



DOCUMENT CONTROL

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Clie	nt CCG Architects Pty Ltd		
Version Numb	er Rev 1		

Document Authors

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RG1079-SWMMP-1-1- Muswellbrook	Version 1 Final	6 December 2024	Issued to client
RG1079-SWMMP-1-1- Muswellbrook	Rev 1 Final	12 February 2025	Updates to bin locations and minor amendments. Reissued to client

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1 INTRODUCTION

Rapid Geo Pty Ltd (Rapid Geo) was engaged by CCG Architects Pty Ltd to prepare a Site Waste Minimisation and Management Plan (SWMMP) to support the development application for the construction of the Muswellbrook Shire Council Community Infrastructure Depot, located at 252 Coal Road, Muswellbrook NSW (the 'Site').

1.1 Development

The proposed development comprises the construction of a council depot facility at the existing 252 Coal Road, Muswellbrook (the Muswellbrook Shire Council Community Infrastructure Depot):

1.2 Objectives

The objectives of this plan and generally for waste management for the local government area are to meet the requirements:

- Ensure appropriate waste storage and collection facilities are provided;
- Maximise source separation and recovery of recyclables;
- Ensure waste management facilities are safely and easily accessible to occupants and service providers;
- Ensure appropriate resourcing of waste management systems, including servicing;
- Minimise risk to health and safety associated with handling and disposal of waste and recycled material and ensure optimum hygiene;
- Minimise adverse environmental impacts associated with waste management; and
- Discourage illegal dumping by providing on site storage and removal services.

This SWMMP has been prepared to inform the development design and assist in the delivery of better practice waste management, promoting sustainable outcomes at the demolition, construction and operational phases for the development.

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2 SITE IDENTIFICATION AND SETTING

2.1 Site Location

The proposal is situated within a portion of the Muswellbrook Waste Management Facility, situated to the east of the main town, on Coal Road. The proposal area is currently used as and unpaved storage area for vehicles, trailers, bins, and equipment.

2.2 Site Identification

Site Address	Muswellbrook Shire Council Community Infrastructure Depot, 252 Coal Road, Muswellbrook NSW	
Deposited Plan Portion Lot 1 DP819014		
Coordinates 150°54′52′′ E, 32°15′33′′ S (Centre of proposed development area)		
Development Area	\approx 13,000 m ² or 1.30 ha	
Local Government Area Muswellbrook Shite Council		
Current Zoning	SP2 - Waste Management Facility	
Current Zonnig	Muswellbrook Local Environmental Plan 2009	

2.3 Relevant Planning Controls

The following planning instruments are applicable to this proposed development:

- Muswellbrook LEP 2009; and
- Muswellbrook DCP 2009.

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3 Construction and Demolition Waste

Demolition and development activities at the site will generate a range of construction and demolition (C&D) wastes. Throughout the development process, all materials will be reused and recycled where possible, minimising off-site disposal of materials other than those that are contaminated or unsuitable for reuse or recycling processes.

Waste storage during construction operations will involve some stockpiling of reusable material, as well as placement of wheeled bins for the separation of construction materials for recycling. A bin for residual waste or contaminated material will also be made available at the site for disposal where necessary. Bins may require alternative placement across construction operations to facilitate the safe and efficient storage of materials and will be retained within property boundaries to avoid illegal dumping.

A waste storage area shall be designated by the demolition or construction contractor and shall be sufficient to store the various waste streams expected during operations. Waste storage areas will be kept clear to maintain access and shall also be kept tidy to encourage separation of waste materials and for WHS reasons. The waste storage area will retain multiple bins to allow for source separation of waste to allow for ease of recovery and reuse of materials.

Waste management principles, management measures and facilities in use on the site shall be included as part of the site induction for all personnel working on the site.

3.1 Demolition Waste Generation

The proposed development area is currently vacant, with no permanent structures. No demolition of structures is required. As part of site preparation activities, the following items will be removed:

- Three (3) timber power poles and associated powerlines,
- ≈ 200 m of timber and metal fencing along the southern boundary of the development area
- ≈ 100 trees and shrubs across the development area

Table 1 Estimated Demolition Waste Generation

Waste Item	Expected Volume / Area	Recyclable	Comments
Excavated Soil	Nil	-	-
Green Waste	≈ 10 m³	Yes – To be recycled on-site	Removal of ≈ 100 trees and shrubs
Bricks	Nil	-	-
Concrete	Nil	-	-
Tiles	Nil	-	-
Hazardous Waste	Nil	-	-
Asbestos	Nil	-	-
'Fibro' Sheeting (Non-Asbestos)	Nil	-	-
Plasterboard	Nil	-	-
Timber	≈ 3 m³	Yes – To be recycled on-site	Removal of 3x timber power poles and timber posts associated with ≈ 200 m of fencing
Metals	≈ 1 m³	Yes – To be recycled on-site	Removal of metal fencing associated with ≈ 200 m of fencing
Glass	Nil	-	-
Carpet	Nil	•	-
Other	Nil	-	-

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3.2 Construction Waste Generation

Table 2 Estimated Construction Waste Generation

Waste Item	Expected Volume / Area	Recyclable	Comments
Excavated Soil	Nil	-	No surplus soil will be generated as part of earthworks activities
Green Waste	Nil	-	
Bricks	Nil	-	
Concrete	3 m ³	3 m ³	
Tiles	Nil	-	
Hazardous Waste	Nil	-	
Asbestos	Nil	-	
'Fibro' Sheeting (Non-Asbestos)	Nil	-	
Plasterboard	10 m ³	No	
Timber	8 m ³	Yes – On-site	
Metals	5 m ³	Yes – On-site	
Glass	Nil	-	
Carpet	Nil	-	
Other	Nil	-	

3.3 Waste Contractors and Facilities

Rapid Geo have undertaken an assessment of local facilities capable of receiving the identified waste streams from the development. A summary is provided below

Table 3 Demolition and Construction Works Contractor Table

Item	Details
On-site Skip Bins	
Landfill Waste	Muswellbrook Waste Management Facility
Off-Site Recycling	

Table 4 Operational Waste Management Contractor Table

Item	Details
Waste Collection	Muswellbrook Shire Council

Note that other facilities and services may be available and can be elected by the principal contractor with responsibility for waste management. However, given that the development area is situated within an operational landfill and recycling centre, it is highly unlikely that any other facility or supplier would be chosen.

3.4 Site Documentation

This SWMMP will be retained on-site during the construction phases of the development, along with other waste management documentation (e.g. contracts with waste service providers).

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Responsibility for the SWMMP, waste documentation and processes during the excavation and construction phases will be with the site manager or builder.

A logbook that records waste management and collection will be maintained on site, with entries including:

- Time and date of collections;
- Description of waste and quantity;
- Waste/processing facility that will receive the waste; and
- Vehicle registration and company name.

Waste management documentation, the logbook and associated dockets and receipts must be made available for inspection by an authorised Council Officer at any time during site works.

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4 Operational Waste Management

Operational waste management requirements of the site arise from the daily activities at the site. The development comprises office space and carpark areas.

Waste management strategies related to site operations have been established according to the Muswellbrook DCP 2010 and NSW EPA guideline documents.

4.1 Waste Generation

Operational waste management addressed in the following section relates to waste generation associated with the primary office use function.

The following space calculations are based off the mobile garbage bin (MGB) and bulk bin dimensions sourced from NSW EPA's Better Practice Guide for Resource Recovery in Residential Developments (2019) (Table F3).

Table 5 Summary of Estimated Operational Waste Generation

Business Use	Waste Type	Area (m²)	Generation Rate (L/100m²/day)	Total Expected Weekly Generation (L)
Officer	General Waste	- 650 ¹ -	10	490
Offices	Recycling		15	735
			Total General Waste	490
			Total Recycling	735

4.2 Waste Storage Space Requirements

Waste storage space has been calculated considering estimations of bin type and collection frequency, as described in the Table 6 below. A summary of the bin dimensions is provided below:

• 1.5 m³ bin dimensions: 2.07 m (w) x 0.90 m (d) x 1.20 m (h) \approx 2 m² area

Table 6 Summary of Bin Area Requirements

Item	Waste Generation (L/Week)	Bin style	Collection Frequency	Storage Area (m²)
General Waste	490	1 x 1.5 m ³	Once per week	2
Commingled Recycling	735	1 x 1.5 m ³	Once per week	2
			Total:	4 m ²

The proposed location for bin storage is at the north-eastern corner of the site compound and adjacent to the western entrance/exit to Coal Road (refer to **Appendix B**).

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¹ Based on provided plans, including all offices and the workshop area. Excludes storeroom area.

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5 Waste Management System Summary

The following specific management methods are proposed for the various collection waste streams expected to be generated at the site, including alterative waste streams outside of general waste, recycling and organics:

Table 7 Waste Stream Types

General Waste	General waste shall be placed within a tied plastic bag prior to transferring into collection bins. For collection purposes, general waste shall be stored within a mobile garbage bin (MBG).	
Commingled Recycling	All recyclables will be stored in commingled bins (mixed plastic, paper, cardboard, glass, aluminium, steel). All recyclables should be decanted loose (not bagged) with containers un-capped, drained and rinsed prior to disposal into the recycling bin. Paper should be flattened and placed in paper and cardboard bin if applicable.	
Paper and Cardboard	· · · · · · · · · · · · · · · · · · ·	

5.1 Waste Management and Recycling Method

The flow of waste goes from generation to collection through several steps:

- 1. Waste is temporarily stored at its point of generation in appropriately sized receptacles, clearly labelled by waste type;
- 2. Site cleaners will transfer the waste to the designated waste storae locations for proper disposal into the appropriate bins (recycled and general waste).
- 3. Site management will ensure collection schedules and access are well organised to minimise noise, odour, vermin, and visual impacts to staff, visitors and the public.

5.2 Management System and Responsibilities

The site manager will be responsible for the management of waste at the site. Should there be any issues that impact on the operational efficiency, safety and suitability of waste management, management will be responsible for making any necessary changes, responsibilities include:

- Using this SWMMP to inform waste management operations, design and infrastructure;
- Providing educational materials and information on sorting methods for recycled waste, awareness of waste management procedures for waste minimisation and resource recovery;
- Maintaining a valid and current contract with a licensed waste service provider for waste and recycling collection and disposal;
- Making information available to residents and visitors about waste management procedures;
- Organising, maintaining and cleaning bins as part of a regular maintenance schedule;
- Manoeuvring bins to specified onsite collection point prior to and following scheduled collection of waste bins;
- Organising bulky waste collections as required;
- Ensuring bin allocation and waste/recycling collection frequency is adequate. Requesting additional infrastructure or services where necessary; and
- Monitoring any vermin and pest issues and arranging appropriate controls (traps or fumigating) and maintenance of doors or other points of potential entry.

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5.3 Collection Method and Loading Areas

Collection points for the waste service provider and areas for handling and loading are as follows:

- The bins will be carted from the bin room to a concrete hardstand surface in the adjacent parking lot, and promptly returned following servicing;
- Clear, safe, accessible and convenient space for handling of bins and equipment and loading of collection vehicles; and
- Identifiable areas where visitors and workers can recognise and avoid any risk associated with moving vehicles, and bin moving and handling.

5.4 Waste and Recycling Storage Areas

The waste areas will provide centralised storage that has adequate capacity to receive and store the maximum likely generation of waste and recycling between collection times. In accordance with the DCP, it is recommended the bin storage areas be designed with the following considerations:

- Storage areas reflect the equipment, infrastructure, manoeuvring space and potential future needs of the development;
- Be located in a position that is convenient for users and waste collection staff;
- All waste and recycling storage areas and access paths to be kept clean and free of obstructions;
- The floor of the waste storage area being graded and drained to an approved drainage outlet connected to the sewer and having a smooth, even surface, curved at all intersections with walls to allow for cleaning;
- The walls being cement rendered to a smooth, even surface and coved at all intersections; and
- The room shall be adequately ventilated (either natural or mechanical) in accordance with the Building Code of Australia.

5.5 Signage

Signage that promotes resource recovery, waste minimisation, safety and amenity follows the Australian Standard for safety signs for the occupational environment (Standards Australia, 1994).

Signage will be designed to consider language and non-English speaking backgrounds, vision impairment and accessibility. Illustrative graphics must form a minimum 50% of the area of the signage. Signage is to be prominently posted in the waste room indicating:

- Details regarding acceptable recyclables;
- Recyclables are to be decanted loose (not bagged);
- No standing and danger warnings apply to the area surrounding the waste storage area;
- Contact details for arranging the disposal of bulky items; and
- The area is to be kept tidy.

Standard signage examples are provided below:





Figure 1 Signage Examples

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Prevention of Pollution and Litter Reduction 5.6

To minimise dispersion of litter and prevent pollution (to water and land via contamination of runoff, dust and hazardous materials), building management and the site cleaning staff will also be responsible for:

- Maintenance of open site areas;
- Ensuring waste areas are well maintained and kept clean;
- Securing the waste storage area from vandalism and the escape of litter;
- Identification and appropriate disposal of goods with hazardous material content (paints, e-waste, fluorescent tubes);
- Taking action to prevent dumping and unauthorised use of waste areas; and
- Requiring contractors to clean up any spillage that may occur during waste servicing or other work.

Further, given the close proximity of the bin storage and pick-up areas to a water body, it is critical that all waste is secured in bins, and that all bin lids are securely closed to ensure no waste is discharged to the adjacent marine environment.

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6 REFERENCES

- NSW Government 1979, 'Environmental Planning and Assessment Act'
- NSW Government 1997, 'Protection of The Environment Operations Act'
- NSW Government 2000, 'Environmental Planning and Assessment Regulation'
- NSW Government 2001, 'The Waste Avoidance and Resource Recovery Act
- Australian Standards 2008. 'Mobile Waste Containers'
- Muswellbrook Local Environmental Plan 2009
- Muswellbrook Development Control Plan 2009
- Australian Department of Sustainability, Environment, Water, Population, and Communities 2011,
 'Construction and Demolition Waste Guide Recycling and Re-use Across the Supply Chain
- NSW Environmental Protection Agency (EPA) 2012, 'Better Practice Guide for Waste Management and Recycling in Commercial and Industrial Facilities'
- NSW EPA 2014, 'Waste Classification Guidelines'
- NSW EPA 2016, 'Recycling Signs, Posters and Symbols'

Reference: RG1079-SWMMP-1-1-Muswellbrook Rev 1 Page **13** of **16**

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LIMITATIONS

This report has been prepared for use by the client who has commissioned the works in accordance with the project brief only and has been based in part on information obtained from the client and other parties.

The advice herein relates only to this project and all results conclusions and recommendations made should be reviewed by a competent person with experience in preparing waste management plans, before being used for any other purpose.

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Changes to the development plans or site conditions may occur subsequent to the management principals and details described herein. The strategies and recommendations provided for in this report are based on the information obtained at the time of the preparation of the report.

Rapid Geo reserves the right to review the report in the context of additional information that becomes available.

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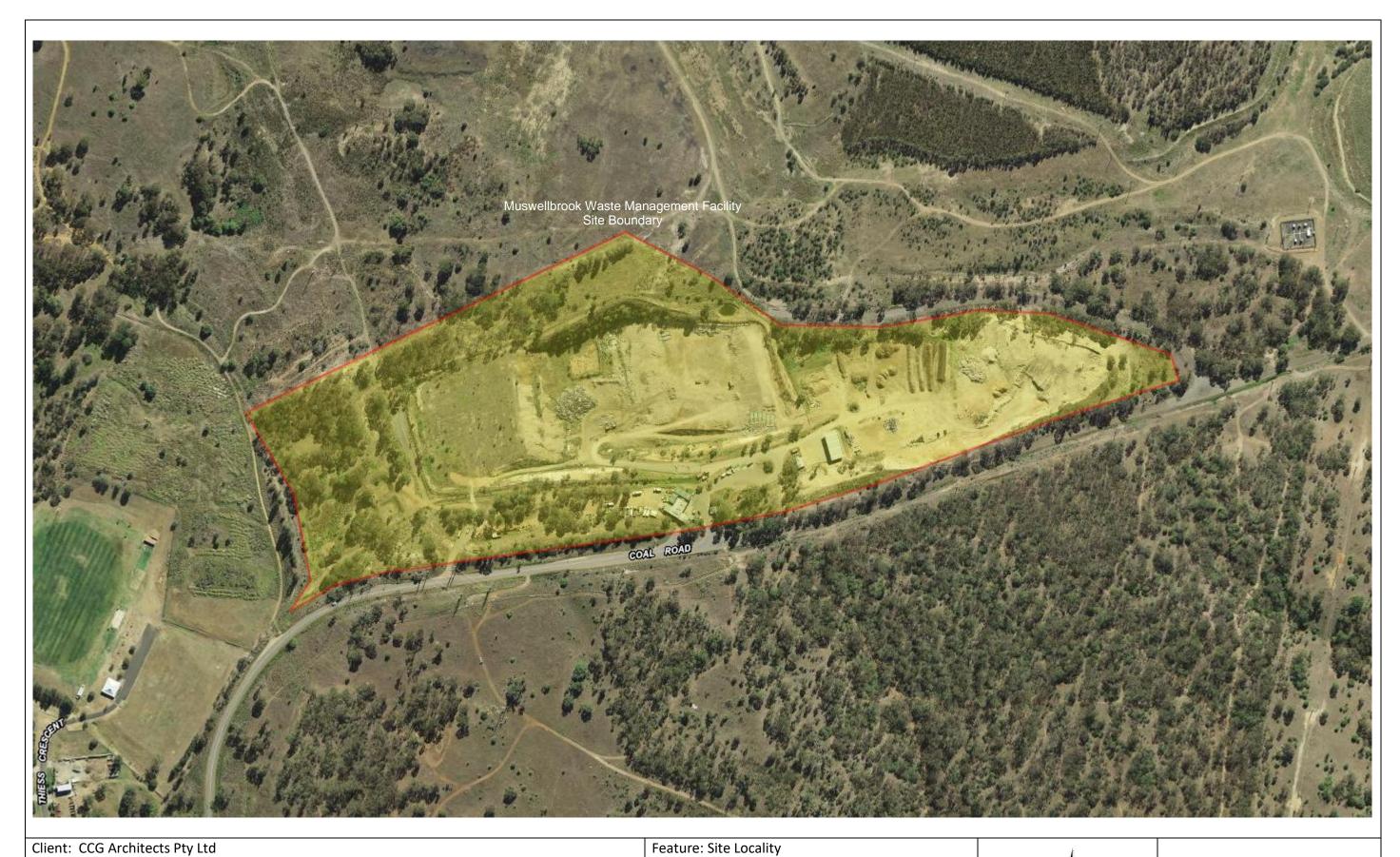


APPENDIX A FIGURES

Reference: RG1079-SWMMP-1-1-Muswellbrook Rev 1 Page **15** of **16**

Project Type: Site Waste Management and Minimisation Plan





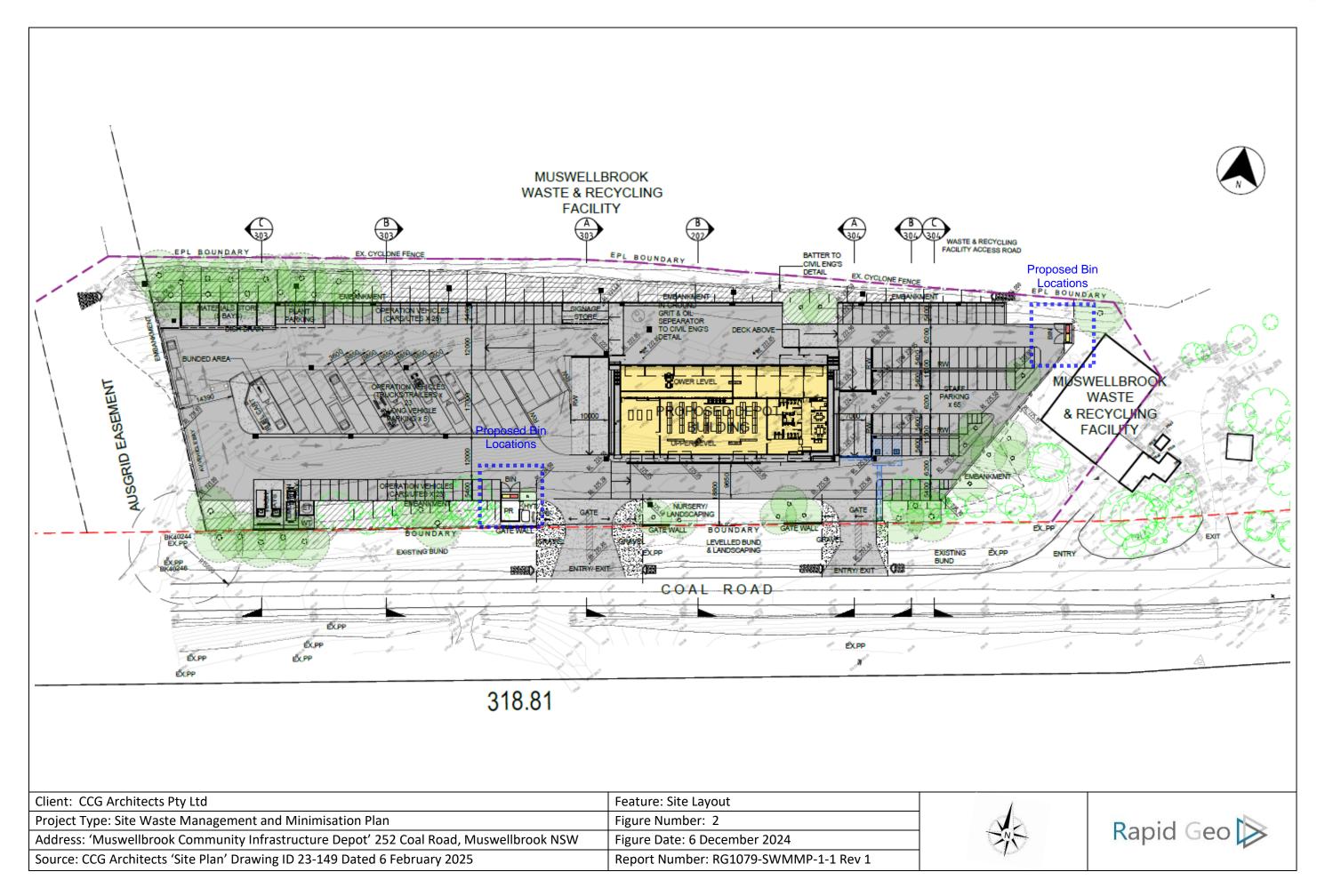
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	Source: SIX Maps (maps.six.nsw.gov.au) Accessed 5 December 2024	Report Number: RG1079-SWMMP-1-1 Rev 1	





Figure Number: 1





5.0.3.11 RGMS DSI Figures Template	Issue date:	Review date:	Printed documents may not be current. Ensure	Authorised by:	Version: 0
	18/05/2023	_	currency prior to use.	Willian Fonseca	Page 2 of 2

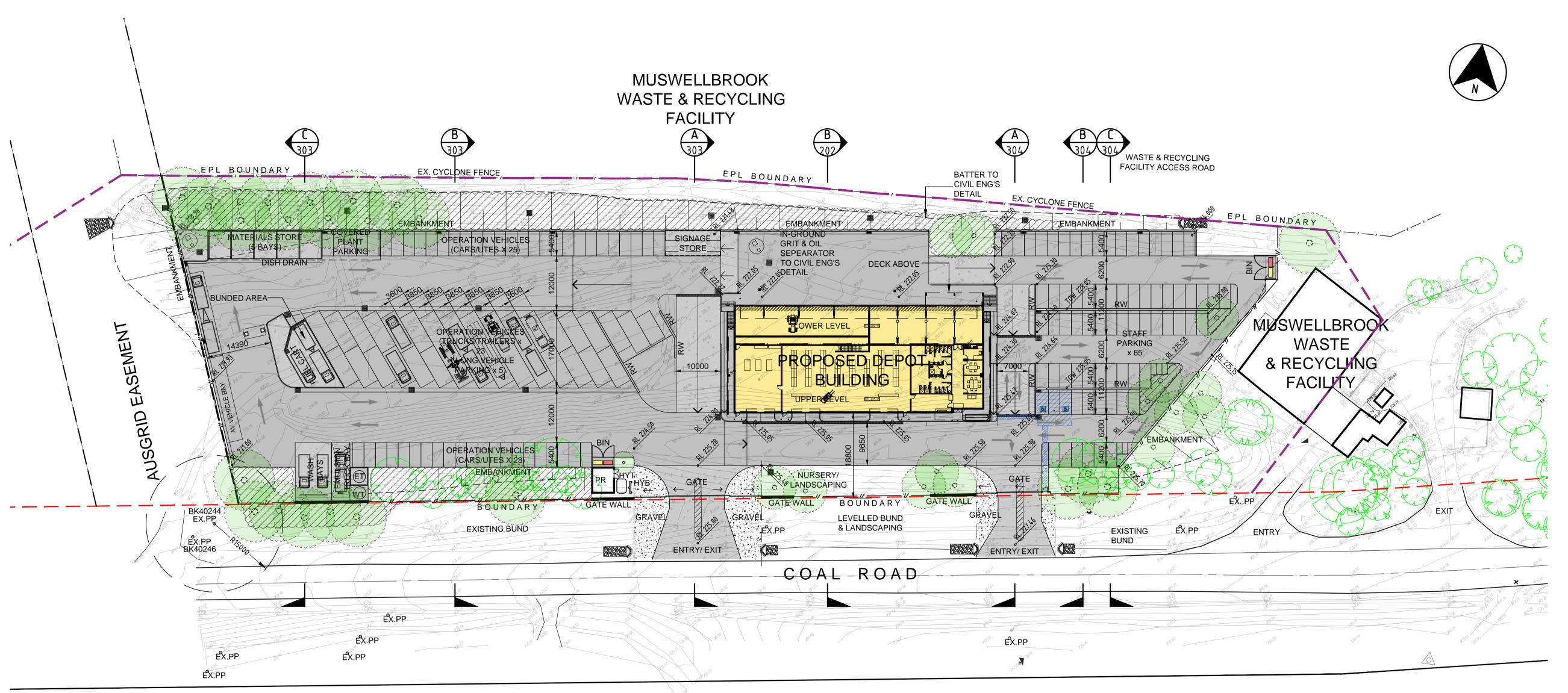
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APPENDIX B DEVELOPMENT PLANS

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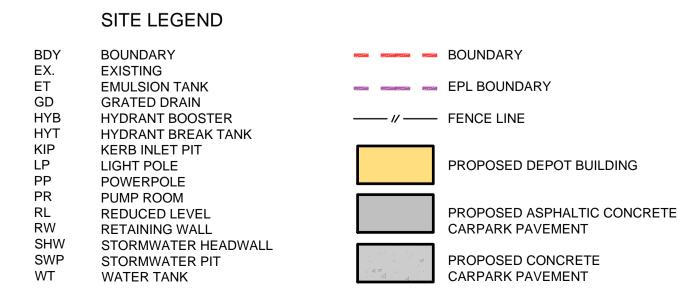
SITE PLAN SCALE 1:500

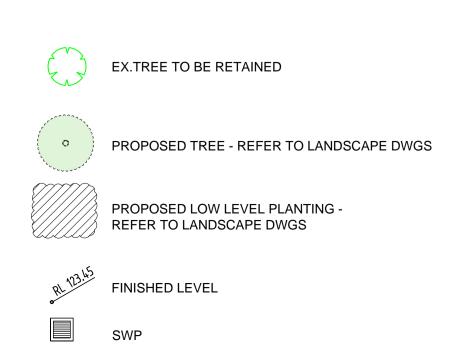
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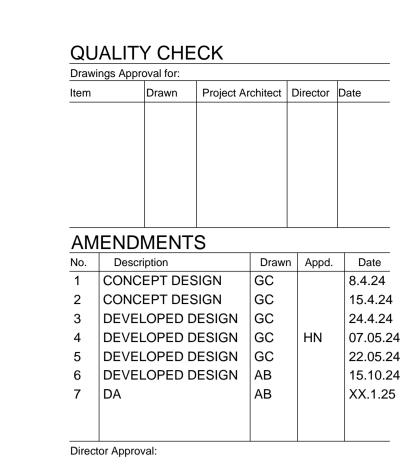
BUILDING AREA: 1285sqm PARKING PAVEMENT AREA: 10645sqm LANDSCAPE AREA:

BCA AREA/VOLUME CALCS

	FLOOR AREA	HEIGHT	VOLUME
UPPER LEVEL Workshop/Store Admin/Amenities	575m2 700m2	5.2m 2.7m	2,990 m3 1,890 m3
LOWER LEVEL Garage/Store	460m2	2.7m	1,250 m3
TOTAL	1,735m2		6,130 m3







LEGEND

NOTES

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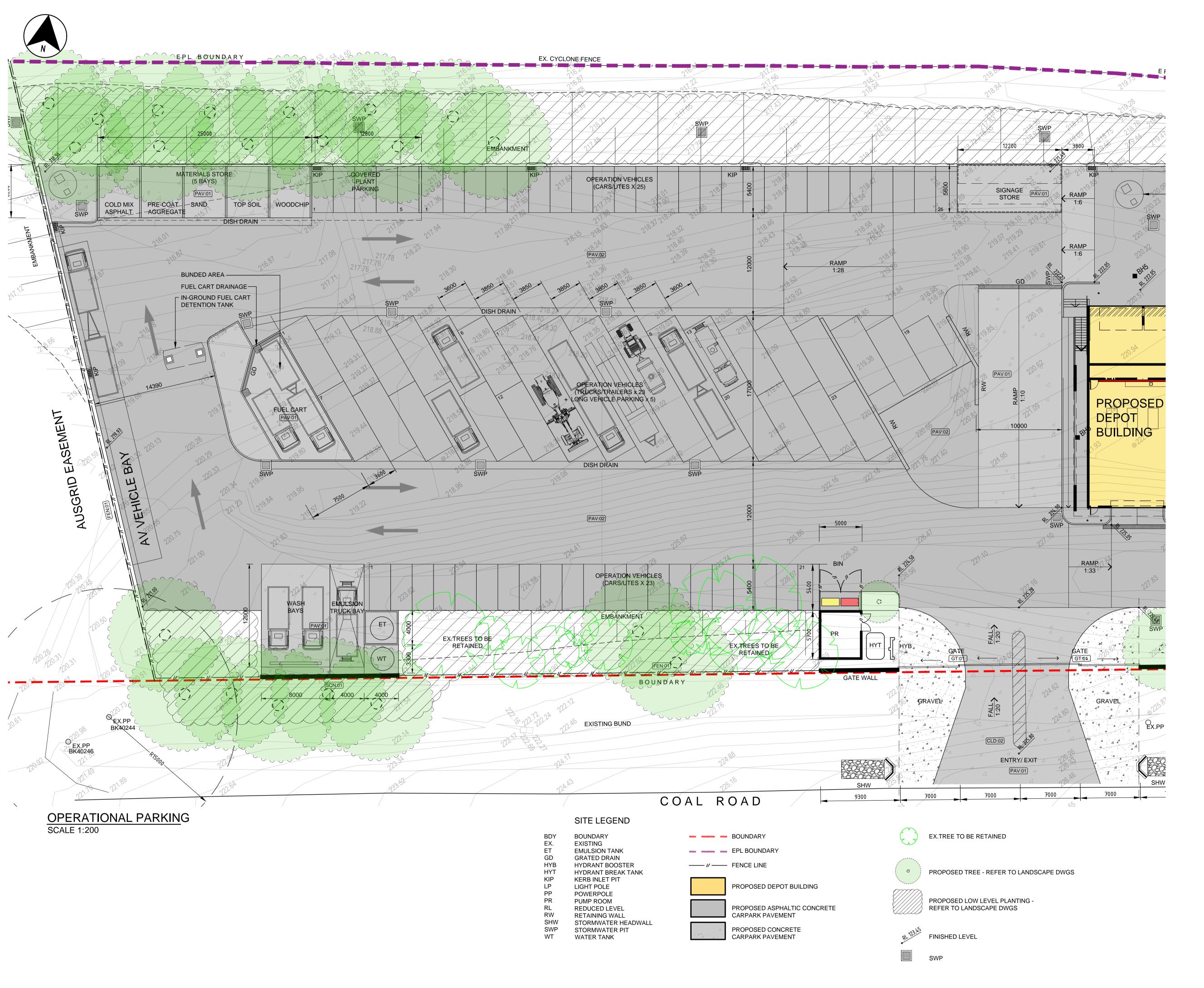
PROPOSED COMMUNITY INFRASTRUCTURE DEPOT

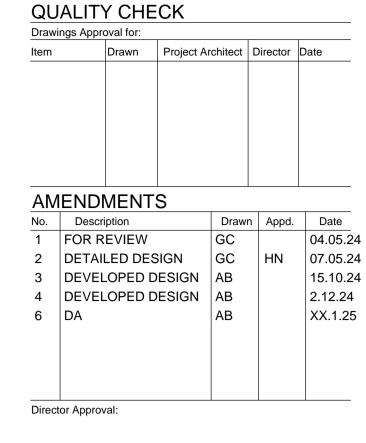
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DRAWING SITE PLAN

DWG.No. **DA** 002 PROJECT No. 23-149 SCALE: 1:500

CCG Info: Plotted by Contractor Two on Thursday, 6 February 2025
P:\23-149 MUSWELLBROOK SC, COMMUNITY INFRASTRUCTURE DEPOT\AUTOCAD\DA002_004 MSC DEPOT PROPOSED SITE PLAN.DWG





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PROJECT

PROPOSED COMMUNITY INFRASTRUCTURE DEPOT

252 COAL ROAD, MUSWELLBROOK NSW 2333

DRAWING

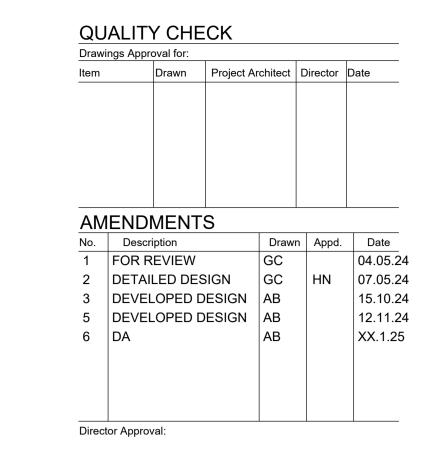
SITE PLAN - WEST END OPERATIONAL PARKING

PROJECT No. DWG.No. DA 003
23-149 SCALE: 1:200

CCG Info: Plotted by Contractor Two on Thursday, 6 February 2025
P\23-149 MUSWELLBROOK SC, COMMUNITY INFRASTRUCTURE DEPOT\AUTOCAD\DA002_004
MSC DEPOT PROPOSED SITE PLAN.DWG







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PROPOSED COMMUNITY INFRASTRUCTURE DEPOT

252 COAL ROAD, MUSWELLBROOK NSW 2333

SITE PLAN - EAST END STAFF & VISITOR PARKING

DWG.No. **DA** 004 PROJECT No. 23-149 SCALE: 1:200

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