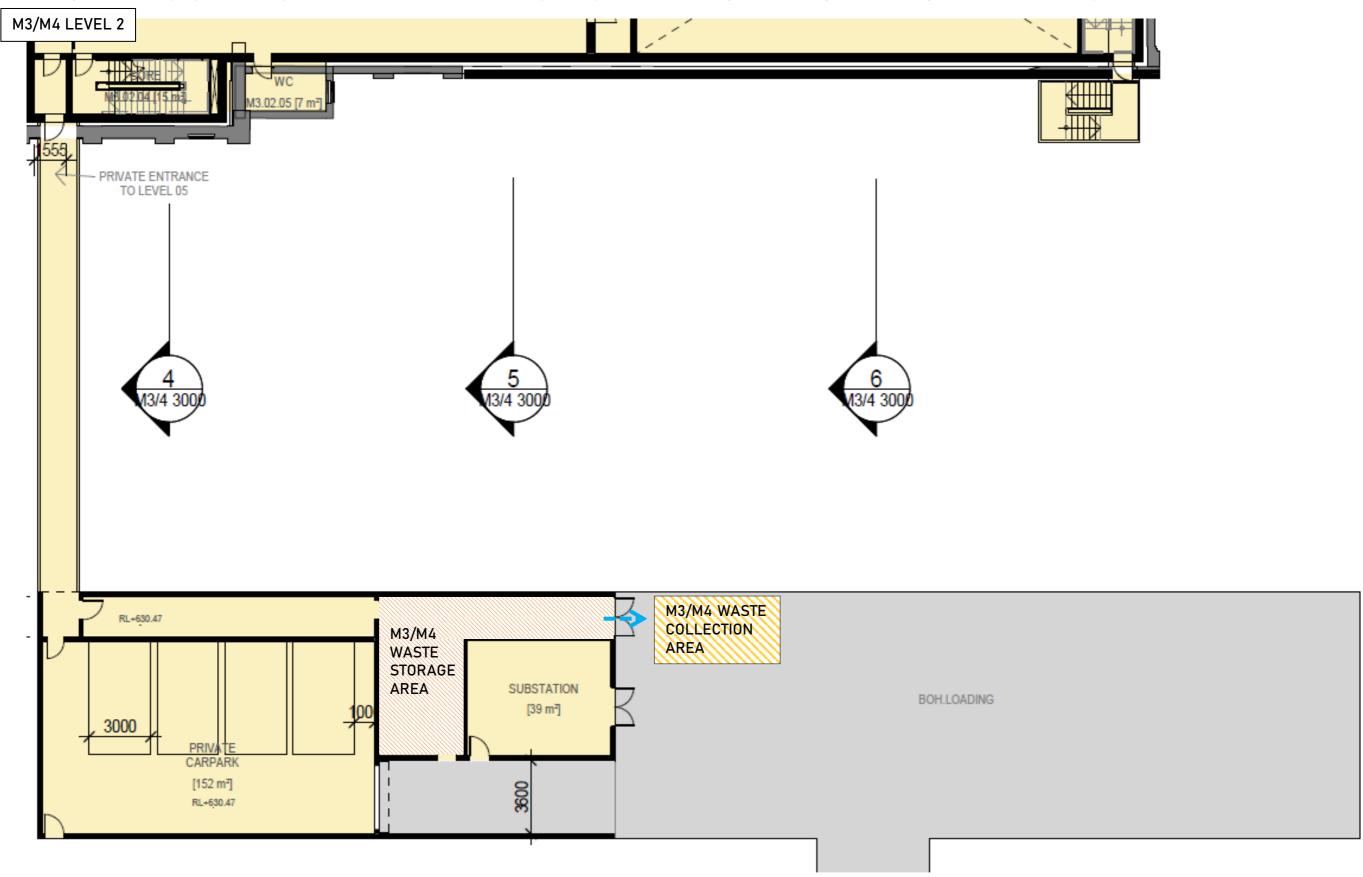
SITE PLAN

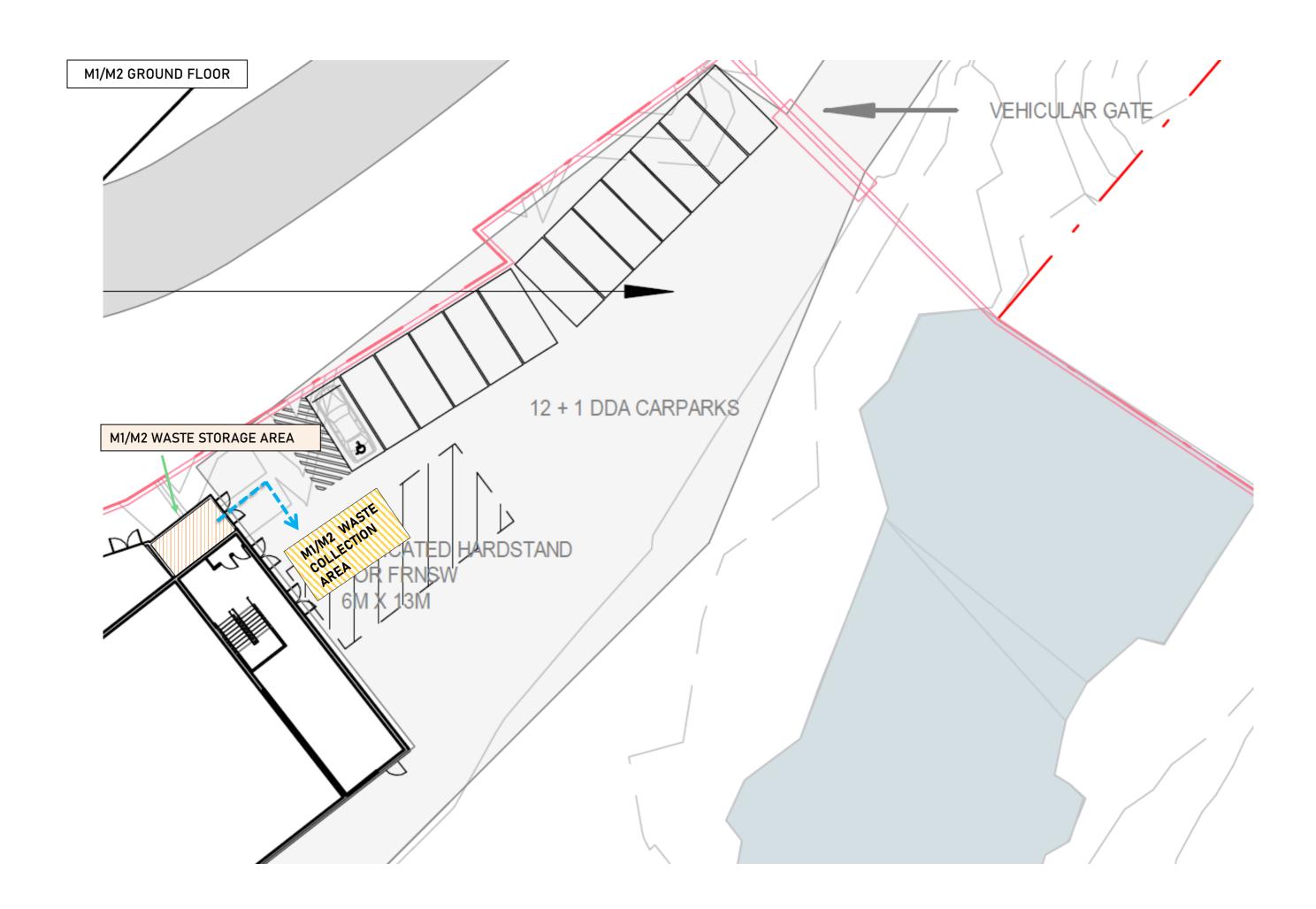




Waste collection pathways

The drawings below show proposed development waste collection areas and their proximity to the new building's waste storage, well enabling waste collectors to easily handle the waste back to their collection vehicle.





Appendix B

Bin Specifications

Australian standard sizes for mobile garbage bins (MGBs)

Standard measurements

Bin type	120L MGB	240L MGB	660L MGB	1100L MGB
Height	940 mm	1080 mm	1250 mm	1470 mm
Length	560 mm	735 mm	850 mm	1245 mm
Width	485 mm	580 mm	1370 mm	1370 mm



Appendix C

Storage Area Design & Signage

The photographs below show examples of good practice in this regard:



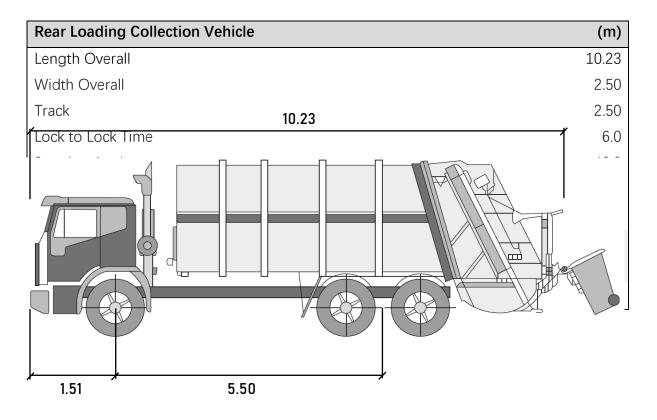


The signage examples below are for illustration purposes only. Actual signage should include suitable site-specific branding.



Appendix D

Collection Vehicle Specification



Appendix E

Swept Pathways for 10.2m long rear-loading refuse collection vehicle (Drawings produced by SLR)

