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Waste Management Plan

5 Mill Road Lara

19 February 2026

Introduction

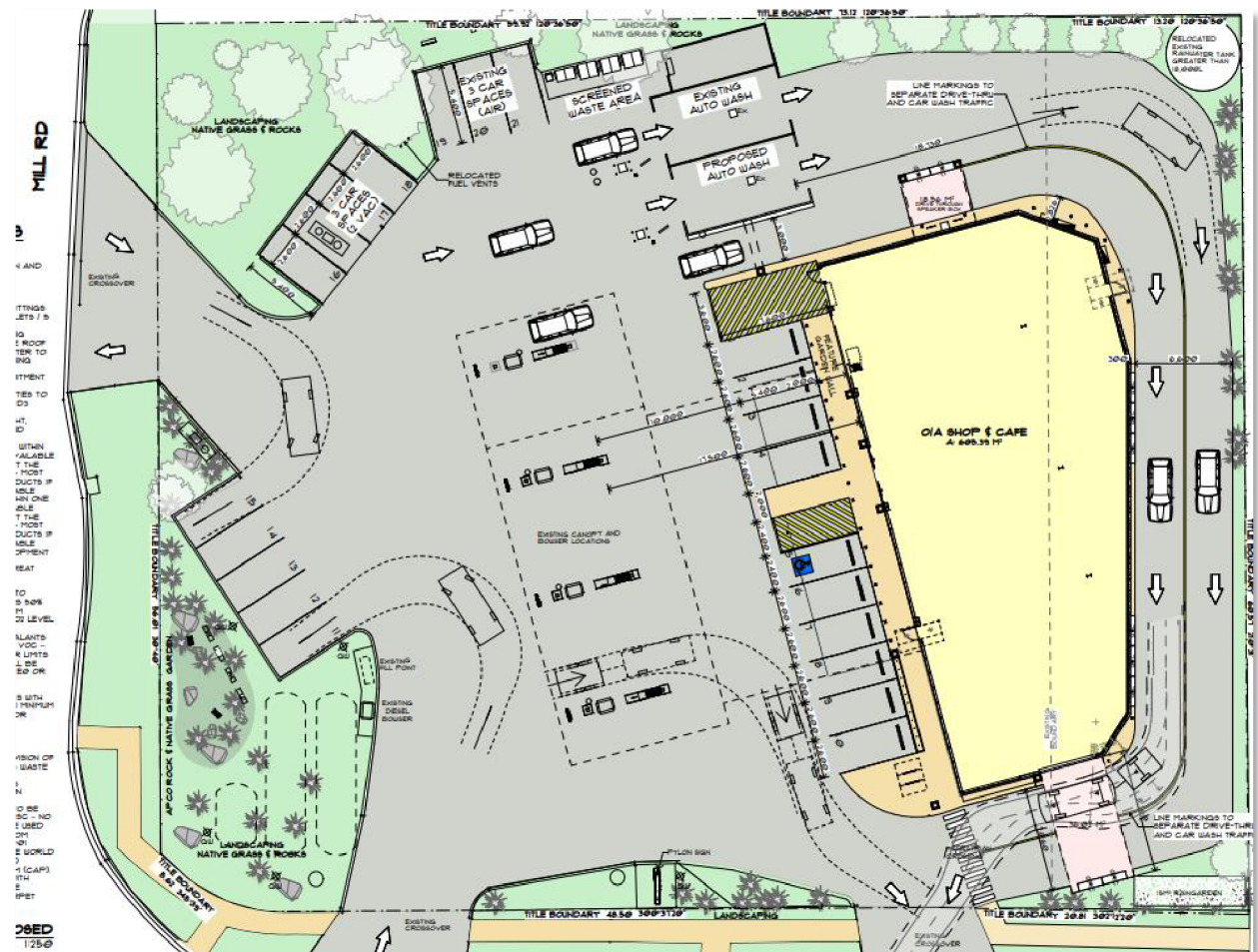
Purpose

This Waste Management Plan has been prepared to detail the waste management considerations for the APCO service station site at 5 Mill Road, Lara, responding to the new development which is proposed for the site.

Development details

Approval is sought to extend the existing service station.

The proposed layout is included below.



Site plan

Vehicle access is provided to the site via Mill Road and also McClelland Avenue.

Internal access arrangements provide for easy access to the primary bin storage area located to the north of the internal circulation route, as seen in the image above.

In addition to the primary bin storage area, smaller bins will be provided within public areas including adjacent to fuel bowzers, within car parking areas, in the café kitchen and staff areas, and at the primary entry point to the building. Waste from smaller bins will be transferred to the primary collection area by delegated staff, as required.

WASTE MANAGEMENT PLAN

Waste systems

The waste management systems of the proposed development are detailed as follows.

Immediate smaller bins will be supplied at the service centre as required below:

- Within and near to the café kitchen (garbage, recycling, and FOGO).
- Within and outside the service station shop (garbage and recycling).
- Near to each of the fuel bowsers at fuel canopy (garbage and recycling).

Public bins are located within the shared parking and public areas (garbage and recycling), for temporary storage of garbage and recyclable waste prior to transferring to the mobile garbage bins within their designated bin rooms.

Waste from smaller bins will be transferred by delegated staff to the primary bins as required.

Management of waste streams

The Victorian Government's *Circular Economy Policy: Recycling Victoria, Food Organics Green Organics (FOGO)* has been considered in this Waste Management Plan, along with opportunities to recycle paper and cardboard waste in an effort to help reduce landfill at the source.

The waste generated by the proposed development will be separated and managed into the following waste streams:

Service station, including ancillary café

- General garbage waste.
- Paper and cardboard recycling.
- Other co-mingled recycling.

Public areas

- General garbage waste.
- Other co-mingled recycling.

The table below details the proposed management of each of these streams.

Waste Type	Waste management Service station	Waste management Public areas
Garbage	<p>At key staff areas plastic bins with plastic bags to be provided for staff rubbish for temporary storage of landfill waste.</p> <p>Landfill waste will be placed in bins and when full, the bags will be tied and disposed in the primary bin storage area.</p>	<p>Bins for the public will be placed strategically around the shared parking area and at key interfaces between the car park and the building.</p> <p>Waste from these bins will be collected by the delegated staff member and transferred to the primary bin storage area.</p>
FOGO	FOGO generation will be minimal and will be combined with general waste	FOGO waste is expected to be minimal and too difficult to manage and will therefore be combined with general waste.
Paper and cardboard	Loose cardboard will be disposed of by staff directly into the paper and cardboard bin in the primary bin storage area. Cardboard will be appropriately folded.	Paper and cardboard waste is expected to be minimal and too difficult to manage individually such that it will be disposed of in the comingled recycling bin in the primary waste storage area.
Co-mingled recycling	<p>At key staff areas plastic bins will be provided for the collection of recyclable materials.</p> <p>The delegated staff member will transfer this waste to the co-mingled recycling bin in the primary waste storage area.</p>	<p>Public recycling bins will be placed strategically around the shared parking area at key interfaces between the car park and the building.</p> <p>Waste from these bins will be collected directly via private contractor or transferred to primary bins within service centre waste area.</p>
Hard waste	Any hard waste will be disposed of by a private contractor on an as-needs basis.	
e-waste	Any e-waste will be disposed of by a private contractor on an as-needs basis.	

Overall waste generation

The waste generation rates are based on *Better Practice Guide for Waste Management and Recycling in Multi-unit Developments*, Sustainability Victoria. There are no specific waste generation rates for Service Station within these guidelines. As such, the Convenience Store rate is adopted and considered appropriate for the proposed development.

The table below sets out the expected waste generation for the proposed service station development.

Waste Source	Garbage	Recycling (50% paper and cardboard and 50% co-mingled)
Convenience store	300L per 100 square metres of floor area per day	150L per 100 square metres of floor area per day
Total	12,705L per week	6,300L per week Comprising: 3,150L paper and cardboard 3,150L co-mingled

Waste equipment

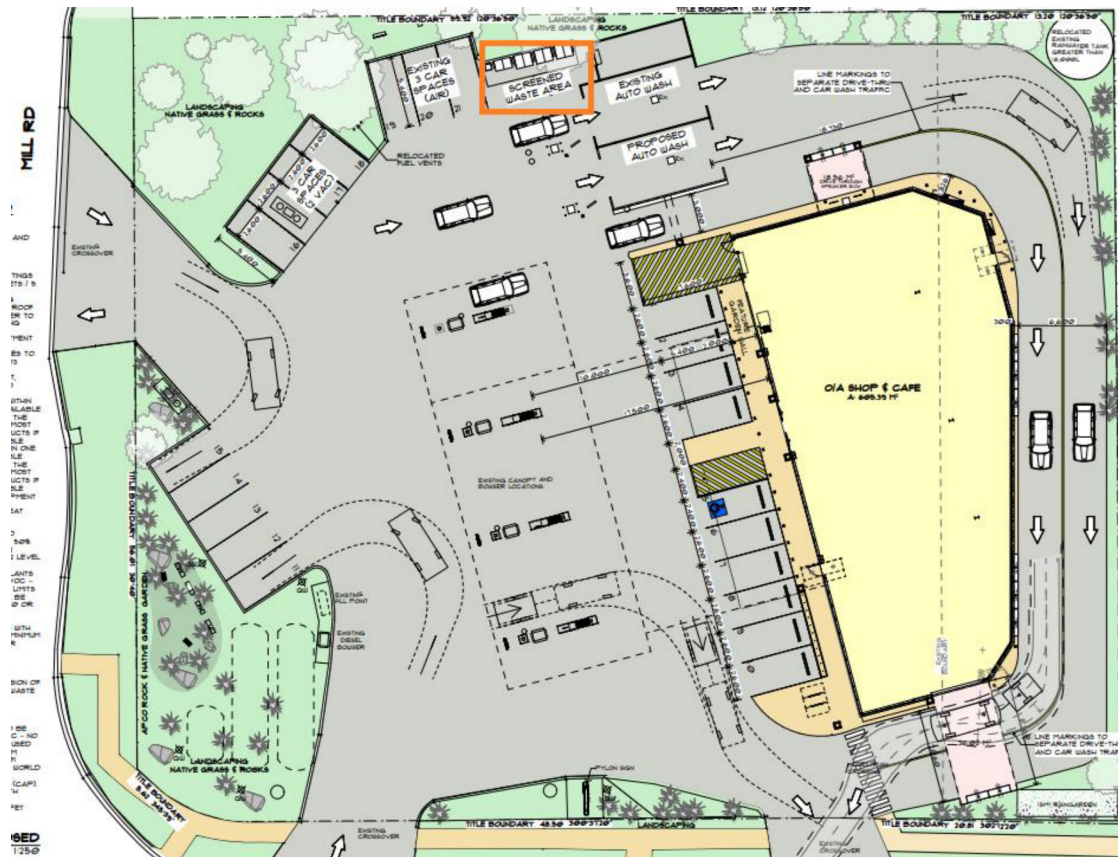
Using the above calculations, the table below provides a summary of the nominated waste storage areas and the frequency of collection.

Waste stream	L per week	Bin capacity	Bin lid colour	Number of bins	Collection frequency (weekly)
Garbage	12,705L	3 cubic metres	Red	3	2
Co-mingled	3,150L	2 cubic metres	Yellow	1	2
Paper and cardboard	3,150L	2 cubic metres	Blue	1	2

In addition to the above, multiple 240L bins will be required within the car parking areas for the collection of garbage and recycling. APCO, or other operator, will determine the required bin numbers.

Primary waste storage area and access

The location of the primary waste storage area is shown highlighted in orange in the image below.



Using the information provided above, approximately 14 square metres of bin storage area is required in the primary waste storage area. Sufficient space is available.

Waste collection

Waste collection will be undertaken by a private contractor using a 10.5m long front lifting waste vehicle within the internal accessway.

Private waste collection will follow Council's and EPA guidelines to ensure acoustic impact is minimised. Collection days and times will be determined following the confirmation of a specific private waste collection contractor by APCO, or alternate operator.

Sufficient areas for manoeuvring of waste collection vehicles is available within the internal accessway provided adjacent to the waste collection point, and headroom is not restricted.

Waste trucks will prop temporarily and transfer the bins from the waste area to the waste vehicle; this can be undertaken without negatively impacting internal vehicle movements.

Waste system management for site manager

The key waste management responsibilities for the site manager are detailed below.

- Ensure all staff are aware of the waste management systems in place, their correct use and their individual roles and responsibilities.
- Maintain waste storage areas and equipment for that they are safe, clean and operate effectively.
- Provide ongoing education for staff about garbage and recycling processes.
- Engage and manage the waste collection contractor.
- Ensure that waste is collected as per the frequency nominated in this Waste Management Plan, or more frequently if required.
- Ensure all bins are available as detailed in this Waste Management Plan.
- Ensure the requirements listed below are met.

General requirements

General requirements in relation to waste management are included below. Many of these requirements have been incorporated into the waste management system.

Noise

Specific waste collection dates and times will be confirmed once the waste contractor is appointed. Waste collection must comply with the relevant EPA Guidelines.

Odour

The waste storage area must be well ventilated to minimise odour problems.

APCO, or alternate operator, will ensure that the primary bin storage area and all public bins are cleaned regularly to prevent the generation of odour.

Third party contractors will be engaged for the proper washing and cleaning of bins, on an as-needs basis.

Vermin

Waste not sealed in containers can attract vermin and is unhygienic.

Vermin must be prevented from entering waste collection and storage areas.

Waste collection and storage areas must be kept free of clutter and dumped waste and bin lids in the primary waste storage area must be kept closed at all times.

Security

The primary waste storage area must be located in a secure area of the site, protected from theft and vandalism.

Waste areas will be monitored by the delegated staff member to ensure that bins are not overfilled, addressing any spillage issues.

Visual amenity

All waste management facilities, including primary waste storage area, must be adequately screened, not readily visible from the public realm and should blend with the site.

Signs and education

Ongoing education of staff is required to ensure that businesses utilise the services and systems as intended.

Signage which meets the requirements of Sustainability Victoria will be provided on the bins and within the primary waste storage area. Signage will assist staff and the general public to appropriately dispose of waste.

Signage must be current, well maintained and visible, and must reflect Sustainability Victoria’s requirements detailed below.



Example of signage

Waste Management Plan obligations

APCO, or alternate operator, is responsible for ensuring that the service station operates consistent with the requirements of this Waste Management Plan.

APCO, or alternate operator, will delegate a staff member responsible for the actions outlined in this Waste Management Plan.

APCO, or alternate operator, will ensure that staff are advised of the Waste Management Plan, and are encouraged to reduce the amount of waste to landfill by recycling, where possible consistent with Sustainability Victoria’s waste management requirements.