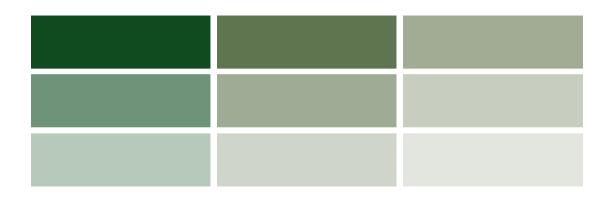


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Waste Management Plan



Proposed Masterplan: 34-54 Clayton Road, Clayton, Victoria

Prepared for: I&K Investments Pty Ltd

Document Control

Report Date: 29 March 2021 (supersedes all prior reports)

Prepared By: Carlos Leigh, MIEAust

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TABLE OF CONTENTS

SEC	CTION	PAGE No.
Wa	aste Management Summary	2
Gl	ossary	2
1	Space and System for Waste Management	3
2	Access for Users, Collectors, and Collection Vehicles	8
3	Amenity, Local Environment, and Facility Design	9
4	Management and Sustainability	11
5	Supplementary Information	13
6	Contact Information	14
7	Limitations	14
Enc	closures: Monash WMP Purpose, Ground Floor Masterplan, & Truck S	wept Paths.

WASTE MANAGEMENT SUMMARY

- The Operator, as defined below, shall be responsible for managing the waste system and for developing and implementing adequate safe operating procedures.
- Waste shall be stored within the development (hidden from external view).
- Users shall dispose sorted waste into designated collection bins (hotel staff shall transfer waste on behalf of the guests).
- Waste shall be collected within the subject land. The collection contractor shall transfer bins between the Bin Stores and the truck.
- A private contractor shall provide waste collection services.

GLOSSARY

Operator: refers to the owners and/or Owners Corporation of each building, who shall manage site operations (via cleaners and contractors, if required).

User: refers to hotel guests/staff and commercial tenants, who shall utilise the waste system.

1 SPACE AND SYSTEM FOR WASTE MANAGEMENT

1.1 Development Description and Use

This Waste Management Plan (WMP) pertains to a Development Application of the whole site. The proposal consists of max. 13-storey buildings (Buildings A-H) for commercial purposes (refer to Table 1).

The site faces Clayton Road and is zoned as a Special Use Zone. All existing buildings shall be demolished. For waste services, accesses to the development shall be via the proposed driveways.

A future planning application shall address each building in greater detail. A notional waste strategy is presented in this report, which shall be adapted during the future planning phase of each component. The future planning application shall include a detailed WMP that complies with Council's guidelines for preparing a Waste Management Plan (refer to the enclosed City of Monash WMP purpose).

1.2 Estimated Garbage and Recycling Generation

The following table summarises the waste estimate (m³/week):

Waste Source	Base Qty (es	st.)	Garbage	Recycling
Blg A - 2/3 Restaurant	area (m²) =	367	16.96	5.14
Blg A - 1/3 Bar	area (m²) =	184	0.64	0.64
Blg A - Hotel Rooms	No. of rooms =	153	5.36	5.36
Blg A - Hotel Conf/Staff	area (m ²) =	2200	1.76	0.88
Blg B - Café/F&B	area (m ²) =	187	3.93	2.62
Blg B - Showroom	area (m ²) =	370	1.04	0.26
Blg B - Showroom	area (m ²) =	339	0.95	0.24
Blg B - Offices	area (m ²) =	7436	5.21	5.21
Blg C - Café/F&B	area (m ²) =	188	3.95	2.63
Blg C - Showroom	area (m ²) =	370	1.04	0.26
Blg C - Showroom	area (m ²) =	339	0.95	0.24
Blg C - Offices	area (m ²) =	6257	4.38	4.38
Blg D - Café/F&B	area (m ²) =	259	5.44	3.63
Blg D - Tenancy (showroom)	area (m ²) =	311	0.87	0.22
Blg D - Offices	area (m ²) =	15173	10.62	10.62
Blg E - Tenancy (showroom)	area (m ²) =	494	1.38	0.35
Blg E - Offices	area (m ²) =	17258	12.08	12.08

Table 1: Waste Estimate

Waste Source	Base Qty (e	st.)	Garbage	Recycling
Blg F - Café/F&B	area (m ²) =	205	4.31	2.87
Blg F - Offices	area (m²) =	12486	8.74	8.74
Blg G - Tenancy (showroom)	area (m ²) =	280	0.78	0.20
Blg G - Gym	area (m ²) =	348	0.24	0.24
Blg G - Offices	area (m ²) =	6639	4.65	4.65
Blg H - Retail Shop	area (m ²) =	423	1.48	1.48
Blg H - Childcare	Internal (m ²) =	860	3.01	3.01
TOTAL (m³/wk)	99.75	75.92		

Note: Waste generation rates are based on Council guidelines (however, for Hotel Conference and Staff areas and for Childcare, discretionary rates have been adopted). Recoverable food organics are estimated at 20% of the garbage stream. For recycling, it is understood that private contractors shall continue collecting this stream in a commingled format for the time being (in future, they shall consider separating glass into a dedicated bins which is anticipated to represent 20-30% of the recycling stream).

1.3 Collection Services

Based on the anticipated waste volume, a private contractor shall be required to collect waste. The Operator of each building shall choose a waste collection provider, negotiate a service agreement, and pay for these services.

<u>Note</u>: Every rateable tenement is liable to pay for municipal charges irrespective of the level of collection services provided by Council.

1.4 Location, Equipment, and System Used for Managing Waste

The following waste management system shall be considered:

- Internal receptacles in rooms/work/amenity areas.
- One Bin Store per building located at Ground Level.
- Collection bins (kept within the Bin Stores refer to Table 2).

The various collection waste-streams are summarised as follows:

Garbage: General waste shall be placed in tied plastic bags and stored within bins.

<u>Recycling</u>: All recyclables shall be commingled into a single type of collection bin (for paper, cardboard, glass, aluminium, steel, and plastics). Also, separate bins for secured office paper shall be provided (kept within the offices). If required, separate glass bins shall be provided.

<u>Green Waste</u>: Garden organics shall be collected and disposed by the future landscape maintenance contractor.

<u>Organics/Food Waste</u>: A suitable organic waste system shall be adopted. Selected compostable waste shall be separated (a small caddy shall be employed at each food tenement).

Office Waste:

- For the security of information printed on waste paper (intellectual property, sensitive material, and/or personal details), paper bins shall remain within each office (adjacent the photocopier or in the stationery cupboard) until transferred to a secured collection point (or swapped in-situ by a shredding/recycling contractor). Alternatively, office managers may utilise a paper shredder and dispose waste into the recycling bins (kept within the Bin Store).
- Office managers shall store spent printer/toner cartridges until collected for recycling by the cartridge supplier.

<u>Other Waste Streams</u>: The disposal of hard/electronic/liquid and other wastes (polystyrene, batteries, paint, chemicals and detox items, etc) shall be organised with the assistance of the Operator who shall organise a private collection from within the subject land. E-waste must not be disposed in landfill.

Food tenants shall arrange the storage of used cooking oil and its collection by a recycler. The Operator shall organise Grease Interceptor Trap servicing.

The following table summarises bin quantity/capacity, collection frequency, and area requirements (based on Table 1):

Waste Source	Waste Stream	Bin Qty	Bin Litres	Collections per Week	Net Area m ²
	Garbage	8	1,100	3	12.8
Dig (charad hina)	Recycling	5	1,100	3	8.0
Blg A (shared bins)	Organics	7	240	3	3.5
	Hard/E-Waste/Other	-	-	At Call	4.0
	Garbage	4	1,100	3	6.4
	Recycling	3	1,100	3	4.8
Blg B (shared bins)	Organics	3	240	3	1.5
	Secured Paper	5	240	3	2.5
	Hard/E-Waste/Other	-	-	At Call	3.0
	Garbage	4	1,100	3	6.4
	Recycling	3	1,100	3	4.8
Blg C (shared bins)	Organics	3	240	3	1.5
	Secured Paper	4	240	3	2.0
	Hard/E-Waste/Other	-	-	At Call	3.0

Table 2: Bin Schedule and Collection Frequency

Waste Source	Waste Stream	Bin Qty	Bin Litres	Collections per Week	Net Area m ²
	Garbage	6	1,100	3	9.6
	Recycling	5	1,100	3	8.0
Blg D (shared bins)	Organics	5	240	3	2.5
	Secured Paper	10	240	3	5.0
	Hard/E-Waste/Other	-	-	At Call	3.0
	Garbage	5	1,100	3	8.0
	Recycling	5	1,100	3	8.0
Blg E (shared bins)	Organics	4	240	3	2.0
	Secured Paper	13	240	3	6.5
	Hard/E-Waste/Other	-	-	At Call	3.0
	Garbage	5	1,100	3	8.0
	Recycling	4	1,100	3	6.4
Blg F (shared bins)	Organics	4	240	3	2.0
	Secured Paper	13	240	3	6.5
	Hard/E-Waste/Other	-	-	At Call	3.0
	Garbage	2	1,100	3	3.2
	Recycling	2	1,100	3	3.2
Blg G (shared bins)	Organics	2	240	3	1.0
	Secured Paper	5	240	3	2.5
	Hard/E-Waste/Other	-		At Call	3.0
	Garbage	2	1,100	3	3.2
Dig H (shared kins)	Recycling	2	1,100	3	3.2
Blg H (shared bins)	Organics	2	240	3	1.0
	Hard/E-Waste/Other	-	-	At Call	2.0
	Net Waste Storage Ar	ea (exc	ludes ci	rculation), m ² :	168.0

Notes:

- Private bins shall be sourced by the Operator (either purchased from a supplier or leased from the collection contractor).
- Subject to stakeholders' preference/capability (and as built constraints), bin sizes and quantities can be changed. Also, recyclables can be either commingled or split into bins for separate recycling streams.

1.5 Planning Drawings, Waste Areas, and Management of the Waste System

The drawings shall illustrate sufficient space for onsite bin storage, as required by the above schedule.

Notwithstanding the above, collection days shall be staged appropriately and the Operator shall stipulate procedures for effective management of the available space.

1.6 Collection Bin Information

The following bins shall be utilised (see Sect. 4.4 for signage requirements):

Capacity (litres)	Height (mm)	Width (across front, mm)	Depth (side on, mm)	Empty Weight (kg)	Average* Gross Weight (kg)
240	1060	585	730	13	45
1100	1330	1240	1070	65	210

Table 3: Bin Details

Notes:

- * = Average Gross Weight is based on domestic waste studies (which vary subject to locality and waste-type). Expect greater weight for wet or compacted waste.
- Use the above details as a guide only variations will occur. The above is based on Sulo plastic (HDPE) flat-lid bins.

Bin	Garbage	Recyclables	Green Waste
Lid	Red	Yellow	Lime Green
Body	Dark Green / Black	Dark Green / Black	Dark Green / Black

Table 4: AS 4123.7-2006 Plastic Bin Colour Coding

Note: Private bins shall be labelled to identify the waste generator and site address. For Food Waste / organics bins, AS 4123.7 bins have a Burgundy lid and a Dark Green or Black body. For glass bins, some councils are adopting bins with purple lids

<u>2</u> <u>ACCESS FOR USERS, COLLECTORS, AND COLLECTION VEHICLES</u>

2.1 User Access to Waste Facilities

Hotel guests/staff shall place sorted waste into waste receptacles located in hotel rooms, amenity, and work areas. Hotel staff shall maintain these receptacles and transfer waste to the bins located within the Bin Store (if required, using a suitable trolley and the lift).

Commercial tenants shall dispose sorted waste into designated collection bins located within the Bin Store (if required, using a suitable trolley and the lift). Similarly, the Operator shall have access to transfer sorted waste from amenity areas to the bins located within the Bin Store.

<u>Note</u>: The Operator shall have access to the Bin Stores to rotate the bins, ensuring that empty bins are available along the circulation area so that users are able to reach them.

2.2 Collection Arrangements and Access to Waste Facilities

- A private contractor shall collect waste at the Loading Bay of each building.
- Collection staff (driver and assistant) shall have access to the Bin Stores and transfer bins to the truck and back to the stores.
- The waste collection shall be carried-out by small rear-lift vehicles (nom. 6.4m long, 2.1m high, and 6.4 tonnes gross vehicle mass, needing a 2.5m high clearance when lifting 1100L bins). Where Loading Bays can accommodate larger trucks, medium small rear-lift vehicles could be considered (nom. 8.8m long, 4m operational height, and 24 tonnes gross vehicle mass).
- The enclosed drawing illustrates the waste system. Also, the enclosed Swept Paths illustrate truck access.

<u>3</u> AMENITY, LOCAL ENVIRONMENT, AND FACILITY DESIGN

3.1 Noise Minimisation Initiatives

- Collection bins shall feature rubber wheels for quiet rolling during transfers.
- Waste areas shall meet BCA and AS2107 acoustic requirements.
- Local laws shall be observed for all operations in public and private areas.
- Council's Community Local Law No. 3 requires wastes collections between the following hours: 7am to 8pm Monday to Saturday, and 9am to 8pm Sundays. Also, the waste collector shall protect the acoustic amenity by minimising noise during the collection.

3.2 Litter Reduction and Prevention of Stormwater Pollution

The Operator shall be responsible for:

- Promoting adequate waste disposal into the bins (to avoid waste-dumping).
- Securing the waste areas (whilst affording access to users/staff/contractors).
- Preventing overfilled bins, keeping lids closed and bungs leak-free.
- Abating any site litter and taking action to prevent dumping and/or unauthorised use of waste areas.
- Requiring the collection contractor to clean-up any spillage that might occur when clearing bins.

The above will minimise the dispersion of site litter and prevent stormwater pollution (thus avoiding impact to the local amenity and environment).

3.3 Ventilation, Washing, and Vermin-Prevention Arrangements

Waste areas shall feature:

- Ventilation in accordance with Australian Standard AS1668.
- Tight-fitting doors (all other openings shall have vermin-proof mesh or similar).
- Impervious flooring (also, smooth, slip-resistant, and appropriately drained).
- A graded bin wash area, hot and cold mixing hosecocks, hose, and a suitable floor-waste connected in accordance with relevant authority requirements (alternatively, the Operator shall engage a suitable contractor to wash bins in a mobile bin-wash vehicle). The bin and wash areas may overlap, as stored bins can be moved so that a bin can be washed.

The Operator shall regularly clean waste areas/equipment. Also, access doors and bin-lids shall be kept closed.

3.4 Design and Aesthetics of Waste Storage Areas and Equipment

Waste shall be placed within collection bins and stored in designated onsite areas (hidden from external view). Following waste collection activities, bins shall be returned to the storage areas as soon as practicable.

Waste facilities shall be constructed of durable materials and finishes, and maintained to ensure that the aesthetics of the development are not compromised.

These facilities and associated passages shall be suitably illuminated (this provides comfort, safety, and security to users, staff, and contractors). Access doors shall feature keyless opening from within.

The design and construction of waste facilities and equipment shall conform to the Building Code of Australia, Australian Standards, and local laws.

4 MANAGEMENT AND SUSTAINABILITY

4.1 Waste Sorting, Transfer, and Collection Responsibilities

Garbage shall be placed within tied plastic bags prior to transferring into collection bins. For nappy disposal, sturdy plastic bags shall be used. Cardboard shall be flattened and recycling containers un-capped, drained, and rinsed prior to disposal into the appropriate bin. Bagged recycling is not permitted.

Refer to Section 2 for waste transfer requirements and collection arrangements.

4.2 Facility Management Provisions to Maintain & Improve the Waste System

The Operator shall manage site operations (refer to the glossary in page 2).

It shall be the responsibility of the Operator to maintain all waste areas and components, to the satisfaction of users, staff, and the relevant authority (users shall maintain their internal waste receptacles).

The Operator shall ensure that maintenance and upgrades are carried-out on the facility and components of the waste system. When required, the Operator shall engage an appropriate contractor to conduct services, replacements, or upgrades.

4.3 Arrangements for Protecting Waste Equipment from Theft and Vandalism

It shall be the responsibility of the Operator to protect the equipment from theft and vandalism. This shall include the following initiatives:

- Secure the waste areas.
- Label the bins according to property address.
- Waste bins shall be collected within the onsite Loading Bay (bins shall not be placed on the street).

4.4 Arrangements for Bins/Equipment Labelling and Ensuring Users and Staff are Aware of How to Use the Waste System Correctly

- The Operator shall provide appropriate signage for the bins. Signage is available at the following internet address: <u>www.sustainability.vic.gov.au</u>.
- The Operator shall publish/distribute "house rules" and educational material to:
 - Inform users/staff about the waste management system and the use/location of the associated equipment (provide the summary in page 2 of this report).
 - Improve facility management results (lessen equipment damage, reduce littering, and achieve cleanliness).
 - Advise users/staff to sort and recycle waste with care to reduce contamination of recyclables.

4.5 Sustainability and Waste Avoidance/Reuse/Reduction Initiatives

The *Environment Protection Act 1970* includes principles of environment protection and guidance for waste management decision making. Also, the *Sustainability Victoria Act 2005* established Sustainability Victoria as the statutory authority for delivering programs on integrated waste management and resource efficiency. From a design perspective, the development shall support the acts by providing an adequate waste system with ability to sort waste.

The Operator shall promote the observance of the acts (where relevant and practicable) and encourage users and staff to participate in minimising the impact of waste on the environment. For improved sustainability, the Operator shall consider the following:

- Observe the waste hierarchy in the *Environment Protection Act 1970* (in order of preference): a) waste avoidance, b) reuse, c) recycle, d) recovery of energy, e) treatment, f) containment, and g) disposal.
- Peruse the Sustainability Victoria website: <u>www.sustainability.vic.gov.au</u>.
- Participate in Council and in-house programs for waste minimisation.
- Establish waste reduction and recycling targets; including periodic waste audits, keeping records, and monitoring of the quantity of recyclables found in landfill-bound bins (sharing results with users/staff).

4.6 Waste Management Plan Revisions

For any future appropriate Council request, changes in legal requirements, changes in the development's needs and/or waste patterns (waste composition, volume, or distribution), or to address unforeseen operational issues, the Operator shall be responsible for coordinating the necessary Waste Management Plan revisions, including (if required):

- A waste audit and new waste strategy.
- Revision of the waste system (bin size/quantity/streams/collection frequency).
- Re-education of users/staff.
- Revision of the services provided by the waste collector(s).
- Any necessary statutory approval(s).

5 SUPPLEMENTARY INFORMATION

- The Operator shall observe local laws and ensure that bins aren't overfilled or overloaded.
- Waste incineration devices are not permitted, and offsite waste treatment and disposal shall be carried-out in accordance with regulatory requirements.
- For bin traffic areas, either level surfaces (smooth and without steps) or gentle ramps are recommended, including a roll-over kerb or ramp. Should ramp gradients, bin weight, and/or distance affect the ease/safety of bin transfers, the Operator shall consider the use of a suitable tug.
- The Operator and waste collector shall observe all relevant OH&S legislation, regulations, and guidelines. The relevant entity shall define their tasks and:
 - Comply with Worksafe Victoria's Occupational Health and Safety Guidelines for the Collection, Transport and Unloading of Non-hazardous Waste and Recyclable Materials (June 2003).
 - Assess the Manual Handling Risk and prepare a Manual Handling Control Plan for waste and bin transfers (as per regulatory requirements and Victorian COP for Manual Handling).
 - Obtain and provide to staff/contractors equipment manuals, training, health and safety procedures, risk assessments, and adequate personal protective equipment (PPE) to control/minimise risks/hazards associated with all waste management activities. As a starting point, these documents and procedures shall address the following:

Task (to be confirmed)	Hazard (TBC)	Control Measures (TBC)
Sorting waste and cleaning the waste system	Bodily puncture. Biological & electrical hazards	Personal protective equipment (PPE). Develop a waste-sorting procedure
Bin manual handling	Sprain, strain, crush	PPE, staff training. Maintain bin wheel- hubs. Limit bin weight. Provide mechanical assistance to transfer bins
Bin transfers and emptying into truck	Vehicular strike, run- over	PPE. Develop a Hazard Control Plan for transfers and collections. Maintain visibility. Use a mechanical bin-tipper
Truck access (reversing & manoeuvring)	Vehicular incident, strike, run-over	PPE. Use a trained spotter. Develop a truck-manoeuvring and traffic-control procedure

Note: The above shall be confirmed by a qualified OH&S professional who shall also prepare site-specific assessments, procedures, and controls (refer to Section 6).

6 CONTACT INFORMATION

Monash City Council (local Council), ph 03 9518 3555 Waste Wise Environmental (private waste collector), ph 1300 550 408 CSC Waste & Recycling (private waste collector), ph 1300 499 927 Recall SDS (office paper recycler), ph 1300 366 011 Paper To Paper Australia (office paper recycler), ph 1300 727 377 Eco-Safe Technologies (odour control equipment supplier), ph 03 9706 4149 FJP Safety Advisors Pty Ltd (OH&S consultant), ph 03 9255 3660 Electrodrive Pty Ltd (tug & trailer supplier – for bin transfers), ph 1800 033 002 Warequip (tug supplier – for bin transfers), ph 1800 337 711 Sabco Commercial (supplier of cleaner's trolleys), ph 1800 066 522 Sulo MGB Australia (bin supplier), ph 03 9338 1411

<u>Note</u>: The above includes a complimentary listing of contractors and equipment suppliers. The stakeholders shall not be obligated to procure goods/services from these companies. Leigh Design does not warrant (or make representations for) the goods/services provided by these suppliers.

<u>7</u> <u>LIMITATIONS</u>

The purpose of this report is to document a Waste Management Masterplan to guide and accompany a Development Plan.

This report is based on the following conditions:

- Operational use of the development (excludes demolition/construction stages).
- Drawings and information supplied by the project architect.
- The figures presented in this report are estimates only. The actual amount of waste will depend on the development's occupancy rate and waste generation intensity, the user's disposition toward waste and recycling, and the Operator's approach to waste management. The Operator shall make adjustments, as required, based on actual waste volumes (if the actual waste volume is greater than estimated, then the number of bins and/or the number of collections per week shall be increased, STCA).
- This report shall not be used to determine/forecast operational costs, or to prepare feasibility studies, or to document operational/safety procedures.





What is a Waste Management Plan?

A Waste Management Plan is a document which outlines the waste management system, and the assumptions and building design elements that have driven the design of the waste management system. A WMP can be updated and endorsed as the requirements of the development change.



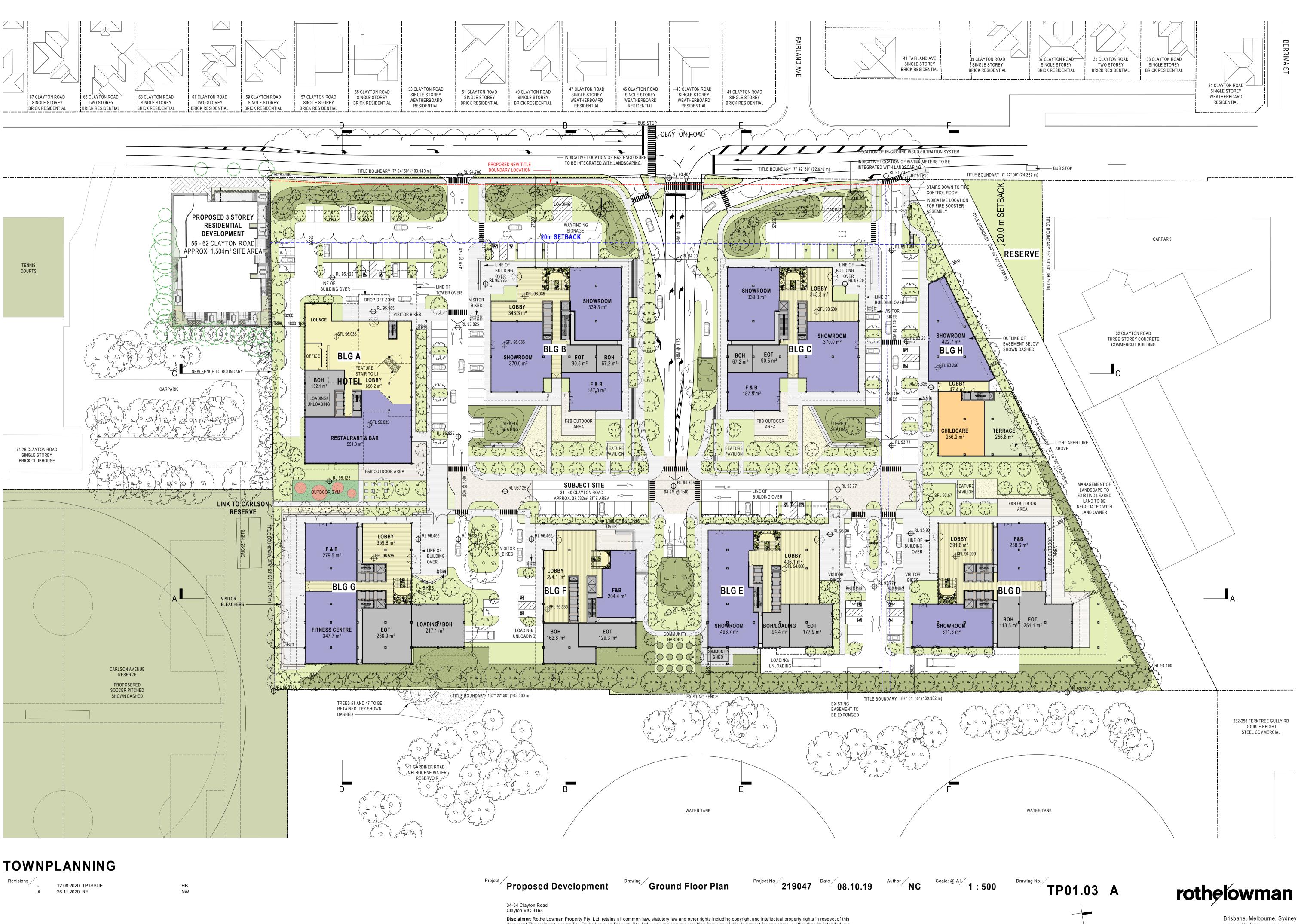
The Purpose of the Waste Management Plan (WMP) is to:

- » Demonstrate the development of an effective waste management system that is compatible with the design of the commercial or multi-unit development (MUD) and the adjacent built environment. An effective waste management system is hygienic, clean and tidy, minimises waste going to landfill, and maximises recycling
- » Provide a waste management system that is supported by scaled drawings to ensure the final design and construction is compliant with the WMP, and is verifiable
- » Form a document that achieves effective communication of the waste management system so that all stakeholders can be properly informed of its design, and the roles and responsibilities involved in its implementation

- » Stakeholders are defined (but not limited to): owners, occupiers, body corporate, property managers/real estate agents, Council, neighbours and collection contractors
- » Ensure residents of MUD's are not disadvantaged in their access to recycling and other responsible waste management options
- » Avoid existing legacy issues that plague many MUD's due to poor design and insufficient consideration for waste management.

Applicants and site operators should note that failure to comply with the endorsed Waste Management Plan can attracted a fine under the City of Monash Local Law No.3.

GUIDE FOR APPLICANTS | 3

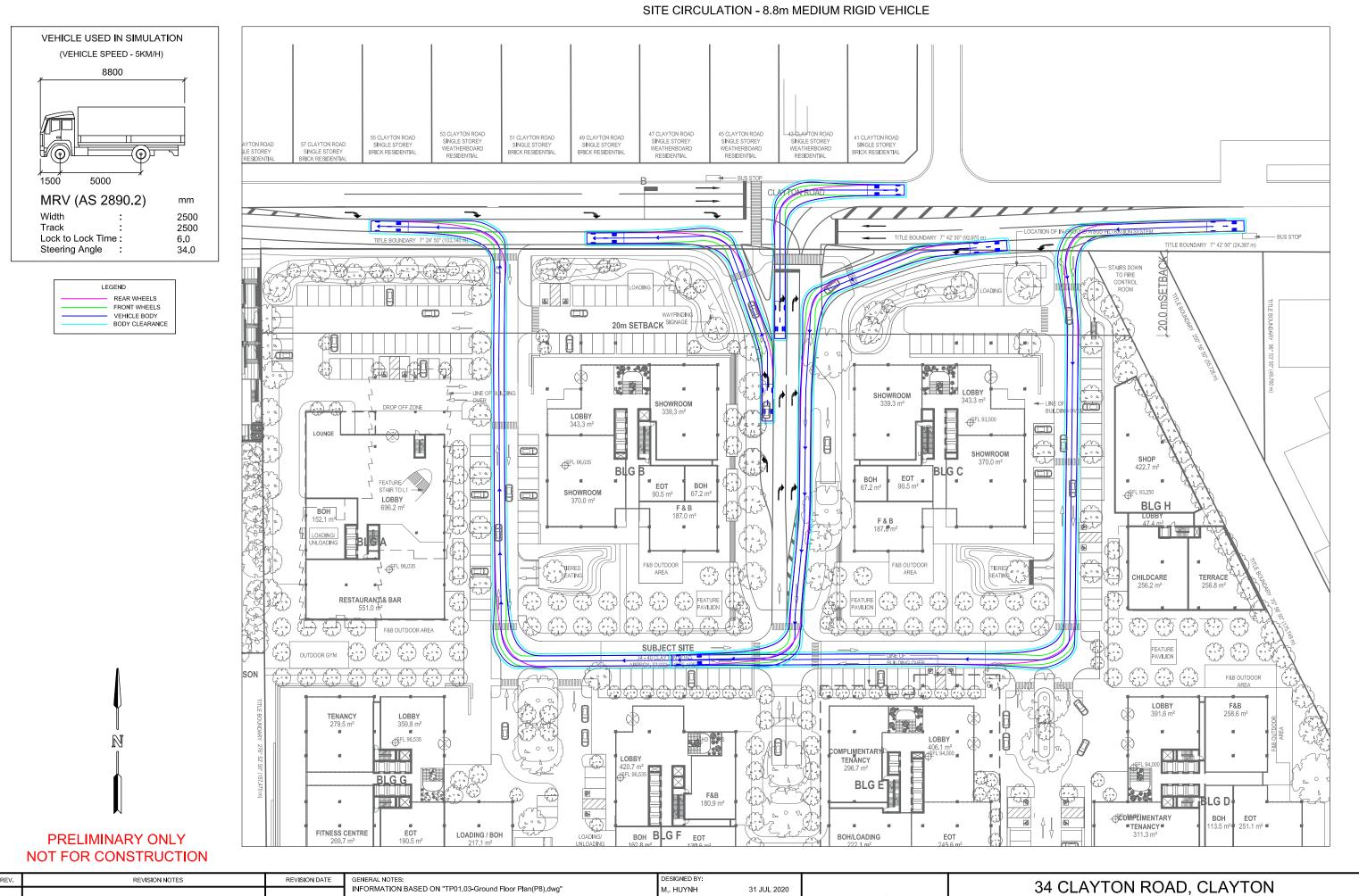




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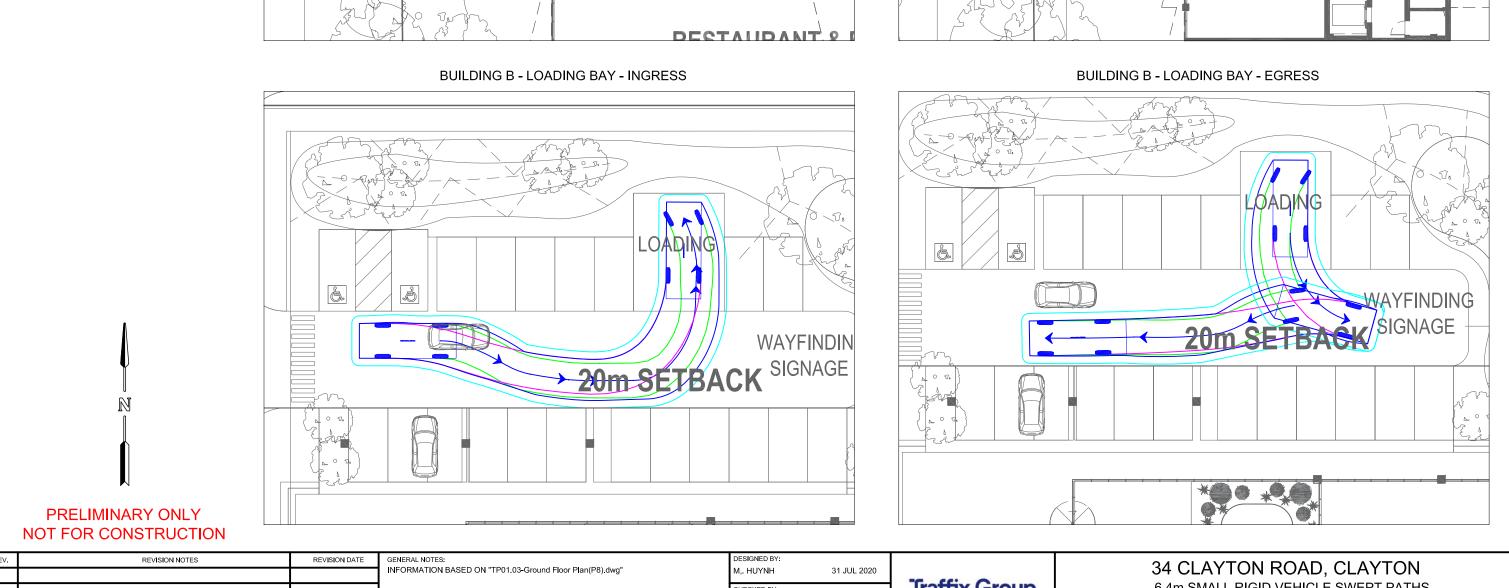


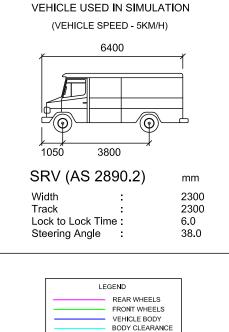
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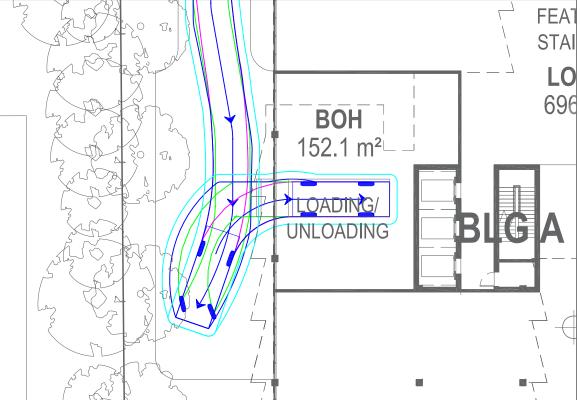
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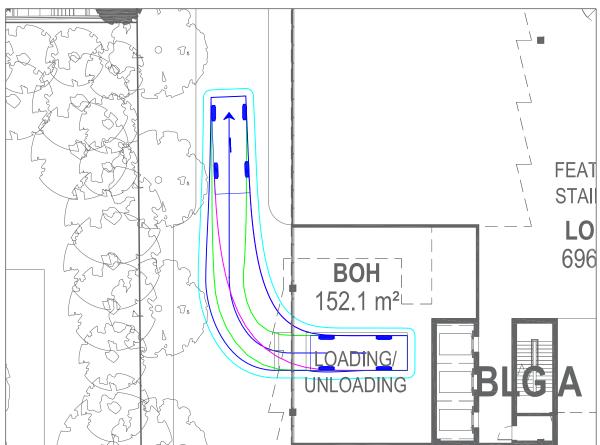
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			INFORMATION BASED ON "TP01.03-Ground Floor Plan(P8).dwg"	M,. HUYNH	31 JUL 2020					
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				M. O'SHEA	31 JUL 2020	Level 20, 450 Celline Street		PROPOS	ED MIXED USE DEVE	ELOPMENT
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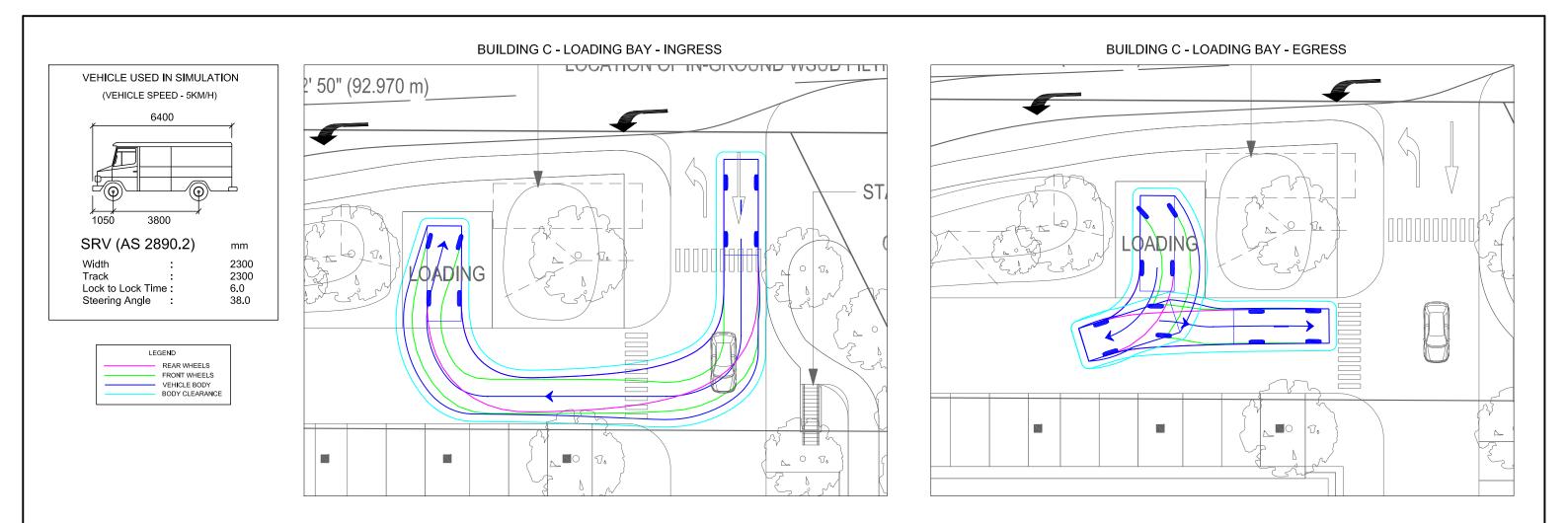






BUILDING A - LOADING BAY - INGRESS

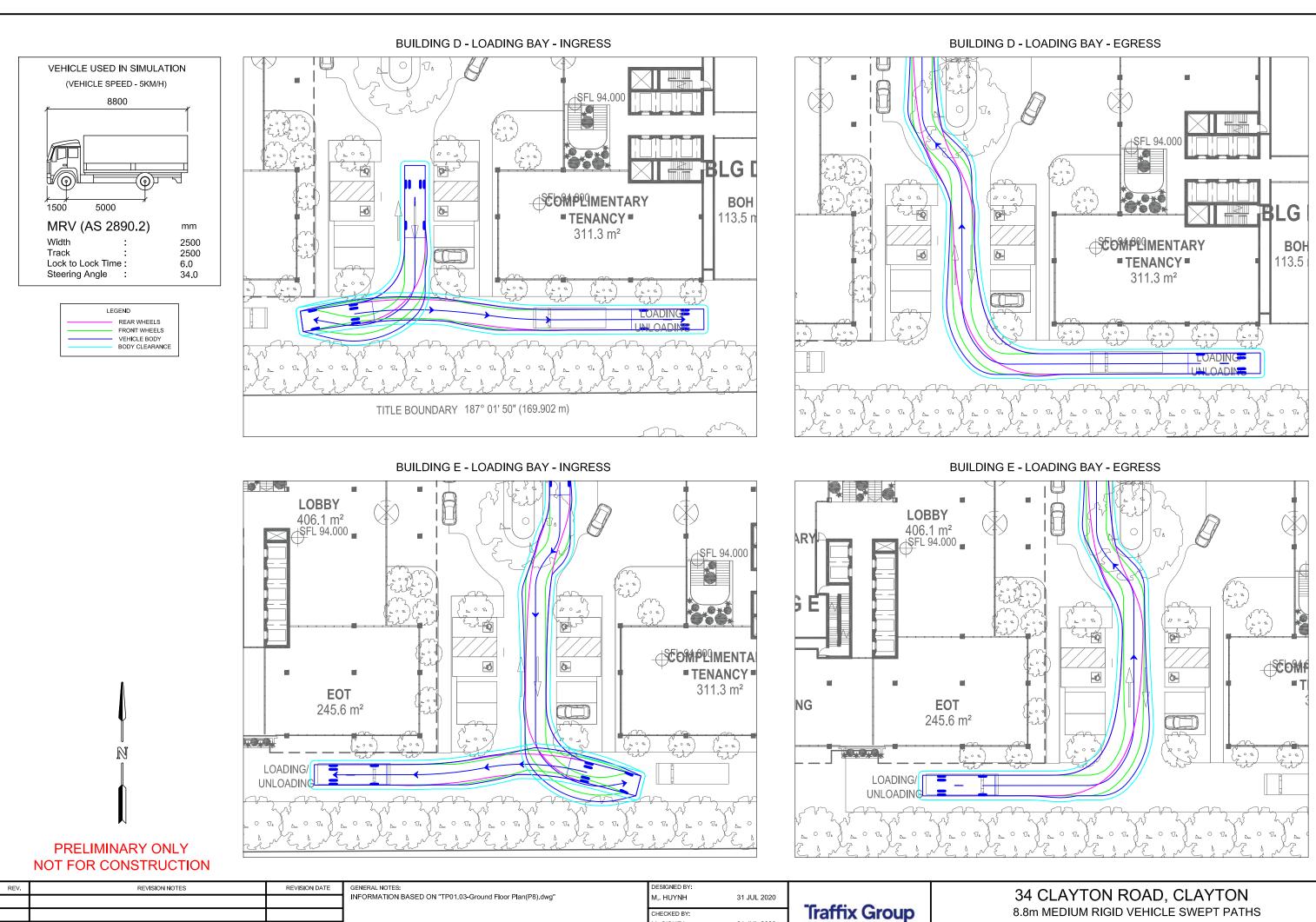
BUILDING A - LOADING BAY - EGRESS



PRELIMINARY ONLY NOT FOR CONSTRUCTION

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REV.	REVISION NOTES	REVISION DATE	GENERAL NOTES: INFORMATION BASED ON "TP01.03-Ground Floor Plan(P8).dwg"	DESIGNED BY:	24 1111 2020		34 CLAYTON ROAD, CLAYTON
			INFORMATION BASED ON TFOT.05-Ground Floor Flan(F8).dwg	M,. HUYNH	31 JUL 2020		· ·
				CHECKED BY:		Traffix Group	6.4m SMALL RIGID VEHICLE SWEPT PATHS
				M. O'SHEA	31 JUL 2020	Level 28, 459 Collins Street	PROPOSED MIXED USE DEVELOPMENT
				FILE NAME:	ISSUE:	MELBOURNE VICTORIA 3000	
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SSUE:

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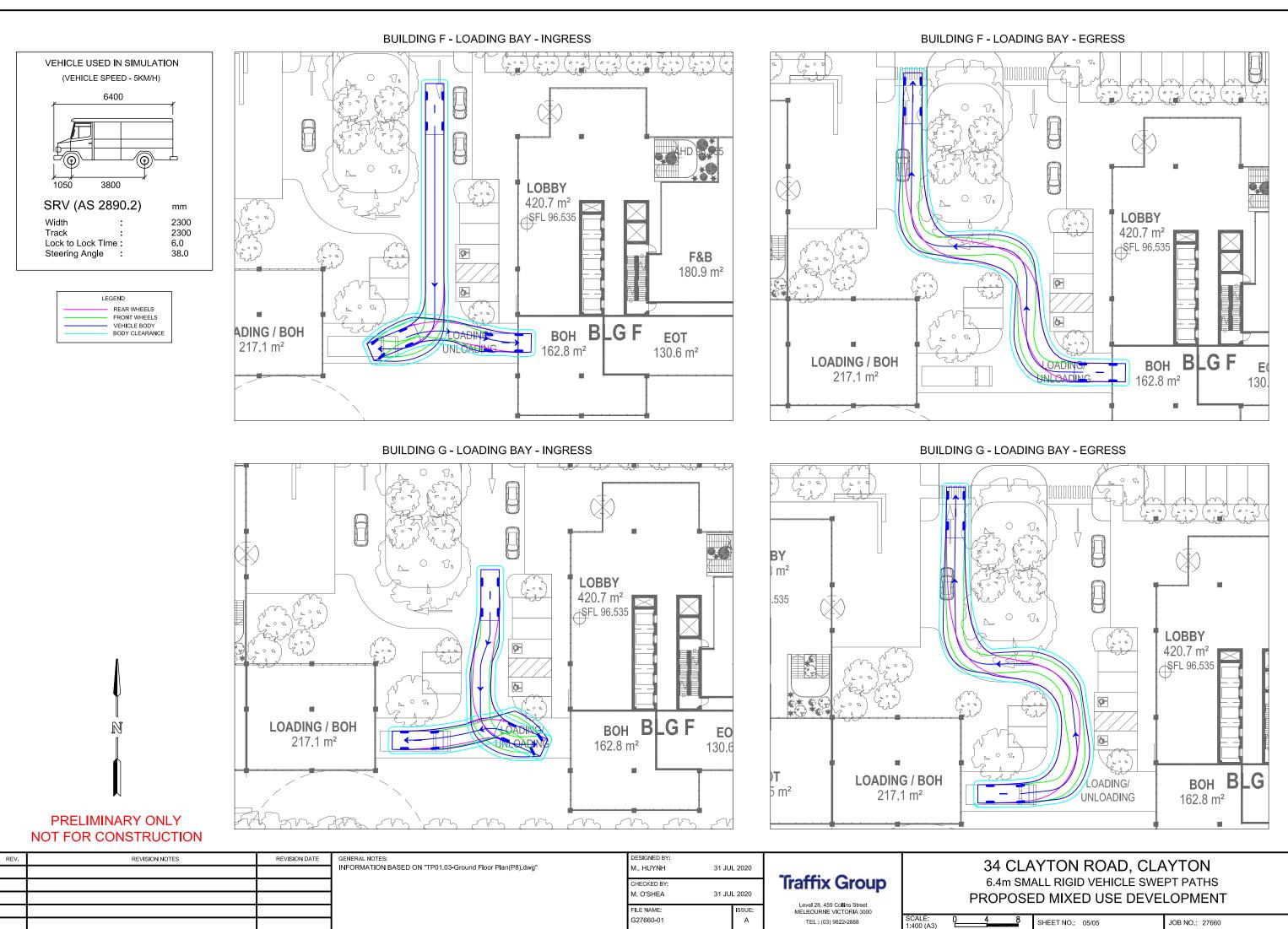
Level 28, 459 Collins Street MELBOURNE VICTORIA 3000

TEL: (03) 9822-2888

SCALE: 1.400 (A3)

8.8m MEDIUM RIGID VEHICLE SWEPT PATHS PROPOSED MIXED USE DEVELOPMENT

4 8	SHEET NO.: 04/05	JOB NO.: 27660



А

TEL: (03) 9822-2888

	4 8	SHEET NO .:	05/05	JOB NO.: 27660
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