



120 Collins St
Commercial Waste & Recycling Handbook
2025



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Introduction: Commercial Waste & Recycling

This handbook outlines the waste management guidelines for commercial tenants at 120 Collins St. Our site seeks to be at the forefront of best practice waste management in order to minimise the impact that our onsite operations have on the environment. As part of our renewed waste management goals, we have set a diversion from landfill target of 60% for operational waste. A variety of waste streams and processes have been implemented to assist in achieving this diversion target. 120 Collins St Building Management encourages tenants to follow the waste guidelines presented in this handbook to help achieve better recycling outcomes for the building and support the broader sustainability efforts of our site.



























Sustainability is a crucial focus for 120 Collins St, with our aim being to achieve a higher waste rating for our building. The waste management system adopted is in line with NABERS industry leading waste practices and will assist in reaching our landfill diversion target and a reputable NABERS waste rating.



Tenant Responsibilities: Waste Streams

120 Collins St commercial tenants are expected to include the following waste streams within their tenancy fit out:

- Organics
- Paper & Cardboard
- Mixed Recycling
- Glass
- Landfill

<div>investa</div> <div>Organics</div> <div>  Food scraps  Tea bags  Coffee grounds </div> <div>  </div> <div>Use clear bin liner or green compostable organic bin liner</div>	<div>investa</div> <div>Paper & Cardboard</div> <div>  Paper & envelopes  Cardboard boxes  Magazines & newspapers  Sticky notes  No ream wrappers  No paper hand towel </div> <div>  </div> <div>Ideally, bin liners should not be used in Paper & Cardboard bins</div>	<div>investa</div> <div>Mixed Recycling</div> <div> <p>Ensure all items are clean and lids removed</p>  Empty plastic bottles  Aluminium cans & tins  Small cardboard boxes </div> <div>  </div> <div>Use clear bin liner</div>	<div>investa</div> <div>Glass only</div> <div> <p>Items must be empty, clean and without lids</p>  Glass bottles  Glass jars  No drinking glassware </div> <div>  </div> <div>Ideally, bin liners should not be used in Glass bins.</div>	<div>investa</div> <div>Landfill</div> <div> <p>Lets keep our recycling clean. If in doubt use this landfill bin</p>  Soft plastics  Plastic containers & polystyrene  Broken glassware & crockery  Paper hand towel  Drink cartons & Tetra Pak  Coffee cup lids </div> <div>  </div> <div>Use black bin liner</div>
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Tenant Responsibilities: Organics Waste



Accepted items

- Food Scraps
- Tea bags
- Coffee Grounds
- Meat & fish
- Egg shells
- Fruit and vegetable peels
- Small bones, e.g. fish bones, and chicken wings



Not accepted items

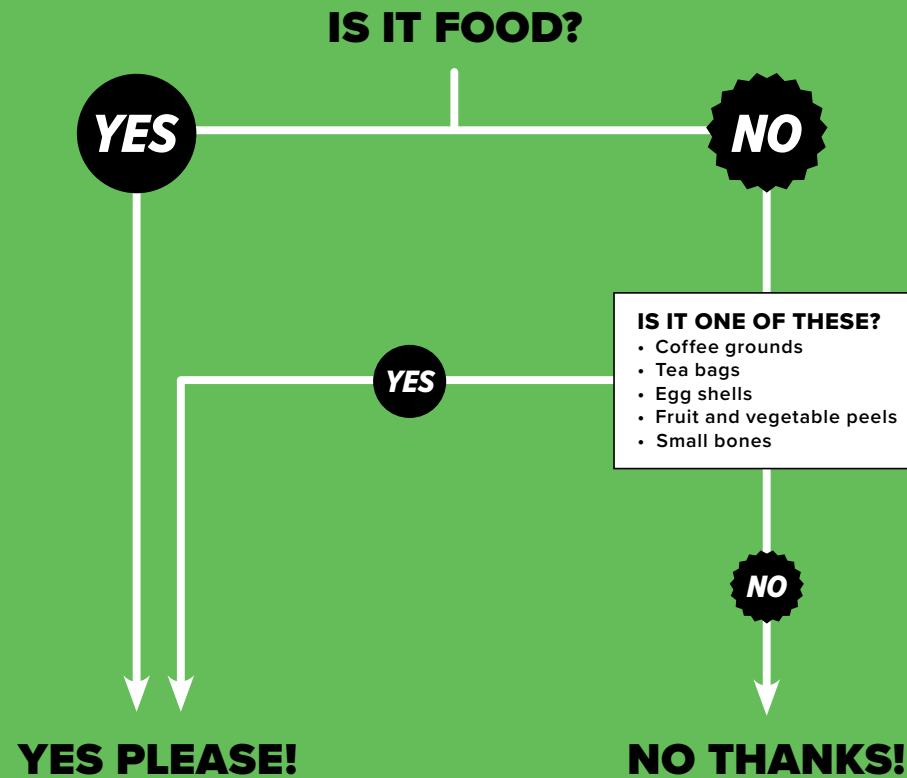
- Plastic bags and food wrappers
- Paper hand towel/serviettes
- Food packaging (including compostable)
- All cutlery
- Large bones or shells
- Flowers/plants
- Glass or plastic bottles
- Cardboard
- Metals

Common Contaminants

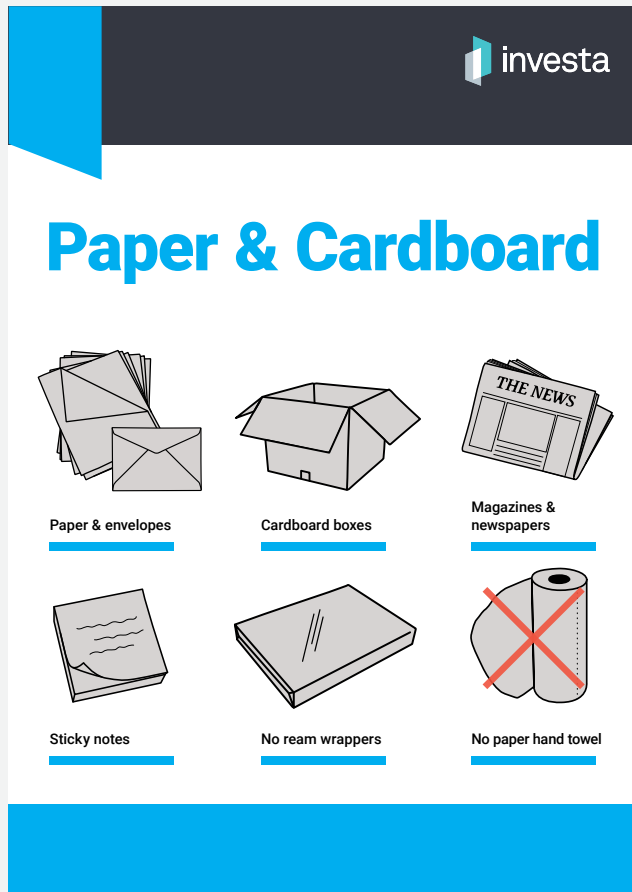
- Cling wrap
- Aluminium foil
- Food packaging
- Paper hand towel

Tenant Responsibilities: Organics Waste

SHOULD THIS GO IN THE ORGANICS BIN?



Tenant Responsibilities: Paper & Cardboard



Accepted items

- Cardboard boxes (clean)
- Newspapers
- Magazines
- Paper
- Envelopes



Not accepted items

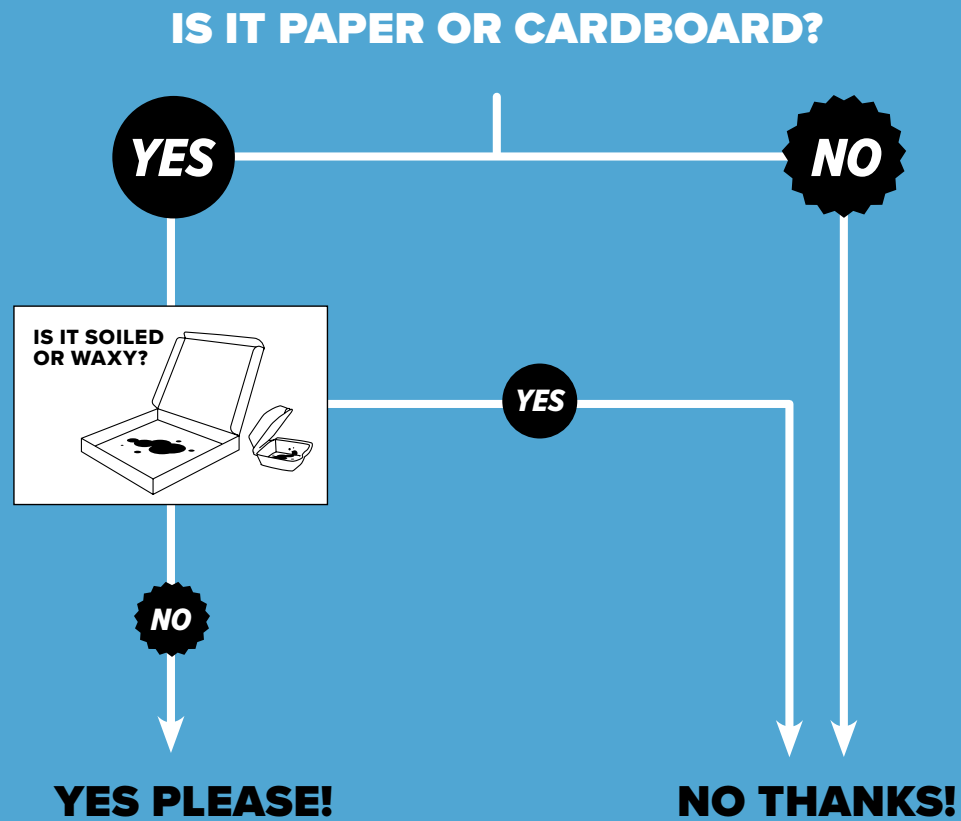
- Liquid and food
- Paper hand towel/serviettes
- Soiled cardboard
- Waxed cardboard (fruit boxes)
- Compostable food packaging

Common Contaminants

- Waxy fruit and vegetable boxes
- Greasy paper and cardboard
- Paper hand towel/serviettes
- Coffee cups and lids
- Drink cartons (TetraPak)

Tenant Responsibilities: Paper & Cardboard

SHOULD THIS GO IN THE **PAPER AND CARDBOARD** BIN?



Tenant Responsibilities: Mixed Recycling



Mixed Recycling

Ensure all items are clean and lids removed



Empty plastic bottles



Aluminium cans & tins



Small cardboard boxes



Accepted items

- Plastic bottles (empty, without lids)
- Aluminium cans (empty)
- Steel cans/tins (empty and clean)
- Plastic containers (empty and clean)
- Small amounts of paper and cardboard (clean)
- Aerosol cans



Not accepted items

- Food
- Liquid
- Coffee cups and lids
- Paper towel/serviettes
- Drink cartons (TetraPak)
- Compostable packaging and cutlery
- Dirty cardboard packaging, e.g. pizza box
- Broken crockery and glassware

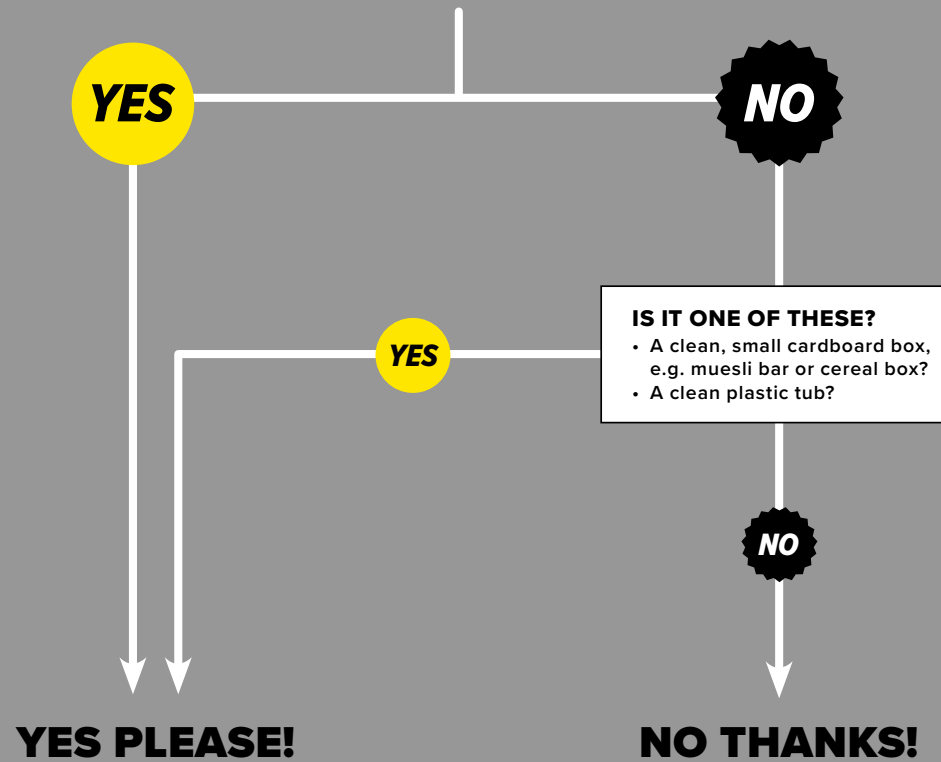
Common Contaminants

- Dirty food packaging
- Drink cartons (TetraPak)
- Coffee cups and lids
- Food and liquid
- Paper hand towel
- Broken glassware

Tenant Responsibilities: Mixed Recycling

SHOULD THIS GO IN THE **MIXED RECYCLING** BIN?

IS IT AN *EMPTY* BOTTLE, CAN, TIN, OR *RINSED* PLASTIC CONTAINER?



Tenant Responsibilities: Glass



Glass only

Items must be empty, clean and without lids



Glass bottles



Glass jars



No drinking glassware



Accepted items

- Glass bottles
- Glass jars



Not accepted items

- Broken glass
- Glass drinkware
- Glass cookware (e.g. Pyrex)

Common Contaminants

- Ceramics
- Pyrex
- Aluminium cans
- Food and liquid
- Corks

Tenant Responsibilities: Mixed Recycling

SHOULD THIS GO IN THE GLASS RECYCLING BIN?

IS IT AN *EMPTY* GLASS BOTTLE OR JAR?

YES

NO

IS IT BROKEN?

YES

NO

NO

YES PLEASE!

NO THANKS!

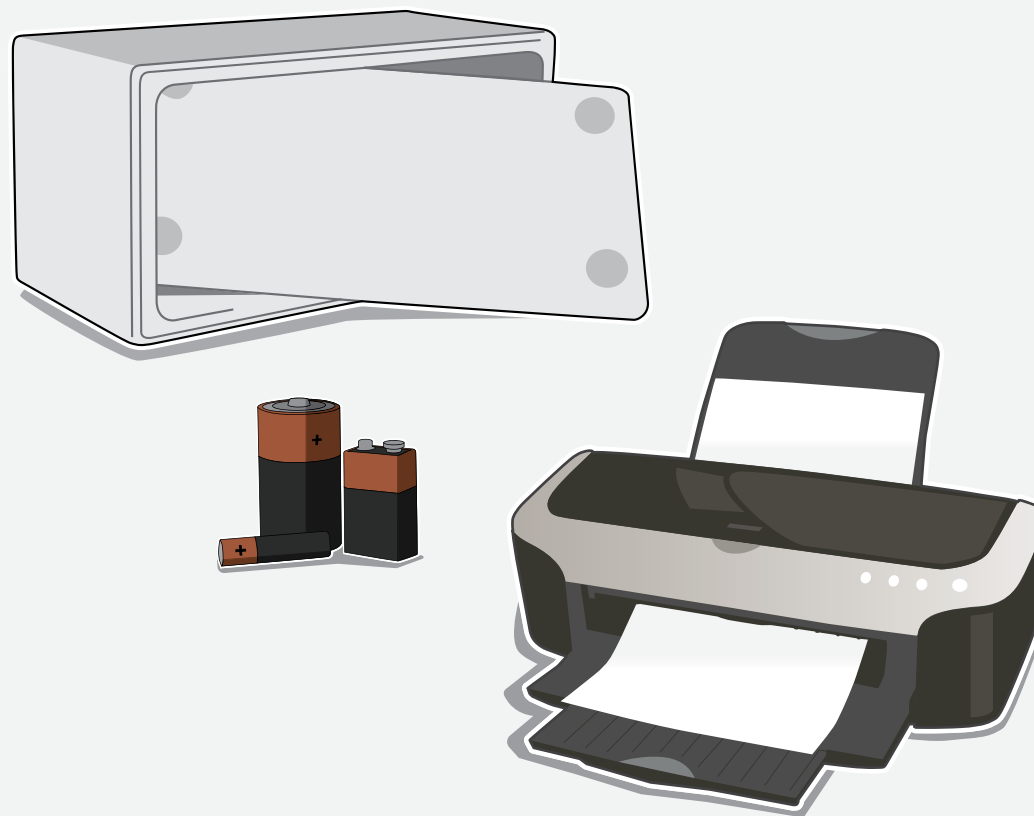
Tenant Responsibilities: Additional Waste Streams

In order to achieve our waste diversion targets, we also support tenants to collect and recycle the following materials:

- Polystyrene
- E-Waste
- Batteries
- Printer Cartridges
- Secure Paper
- Garden Waste
- Crushed Glass
- Cooking Oil
- Fluorescent tubes
- Bulk Waste

Please log your job via Investa Connect to arrange additional waste collection from your tenancy.

Contact Investa Connect and log a job to include your secure bins in your data, using our OSAT scales for weighing.



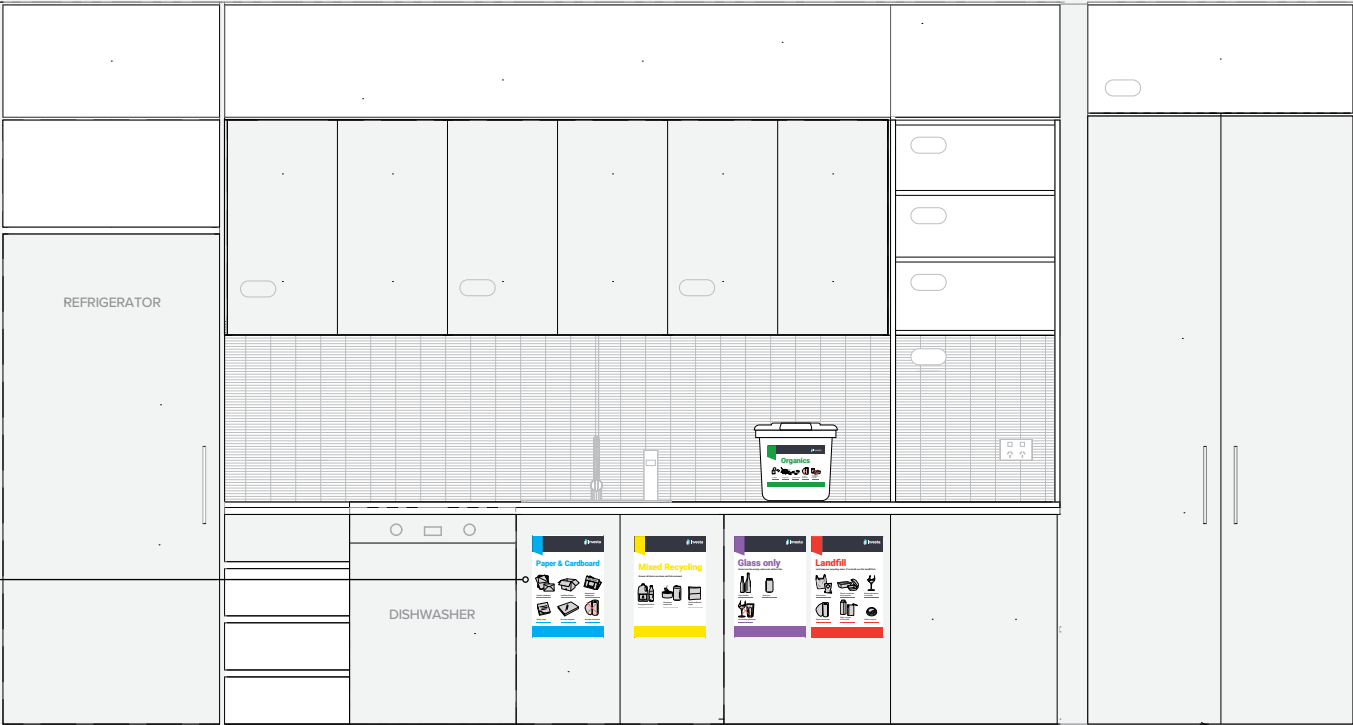
Tenant Responsibilities: Signage Display

Clear, consistent, and accurate signage is to be applied to exterior of cabinetry, or at eye level behind free-standing recycling stations, to assist and encourage tenants to correctly separate their waste.

Adjacent is an example of the best practice colour coded waste signage available to tenants at 120 Collins St in situ.



Signage clearly denoting bin streams and acceptable/unacceptable items



Tenant Responsibilities: What Not To Do

We strongly recommend that 120 Collins St waste signage is displayed and applied to all kitchen bin cabinets in order to clearly differentiate waste streams and ensure consistency of messaging throughout the precinct. Failure to do so will have a direct impact on tenant behaviour, and may result in contamination and poor waste diversion outcomes. The visual reminder provided by informational signage is proven to improve tenant's adoption of best practice source separation practices, resulting in improved diversion outcomes.

Without clear differentiation of bins through the use of signage, tenants will place incorrect items in bin streams, leading to increased contamination.



Waste Management: Our Contractors

At 120 Collins St we have partnered with specialist contractors that bring extensive experience in their field of expertise to help us achieve our waste management targets. Management at 120 Collins St regularly meet and collaborate with all contractors and waste stakeholders as we work together towards continually improving our waste management practices and outcomes.

Our on-site waste and recycling is managed by AssetLink. Our waste and recycling transport and disposal/processing is managed by BINGO.

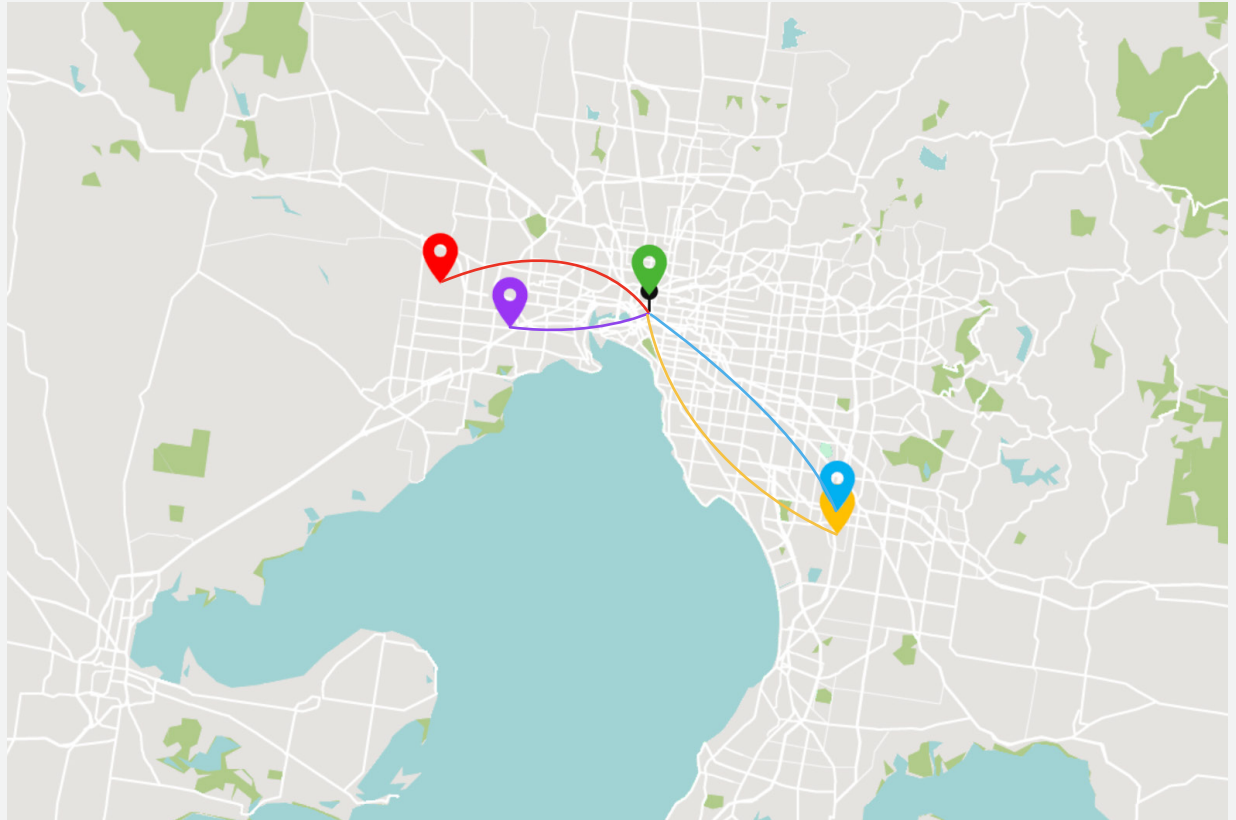
Our independent waste consultant Foresight Environmental manages our data and performance reporting and provides strategic advice and education to relevant stakeholders, including audits to ensure the integrity of our processes and data.



Waste Management: Where Does Our Waste Go?

- **Organics**
Eco-Guardian Dehydrator (on-site)
- **Paper & Cardboard**
Regroup, Dandenong
- **Mixed Recycling**
Regroup, Dandenong
- **Glass**
Visy, Laverton
- **Landfill**
Cleanaway, Ravenhall

The waste industry is dynamic and constantly transforming. The process our waste goes through will develop in line with changes in government laws, industry best practice guidelines, waste and recycling facilities and equipment capabilities.



Waste Management: Where Does Our Organics Waste Go?

Turning Waste into Soil Food On-Site

Did you know all food waste, teabags, and coffee grounds from the green organic bins at 120 Collins are processed right here in our building? Located in the loading dock, our state-of-the-art Eco Guardians dehydrator transforms organic waste into pathogen-free soil food, an organic fertiliser, on-site with no need for off-site composting. This innovative system helps reduce landfill while supporting a circular economy.

Tenants are invited to share in the results. Complimentary bags of soil food are available – contact **Investa Connect** to arrange collection.

Together, we're leading the way in sustainable waste practices and continuing to make 120 Collins Street a model of environmental innovation.



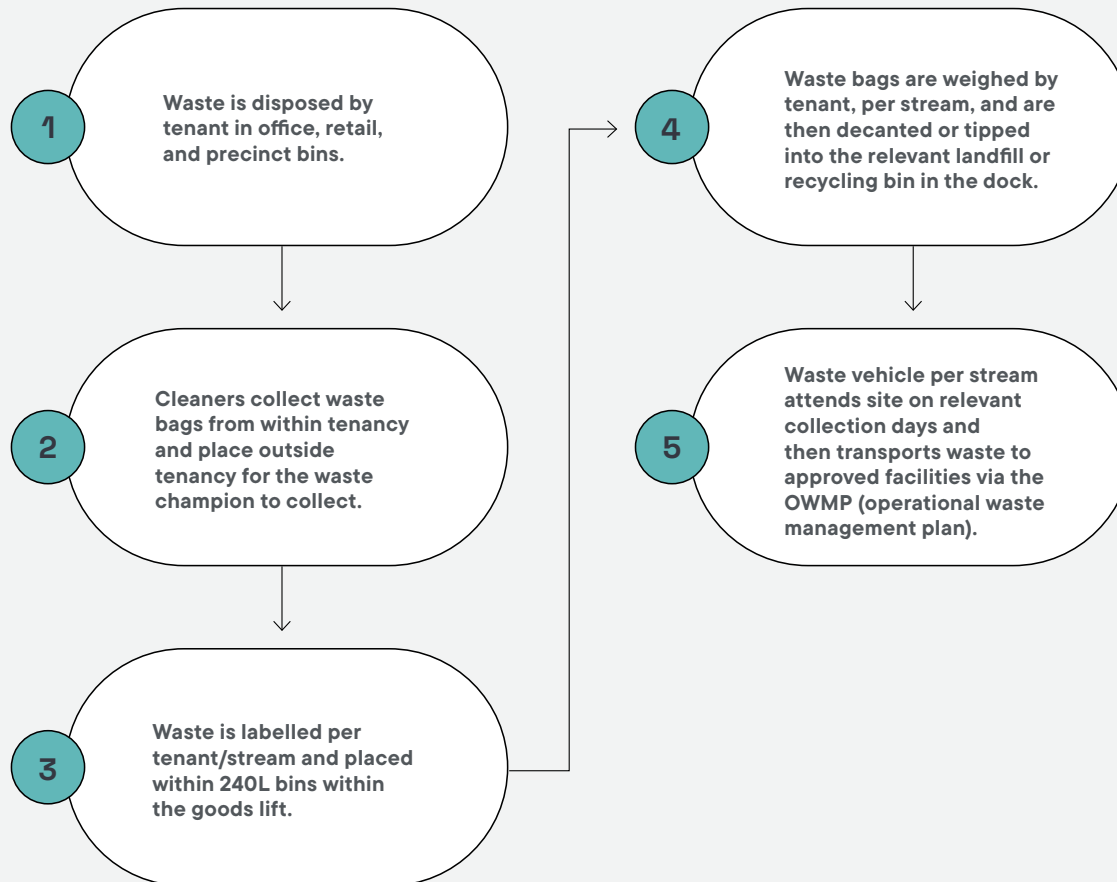
Organic waste dehydrator



Soilfood garden fertiliser



Cleaners Role: From Desk to Dock



If you contaminate our recycling, it may end up in landfill



What is contamination? Any waste that is disposed in the incorrect waste stream, e.g. food in a paper and cardboard bin.

Our cleaning team have been trained to conduct a visual check of all bags prior to emptying them in the corresponding recycling stream.

If the bag contains too much contamination, it will go to landfill.



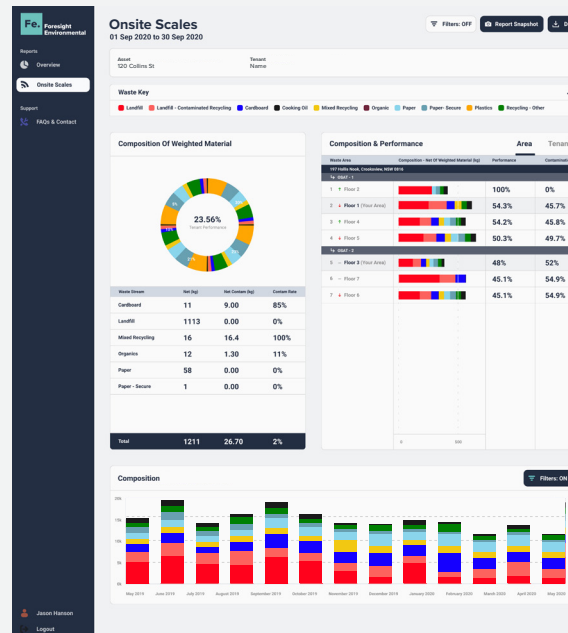
Performance Reporting: Onsite Weighing

Each day the cleaners weigh all waste and recycling collected from commercial and retail tenants across the building, using the OSAT scales.

Our cleaners provide Foresight with a Waste Contractor invoice. This invoice is translated in the Foresight Synthesis Waste Portal, which allows us to monitor waste performance and trends across the building.

This helps us in our ongoing performance reporting and industry ratings such as NABERS Waste.

Tenant representatives receive logins to access data to review, share with staff, and to create targets and improve diversion. For more information, or to arrange your tenancy login, please make contact via **Investa Connect**.



Weighing Per Tenant



The OSAT (OnSite Analytics Tool) waste scales system allows for waste to be weighed, and then attributed to the floor/ area from which it originated. This enables provision of accurate, floor and tenant specific reporting to all tenants at 120 Collins St via the FeSynthesis tenant portal.

Performance Reporting: Contractor Reports

In addition to the onsite weighing, our waste contractor provides monthly waste data, which includes:

- Bin collection numbers
- Actual weights of all material collected
- Disposal locations for each collection

This data (along with our onsite weighing process) provides a complete picture of all waste management outputs from 120 Collins St. This data is monitored to ensure that all waste and recycling streams are disposed at the appropriate facilities, ensuring compliance with EPA regulations and confirming responsible disposal/recycling outcomes.

NABERS Waste Rating

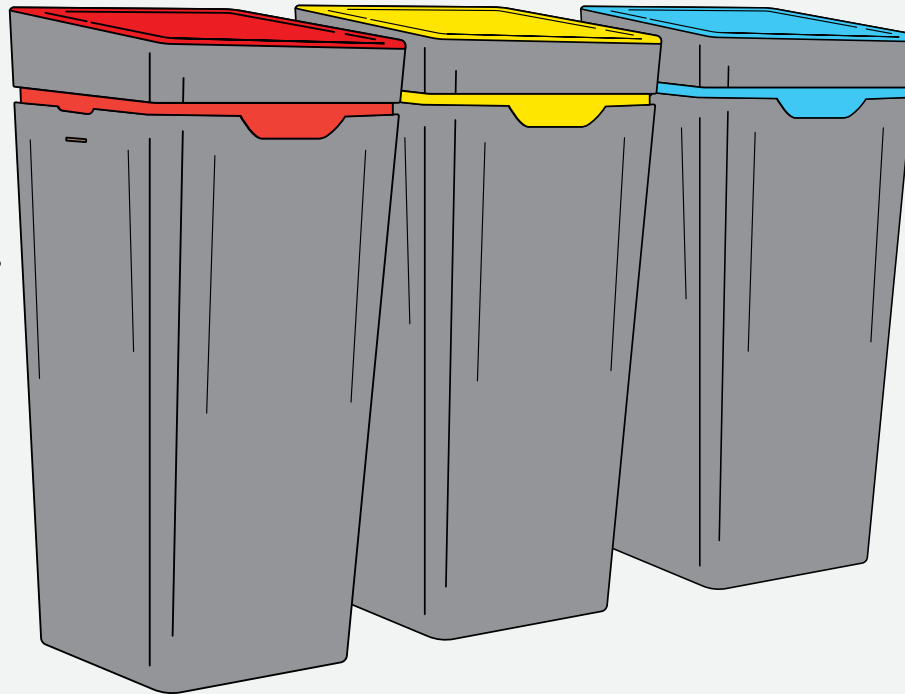


120 Collins St participates in an annual NABERS Waste Rating to assess and publicly recognise our industry leading waste management performance and outcomes. NABERS Rating results will be communicated to all tenants annually with supporting guidance around priority areas for improvement where required.

Bin Infrastructure: Supplier List

Method Bins, Commercial 60L bins

You can request replacement bins or additional bins via **Investa Connect**.



Tenant Support and Special Events

The waste processes at 120 Collins St are unique. They are designed to create a precinct that is set up to achieve our sustainability outcomes. As waste streams and processes may be new to some tenants, the following resources and support are offered to assist our tenants to gain a greater understanding and achieve best practice outcomes:

- Best practice precinct site-specific waste signage
- Tenant waste management handbook
- Tenant specific waste management workshops and information sessions
- Lobby activations and competitions
- Review of tenancy fit out design, bin placement and signage
- Information, fact sheets, training on a range of waste management topics
- Supplier information for procurement of packaging, bins, and any other waste management needs.

When hosting events and functions it is typical for tenancies to generate more waste than usual. Prior to hosting an event/function in your tenancy, we ask that you raise a job via **Investa Connect** to obtain additional bins to accommodate the increased waste and maximise recycling outcomes.



For all waste-related queries and issues, please use **Investa Connect**.