



Guidelines for Preparing a Waste Management Plan 2021



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Background

The 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 target to divert 50% of food waste from landfill and 20% reduction in household waste by 2028, helping us keep our city beautiful and sustainable.

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

They consider the requirements of Clause 55.07-11, Clause 58.06-3 and draft clause 19.03-5L (proposed under Amendment C203port) of the [Port Phillip Planning Scheme](#) for waste and recycling facilities in developments:

- To ensure facilities in the dwellings are designed to encourage reuse and recycling.
- To ensure that waste storage facilities are accessible, adequate and attractive.
- To ensure that waste and recycling facilities, including collection and disposal facilities are designed and managed to minimise impacts on residential amenity, health and the public realm.
- To ensure that waste and recycling facilities are designed to cater for future uses/changes and or requirements.

The guidelines also assists in claiming points for development and operation in the waste recovery of the [Built Environment Sustainability Scorecard](#) and Green Star tools from local policy.

Detailed information regarding Victoria's four-service waste and recycling system can be found at www.vic.gov.au.

Waste Management Plans (**WMPs**) are required to be submitted for all new and updated residential MUDs and commercial developments.

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 WMP, contact ASSIST on 9209 6777 or submit your request online at portphillip.vic.gov.au.

Preparing a Waste Management Plan

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

- development in the Fishermans Bend Urban Renewal Area (**FBURA**).
- residential development of two or more dwellings on a lot up to four stories high. multi-unit residential and mixed-use development of five stories or more.
- any mixed-use development and
- as requested by Council.

Your Waste Management Plan (WMP) needs to address the following:

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

A summary of changes to the revision is required, if the WMP is not the first submission to Council.

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 is required:

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

And, if applicable:

- number of commercial / retail tenancies
- type of commercial / retail tenancies
- size of each commercial / retail tenancies (gross floor area in sqm).

2. Waste generation

In this section of the Waste Management Plan, estimated amount of waste and commingled recycling generation about the proposed development (litres per week/day per tenancy) is required.

Supporting information

CoPP's residential waste entitlement per single unit dwelling is 120L per week of general waste and 120L per week of recycling.

Residential multi-unit-developments receive an allocation of 240L general waste and recycling bins for shared use.

CoPP does not collect commercial waste. CoPP's waste entitlement for commercially rateable properties is 120L per week of waste, and up to (4 x 240L) 960 litres per week of recycling.

Additional generation of general waste or recycling beyond the entitlement or services must be provided by a private contractor at own expense.

Note: The general waste and recycling needs for apartments are typically lower than that of single-unit dwellings.

Table 1 provides estimates of general waste and recycling needs for residential dwellings.

Table 1 Estimated of weekly residential waste and recycling generation rates.

Residential dwelling size	General Waste	Recycling
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
Serviced apartment	35L per week	35L per week

Table 2, 3 and 4 provide estimates of general waste and recycling generation for food and non-food retailers.

Table 2 Estimated waste and recycling needs for food retailers.

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

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

Type	General Waste	Recycling
Office	10L/100m ² floor area/day	10L/100m ² floor area/day
Places of assembly (non-food)	50L/100m ² floor area/week	10L/100m ² floor area/week
Retail/Shop (non-food)	50L/100m ² floor area/week	50L/100m ² floor area/week
Hairdresser	60L/100m ² floor area/day	60L/100m ² floor area/day
Gym	10L/100m ² floor area/day	10L/100m ² floor area/day

Table 4 Estimated waste and recycling needs for other commercial developments.

Type	General Waste	Recycling
Backpackers/Student housing	40L/occupant/week	40L/occupant/week
Licensed club	50L/100m ² floor area/day	50L/100m ² floor area/day
Childcare Centre	350L/100m ² floor area/week	350L/100m ² floor area/week
Warehouse	70L/100m ² floor area/week	70L/100m ² floor area/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, following information about the proposed development is required:

- bins sizes
- number of bins required, and
- 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	Depth
120L	1000mm	500mm	600mm
240L	1100mm	600mm	800mm
660L	1260mm	1260mm	1200mm
1100L	1400mm	1400mm	1200mm

Table 5 Standard bins colours for City of Port Phillip.

Bin	Colour	Size
General Waste	Red lid and dark green body	120L or 240L 660L or 1100L bins can be provided to MUDs with more than 50 apartments.
Recycling	Yellow lid and dark green body	120L or 240L
FOGO (Food organic Garden organic)	Lime green lid and dark green base	120L or 240L
Glass	Purple lid and dark green base	120L or 240L

4. Bin storage room

In this section of the Waste Management Plan, following information about the bin storage room is required:

- bin room size (sqm) and layout
- bin room or multiple bin rooms for high-rise and mixed use developments as required
- each waste stream must be separated and clearly labelled, with accompanying educational signage
- separation and clear signage of residential and commercial waste storage
- internal storage space within each dwelling and tenancy to enable the separation of each waste stream as appropriate (general waste, recyclables, food waste and glass materials)
- Internal access to the bin store room must be provided so that residents/tenants do not have to exit the building to dispose of their waste
- a minimum 1.5m corridor and door width is required when using 660L and 1,100L bins
- wash-down area
- ventilation
- vermin prevention
- noise reduction, and
- prevention of storm water pollution.

5. Waste systems

In this section of the Waste Management Plan, details of entire waste system, including following waste system components about the proposed development must be provided:

- 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 processing or offsite processing 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 general waste and recycling collections
- disability access to all waste and resource recovery facilities and services, including access to bin chutes and bin rooms must be considered
- Management of additional waste streams where significant quantities are produced. Use of additional chute system and innovative technologies is encouraged, such as anaerobic digestion or dehydration for food waste, in-chute compaction equipment, transportable compactors, or glass crusher etc.

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 separate disposal of 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.

All waste and recycling systems are to comply with the Building Code of Australia and all relevant Australian Standards.

Supporting information

- Consideration of recycling stations on each floor or near the chute system for storage and collection of large cardboard, hard waste/e-waste, food/organic waste to encourage waste separation and to reduce contamination as well as to reduce possible blockage in chutes.
- Appropriate lighting and signage in the bin room and clearly marked chutes to assist residents with disposing of waste correctly.

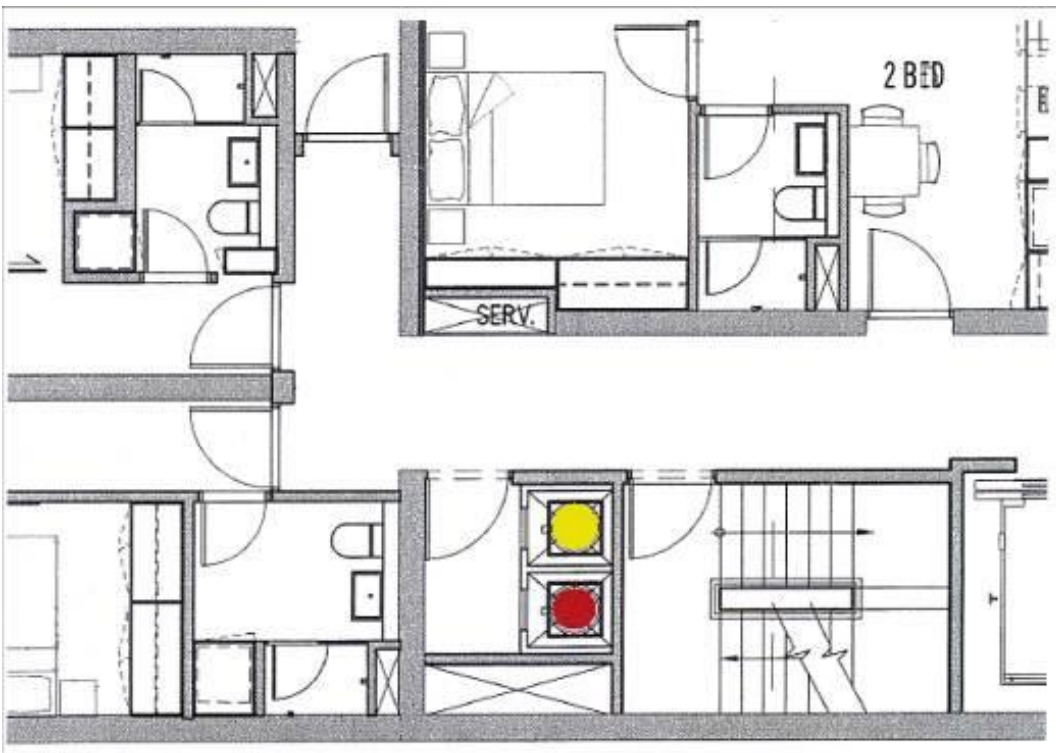


Figure 1 Example scaled waste management plan drawing of bin chute room with colour coded doors.

- A compaction baler will reduce the storage space required and 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](#).

- Separate space for cardboard/paper recycling will be helpful to address the need to dispose of high amount of boxes in MUDs due to apartment turnover and deliveries.
- 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.

6. Additional waste services

In this section of the Waste Management Plan, the following information about the proposed development is required:

- provision of an electronic waste (e-waste) recycling bin / skip
- provision of charity bins for goods to be donated
- provision of hard waste storage and resource recovery services, and
- provision of any other waste stream generated at the site to accommodate future services. Note that the provision of other services will result in a decrease in the need for general waste bins.

Supporting information

On 1 July 2019, the Victorian Government banned all e-waste from going to landfill. As such, CoPP require all new developments to allocate space for e-waste recycling storage, management and disposal facilities through private contractor. Prudent

CoPP offers six hard and green waste collections to residential MUDs each calendar year, and individual households up to four. Collections must be booked by calling ASSIST on (03) 9209 6777 or can be booked online at portphillip.vic.gov.au.

CoPP will not provide hard waste collection for commercial properties or tenements.

CoPP recommends all MUDs above five stories provide space for a charity bin / skip for donatable materials, such as clothing, shoes, accessories etc. 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. CoPP does not provide this service.

Access for residents to deposit their hard waste into the allocated storage must be accessible and safe.

7. Bin collection

In this section of the Waste Management Plan, the following information about the proposed development is required:

- details of the collection contractor/s (Council or private)
- bin collection frequency and schedule, and

- description of security and access arrangements to the service area

Preferred outcomes

It is CoPP's preference to be the general 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.

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 6:00 am on the collection day and returned within 24 hours from the collection. It is an offence under CoPP's Local Laws for bins to be stored in public places longer than this period.

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 private contractors.

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.

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

8. Waste management drawings

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

- a generic residential and commercial (if applicable) floorplan 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)
- 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

- 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, and
- swept path diagrams illustrating sufficient access to collection points for all vehicles required to collect from the development (figure 4).

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

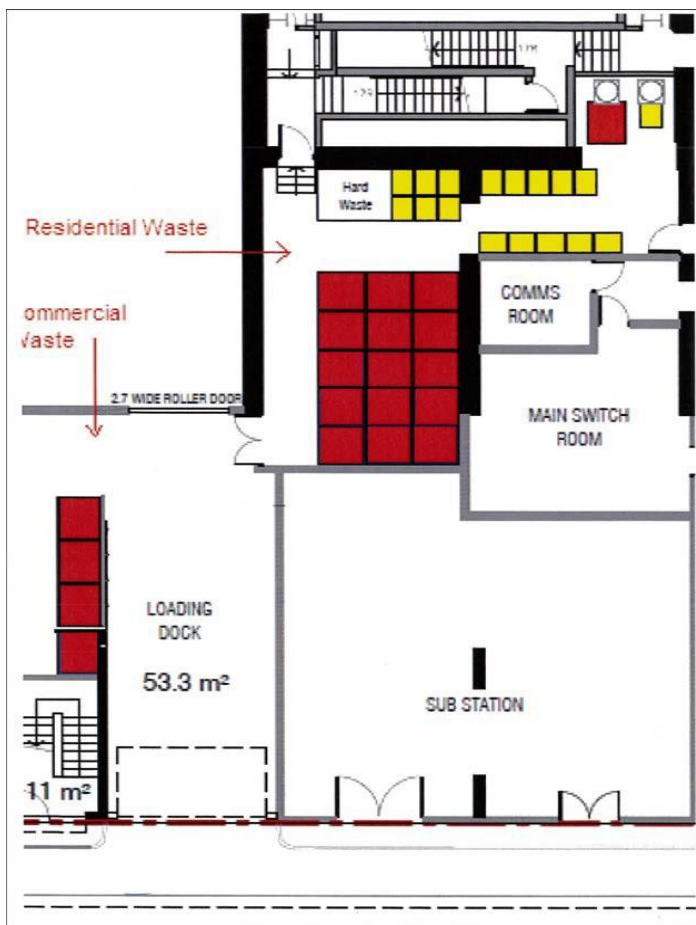


Figure 3 Example scaled waste management plan drawing of generic residential bin room.

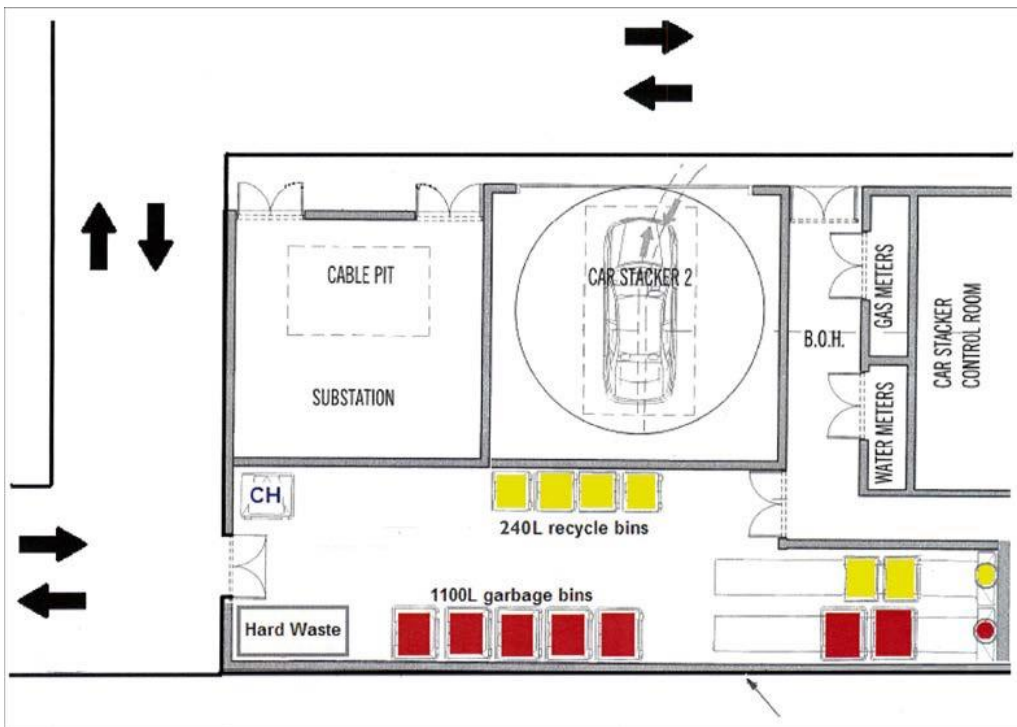
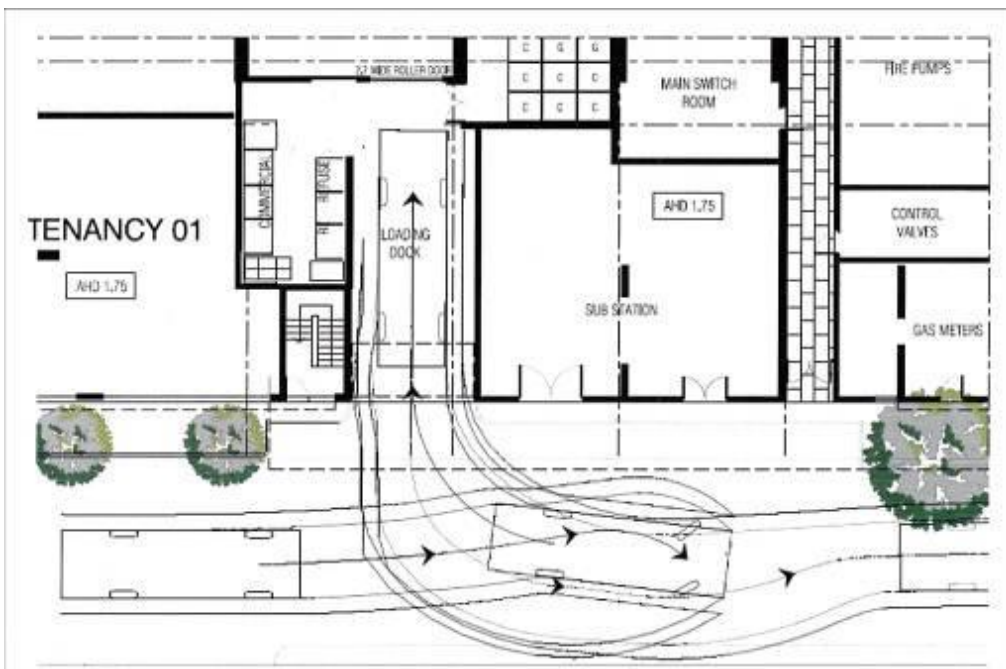


Figure 4 Example scaled waste management plan drawing showing sweep paths of waste trucks.



Supporting information

Bin presentation location (on-street or on-site) with bin alignment must be shown for each individual bin showing size and material type.

All waste must be stored on-site / within the property boundary until the day of collection. Space requirements for CoPP’s collection vehicles are set out in Table 6.

Table 6 Space requirements for CoPP waste collection vehicles.

Truck	Minimum height	Minimum width	Minimum length	Maximum weight loading
HRV	4.0m	3.5m	10.4m	26t

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 a traffic management plan.

Onsite loading dock collections must cater for the size of the collection vehicle, and allow for the swept path of the vehicle for entry and exit with suitable clearance and corrective manoeuvres.

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. Minimum headroom must comply with Planning Scheme requirements.

Further, bins presented to kerbside must not impede pedestrian access in any new development. A minimum of 1.50m is required for a wheelchair to be able to move on the path.

Nomination from any new or upgraded development for kerside collection will not be approved.

9. Signage and education plan

In this section of the Waste Management Plan, an education plan for the proposed development detailing how the following information will be communicated to future residents/tenants is required:

- all available waste and resource recovery services
- 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.

Signs on the bins, bin rooms and the drop-off points will be required to encourage correct recycling and minimise contamination.

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 provides range of free signage and recycling guides on request, or can be downloaded through our website at www.portphillip.vic.gov.au.

Information on CoPP's Waste and Resource Recovery Centre can be found at www.portphillip.vic.gov.au.

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](#).