

POLICY NAME: Waste Management for Multi-Unit Developments

POLICY REF: W04

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POLICY HISTORY: N/A



1.0	OBJECTIVE	1
2.0	BACKGROUND	1
3.0	DEFINITIONS	2
4.0	SCOPE OF POLICY	3
5.0	RELATED DOCUMENTATION	3
6.0	POLICY	3
	6.1 Council Service Provision	3
	6.2 Strata Title Developments	4
	6.3 Clinical Hazardous or Specialised Waste Within Multi-Unit Developments	4
	6.4 Waste Service Type.....	5
	6.5 Development Applications	6
	6.5.1 Complying Development.....	8
	6.5.2 Exempt Development	8
7.0	DEPARTURES FROM THE CONTROLS OF THIS POLICY	9
8.0	WASTE STORAGE AREAS	9
	8.1 Waste Storage Area Location Requirements	9
	8.2 Waste Storage Area Design Requirements	10
9.0	WASTE COLLECTION POINTS	11
10.0	WASTE EDUCATION	12
11.0	VEHICLE ACCESS/TURNING CIRCLES	12
12.0	CLEARANCE FOR VEHICLES	12
13.0	ADDITIONAL CONSIDERATIONS	13
14.0	PRIVATE CONTRACTOR (PART C)	14
15.0	WASTE CHUTES	14
16.0	WASTE STORAGE ROOMS	15
17.0	ONGOING WASTE MANAGEMENT	15
18.0	REVIEW	15
19.0	APPENDIXES	16
	Appendix A - Site Waste Minimisation and Management Plan Templates.....	16
	Appendix B - Turning circles.....	19
	Appendix C - Bin Types and Vehicle dimensions	21
	Appendix D - Waste/Recycling/Organics Generation Rates.....	23

1.0 OBJECTIVE

This policy is designed to assist in addressing the management of solid waste from multi-unit developments (MUD). Waste management arrangements for multi-unit developments within Ballina Shire incorporate the following kerbside collections:

- waste services to manage domestic, commercial and industrial waste
- co-mingled recycling services to manage recyclables
- organic services to manage garden and food organics.

This policy applies to all new and changes to existing multi-unit developments within Ballina Shire including strata and non-strata developments.

The objectives of this policy are to:

- outline the requirements for solid waste management for new and changes to multi-unit dwellings, commercial, industrial and mixed use developments
- ensure waste is disposed of in accordance with relevant legislation and Council's collection and disposal service
- ensure waste management practices are based on minimising waste and maximising reuse and recycling of materials
- ensure the storage and service of solid waste is undertaken in a manner that minimises risks to public health and adverse environmental impacts associated with waste management
- outline requirements to ensure adequate provisions in regard to space, storage, amenity, servicing and management of waste facilities
- provide guidance on waste generation rates
- avoid illegal dumping and
- improve development outcomes through consistent solid waste management assessment with an expectation of fewer post development issues.

All waste must be managed and disposed of in accordance with the:

- Protection of the Environment Operations Act 1997
- Protection of the Environment Operations (Waste) Regulation 2014
- Waste Avoidance and Recovery Act 2001
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Ballina Shire Council Development Control Plan

Storage and disposal of liquid waste, such as oils and chemicals, are not covered by this policy.

2.0 BACKGROUND

The management of waste from MUD can be challenging, these challenges can relate to waste storage, volumes, separation, access and collection.

This can be particularly problematic in MUD where suitable space may be at a premium.

These challenges identified the need to develop a policy that outlines waste management requirements, while still allowing flexibility in the provision of waste arrangements, to ensure adequate collection and properly constructed storage areas.

The development of a policy also supports the waste management provisions included in the Ballina Shire Development Control Plan. This then provides Council employees, developers and consultants with clear information in relation to servicing and designing waste management facilities for MUD.

3.0 DEFINITIONS

Mixed-use developments	Mixed use developments typically incorporate residential dwellings and commercial establishments within the same development.
Commercial developments	Incorporate commercial establishments within the same development.
Industrial developments	Incorporate industrial establishments within the same development.
Bulk Bin	Bulk bins referred to in this policy are bins with a capacity of 1m ³ or greater.
MGB	Mobile Garbage Bin – a bin with wheels that can be moved around.
MUD	Multi-Unit Development includes: <p>multi dwelling housing means three or more dwellings (whether attached or detached) on one lot of land, each with access at ground level, but does not include a residential flat building.</p> <p>residential flat building means a building containing 3 or more dwellings, but does not include an attached dwelling or multi dwelling housing.</p> <p>shop top housing means one or more dwellings located above ground floor retail premises or business premises</p> <p>attached dwelling means a building containing 3 or more dwellings, where:</p> <ul style="list-style-type: none"> (a) each dwelling is attached to another dwelling by a common wall, and (b) each of the dwellings is on its own lot of land, and (c) none of the dwellings is located above any part of another dwelling.
SWMMP	Site Waste Minimisation and Management Plan
Public Land	Land under the control of Council including but not limited to a public road, reserve or carpark.

4.0 SCOPE OF POLICY

This policy applies to:

- Council employees
- Community
- Consultants/Contractors/Developers

5.0 RELATED DOCUMENTATION

Related documents, policies and legislation:

- Waste Avoidance and Resource Recovery Act 2001
- Local Government Act 1993
- Protection of the Environment Operations Act 1997
- Protection of the Environment Operations (Waste) Regulation 2014
- Waste Avoidance and Resource Recovery Act 2001
- Environmental Planning and Assessment Act 1979
- Ballina Shire Development Control Plan
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Ballina Local Environmental Plan 2012
- State Environmental Planning Policy (Exempt and Complying Development Codes) 2008
- Building Code of Australia
- Australian/New Zealand Standard 3816:1998 Management of clinical and related waste
- Australian Standard 2890.2-2002 Parking facilities Part 2: Off-street commercial vehicle facilities
- NSW Better Practice Guide for Waste Management in Multi-Unit Dwellings (Department of Environment & Climate Change NSW, 2008)
- Better Practice Waste Management Guide for Residential Developments – Preliminary Draft (NSW EPA, 2018)

6.0 POLICY

6.1 Council Service Provision

Local government has numerous roles and obligations including the provision of domestic waste management services. The Local Government Act 1993 allows councils to levy an annual charge for providing domestic waste management services on all parcels of rateable land for which the service can be provided, whether or not the service is used.

Upon request Council can also provide a MGB kerbside collection service to commercial and industrial developments for mixed waste, co-mingled recyclables and organic material. Council does not currently offer bulk bins (skip bins) or a bulk bin collection service.

Responsibility for the transfer of bins to and from the kerb and maintaining the bin storage area rests with the Strata Management/Body Corporate/Property Owner/Occupier, not Council.

6.2 Strata Title Developments

Each property title (including strata title) is eligible for Council's standard collection service either individually or on a shared basis. Organic bins are available on request with the number depending on the amount of organic waste generated on the premises. Sharing MGB may be considered dependent upon the storage volumes required and space available at kerbside for the number of bins required.

The strata plan and body corporate by-laws must include waste management details and responsibilities.

6.3 Clinical Hazardous or Specialised Waste Within Multi-Unit Developments

Developments that generate clinical, hazardous or specialised waste, must manage waste in accordance with the *Protection of the Environment Operations Act 1997*, *Protection of the Environment Operations (Waste) Regulation 2014*, *Waste Avoidance and Recovery Act 2001*, *Ballina Shire Council Development Control Plan*, *Australian/New Zealand Standard 3816:1998 Management of Clinical and Related Waste* along with other relevant legislation, guidelines and standards.

The storage and disposal of such waste is to be considered at the design stage to ensure the development will comply with these provisions.

6.4 Waste Service Type

Table 1.0 The type of waste service that may be provided to new or modified developments is classified into three types:

Type of Waste & Recycling Service	Key Service Considerations	Typical Examples
<p>A. Standard Council Service The three bin system is Ballina Shire Council's standard waste service. This service provides the following bins:</p> <ul style="list-style-type: none"> • Mixed waste in 1 x 240L MGB collected once fortnightly (alternating with recycling) • Recycling in 1 x 240L MGB collected once fortnightly (alternating with mixed waste) 360L MGBs are available on request • Organics in 1 x 240L MGB collected once weekly <p>All MGB collected from a public road.</p>	<ul style="list-style-type: none"> • Space on the property to store MGB • Street access available for council waste collection vehicles • Collection is from a public road • Suitable space available for number of bins required for collection from a public road • Suitable access for waste collection vehicles 	<ul style="list-style-type: none"> • Attached dwelling
<p>B. "Alternative" Service Alternative waste service for multi-unit developments could include:</p> <ul style="list-style-type: none"> • Waste in 240L MGBs (or recycling in 360L MGB) • The use of bulk bins for mixed waste or recyclables provided and collected by a private contractor • Sharing of bins where the development is strata titled is at the discretion of Council and the Body Corporate/Strata Management. In this circumstance, the domestic waste collection charge would still apply to each rateable property. 	<ul style="list-style-type: none"> • May use larger 360L recycling MGBs • May include shared bins • May include bulk bins • Space on the property to store MGBs • Suitable access available for waste collection vehicles • Bulk bins collected by a private contractor • Suitable space available for required type and number of bins required for collection from a public road or private property • When bulk bins are used, the lids must be able to be raised by an able bodied person. Lids must close so as to be vermin proof and be designed to ensure closure after use. 	<ul style="list-style-type: none"> • Higher density developments (where sufficient space is available) • Developments with insufficient road frontage/minimal gardens

<p>C. Private Contractor Developments where Council’s service is not available or may not be the most effective or efficient option.</p> <ul style="list-style-type: none"> • Use of bulk bins for all waste generated. • Bulk bins used to store separated waste prior to disposal or reuse eg scrap metal <p>Note: These developments will be offered a Council mixed waste, recycling and organics service where ever reasonable and practical. Where Council service cannot be provided, occupiers/owners will be required to make private arrangements.</p>	<ul style="list-style-type: none"> • Any other development where Council’s service cannot be provided or when it is not practical • Specialised waste streams including clinical and hazardous waste • Collection point inside a property boundary, private land or road. • May use a waste chute • Where suitable storage areas or collection points are limited. 	<ul style="list-style-type: none"> • Larger developments, multi-unit and multi-storey buildings • Medical and Aged Care Facilities
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In all instances the proposed waste management facilities must be adequate for the volume of waste generated by the development including when sharing of bins is proposed. The waste/recycling/organics generation rates included in Appendix D can be used as a guide for determining waste volumes. When calculating these rates Council’s fortnightly collection service of mixed waste and recyclables must be taken into consideration. Council’s waste services do not include the collection of waste bins from private property including a private road unless specifically resolved by the elected Council. Council’s waste service will only collect bins from the kerb of a public road.

Sufficient space within dwellings and other developments must be provided in the kitchen or other convenient location for interim storage of mixed waste, recycling and organics where applicable. This space should allow for the separate storage of mixed waste, recyclables and organics to promote waste segregation.

6.5 Development Applications

Waste management must be considered at the design stage of a MUD. Best practice waste management must be incorporated into the development’s waste management system. This is to ensure:

- adequate provisions in regard to space, storage, amenity, servicing and management of waste management facilities
- appropriate waste facilities are provided to meet the needs of those occupying the development
- facilities for mixed waste, recyclables and (organics where relevant) are provided

- there is sufficient space within the property for a private contractor or at the kerb to allow a waste collection vehicle to service the waste bins and safely manoeuvre
- the waste storage area is designed to enable it to be adequately cleaned and secure where appropriate
- the waste storage and service facilities minimise the risk to public health, the environment and Council's sewer system.

The incorporation of best practice waste management also helps to increase resource recovery and overall environmental and social outcomes.

Council requires all development applications under the *Environmental Planning and Assessment Act 1979* to address solid waste management in accordance with the relevant legislation and standards including requirements of the *Ballina Shire Development Control Plan*.

The level of information is addressed in *Part 3.7 Chapter 2 – General and Environmental Considerations*. The information must explain and justify the waste/recycling/organic waste system design and how it will cater for the development.

This information must also meet all waste management requirements included in other Chapters of the Development Control Plan where relevant, such as *Part 3.1.3 Element J Waste Storage Facilities Chapter 6*.

Site Waste Minimisation and Management Plans (SWMMP) are required for MUD that generate and dispose of waste. The purpose of a SWMMP is to outline the proposed waste management provisions included within the development to ensure adequate management of waste during the construction/demolition and operational phase of the development.

The waste management practices must be based on minimising waste and maximising reuse and recycling of materials. Templates are available in Appendix A, of this Policy and *Appendix A of Chapter 2 – General and Environmental Considerations of Councils Development Control Plan*.

Plans and specifications which clearly illustrate all waste management facilities including storage areas and collection points are required at the development application stage. The waste management system must be functional and fulfil its intended use. This information must also demonstrate the provision of sufficient space within dwellings and other developments for mixed waste, recycling and organics where applicable. This space should allow for the separate storage of mixed waste, recyclables and organics to promote waste segregation.

Waste generation rates for commercial and industrial uses may be unknown at the development application stage. These rates can vary significantly with business type as can frequency of waste collections. Designers should therefore be conservative in terms of estimating the amount of space to allocate to the bin storage and collection point/s. Flexibility should also be provided to support either expanding or reducing this space, once needs are better understood.

6.5.1 Complying Development

The *State Environmental Planning Policy (Exempt and Complying Development Codes)* include complying development provisions for certain waste storage areas.

Under the provisions of the *State Environmental Planning Policy (Exempt and Complying Development Codes)* garbage bin enclosures (waste storage areas) can be constructed as ancillary development to commercial and industrial developments.

In *Part 5 Commercial and Industrial Alterations Code* these are limited to:

- (i) not have a floor area more than 5m², and
- (ii) not be higher than 3m if roofed or 1.5m above ground level (existing) if not roofed.

Part 5A Commercial and Industrial (New Buildings and Additions) Code requires waste storage areas for recyclable and non-recyclable waste materials to be provided as part of these developments for new buildings and additions.

These provisions require waste storage areas for recyclable and non-recyclable waste, and receptacles for those materials to:

- (a) be provided as part of the development, and
- (b) be located entirely within the lot on which the development is being carried out and not on a road or road reserve, and
- (c) comply with the following appendices in the document entitled *Better Practice Guidelines for Waste Management and Recycling in Commercial and Industrial Facilities (ISBN 978-1-74293-944-5)*, published by the NSW Environment Protection Authority in December 2012:
 - (i) Appendices A and B, for the size and location of garbage and storage areas and the size of waste receptacles,
 - (ii) Appendices C and D, for the design of openings of waste storage areas and loading bay turning circles for waste removal vehicles,
 - (iii) Appendix E, for standard signs for waste storage areas,
 - (iv) Appendix F for the design and operational capacity of waste storage areas.

Although provisions of the *Ballina Development Control Plan* and this policy are not mandatory for complying development, Certifiers are encouraged to consider these provisions when issuing a complying development certificate.

6.5.2 Exempt Development

Subdivision 21A of the *State Environmental Planning Policy (Exempt and Complying Development Codes)* permits garbage bin storage enclosures to be constructed without approval subject to them meeting the following provisions:

2.42A Specified development

The construction or installation of a garbage bin storage enclosure is development specified for this code if it is not carried out on land in a foreshore area.

2.42B Development standards

- (1) *The standards specified for that development are that the development must:*
- (a) *be for a dwelling house only, and*
 - (b) *be located at least 1m behind the building line of any road frontage, and*
 - (c) *be located at least 450mm from each side and rear boundary, and*
 - (d) *if it is constructed of metal components—be of low reflective, factory pre-coloured materials, and*
 - (e) *if it is located on bush fire prone land and is less than 5m from a dwelling—be constructed of non-combustible material, and*
 - (f) *if it is constructed or installed on or in a heritage item or a draft heritage item or in a heritage conservation area or a draft heritage conservation area—be located in the rear yard, and*
 - (g) *be located at least 1m from any registered easement.*
- (2) *There must not be more than 1 development per lot.*

Preparation of a SWMMP is not required for exempt development as defined by the *State Environmental Planning Policy (Exempt and Complying Development Codes)* however management of any related waste in accordance with the objectives of this Policy is encouraged.

7.0 DEPARTURES FROM THE CONTROLS OF THIS POLICY

Council may approve variations to the provisions of this policy in accordance with the principles of merit-based assessment.

Any request for variation to the provisions must be in writing and comprise part of the development application.

The request shall clearly demonstrate that the aims and objectives are met and compliance with the relevant provisions is unreasonable or unnecessary in the circumstances of the case.

8.0 WASTE STORAGE AREAS

All waste storage areas including those located within each area of tenancy must comply with the waste storage area, location, design and collection point requirements outlined below. Communal waste storage areas are required where MGB or bulk bins provided are shared.

8.1 Waste Storage Area Location Requirements

Waste storage areas must be located:

1. within the allotment or designated parts of the common property, not on public land
2. to allow sufficient space for storing all waste including mixed, recycling and organics
3. where they are easily accessible by tenants
4. to ensure access routes from the waste storage area to the collection point are free of obstructions to allow for bins to be easily moved to and from the collection point
5. to allow tenants unimpeded access to bins for disposal of waste

6. to minimise the distance between the storage area to the collection point. If collection of bins is from the kerb of a public road it should be as close to the kerb as possible while still meeting all other requirements
7. to ensure they can be adequately serviced by waste collection vehicles if collected from the storage area
8. so they do not immediately adjoin habitable rooms or outdoor seating/recreation areas of neighbouring properties
9. to minimise the potential for odour, noise, and visual amenity impacts on occupying tenants, inhabitants of neighbouring properties or the public; and
10. to ensure waste including polluted wastewater runoff does not enter a watercourse or the stormwater system.

Bins must not be stored in or on car parking bays, loading bays, footpaths and pedestrian access areas. Bins must not be located within a building structure, unless it is in a purpose built storage area, which is air locked, insect and vermin proofed and used solely for the storage of waste.

Where the distance bins need to be transported is excessive or there are a large number of bins to transport around the site, specialised bin moving equipment should be used such as bin transporters or lifters.

8.2 Waste Storage Area Design Requirements

1. Designers and developers are to apply the three MGB system design (mixed, recyclable and organics for the management of domestic waste, commercial and industrial wastes where practicable).
2. Waste storage areas must be designed to ensure the bins remain stationary when not being serviced.
3. Waste storage areas must be sufficient in size to accommodate the required volume and number of bins and allow for easy manoeuvring and transfer of bins to the collection point. Flexibility should be built in to the design to allow for future changes in waste generation rates and methods of collection.
4. Be appropriately designed to adequately manage polluted wastewater runoff so it does not enter a watercourse or the stormwater system.
5. Provided with adequate lighting to allow tenants to dispose of waste safely and in the appropriate bin.
6. Must be provided with water and drainage facilities for cleaning and maintenance, where necessary.
7. Common storage points must be constructed on a hardstand area with a solid concrete base.
8. Must be designed to minimise the potential for noise and odour issues.
9. In so far as is practicable, vermin must be prevented from entering waste areas and bins.
10. Waste storage areas must be screened from public view including passing vehicle and pedestrian traffic external to the site, or inhabitants of neighbouring properties.
11. Where commercial or industrial developments involve the storage and handling of putrescible or food waste, the waste storage area must be appropriately roofed and connected to the sewer.

12. Developments with four or more storeys must provide a dedicated room or caged area incorporating sufficient space for tenants to temporarily store unwanted bulky items, while awaiting disposal. This is an important consideration to prevent tenants illegally dumping this material or storing them in inappropriate locations. It is important that the bulky waste storage area is readily accessible to all tenants.
13. Where required adequately roofed and drained to Council's sewer system.
14. In mixed use developments waste storage areas for residential, commercial and industrial premises must be kept separate. Tenants should be prevented from using each other's waste facilities. Common issues that can arise if such tenants share waste facilities are overloaded bins, waste contamination, unhygienic conditions and disputes over payment for waste services. The simplest way to keep residential, commercial and industrial waste, recycling and organics separate is to build two separate and lockable bin storage areas.

9.0 WASTE COLLECTION POINTS

1. If the nominated waste collection point is at the kerb of a public road it must only incorporate the development frontage and not that of an adjoining or nearby property not associated with the development.
2. The collection point must provide sufficient space for the required number and type of bins ensuring there is sufficient space in between each bin for collection operations. Where there is more than one waste storage area, it may be appropriate to have more than one waste collection point. Issues are created if the number of bins placed out for collection is too great for the width of the development kerbside frontage. These issues include amenity issues for tenants, accessibility issues for pedestrians and can create a traffic hazard.
3. The collection point should enable collection operations to be carried out without the need for collection operators to get out of the collection vehicle and manually move bins to an appropriate position.
4. The collection point must allow sufficient space for the collection vehicle to drive to the collection point, empty the bins and safely leave the collection point. As most waste collection vehicles are heavy rigid vehicles, all vehicle assess, turning circles, clearances and other design elements must be sufficient for a heavy rigid vehicle. Justification must be made and approved by Council if collection and design via a medium rigid vehicle is proposed.
5. Must be located on a level surface, away from gradients and vehicle ramps.
6. Collection points will not be permitted in the following locations unless otherwise approved by Council:
 - 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, including trees, signs, poles, street furniture, overhanging buildings and overhead power lines
 - where they pose a traffic hazard.

7. Where the waste collection point is on the development site it must be located:

- so that collection vehicles minimise interference with the use of access driveways, loading bays or parking bays during collection
- close to waste storage areas to permit easy transfer of bins to the collection point, if relocation of bins is required
- to provide collection vehicles safe access to the collection point and adequate clearance and manoeuvring space
- to ensure collection vehicle movement is in a forward direction with no need to reverse. A separate entrance and exit or turning bay must be provided to allow the collection vehicle to travel in a forward direction at all times
- so oncoming traffic can be easily seen as the collection vehicle leaves the property.

10.0 WASTE EDUCATION

To encourage waste separation and minimisation it is important to provide tenants with clear instructions on how to recycle and appropriately use the bins provided.

All bins must be clearly labelled to identify what material can be placed in each bin type.

Council's Open Spaces and Resource Recovery Group can provide advice on appropriate labels/stickers and availability.

11.0 VEHICLE ACCESS/TURNING CIRCLES

Appropriate heavy vehicle standards must be incorporated into the development design including acts, regulations, guidelines and codes administered by Austroads, Standards Australia, the NSW Roads and Maritime Services, and local traffic requirements.

A separate entrance and exit or turning bay must be provided to allow the collection vehicle to travel in a forward direction at all times.

Designers are encouraged to consult Council prior to the design of roads and access to determine specific requirements for the proposed development. Designers are also encouraged to consider the following:

- Road gradients
- Road widths
- Road strength
- Geometric design
- Turning or manoeuvring circles
- Clearance heights
- Vehicle dimensions

12.0 CLEARANCE FOR VEHICLES

In addition to vehicle access, suitable clearances must be provided to ensure safe access and operation of vehicles during servicing. The following issues should be considered:

- Additional height, width and length clearance when travelling
- Additional height, width, and length during servicing
- Clearance for movement of loading arm
- Consideration of roadway gradients
- Location of services/signage located below roof/ceilings within buildings.

The *NSW Better Practice Guide for Waste Management in Multi-Unit Dwellings (DEC, 2008)* provides advice regarding design and assessment of the above issues.

13.0 ADDITIONAL CONSIDERATIONS

When reviewing the design for multi-unit developments, the following matters must also be addressed:

1. The submitted SWMMP must describe how the waste management system will be managed and who is responsible for such management. This must include ongoing waste management once the development is complete. This includes identifying who will clean bins and communal storage areas and move bins to and from the collection point.
2. Mixed use developments must incorporate separate waste management systems for the residential component and the non-residential component. In particular, the development must incorporate separate mixed waste/recycling/organics storage rooms/areas for the residential and non-residential components. Commercial/industrial tenants must be prevented (via signage and other means), from using the residential storage rooms/areas and vice versa.

The residential waste management system and non-residential waste management system must be designed so they can effectively operate without conflict. Conflict may potentially occur between residential and non-residential storage, collection and removal systems, and between these systems and the surrounding land uses. For example, collection vehicles disrupting peak residential and commercial traffic flows or causing noise issues when residents are sleeping.

3. Developments containing four or more storeys should be provided with a waste chute for the transport of waste from each storey to the waste storage/collection point.
4. Adequate on-site provisions must be provided for the washing and cleaning of bins. The washing of bins in the nominated area must not impact on the environment or public health, such as noise, odour or water pollution.
This area must also comply with Council's trade waste requirements when relevant.
5. All commercial/industrial tenants or strata management must keep written evidence onsite of a valid contract with a licensed waste contractor for the regular collection and disposal of the waste and recyclables that are generated onsite.
6. Where sharing of bins are proposed the SWMMP plan must outline who is responsible for the waste management requirements including cleaning of bins and waste storage area, moving bins to and from the collection point and how contamination of waste types will be minimised (ie. mixed waste being placed in the recycle bin). These requirements and responsibilities must be outlined in the strata plan/body corporate by-laws where relevant.
7. Where relevant all structures must comply with the Building Code of Australia.

14.0 PRIVATE CONTRACTOR (PART C)

Waste systems for larger developments may utilise a private contractor. These developments will be offered a Council mixed waste, recycling and organics service wherever reasonable and practical.

Where a Council service cannot be provided, independent arrangements with a private waste contractor will be required.

Such developments may incorporate:

- a) The provision of waste chutes in multi-storey buildings
- b) The use of compaction equipment
- c) A collection point inside a building/property and
- d) Collection of commercial/industrial waste.

The alternative waste service must be designed to minimise environmental nuisances, including time of collection, noise and other impacts on the amenity of residents, neighbours and the public.

For technical information, advice and examples of waste and recycling system design concepts refer to *NSW Better Practice Guide for Waste Management in Multi-Unit Dwellings (DEC, 2008)*.

15.0 WASTE CHUTES

Waste chutes are only suitable to transport waste, and not for the transport of recyclables.

Generally the drop results in the damage, or even destruction of the recyclable material, particularly glass. Cardboard and paper could easily become stuck in the chute and cause a fire hazard.

The chutes should be clearly labelled to discourage improper use. Alternative interim disposal facilities for recyclables should be provided at each point of access to the garbage chute system. The following outlines the requirements for waste chutes.

Waste Chute Design Requirements

1. Be constructed and installed in accordance with the *Building Code of Australia* and the *Better Practice Guide for Waste Management in Multi-Unit Dwellings (DEC, 2008)* to prevent the following during use and operation of the system:
 - Transmission of vibration to the structure of the premises
 - Excessive odour
 - Excessive noise to the occupants of the building
 - Fire risks
2. Should be cylindrical in section to avoid waste being caught in the chute, and have a minimum diameter of 500mm.
3. Must not open onto any habitable or public land.
4. Must be fitted with a shutter at the base of the chute for closing off the chute manually during bin exchange and automatically at other times.

5. Must be insect and vermin proof.
6. Chute hoppers should be installed on each habitable floor.

The Building Code of Australia has specific requirements relating to fire and sound transmission in relation to ducts penetrating between floors.

16.0 WASTE STORAGE ROOMS

Internal waste storage rooms and basements must be:

1. Designed to prevent potential problems that might arise from odour and noise nuisance and maintaining the cleanliness and hygiene of bins.
2. Designed so that the walls, floors and ceiling of the waste storage room are constructed of impervious material with a smooth finish to allow for cleaning.
3. Provided with a hose cock immediately outside the room for cleaning bins and the room.
4. Such that the floor is constructed with a hardstand area and graded to fall to a drainage point/s and comply with Council's trade waste requirements.
5. Provided with adequate lighting.
6. Of a size to fit all required waste bins.

17.0 ONGOING WASTE MANAGEMENT

Waste management systems in multi-unit developments may require ongoing management, especially those with communal waste storage areas. This could include employing a caretaker or building manager for:

- cleaning bins and keeping waste storage areas tidy
- managing the transfer of bins from the bin storage area to the collection point
- regular monitoring of recycling and organics bins and educating tenants on how to use these services
- maintaining and checking all waste management equipment, such as chutes, bins and other equipment
- ensuring security provisions are maintained, including monitoring whether there is any cross-contamination by commercial/industrial/residential tenants
- liaising with the council or the collection contractor on waste management issues.

18.0 REVIEW

This policy will be reviewed every four years.

19.0 APPENDIXES**Appendix A - Site Waste Minimisation and Management Plan Templates****Waste Management Plan (All Developments)**

Applicant Details	
Application No.	
Name	
Address	
Phone number(s)	
Email	
Project Details	
Address of development	
Existing buildings and other structures currently on the site	
Description of proposed development	
<p>This development achieves the waste objectives set out in the DCP. The details on this form are the provisions and intentions for minimising waste relating to this project. All records demonstrating lawful disposal of waste will be retained and kept readily accessible for inspection by regulatory authorities such as Council, EPA or SafeWork NSW.</p>	
Name	
Signature	
Date	
Name and telephone contact for principal person nominated for implementation of SWMMP (if different to above)	Name: Telephone Contact:

Waste Management Plan

A waste management plan must be prepared and be submitted with the development application for all multi-unit developments. The following details are to be considered and incorporated when developing a waste management plan:

Waste Management Issue	Details
Development Details	Location, description of development including buildings, dwellings and occupancy data
Waste Generation	Determine the scale of the development including number of dwellings. Estimate the volumes of waste likely to be generated
Waste Storage	Type, size and number of bins at each storage point Service location, design and size of storage areas If a "Standard Council Service" is contemplated, storage provision for 3 bin waste system or modified as appropriate
Waste Collection/Service	Location, design and size of servicing point/s Allocation of responsibility of waste management Details of the distance between the waste storage area and collection point Details specifying sufficient access, egress and clearance for waste collection vehicles.
Specialised Facilities & Equipment	Where specialised facilities and equipment, such as chutes, compactors, lifting equipment are proposed, provide description of design including (where applicable) confirmation of compliance with the BCA
Management	Description of waste system management responsibilities and operations for when the development is complete
Plans	Adequate plans and figures to support the report and demonstrate adequate waste management provisions.

Ongoing Operation Phase (Multi Unit, Commercial, Mixed Use and Industrial)

Address of development:

Show the total volume of waste expected to be generated by the development and the associated waste storage requirements.

	Recyclables		Compostables	Residual Waste	Other
	Paper/ Cardboard	Metals/ plastics/ glass			
Amount Generated (L per unit per day)					
Amount generated (L per development per week)					
Any reduction due to compacting equipment					
Frequency of collections (per week)					
Number and size of storage bins required					
Floor area required for storage bins (m)					
Floor area required for manoeuvrability (m ²)					
Height required for manoeuvrability (m)					

Describe how you intend to ensure ongoing management of waste on site (eg, infrastructure, lease conditions, caretaker/ on site manager).

Note: Approaches for the management of waste on site should address the relevant matters specified in Appendix B.

1. The Company will prepare an environmental management system addressing office and retail waste and recycling. This will include expectations and achievable objectives for sorting and separating. Also, a regular waste audit.

2. An information package will be available to employees, which will be followed up every 12 months

3. The waste storage and recycling area will be suitably located and bins clearly labelled

4. A staff member (or cleaner) will be responsible for transferring materials to the area and keeping the area clean and tidy.

Appendix B - Turning circles

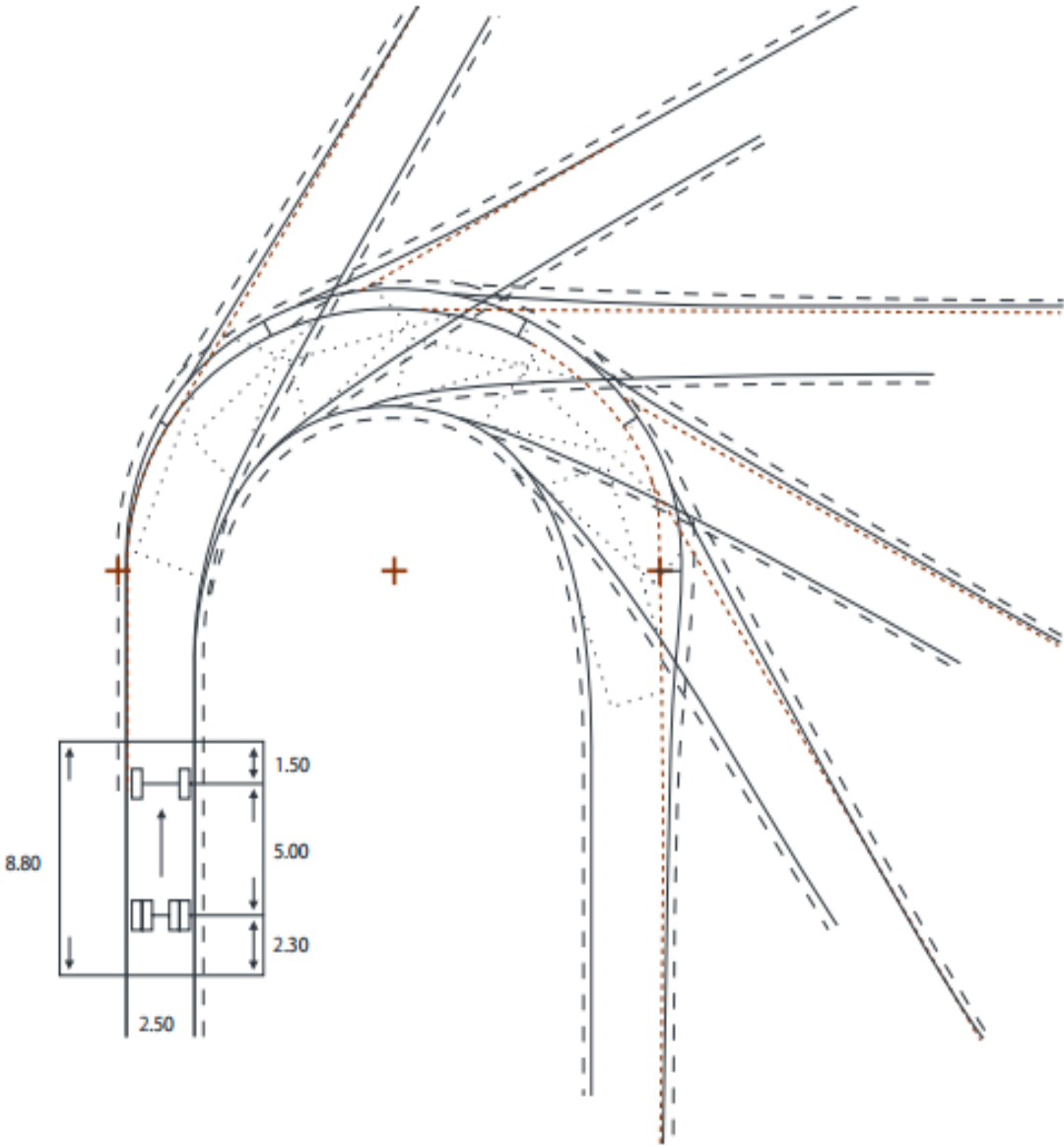


Figure 1 –Turning Circle Medium Rigid Vehicle (MRV)

Sourced from AS 2890.2-2002 Parking facilities Part 2: Off-street commercial vehicle facilities and NSW Better Practice Guide for Waste Management in Multi unit dwellings (DEC, 2008)

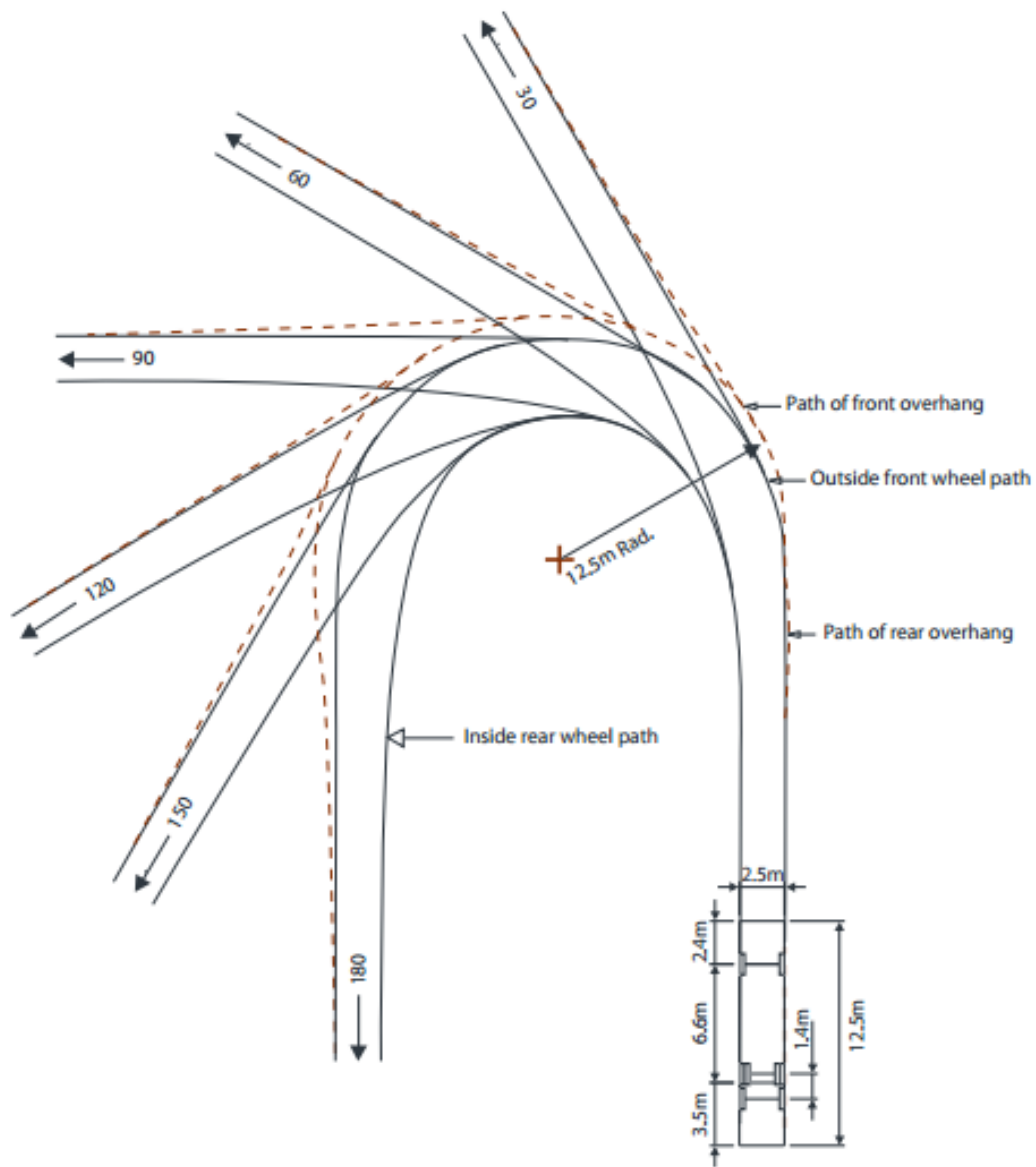


Figure 2 – Turning Circle Heavy Rigid Vehicle (HRV)

Sourced from AS 2890.2-2002 Parking facilities Part 2: Off-street commercial vehicle facilities and NSW Better Practice Guide for Waste Management in Multi unit dwellings (DEC, 2008)

Appendix C - Bin Types and Vehicle dimensions

The types of waste bins available through Council's waste collection service are detailed below (as of July 2018)

MGB (Wheelie bin) Capacity (L)	Length (mm)	Width (mm)	Height (mm)
120L (mixed waste and recycle)	545	480	930
240L (all 3 bin types)	730	585	1060
360L (recycling only)	848	680	1100

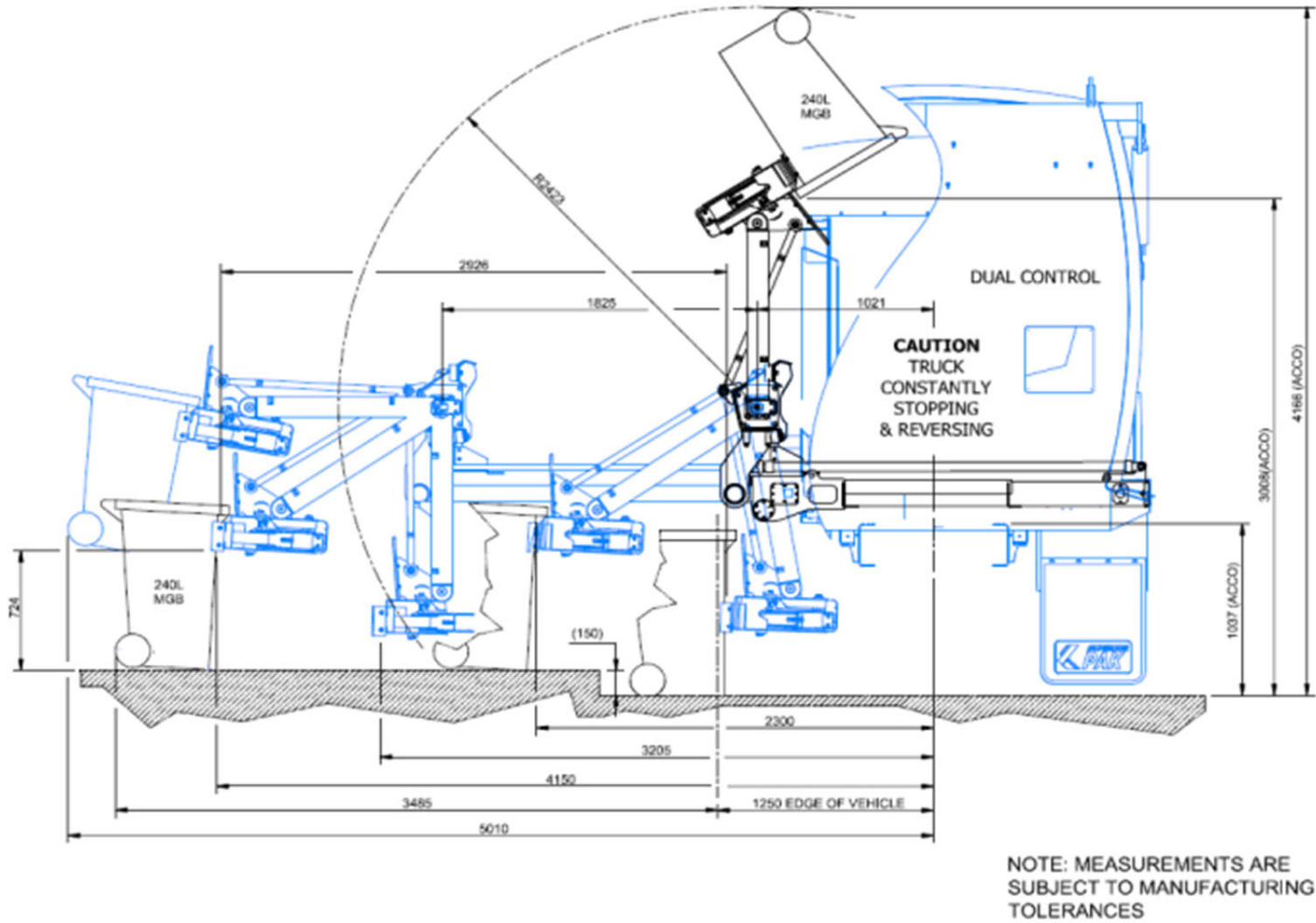
Bulk bins or skips are available from private waste contractors in varying sizes.

The operating dimensions for Council's waste collection vehicles are detailed below:

Collection vehicle type	Travelling Height (m)	Width (m)	Length (m)	Servicing height (m)	Total Tonnage (max)	Turning circle
Side load truck MGB (wheelie bins)	3.8	2.5	9.6	4.2	23	18m

Private waste contractors may use different types of collection vehicles such as rear or front loading. Please refer to Appendix C of the *NSW Better Practice Guide for Waste Management in Multi-Unit Dwellings (DEC, 2008)* for operating dimensions or contact the waste contractor.

Photo 1: Side load truck operating dimensions (As of July 2018)



Appendix D - Waste/Recycling/Organics Generation Rates

The figures in the following table can be used in determining the required mixed waste, recyclables and organic waste generation rates and the preparation of a SWMMP, unless exact figures or more appropriate figures are known.

PREMISE TYPE	WASTE GENERATION	RECYCLABLE MATERIAL GENERATION
Backpackers Hostel	40L/occupant space/week	20L/occupant space/week
Boarding House, Guest House	60L/occupant space/week	20L/occupant space/week
Butcher	80L/100m ² floor area/day	Variable
Delicatessen	80L/100m ² floor area/day	Variable
Fish Shop	80L/100m ² floor area/day	Variable
Greengrocer	240L/100m ² floor area/day	120L/100m ² floor area/day
Restaurant, Café	10L/1.5m ² floor area/day	2L/1.5m ² floor area/day
Supermarket	240L/100m ² floor area/day	240L/100m ² floor area/day
Takeaway food shop	80L/100m ² floor area/day	Variable
Hairdresser, Beauty Salon	60L/100m ² floor area/week	Variable
Hotel, Licensed Club, Motel	5L/bed space/day 50L/100m ² bar area/day 10L/1.5m ² dining area/week	1L/bed space/day 50L/100m ² bar area/day 50L/100m ² Dining area/day
Offices	10L/100m ² floor area/day	10L/100m ² floor area/day
Shop less than 100m ² floor area	50L/100m ² floor area/day	25L/100m ² floor area/day
Shop greater than 100m ² floor area	50L/100m ² floor area/day	50L/100m ² floor area/day
Showroom	40L/100m ² floor area/day	10L/100m ² floor area/day
Multi-unit dwellings	80L/unit/week	40L/unit/week