



Waste Management Services Policy

TITLE: Waste Management Services Policy

RESPONSIBLE OFFICER: Manager Regulatory Services

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1. BACKGROUND

Council provides various waste collection, management and disposal services to the community as part of its functions to:

- a) Provide for the health, safety and welfare of the community;
- b) Progressively transition to a circular economy;
- c) Represent and promote the interests of the community; and
- d) Provide for the peace, order and good government of the municipal area.

A clear and concise policy is necessary to discharge those functions in relation to waste services.

2. PURPOSE

Sorell Council provides a garbage, recycling, greenwaste and hard waste service for all residential and nominated commercial premises. Waste is also collected from public litter bins located in parks, streets and reserves. This policy has been developed to provide guidance and consistency for the management of Council's waste collection service

3. SCOPE

This policy applies to all waste collection services (and ancillary services) provided by Council to residential properties (including unit developments) and commercial properties and waste services in public places.

4. STATUTORY REQUIREMENTS

Acts	<i>Local Government Act 1993</i> <i>Environmental Management and Pollution Control Act 1994</i>
Regulations	<i>Waste Management Regulations 2010</i>
By-Law	<i>Environmental Health By-law 1 of 2013</i>

5. DEFINITIONS

MGB	Mobile Garbage Bin (for either garbage, organics or recycling).
80/140/240/360L	The capacity of MGB's in litres.
Greenwaste	Vegetation including tree limbs, plants or grass other than items that are >1.5m in length, have a diameter of >20cm and more than 2m ³ .
Hard waste	Items of rubbish but not including hazardous items or controlled waste or any item/s that are >1.5m in length, more than 2m ³ and can be safely lifted by 2 people.
Waste Services	Includes waste management services for both garbage, recycling, greenwaste and hard waste.

6. POLICY STATEMENT

PART 1 – Waste Services

1.1 Bin Ownership

MGB's remain the property of Sorell Council and must be returned to Council if no longer required.

1.2 Standard Waste Services – Residential Property

Properties with a residence will receive Council's standard garbage and recycling service per tenement. The standard service provides an allocation of one 80L MGB for garbage and one 140L MGB for recycling.

Council may upon request and at its discretion, provide a larger MGB garbage (140L or 240L) or 240L for recycling. Additional charges will apply for a larger MGB.

1.3 Kerbside Collections

MGB's will be collected from the kerbside on a weekly basis for garbage and fortnightly for recycling. Greenwaste monthly and hard waste quarterly.

1.4 Shared Service for Unit Developments

Residents of multiple dwelling unit properties comprising three or more units may receive shared waste services.

Services will apply where the kerbside space for placing the MGB's for collection is insufficient or deemed unsuitable to put a large quantity of MGB's. This will be determined in accordance with Council's *Waste Services Guidelines for New Multiple Dwelling Unit Developments*, which form Appendix A to this policy (Guidelines). New multiple dwelling unit developments must address the requirements of the Guidelines as part of the regulatory approvals process.

Shared services provided by Council will be one MGB for garbage and one MGB for recycling, to be shared by a minimum of three units. Bins are to be stored in a secure bin enclosure area at the front or within the property. The number of MGB's per development will depend on the total number of units.

The size of MGB's for shared services will ordinarily be 240L. However depending on the overall established capacity, 140L MGB's may also be issued in special circumstances.

Garbage bins will be collected weekly and recycling fortnightly.

If insufficient suitable area for bins exists, Council may require that the body corporate for the unit development engages its own waste management contractor and Council will not charge a waste management rate. Greenwaste and hard waste collection will also not be collected in these circumstances.

1.5 Waste Services for new residential properties

A waste service charge will be applied to all new residential properties when the premises is occupied or from the date the certificate of occupancy or completion is issued.

Please note it is the responsibility of the property owner to complete the kerbside bin application form and ensure this is submitted to Council prior to the delivery of the new MGB's.

1.6 Standard Waste Services - Commercial Properties

Council will provide waste services to commercial properties. However, if property owners provide evidence that they have their own collection service, the waste management rate may be remitted. Commercial properties may be supplied with either an 80L, 140L or 240L MGB for garbage and a 240L MGB for recycling.

A suitable secure storage area for the MGB's must also be provided.

1.7 Booking Green and Hard waste

Booking greenwaste and hard waste services must be by either the Council website, my services app or a phone call to the Council Office during business hours. A person making a booking must ensure that they obtain a booking reference and book by no later than 12 noon on the Friday prior to the scheduled collection. Greenwaste or hard waste will not be collected without evidence of a booking reference.

Greenwaste and hard waste must not be put out for collection more than one week prior to the scheduled collection week for that area. Council may direct a resident to remove hard waste or greenwaste put out too early from the nature strip, failure to comply with a request may result in the waste being removed at the property owner's expense.

1.8 Recycling Centres

Are provided in Sorell and Dodges Ferry for domestic residents (not business) and collect the same material as the kerbside recycling collection service.

Dunalley Township residents receive a 240L recycling bin for the same waste management charge as a 140L MGB. The Dunalley recycling centre burnt down in the 2013 Dunalley bushfire, larger MGB's were provided in lieu of re-construction.

The Dodges Ferry Recycling Centre burnt down in 2018 and a new building was re-constructed in 2019.

The Sorell recycling centre has many operational issues and is approaching the end of its serviceable life, Council will review its operations in light of the proposed container deposit scheme being developed by the Tasmanian Government.

1.9 Street bins

Are provided in townships, parks and reserves for patrons of these areas and are not designed for dumping of large bags of rubbish or materials that should be taken to the Mornington Park Transfer Station.

1.10 Transfer Station

Sorell Council does not have a waste transfer station within the municipal area, residents may use the Mornington Park Waste Transfer Station at a subsidised rate.

PART 2 – Fees and Charges

2.1 Residential Properties

Waste services charges will be levied as part of the rates payable for a property.

For all new and existing residential properties, including multiple dwelling unit developments, Waste Services charges will be separately identified on the rates notice for the property.

Details of waste charges are included in the annual rates resolution.

2.2 Commercial Properties

Waste service charges apply to Commercial Properties where Council provides a waste service to the property unless the premises has their own commercial waste collection service.

2.3 Lost or Damaged MGBs

Where an MGB is lost or damaged, Councils' contractor will replace the MGB. The waste contractor will provide a replacement MGB unless the loss or damaged resulted from neglect or misuse on the part of the property owner or resident. In this case the replacement charges will be incurred by the property owner and/or ratepayer.

PART 3 - Service Cancellation

3.1 Residential Properties

Residential property owners who choose not to utilise Council's waste services will still be required to pay a waste services charge as part of their rates.

Council will remove the bins from any property not using Council's waste services.

3.2 Commercial Properties

Owners of commercial properties may choose to discontinue the utilisation of Council's waste services at any time. MGB's will be removed from the property once Council has been notified in the appropriate form.

Council reserves the right to review the approved bin use at a commercial property from time to time, and to take any necessary action to remove MGB's if the criteria for waste services to the property are not being met.

PART 4 - Service Upgrades and Additions

4.1 Garbage

Standard residential MGB's for garbage may be upgraded from a 140L to a 240L MGB for an additional charge with the approval of the property owner. Upgrade applications may be made to Council in the approved form.

Where an MGB is upgraded to 240L, the waste service charges will increase, except where an upgrade is approved based on medical grounds or disability.

4.2 Recycling

The standard residential recycling bin is 140L. Residents may upgrade to a 240L recycling bin.

Council reserves the right to review the approved MGB use at any property from time to time, and to take any necessary action to remove MGB's if the criteria for waste services to the property are not being met.

PART 5 – Miscellaneous

5.1 Driver to collect

A “driver to collect” service may be available for residents who are unable to place their wheelie bins at the kerbside due to age, illness or a disability. Residents wishing to utilise this service must supply a valid medical certificate with any application. There is no additional charge for this service.

Where such a request is made by a resident of a multiple dwelling unit development, special arrangements will be made to store and collect waste on a case-by-case basis.

Council may remove the service if the relevant criteria are no longer being met.

5.2 Service Access and Other Conditions

For new properties and subdivisions to have a waste service, all new road construction must ensure that continuous forward movement for a waste collection vehicle is available.

For new subdivisions, a smooth even nature strip located adjacent to the kerbside with a minimum 1 metre in width must be included for the placement of bins. If there is no scope for a nature-strip, the footpath must be designed and constructed to accommodate the placement of bins as well as meeting the minimum accessible footpath width (1.8 metre).

Council at its discretion may allow large unit development with insufficient area for waste collection. However, the residents may be required to arrange their own waste collection services.

5.3 Green and Organic Waste

Council currently offers a monthly kerbside collection for greenwaste but not organic waste. Council will investigate options for such a food and organics (FOGO) service and assess its viability.

5.4 Copping Waste Management Centre

Council is a part owner of the land fill which is operated by a joint authority (Southern Waste Solutions). The site is not able to be accessed by residents and waste must be taken to a transfer station.

5.5 Public Litter Bins

The Council encourages residents and visitors to practice correct and responsible disposal habits of litter within the community. To support and promote these habits, Council provides both 80, 140, 240 and 660L public litter bins.

Council will continue to review and progressively install both public garbage and recycling bins in high traffic areas.

5.6 Future waste management services

Council is considering a number of waste management services as we transition to a circular economy, these include:

- Food and organics kerbside collection (FOGO)
- Optional larger kerbside recycling bins (360L)
- Public place recycling for recyclables not included in kerbside collection service
- Kerbside recoverable collection

Before making any changes to services, residents/ratepayers will be consulted.

Appendix A

Sorell Council Waste Management Services Guidelines for New Multiple Dwelling Unit Developments



Sorell Council Policy – Waste Collection from Multi unit Developments

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Purpose

The purpose of these Guidelines is:

- To provide guidance to Council staff and developers when considering the design of waste management facilities and the provision of waste infrastructure and collection services for multi-unit developments (MUD).
- To provide guidance for architects, builders, developers, designers and building managers when designing waste management facilities and services for multi-unit designs and plans that are proposed to be submitted to Council for planning approval.
- For this document to be used in conjunction with Council's Planning Scheme, which sets out policies and requirements for the use, development and protection of land, as a guide for making planning decisions.
- To ensure that all residents at MUD have access to adequate garbage, recycling, garden and hard waste services, and if these services are provided by a private service provider that they are at least equivalent in standard to that provided by Council to all other Sorell residents.

These guidelines will be updated periodically with the most up to date best-practice information, methods and procedures within the area of servicing multi-unit developments.

Context

Sorell Council has been receiving increasing numbers of applications for multi-unit developments. A consistent standard is required for application to developments of this type with a view to the protection of amenity, waste diversion, waste recovery, recovering valuable materials for recycling and reducing contamination in recycling streams.

Historically, MUD have often been constructed with little or no consideration of the storage and collection of waste and recycling materials. This can result in amenity concerns, workplace health and safety concerns, accessibility problems and traffic issues for residents, collectors and the local community in general.

Other issues linked to multi-unit developments in general include lower resource recovery rates for recycling and higher than average contamination rates within recycling streams when compared against single unit households.

Scope

These guidelines will be used in conjunction with Council's planning scheme as a guide for making planning decisions in the Sorell Council municipal area. The guidelines will also be used for making decisions associated with the supply of Council bin infrastructure and waste and recycling collections services.

The guidelines consider a range of multi-unit dwelling types broadly summarised in Table One below.

Table One: Multi Unit Development Types

Development Type	Description
Townhouses / Villa Style Developments	Villas and townhouses are developments of two or more dwellings such as units, town houses and villas where the dwellings are all on the same parcel of land, and up to 3 storeys in height. Individual dwellings may have their own frontage or may have a small yard allowing for storage of bins. Elements of this development type are also relevant to nursing homes, retirement villages and the residential component of caravan and holiday parks.
Apartment Style Developments	Developments of two or more storeys of flats or apartments.
Mixed Use Developments	Developments that incorporate both residential and commercial use within the same development. The size of the development may vary from very small to large multi-storeys with the commercial component usually on the ground floor.

Relevant Legislation, Policies, Strategies and Guidelines

This guide should be considered alongside the *Sorell Interim Planning Scheme 2015* but does not supersede planning scheme requirements. Other relevant associated documents are:

- Best Practice Guide for Waste Management in Multi-Unit Developments – Sustainability Victoria. 2011.
- WorkSafe Victoria (2004), 'Safety Alert – Reversing Waste Collection Vehicles – Reducing the Risks, October 2004, State of Victoria.
- Victorian WorkCover Guidelines 2003 – Occupational Health and Safety Guidelines for the Collection, Transport and Unloading of Non Hazardous Waste and Recycling Materials.
- Work Safe Australia - Hazardous Manual Tasks Code of Practice 2018.

Glossary

Amenity	The quality of the local environment in relation to health and pleasantness.
Collection point	The area where bins are to be collected by the garbage and recycling collection vehicles.
Contamination	Materials and items within a recycling bin that are not recyclable through Council's kerbside recycling service.
Mixed use development	A development incorporating both residential and commercial use within the same development and would include, for example, shop-top housing. Mixed use developments may be small, for example, two storeys incorporating a residential property on the top floor and commercial outlet on ground level, or they may be large, with one or more levels of commercial property beneath low-rise or larger medium to high-rise residential developments.
Multi-unit development	A development containing more than one residential unit in an allotment area.
Waste Management Plan	A document that details how garbage and recyclables are to be managed and where and how the garbage and recyclables will be stored and collected for the life of the development. This plan should also adequately address issues associated with the storage and collection of waste and recyclables such as space, access, amenity and WH&S.

Multi-Unit Development Guidelines

These guidelines and associated guidelines (as specified in Relevant Legislation, Policies, Strategies and Guidelines) applies to the provision of waste and collection services for multi-unit developments within Sorell Council and requires the following:

1. The applicant is to submit the following documents together with the planning application:
 - Proposed Plan Drawings to scale (1:100 or 1:200) incorporating the waste management facility and services to be provided.
 - Proposed Waste Management Plan (WMP) detailing how the facilities and services will function in accordance with the development drawings and design.
2. The WMP will document how waste and recyclables will be managed including storage and collection in accordance with the approved Plan.
3. The WMP will be developed based on the requirements contained in these Guidelines.
4. The Guidelines provide for the design, management direction and servicing requirements for the following development categories:
 - Multi-unit developments
 - Mixed use residential developments
5. The Guidelines outline the steps a developer is required to undertake to comply with sufficient provisions for waste services.
6. For multi-unit dwellings of two or more dwellings (including multi-storey) the Plan Drawings will be approved by Council to ensure issues such as space, amenity and WHS relating to waste management are adequately addressed. For developments with six or more dwellings the Plan Drawings and WMP will be forwarded to Council's Engineering and Regulatory Service Department for comment on particular waste management aspects of the proposal.
7. Developers who choose not to comply with the guideline requirements will be required to provide private garbage and recycling collection services for the development at the expense of the owners. Council may offer a remission in Council rates where a private service is provided.
8. Apartment style buildings of two or more storeys may be required to provide a private waste collection service for the development at the expense of the owners, where the only options are to use larger bin capacities to be provided and maintained by the Owner's Corporation or other responsible entity. Collection frequencies for bins in apartment style buildings, under private collection contract arrangements, may be required to be increased to ensure adequate servicing requirements are met.
9. Developments of two to five dwellings and developments with each unit having individual street frontage will be permitted to place their bins on the nature strip where adequate space on the kerbside frontage is available. Rear access laneways will need to have adequate access with no restrictions to vehicles entering and exiting the laneway or servicing the bins within the laneway.
10. Developments of six or more dwellings – unless those dwellings each have individual street frontage – may be required to have shared bin infrastructure and will also require on-site waste collection services within the confines of the development in accordance with Councils' Planning Scheme.

Bin Infrastructure

Townhouse / Villa Style Developments with Individual Street Frontage

In developments where individual dwellings each have their own street frontage provision shall be made for each dwelling to receive one 80L garbage bin and one 140L recycling bin. The waste bins and service will be provided by Council.

Townhouse / Villa Style Developments with Shared Street Frontage

For townhouse / villa style developments of five or less units with a shared street frontage provisions shall be made for each unit to receive one 80L garbage bin and one 140L recycling bin.

Where there are more than five units provisions shall be made for shared waste facilities utilising 240L or 660L mobile garbage bins for the purpose of collecting garbage and recyclables. The formula to estimate how many bins should be allowed for is provided on the next page.

Apartment Style Developments

Waste disposal options for apartment style buildings include

1. Shared waste facilities comprising of 240L or 660L mobile garbage and recycling bins (or front lift bins if serviced by a private contractor) stored in a communal storage area(s); or
2. a twin-chute system for waste and recyclables leading to central waste area of the building which empty into large garbage and recycling skips (serviced by a private contractor).

Mixed Use Style Developments

Refer to the above apartment style developments for waste disposal options for residential waste.

Individually rated commercial properties may be provided with one 80L Council garbage bin collected weekly. Where a mixed use development incorporates several commercial properties under an Owner Corporation arrangement a private collection arrangement will need to be entered into to service the waste requirements of these properties.

Traders can also elect to use private contractors for garbage and recycling collections. The WMP and Plan Drawings should indicate what provision is being made for garbage and recycling collections for each property.

Estimating the Number of Garbage Bins Required

Sorell Council's waste management services allow for individual households to generate 80L of garbage waste per week.

Estimated garbage waste generation for a MUD per week =

No. of units x 80L.

No. of **80L** bins required = No. of dwellings

No. of **240L** bins required = Estimated garbage waste generation / 240L.

OR

No. of **660L** bins required = Estimated garbage waste generation / 660L

Estimating the Number of Recycling Bins Required

Sorell Council's waste management services allow for individual households to generate 140L of recyclable waste per fortnight.

Estimated recyclable waste generation for a MUD per fortnight = No. of units x 140L.

No. of **140L** bins required = No. of units

OR

No. of **660L** bins required = Estimated recyclable waste generation per fortnight / 660L

Provisions must be made for all garbage and recycling bins to be stored on the site in accordance with the storage requirements set out under these guidelines.

Bin Storage

Townhouse / Villa Style Developments with Individual Street Frontage

Space should be provided for the storage of at least 2 bins (1 x 80L garbage, 1 x 140L recycling) per dwelling within the confines of individual dwellings.

Townhouse / Villa Style Developments with Shared Street Frontage

A communal storage area(s) for storage of bins will be required within the confinements of the development. In the case of a retirement village, or a facility for people with mobility limitations, proximity and access to the storage area should be considered carefully.

The storage area(s) should have the capacity to store the number of bins required as per the calculations on the previous page.

Apartment Style Developments

Option 1 – MGBs Stored in Communal Areas

Adequate storage space is to be provided for bins for garbage and recyclables. More than one communal area may be required where developments spread across a large area or comprise of different blocks within a single development. Communal areas may comprise of an external enclosure such as a bin bay, enclosures located at ground floor parking level, within the building understorey or rooms located within the main building or basement.

Option 2 – Twin Chute System for Garbage and Recycling

Garbage and recycling skip bins will be kept in a room in the ground level or basement of the building as required for the twin-chute system. If a chute system is in place resident access to the storage area must be restricted.

Mixed Use Style Developments

Separate storage areas should be provided for residential waste and commercial waste. Refer to apartment style developments above for storage requirements for residential waste.

It is often difficult to predict commercial waste services and infrastructure requirements during the development design stage where the ultimate commercial tenancy of the building is unknown.

Information regarding typical waste generation volumes for different business sectors is provided in Sustainability Victoria publication: Guide to Best Practice for Waste Management in Multi-unit Developments 2010 (www.sustainability.vic.gov.au).

Transportation of Waste Materials to Bin Storage Areas

For developments that share bins, Council will not supply smaller bins or other receptacles to individual dwellings for the purpose of transporting waste materials to the bin storage areas.

Collections

Collection Points (at Kerbside for Collection)

Inadequate kerbside frontage space is a key issue in providing kerbside garbage and recycling services to multi-unit developments. The placement of bins at the kerbside can have a significant impact, particularly in areas of high density.

Mobile garbage and recycling bins up to 240L can be collected at the kerbside by side lift collection vehicles. Bins must be positioned in a single line for collection and should be clear of road pavement. A 2.0 metre width is required (between the edge of the bin and the truck) to enable safe bin collection by trucks servicing the property.



Allowance should be made for bins to be located such that there is a minimum 600mm (60cm) between each bin to aid in efficient collection by waste collection trucks. This will allow for the placement of both garbage and recycling bins, while also providing sufficient spacing for the waste collection contractor to pick up and put down bins without interfering with adjacent bins. Drivers of waste collection vehicles will not leave a vehicle to arrange or move bins.

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Each set of one 80L garbage and one 140L recycling bins require a width of 1,800 mm (1.8 metres) at the collection point to enable efficient collection. A set of one 240L garbage and one 240L recycling bin requires a width of 1,800mm (1.8 metres) at the collection point to enable efficient collection.

Bin Type	Bin Width	Minimum distance required between bins	Minimum space for garbage and recycling bin
Garbage 80L	52cm	60cm	
Garbage/recycle 140L	53.5cm		
Garbage/recycle 240L	58.5cm		
TOTAL	Allow the following frontage distance for each unit.		1.8 metres

Bins should be placed along the straight section of courts, bowls and dead end streets for collection. Collection points, if possible, should **not** be located:

- near intersections;
- near roundabouts or slow points;
- along busy arterial roads;
- in narrow lanes;
- where bins may restrict pedestrian access;
- where parking will restrict access to bins;
- near possible obstructions such as overhanging buildings, overhead power lines, street signage, poles or trees; and
- where they may be a potential traffic hazard.

Under some circumstances Council may require bins to be placed outside of the confinements of the property border so as to avoid potential traffic hazards such as roundabouts, bowls or dead end streets and intersections.

If the above requirements cannot be achieved the developer should propose an alternative solution. This may include collection by private contractors or on-site collection.

On-site collection by Council (from within confinements of the development)

Council or its contractor will not enter private property to collect waste or recycling bins.

Rear loading vehicles may also be used by private contractors for the collection of garbage and recycling from multi-unit developments. Typically a smaller rear loading vehicle is more suited to developments where access is restricted. Details will need to be shown on the plans to verify the vehicle can access the site.

Waste Management Plan Guidelines

The following identifies the minimum information requirements to be included within the WMP, to be submitted to Council with the Plan Drawings (to scale 1:100 and/or 1:200) for approval.

Completing the WMP will assist developers identify how the waste from the development will be managed in accordance with the above guidelines and advise Council how you intend to provide and manage the developments garbage and recycling service requirements.

Where a requirement of the WMP is not considered to be applicable to a development, an explanation must be given to explain why it is not applicable.

1) Applicant Details

- i. Application number.
- ii. Contact details.

2) Project Details

- i. Address of the development.
- ii. Description of proposed development. Describe the use/mix of uses on the land.
- iii. Type of development (according to the description set out within these guidelines).

3) Waste Generation

- i. Number of dwellings, floors, etc.
- ii. Floor area and number of bedrooms per unit.
- iii. Estimated waste generation (garbage, recycling and garden waste – if applicable) per dwelling (cubic metres/week uncompacted).
- iv. Storage area per dwelling.
- v. Describe the equipment and system to be used for managing waste and recyclables within each dwelling (i.e. in kitchen or convenient location).
- vi. Where bins are provided to an individual dwelling, describe the system to be used for managing garbage and recyclables within the confinements of the property (for example back yard or a convenient location within the confinements of the property).

4) Waste within the Development

- i. Total estimated waste generation (garbage, recycling and garden waste – if applicable) for the whole development.
- ii. Describe the number and type of garbage and recycling bins that will be assigned to the development and highlight the location of each bin on Plan Drawings.

5) Communal Storage Area

- i. Describe the size and location(s) of waste storage area(s) for the development (highlight on Plan Drawings).
- ii. Describe the equipment and system to be used to manage the communal storage area.
- iii. Describe arrangements for access and path of access by users to waste storage areas (highlight on Plan Drawings).

6) Collection

- i. What is the preferred collection arrangements for this development i.e. Council or private contractor?
- ii. Describe arrangements for access and path of access to collection point by caretaker or residents (highlight on Plan Drawings).
- iii. Describe the location and size of the collection area (show on Plan Drawings) with number and type of bins to be collected.
- iv. Describe arrangements for access by collection contractors to collection point (highlight on Plan Drawings including vehicle turning paths if applicable). Include discussion on pavement strength, height allowances, turning circles and collection times. Information regarding the length, weights and turning circles of Council's collection vehicles can be obtained by contacting Sorell Council. Information regarding trucks used by private contractors should be obtained directly from those organisations.
- v. If private contractors will be used, describe the frequency of collection by garbage and recycling service providers.

7) Amenity

- i. Describe how noise associated with residents using the bins, collection contractors emptying the bins and if applicable, how wastes falling out of the chute or bins has been minimised.
- ii. Describe the ventilation of waste storage areas to prevent odour (highlight on Plan Drawings).
- iii. Describe the facilities for washing bins and waste storage areas (highlight on Plan Drawings).
- iv. Describe the features for preventing ingress of vermin into waste storage areas.
- v. Describe measures to ensure the appearance of the waste storage area is consistent with the rest of the development and safe for residents and contractors to use (highlight on the Plan Drawing with details of proposed bin enclosures landscaping, fencing, materials, finishes and colours).
- vi. Describe the measures to protect bins from theft and vandalism.

8) Management

- i. Describe the process for transfer of bins between the storage area and the collection point.
- ii. Who is responsible for the maintenance and cleaning of bins, storage areas, equipment and if applicable the collection point?
- iii. Describe arrangements for ensuring bins are labelled and the storage area is adequately signed so that residents have information of how to use the waste management system correctly.

- iv. Describe how you intend to ensure ongoing management of waste (for example lease conditions or agreement, caretaker, on-site manager or Part V agreement).

9) Miscellaneous

- i. Describe the equipment and system to be used for managing garden waste within the development, including space requirements, and who is responsible for collection (highlight on Plan Drawings)?
- ii. Describe the equipment and system to be used for managing hard waste within the development, including space and access requirements by users, who is responsible for maintenance of the storage area, transfer of hard waste to the collection point and collection of hard waste.
- iii. Has consideration been given to a communal composting facility on-site?

Further technical details and design assistance can be found in the Sustainability Victoria publication: *Guide to Best Practice for Waste Management in Multi-unit Developments 2010* (www.sustainability.vic.gov.au).

Disclaimer: Please note this guideline is for standard information required for lodgement. Additional information may be required by the assessing planning officer.