



HUME CITY COUNCIL GUIDELINES FOR WASTE COLLECTION FROM MULTI-UNIT DEVELOPMENTS (MUD) PLANNING

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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 multi-unit developments 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 Hume 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

Hume City Council has been receiving increasing numbers of applications for multi-unit developments and mixed use residential 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, multi-unit developments 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, occupational 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 Hume City Council. 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 State Planning Policy Framework and relevant local planning policies. The guidelines do not supersede State and local planning control requirements.

- Best Practice Guide for Waste Management in Multi-Unit Developments – Sustainability Victoria. 2011.
- Metropolitan Waste and Resource Recovery Strategic Plan – Metropolitan Waste Management Group 2009.
- 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.
- Hume City Council's Planning Scheme
- State Planning Policy Framework.

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.
Indemnity	A party providing services to a particular property will not be held responsible for any loss or damage to such property as a result of routine provision of services, except in circumstances where the party has been negligent or breached statutory duty.
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 OH&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 Hume City 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 developments drawings and design.
2. Following approval, the Statutory Planning Office will provide copies of the following documents to Hume City Council Waste Services
 - Final approved Plan Drawings to scale (1:100 or 1:200) incorporating the waste management facility and services to be provided.
 - Final approved WMP detailing how the facilities and services will function in accordance with the plan drawings.
3. The WMP will document how waste and recyclables will be managed including storage and collection in accordance with the approved Plans Drawings.
4. The WMP will be developed based on the requirements contained in these Guidelines.
5. The Guidelines provide for the design, management direction and servicing requirements for the following development categories:
 - Multi-unit developments
 - Mixed use residential developments
6. The Guidelines outline the steps a developer is required to undertake to comply with sufficient provisions for waste services.
7. For multi-unit dwellings of two or more dwellings (including multi-storey) the Plan Drawings will be approved by Council's Planning officers to ensure issues such as space, amenity and OH&S 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 Services and Infrastructure Planning Departments for comment and approvals on particular waste management aspects of the proposal.
8. Developers who choose not to comply with the guideline requirements will be required to provide private garbage waste and recycling collection services for the development at the expense of the affected owners. Council will not offer a reduction in Council rates where a private service is provided.
9. 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 affected 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.
10. 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.
11. Developments of six or more dwellings – unless those dwellings each have individual street frontage – will be required to have shared bin infrastructure and will also require on-site waste collection services within the confines of the development, unless permitted otherwise by Council's relevant Departments (Planning, Services, Infrastructure Planning Departments).

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 140L garbage bin, one 240L recycling bin and one 240L organic 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 140L garbage bin and one 240L 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 large skip 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).

Council may provide 240L or 660L mobile garbage bins for the purpose of collecting garbage and recyclables. The formula to determine how many bins for a development is provided on the next page.

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 140L 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

Hume City Council's waste management services allow for individual households to generate 140L of garbage waste per week.

Estimated garbage waste generation for a MUD per week = No. of units x 140L.

No. of **140L** 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

Hume City Council's waste management services allow for individual households to generate 240L of recyclable waste per fortnight (120L per week).

Estimated recyclable waste generation for a MUD per fortnight = No. of units x 240L.

No. of **240L** bins required = No. of units

OR

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

For example in an apartment block of 10 units the number of bins required is 6 x 240L mobile garbage bins and 10 x 240L mobile recycling bins OR 2 x 660L mobile garbage bins and 4 x 660L mobile recycling bins.

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 3 bins (1 x 140L garbage, 1 x 240L recycling and 1 x 240L organics bin) 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.



Each set of one 140L garbage and one 240L 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 140L	53.5cm	60cm	
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
- 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)

Under some circumstances Council may agree to collect garbage and/or recycling bins from within the confinements of a development. In general, bins collected on-site bins would be 660L in size and would be collected by rear loading vehicles.

Council may provide on-site collection where:

- there is insufficient space on the kerbside to place bins for waste collection.
- collection of waste from the kerbside would be unsafe.
- collection of waste from the kerbside would cause significant traffic disruptions.
- collection of waste from the kerbside would occur in an excessively restrictive area.
- Council considers kerbside collection inappropriate.

Council, however, will not enter private property with their vehicles unless indemnity against liabilities, losses, damages, and other costs arising from the onsite collection service has been provided to Council.

It is important to confirm potential arrangements for onsite collection with the Council before assuming that it will be possible. Where an agreement for onsite collection is made, the onsite collection points should be located:

- so that collection vehicles do not interfere with the use of access driveways, loading bays or parking bays during collections.
- close to waste storage facilities to permit easy transfer of bins to the collection point, if relocation of bins is required.
- in a relatively flat area and on the same level as the collection vehicle (i.e. bins should not be placed for collection on elevated loading bays or nature strips/footpaths).
- in a position that provides collection vehicles safe access to the collection point and which has adequate clearance and manoeuvring space.
- so oncoming traffic can be clearly seen as the collection vehicle leaves the property.

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 Hume City 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, Section 173 Agreement, indemnity 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 lodgment. Additional information may be required by the assessing planning officer.