



# Guidelines for Preparing a Waste Management Plan

2019



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## Background

City of Port Phillip's [Waste Management Strategy, Don't Waste It!, 2018-28](#) outlines actions and targets for how Council and community will work together to sustainably manage waste and resource recovery efforts now and into the future.

The City's population is set to increase by 23% by 2027, with many new residents likely to be living in multi-unit developments (MUDs). Robust planning for waste and resource recovery in MUDs is therefore critical to help us meet our targets.

These guidelines have been designed to assist planning permit applicants to prepare compliant Waste Management Plans for residential and commercial MUD proposals in the City of Port Phillip (CoPP).

They consider the requirements of Clause 55.07-11 and Clause 58.06-3 of the Victorian Planning Policy Framework for waste and recycling facilities in apartment developments:

- To ensure dwellings are designed to encourage waste recycling.
- To ensure that waste and recycling facilities are accessible, adequate and attractive.
- To ensure that waste and recycling facilities are designed and managed to minimise impacts on residential amenity, health and the public realm.

The guidelines also facilitate alignment with the waste category of the [Built Environment Sustainability Scorecard](#), enabling the applicant to claim points for development and operation.

Waste Management Plans are required to be submitted with planning permit applications for MUDs, and are reviewed on a case-by-case basis.

Owners Corporations looking to upgrade their waste and resource recovery services and infrastructure are encouraged to use these guidelines to inform their decision making.

For assistance in preparing a Waste Management Plan, contact ASSIST on (03) 9209 6777.

## Preparing a Waste Management Plan

Waste Management Plans are required to accompany planning permit applications for:

- Applications for development in the Fishermans Bend Urban Renewal Area (FBURA).
- Residential developments of two or more dwellings on a lot up to four stories high.
- Multi-unit residential and mixed-use developments of five stories or more.

A Waste Management Plan must address all the following:

1. land use information
2. waste generation
3. bin size, quantity, and colour
4. waste systems
5. additional waste services
6. bin collection location
7. bin collection service provider
8. scaled waste management drawings
9. signage and education plan.

To assist in the preparation of a Waste Management Plan, a CoPP Waste Management Plan template is available online at: <http://www.portphillip.vic.gov.au/planning.htm>.

For mixed-use developments, or those within the FBURA, a suitable consultant should be engaged to complete the Waste Management Plan in compliance with these guidelines.

# What to include

## 1. Land use information

In this section of the Waste Management Plan, the following information about the proposed development must be provided:

- land use zoning
- number of floors
- number of residential apartment dwellings by number of bedrooms (studio, one, two, three or more).

And, if applicable:

- number of commercial / retail outlets
- type of commercial / retail outlets
- size of each commercial / retail outlet (Gross Floor Area m<sup>2</sup>).

## 2. Waste generation

In this section of the Waste Management Plan, the following information about the proposed development must be provided:

- estimated amount of waste generation (litres per week per tenancy)
- estimated amount of commingled recycling generation (litres per week per tenancy).

### Supporting information

City of Port Phillip's (CoPP) residential waste entitlement per individual dwelling is 120L per week of waste (240L shared bins in flats), and 120L per week of recycling (240L shared bins in flats).

The waste and recycling needs for apartments are typically lower. Table 1 provides estimates of waste and recycling needs for residential dwellings.

Table 1 Estimates of waste and recycling needs for residential dwellings.

<b>Residential dwelling size</b>	<b>Waste</b>	<b>Recycling</b>
Studio / one-bedroom apartment	80L per week	80L per week
Two-bedroom apartment	100L per week	100L per week
Three-bedroom apartment or greater / penthouse	120L per week	120L per week
Individual dwelling / townhouse	120L per week	120L per week

CoPP's waste entitlement for commercially rateable properties is 120L per week of waste, and up to 960 litres per week of recycling. Additional waste or recycling services must be provided by a private contractor.

Applicants should consider incorporating a food and green waste collection service by a private contractor for new developments. This should be nominated within the Waste Management Plan.

Table 2 provides estimates of waste and recycling needs for food retailers, and Table 3 provides estimates of waste and recycling needs for non-food retailers.

Table 2 Estimated waste and recycling needs for food retailers.

Type	Waste	Recycling
Café	300L/100m <sup>2</sup> floor area/day	200L/100m <sup>2</sup> floor area/day
Takeaway	150L/100m <sup>2</sup> floor area/day	150L/100m <sup>2</sup> floor area/day
Places of assembly (inc. food)	50L/100m <sup>2</sup> floor area/week	50L/100m <sup>2</sup> floor area/week
Restaurant	660L/100m <sup>2</sup> floor area/day	200L/100m <sup>2</sup> floor area/day
Supermarket	660L/100m <sup>2</sup> floor area/day	240L/100m <sup>2</sup> floor area/day

Table 3 Estimated waste and recycling needs for non-food retailers.

Type	Waste	Recycling
Education centre	1.5L/student/day	0.5L/student/day
Office	10L/100m <sup>2</sup> floor area/day	10L/100m <sup>2</sup> floor area/day
Places of assembly (non-food)	50L/100m <sup>2</sup> floor area/week	10L/100m <sup>2</sup> floor area/week
Retail (non-food)	50L/100m <sup>2</sup> floor area/week	50L/100m <sup>2</sup> floor area/week
Serviced apartments	35L apartment/week	35L apartment/week

For other commercial premises, refer to Sustainability Victoria's [Better Practice Guide for Waste Management and Recycling in Multi-Unit Developments](#).

### 3. Bin quantity, size and colour

In this section of the Waste Management Plan, the applicant will need to provide the following information about the proposed development:

- bins sizes
- number of bins required
- bin colours.

#### Supporting information

Standard bin sizes for CoPP are listed in Table 4, and standard bin colours are listed in Table 5.

Table 4 Standard bins sizes for City of Port Phillip.

Size	Height	Width	Length
120L	930mm	480mm	550mm
240L	1060mm	600mm	730mm
660L	1220mm	790mm	1300mm
1100L	1325mm	1070mm	1300mm

Table 5 Standard bins colours for City of Port Phillip.

<b>Bin</b>	<b>Colour</b>	<b>Size</b>
<b>Waste</b>	Dark green lid, dark green base	120L or 240L  660L or 1100L bins can be provided to MUDs with more than fifty apartments.
<b>Recycling</b>	Yellow lid, dark green base	120L or 240L

## 4. Waste systems

In this section of the Waste Management Plan, the following information about the proposed development must be provided:

- internal storage space within each dwelling to enable the separation of waste, recyclables and, where appropriate, food waste
- consideration of and inclusion of details of chutes and in-chute compaction equipment (see supporting information below)
- consideration and inclusion of details of carousels, compactors, balers, skips, bin lifters and tugs or towing devices, where required
- consideration and inclusion of details for on-site food waste recycling services
- consideration of whether a building manager or equivalent, will be required to assist in the management of waste and resource recovery
- consideration of sharing service contracts across multiple buildings for waste and recycling collections.

In developing this section of the Waste Management Plan, applicants must ensure that recycling services are as accessible as waste disposal services.

Innovative technologies and management of additional waste streams, such as food waste, is encouraged.

### Preferred outcomes

Residential chute systems must meet the following requirements:

- MUDs above five storeys must use two separate chutes, with openings on each floor, to enable disposal of both waste and recycling (figure 1).
- Diverter chutes are not permitted for any development with more than five levels.
- Bin chute doors on each floor are to be colour coded: red for waste and yellow for recycling.
- Termination of chutes into bins / skips are required to have skirting, or equivalent system, to reduce materials leaving the bin on impact.
- Where chute systems are installed, CoPP requires bins to have reinforced bases for bin longevity.

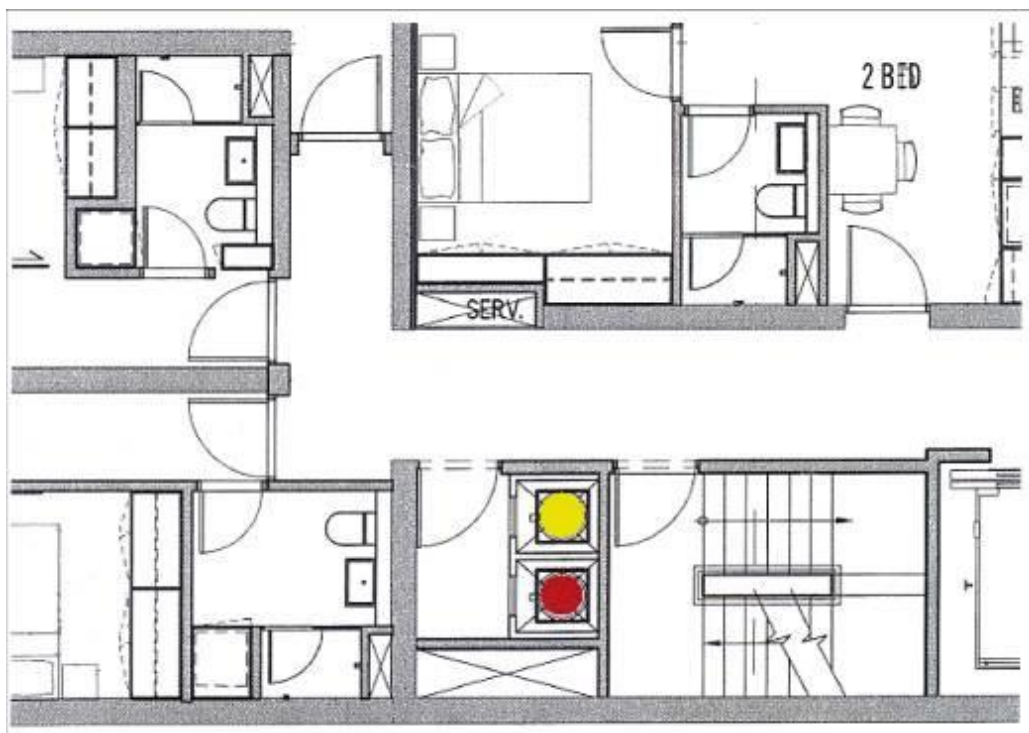


Figure 1 Example scaled waste management plan drawing of bin chute room with colour coded doors.

### Supporting information

- A compaction baler will reduce the amount of times a collection vehicle visits the site. If the applicant chooses to include provision for a compaction baler, ensure changes to collection vehicles and collection points are listed as these can impact compatibility, storage space, and lift space.
- On-site food waste processing systems assist in managing food waste from apartments and cafés / restaurants. These services can be arranged with a private contractor or by installation of an onsite food waste processing system. There are several technologies on the market such as anaerobic / aerobic digestion and dehydration, which can be considered. Further information on these systems can be provided by CoPP on request.
- Developments which produce a lot of glass waste can benefit by using a glass crusher. These machines can reduce the volume of glass by up to 75%, saving valuable space in developments. Most machines available are designed to minimise noise pollution. Small bins and specialised collection contractors are required.

## 5. Additional waste services

In this section of the Waste Management Plan the the following information about the proposed development must be provided:

- provision of an electronic waste (e-waste) recycling bin / skip
- provision of charity bins for goods to be donated.

### Supporting information

On 1 July 2019, the Victorian Government banned all e-waste from going to landfill. As such, CoPP require all new MUDs to allocate space for e-waste recycling storage and management of a recycling collection program. Collection can be arranged with a private contractor.

CoPP recommends all MUDs above five stories provide space for a charity bin / skip for donatable materials, such as clothing, shoes, and accessories. Charity bins are available in various sizes, with three 240L bins or one 660L skip adequate for most developments.

Most charities offer a free service, including bin supply and collection, and will generally collect clothing, used furniture and homewares in good condition. Council does not provide this service.

## 6. Bin collection

In this section of the Waste Management Plan the following information about the proposed development must be provided:

- details of the collection contractor/s
- bin collection frequency / schedule
- description of security and access arrangements to the service area.

### Preferred outcomes

It is CoPP's preference that CoPP is the waste and recycling collection service provider for the proposed MUD. Therefore, the applicant must contact CoPP's Waste Management Services team to discuss the viability of this option.

If, after this discussion, it is found that CoPP is unable to meet this requirement, the Waste Management Plan must nominate a private contractor/s.

The CoPP MUD waste and recycling collection services requires bins to be collected on-site from within a bin room or loading dock that is located at street level, within the property boundary, and which opens onto the street or laneway. The space required for this service must not block footpath / public space access.

Bins are to be ready for collection from the property before 6am on the collection day – it is an offence under CoPP's Local Laws for bins to be stored in public places – and returned within the property boundary by 1pm the day of collection.

The building manager or equivalent of a MUD is responsible for inducting contractors to site, and managing access requirements.

Bins that are stored in a basement car park are required to be placed on street level for collection. Mechanical assistance for transferring of bins to meet health and safety regulations is required.

Any additional waste or recycling services required, beyond what CoPP offer, need to be provided by a private contractors.

Please note that every rateable tenement is liable to pay municipal charges, irrespective of the level of collection service provided by CoPP.

## 7. Scaled waste management drawings

In this section of the Waste Management Plan the following information about the proposed development must be provided, including a set of scaled drawings that comply to all disability access requirements:

- a generic residential and commercial (if applicable) floor showing waste, recycling and food waste disposal points
- separate refuse rooms in MUDs where there are residential and commercial tenements
- bin room size/s (figure 2)
- chutes, carousels, compactor units, and / or bin lifters



- waste, recycling, and food waste bin numbers and sizes, colour coded per section 3 (figure 3)
- hard and green waste storage area (figure 3). Information about council's hard and green waste collection service can be found on our website at [http://www.portphillip.vic.gov.au/hard\\_green\\_waste\\_collection.htm](http://www.portphillip.vic.gov.au/hard_green_waste_collection.htm)
- e-waste skip / bin/s
- charity skip / bin/s (figure 3)
- evidence of a level floor space
- bin wash area
- pollution prevention, including on-site litter and odour management
- vermin prevention
- ventilation of bin storage area
- bin collection location – street or onsite
- bin room access points for individual and truck access
- movement diagrams of each material from disposal, storage, and collection points including any gradient / slope / lift
- sweep path diagrams illustrating sufficient access to collection points for all vehicles required to collect from the development (figure 4).

Provision of space for other waste and resource recovery services is highly recommended to accommodate future services. Note that the provision of other services will result in a decrease in the need for general waste bins.

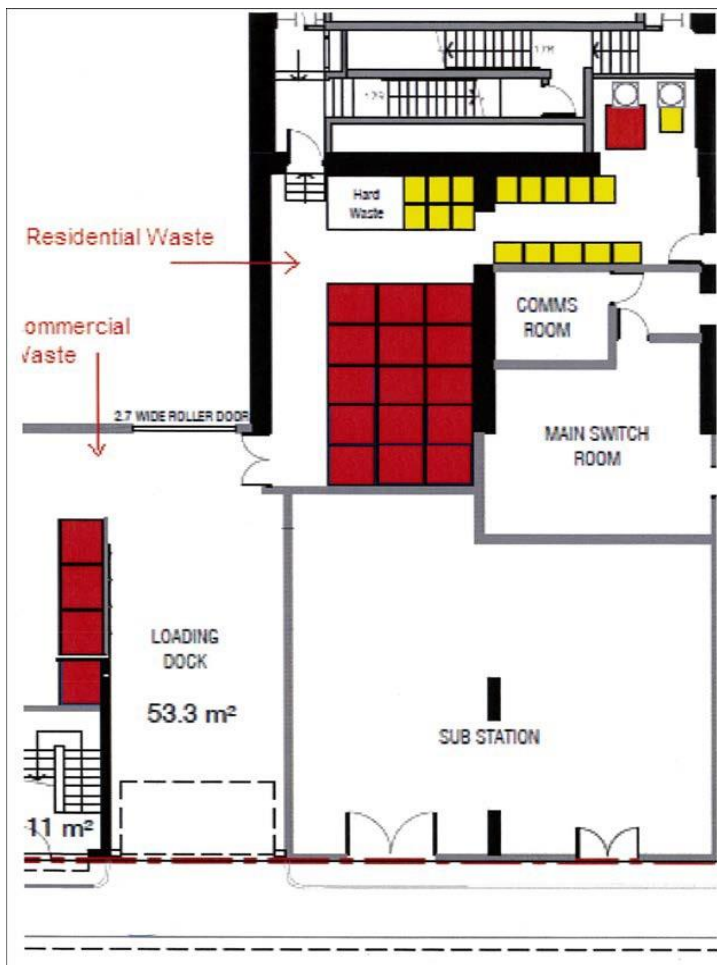


Figure 2 Example scaled waste management plan drawing of bin room showing separation of residential and commercial waste and recycling services.

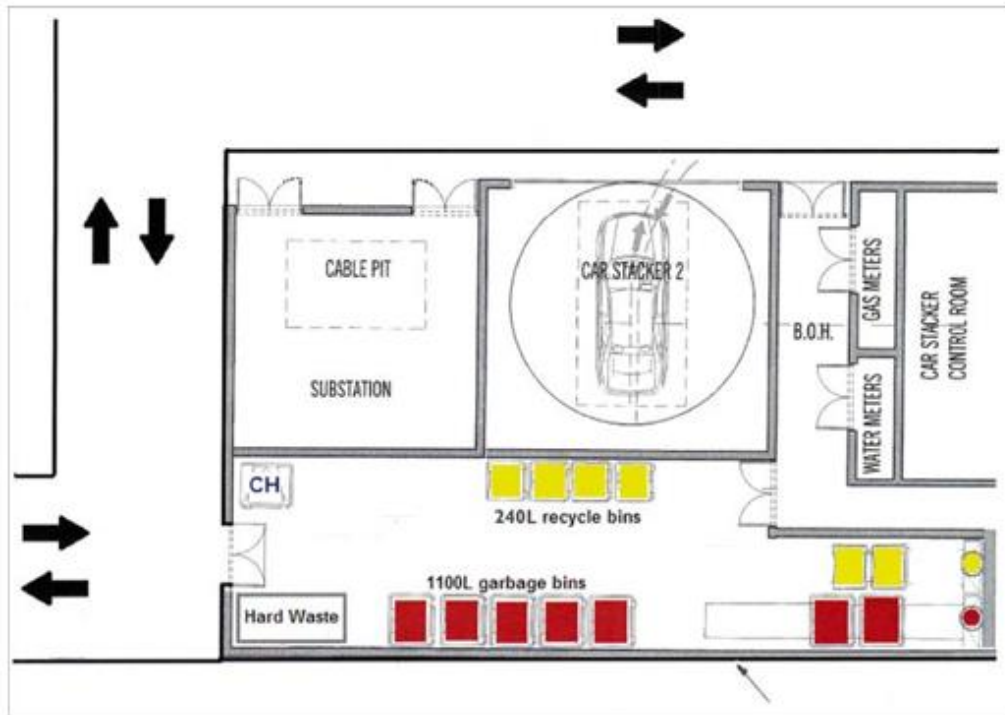


Figure 3 Example scaled waste management plan drawing of generic residential bin room.

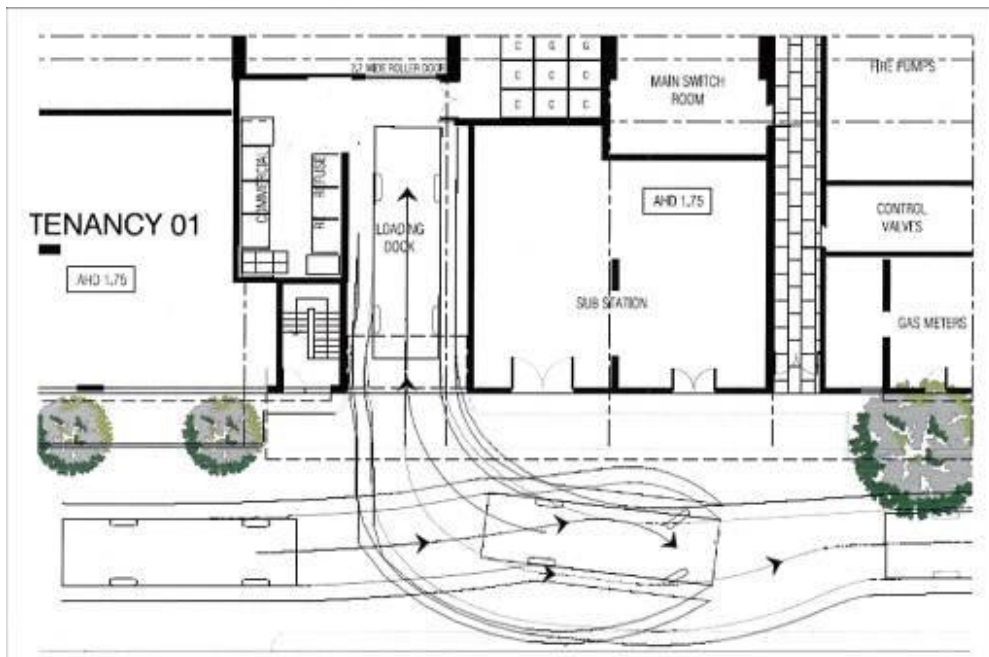


Figure 4 Example scaled waste management plan drawing showing sweep paths of waste trucks.

**Supporting information**

CoPP offers MUDs six hard and green waste collections each calendar year, and individual households up to four. Collections must be booked by calling ASSIST on (03) 9209 6777. All waste must be stored on-site / within the property boundary until the day of collection.

Sustainability Victoria’s [Better Practice Guide for Waste Management and Recycling in Multi-unit Developments](#) illustrates additional examples of bin room layouts, including colour coding, and

diagrams illustrating the sweep path of collection vehicles. These are required to demonstrate the manoeuvrability of waste collection vehicles within the traffic management plan.

Space requirements for CoPP's collection vehicles are set out in table 6.

Table 6 Space requirements for CoPP waste collection vehicles.

<b>Truck</b>	<b>Minimum height</b>	<b>Minimum width</b>	<b>Minimum length</b>	<b>Maximum weight loading</b>
HRV	3.8m	2.5m	10.4m	26t

Onsite loading dock collections must cater for the size of the collection vehicle, and allow for the sweep path of the vehicle for entry and exit. If private collection vehicles are proposed, the height and length of the vehicle must be specified within the Waste Management Plan and the traffic management plan.

Disability access must be considered in the development of the Waste Management Plan. This includes access to bin chutes, bin rooms, and all other waste and resource recovery services.

Further, bins presented to kerbside must not impede pedestrian access in any new development. A minimum of 1500mm is required for a wheelchair to be able to move on the path.

Nomination to store bins for collection on the kerbside will not be approved.

## 8. Signage and education plan

In this section of the Waste Management Plan, an education plan for the proposed development must be provided detailing how the following will be communicated to tenants:

- information about all available waste and resource recovery services
- information about how to access and use the waste and resource recovery services
- location of the bin room, waste and recycling chutes (if applicable), and how to use them
- information on CoPP's Waste and Resource Recovery Centre.

### Supporting information

Signage is required in bin rooms and on chutes to clearly denote each of the available services, and to encourage correct use of systems.

CoPP's Waste Management Services team has free signage, and waste and recycling services guides, available upon request, to meet this requirement.

## Further information

For further guidance on Waste Management Plans can be found in:

- Sustainability Victoria's [Better Practice Guide for Waste Management and Recycling in Multi-unit Developments](#).
- Department of Environment, Land, Water and Planning's [Better Apartments Design Standards](#) and [Apartment Design Guidelines for Victoria](#).
- [Plan Melbourne 2017-2050](#).
- Metropolitan Waste and Resource Recovery Group's [Multi-unit development toolkit](#).