

Appendix 2

WASTE MANAGEMENT PLAN for MULTI-UNIT DEVELOPMENTS Checklist



Waste Management Plan Checklist	Yes	No	N/A
Initial planning / General considerations			
› Has council been consulted to find out what planning regulations, codes and policies apply to the development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Has council been asked about available garbage, recycling and organics services, and future service requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Have you read and considered the City of Ballarat's <i>Guidelines to Prepare Waste Management Plans for Multi-Unit Developments</i> to establish whether your development application will be required to include a Waste Management Plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Have you reviewed and considered the latest <i>Waste Management Plan guidelines</i> issued by Sustainability Victoria and applied them to your development? https://assets.sustainability.vic.gov.au/susvic/Guide-Waste-Management-and-Recycling-in-Multi-unit-Developments.pdf	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Garbage, recycling, Food & Garden waste, Glass			
› Does the development incorporate sufficient provisions to meet the garbage, recycling, food organics and garden organics (FOGO) requirements for each tenant (both residential and commercial)? and does the development similarly consider a fourth bin (glass) service in the future?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Are systems easy to use and intuitive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Are garbage, recycling, FOGO and glass bins located in close proximity to encourage source separation/reduce contamination?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Will waste bins and containers conform to relevant design standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Will waste handling equipment, including chutes, compactors, and composting units, conform to the relevant design and safety standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage space			
› Is there sufficient space within each unit to accommodate interim storage equipment for of one days' worth of segregated garbage, recycling, FOGO, and glass (future) streams?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Is there sufficient space within the property boundary to store, in separate bins or containers, the volumes of garbage, recycling, FOGO and glass (future) estimated to be generated at the development during the period between collections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Is hard & e-waste storage space required and has it been allowed for, taking into account potential servicing requirements specific to council?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Is a charity bin required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› If yes, has a charity bin been provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Have storage areas been designed to accommodate easy access for manoeuvring bins and cleaning the storage area(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Have storage areas been designed to allow space for signs and education materials to be displayed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 2

WASTE MANAGEMENT PLAN for MULTI-UNIT DEVELOPMENTS Checklist



› In communal storage areas, if applicable, has the design considered the need to separate services (such as meter boards) from waste storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If this is not possible, has additional space been allowed to prevent potential damage to services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Is there room for each unit to have a home compost bin or worm farm, where FOGO bins are not accommodated for?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Where communal open space or gardens are provided, should on-site communal composting be considered? And if so,	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Has it been considered on whether there would be sufficient green space for application of compost?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storage location	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Are storage locations conveniently located for residents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Are storage areas located where there is high pedestrian traffic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Are storage areas out of sight or well screened from the street?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Are storage areas located at an appropriate distance from dwellings to reduce potential amenity impacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Are communal composting areas, if appropriate to the development, located with consideration for the potential amenity and environmental impacts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Waste Collection points			
› Have waste collection points (Council services and private contractor if appropriate) been identified that are NOT located at or near:			
- Intersections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Roundabouts, cul-de-sacs, or slow points?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Busy arterial roads?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- In narrow lanes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Near possible obstructions, including trees, overhanging buildings and overhead powerlines?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Where they pose a traffic hazard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Is on-site servicing required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If so, has council been asked if it provides this service where Council collections are proposed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› For waste collection within the property boundary (private contractors only) have waste collection points been identified so that:			
- Collection vehicles do not interfere with the use of access driveways, loading bays other than that in use or parking bays during collections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- the bin position(s) enables collection vehicles to safely access the collection point with adequate clearance and manoeuvring space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- The design allows for the waste collection vehicle to move in a forward direction with no (or minimal) need to reverse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- There is clear vision of oncoming traffic as the collection vehicle leaves the property?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix 2

WASTE MANAGEMENT PLAN for MULTI-UNIT DEVELOPMENTS Checklist



- The design accommodates access for the required waste vehicle (i.e. medium rigid or heavy rigid vehicles) to collection points in accordance with relevant Acts, regulations, guidelines, and codes administered by Austroads, VicRoads, WorkSafe Victoria and any local traffic requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Are collection point(s) located on a level surface away from gradients and vehicle ramps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› If mobile garbage bins (MGBs) are to be used and collected from the kerb, is there sufficient space along the kerb at the frontage of the site or an adjacent kerb for them to be lined up neatly in a single row?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transfer of bins to collection points			
› Is the bin transfer route free of steps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Is the distance the bins need to be wheeled to the collection point reasonable (e.g. not more than 40 metres)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› If there is a gradient along the bin transfer path, has the gradient been specified in the WMP and ensured that it does not exceed the gradients stipulated in the City of Ballarat's <i>Guidelines to Prepare Waste Management Plans for Multi-Unit Developments</i> ?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Have bin transport devices been considered to reduce manual handling where required i.e. bin tugs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Access for collection vehicles			
› Does the design allow for the waste collection vehicle to move into the site and exit the site and/or to access the waste collection point in a forward direction with no (or minimal) need to reverse?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Does the design accommodate access for the waste collection vehicles to the waste collection points in accordance with relevant Acts, regulations, guidelines, and codes administered by Austroads, VicRoads, WorkSafe Victoria and any local traffic requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Occupational health and safety			
› Has there been a preliminary risk and hazard analysis prepared to identify potential OH&S risks associated with the proposed services and design layout?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Has the design been modified to eliminate or minimise the identified risks?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Noise			
› Has the design considered better practice measures to minimise noise associated with use and servicing of the waste management facilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Odour			
› Does the design incorporate ventilation for enclosed storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Does ventilation comply with the relevant codes and standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Are ventilation openings located as near as possible to the ceiling and floor, but away from the windows of dwellings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Are ventilation openings protected against flies and vermin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Hygiene			

Appendix 2

WASTE MANAGEMENT PLAN for MULTI-UNIT DEVELOPMENTS Checklist



› Have storage areas been designed to prevent the entry of vermin?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Are provisions for a tap and hose and correct drainage to sewer incorporated in communal bin storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
➤ Amenity			
› Does the design of waste storage areas blend in with the development?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Security			
› As far as possible, does the design allow easy access for residents but not non-residents to waste services?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Are bin areas sufficiently accessible and well-lit to allow use after dark?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Are all internal garbage and recycling rooms and storage areas fitted with fire sprinklers, and rated to fire safety according to the Building Code of Australia?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage and education			
› Does the design specify the need for signs in public areas of the building identifying the location of garbage and recycling bins and storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Does the design specify the need for signs providing instructions on how to use the garbage bins, recycling bins, Food & organics facilities / FOGO Bins and glass bins including identifying what is and isn't recyclable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Have requirements for safety signs been identified i.e. presence of ramps, keeping safe distances from chute termination systems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ongoing management			
› Is there a need to employ a building manager/caretaker to:			
- Transport bins to the collection point?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Operate a chute system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Has this been addressed and discussed in the WMP?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
› Has an ongoing management plan been developed that identifies responsibilities for:			
- moving bins to and from the storage point to the collection point (if required) on collection day?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- washing bins and maintaining storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- arranging for the prompt removal of dumped waste?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- arrangements for consistent signage on all bins and in all communal storage areas?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- ensuring all residents are informed of the garbage and recycling diversion stream arrangements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Notes			

References: [MUDs Waste Management Plan checklist \(sustainability.vic.gov.au\)](https://sustainability.vic.gov.au)