



**Maribyrnong**  
CITY COUNCIL

**MARIBYRNONG CITY COUNCIL  
WASTE MANAGEMENT PLANNING GUIDELINES  
FOR MULTI-UNIT DWELLINGS**

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# 1 INTRODUCTION

These guidelines are intended as a guide for developers and planning permit applicants in the City of Maribyrnong.

Developments exceeding 5 dwellings must engage a suitably qualified and experienced waste engineer to develop a Waste Management Plan (WMP).

These guidelines will help you prepare a plan to manage the garbage and recycling needs of your development. This guide considers both residential developments and commercial developments. Mixed use developments will need to supply a Waste Management Plan addressing both sections.

Developments with multiple towers will need to supply a separate waste management plan for each tower.

Developers must discuss any waste management proposals with Council at the pre-application stage for any developments exceeding 300 dwellings.

Your Waste Management Plan should include details of:

- Land use type;
- Waste generation;
- Waste systems;
- Bin quantity, size and colour;
- Bin storage;
- Collection frequency;
- Collection location;
- Hours of collection;
- Additional waste requirements;
- Scaled waste management drawings;
- Waste vehicle access (swept path analysis);
- Collection contractors;
- Signage; and
- Risk assessment.

## 2 RESIDENTIAL WASTE MANAGEMENT PLANS

What to include within a residential waste management plan:

### 2.1 LAND USE DETAILS

Council requires a summary of the proposed land use. This should include:

- Land use zoning;
- Number of floors;
- Number of residential dwellings by size (studio, one, two or three bedrooms); and
- Size of each commercial area and usage type.

### 2.2 WASTE GENERATION

Council's residential waste entitlement per rateable dwelling is shown in Table 1.

Table 1 Waste Collection Entitlement (1 to 9 dwellings)

Stream	Entitlement	Frequency
Garbage	120 litres	Weekly
Commingled Recycling	240 litres	Fortnightly
Green Waste*	240 litres	Fortnightly
Hard Waste	2m <sup>3</sup> Hard Waste plus 4m <sup>3</sup> Green Waste	Once annually

\*Green Waste is a user pays service

The waste needs of residents in multi-unit developments with 10 or more dwellings are typically lower than this. Table 2 provides the waste generation rates to be used in determining the number and types of bins and/or compactors required.

Table 2 Residential Waste Generation Rates (10 or More Dwellings)

Dwelling Size	Garbage (L/week)	Recycling (L/week)	Garden Organics (L/week)
Studio / One Bedroom	80	80	40 litres per 100m <sup>2</sup> of landscaped area
Two Bedroom	100	100	
Three Bedroom or Greater	120	120	

## 2.3 WASTE SYSTEMS

Detailed descriptions of the waste systems must be provided, including but not limited to:

- Chutes;
- Bin carousels;
- Compaction equipment; and
- Bin tugs and towing devices.

Developers must ensure that it is as easy to dispose of recyclable materials as it is garbage. All residents must have access to drop off garbage and recycling within 30 metres of their dwelling. Access to drop off locations must not require the use of stairs in buildings required to provide a lift under the building code.

Hard waste and charity goods should be taken to an easily accessible drop-off point on site.

Table 3 shows the minimum waste system requirement based on development size.

Table 3 Waste System Minimum Requirements

Number of Storeys	Permitted Waste Systems
Less than 5	Resident accessible bin room at ground or basement level; <i>or</i>
	Single garbage chute and recycling bin on each level; <i>or</i>
5 or more	Dual chutes providing for both garbage and recycling on each level.
	Dual chutes providing for both garbage and recycling on each level.

Where chute systems are installed, Council recommends bins to have reinforced bases for bin longevity. Property managers are to bear the cost of reinforcing bin bases.

## 2.4 BIN QUANTITY, SIZE AND COLOUR

Waste Management Plans must include the number of bins and their sizes. For multi-unit developments, Council prefers to collect larger shared bins in the aim of decreasing the number required for collection and time taken to collect.

Council's standard bin sizes are listed below. Council provides all garbage and recycling bins for residential use. Damaged bins in buildings with chutes are to be replaced at the cost of building management. Table 4 shows the standard bins provided by Council. Bin allocation varies by development size. The bin allocation guidelines are shown in Table 6.

Table 4 Standard Bins Provided by Council

Waste Type	Colour	Size	
		Less Than 10 Dwellings	10 or More Dwellings
Garbage	Light green body with red lid	240L, 120L	1100L, 660L,
Commingled Recycling	Light green body with yellow lid	240L, 120L	1100L, 660L,
Green Waste*	Light green body with bright green lid	240L, 120L	240L, 120L

\*Green Waste is a user pays service

Figure 1 City of Maribyrnong Bin Sizes



When designing drop-off points and bin rooms, standard bin dimensions can be used as listed within Table 5. The shown dimensions are to be confirmed with the supplier prior to the submission of the Waste Management Plan.

Table 5 Typical Bin Dimensions

Bin Dimensions (mm)			
Capacity	Width	Depth	Height
120L	480	545	930
240L	585	730	1060
660L	1260	780	1330
1100L	1240	1070	1330

## 2.5 BIN ALLOCATION

Based on the number of dwellings, multi-unit developments may utilise either an individual or communal bin system as shown within Table 6, which is a guideline to the allocation of Council bins per development.

Table 6 – Bin Allocation Rates

Development Size	Bin Allocation	Garbage Bin Size	Recycle Bin Size
1-4 dwellings	Individual	120L bin per dwelling	240L bin per dwelling
5–9 dwellings	Shared Communal	240L bin per two dwellings	240L bin per two dwellings
10 or more dwellings	Shared Communal	660L or 1100L bins as appropriate	660L or 1100L bins as appropriate

Note for developments of 1-9 dwellings where bins are shared, and there is an odd number of dwellings, an extra 120 litre garbage or recycling bin is supplied.

### 2.5.1 Bin Allocation Exceptions

For developments of 1-4 dwellings, individual bins will not be permitted if sufficient kerbside collection space is not available. One metre of street frontage must be available per bin (including the bin), in accordance with Section 2.8.1.1. Where kerbside space is insufficient, sharing of bins or on-site collection may be required at Council's discretion.

For developments of 5 or more dwellings, individual bins will only be provided when each dwelling has its own street frontage of 2 metres clear space per dwelling. Clear space excludes driveways, and must be at least 1 metre clear from driveways, transport stops, shelters, street trees, signs or any other street furniture.

## 2.6 BIN STORAGE ROOM

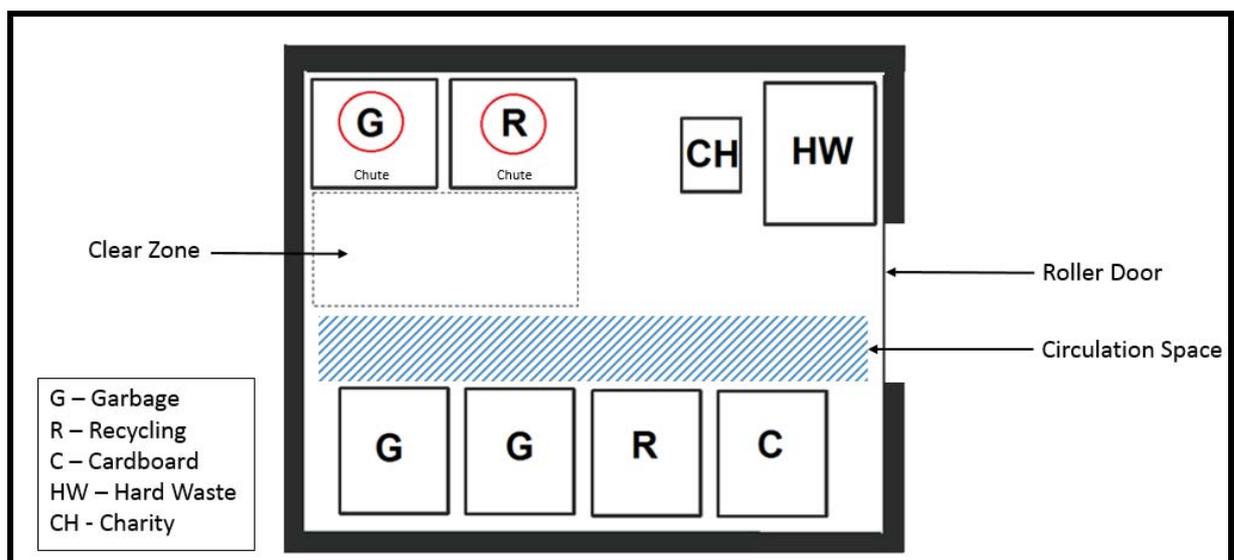
Multi-unit developments with shared bins must include an easily accessible communal bin storage area within the development. In the case of high-rise and mixed use developments, multiple rooms may be required. Each waste stream must be separated and clearly labelled. Residential waste must be kept separate from commercial waste.

The following details must be provided:

- Bin room size (m<sup>2</sup>);
- Bin layout;
- Wash-down area;
- Ventilation;
- Vermin prevention;
- Odour Prevention;
- Noise reduction; and
- Grease interceptors.

Adequate circulation space for maneuvering bins within the bin store must be allowed for as illustrated in Figure 2.

Figure 2 Example of Typical Bin Storage Room



## 2.7 COLLECTION FREQUENCY

Council provides garbage and commingled recycling collections at varying frequencies depending on the development density.

Typically, Council will collect both garbage and recycling at the following frequencies:

- 10-70 dwellings = 1 collection per week
- 70-150 dwellings = 2 collections per week
- 150-300 dwellings = 3 collections per week

Collection frequencies are to be confirmed with Council prior to Waste Management Plan development.

Multi-unit developments with 1-9 dwellings will have garbage collected weekly and recycling collected fortnightly.

## 2.8 COLLECTION LOCATION

Garbage and recycling bins must always be stored on-site between collections. It is a breach of Council's local law to store garbage and recycling bins permanently in a public space.

Council's preference is for on-site collection of bins in all new developments with over 10 dwellings.

A suitable alternative to on-site collection is the provision of a bin store opening directly onto the street. Collection vehicle operators would park the vehicle, retrieve the bins from the storage area, empty them and return them immediately. Bins are not to be left on the kerb at any time.

The building manager or equivalent of a multi-unit development is responsible for preparing the bins for collection or providing access for waste collectors to the bin room. If bins are stored in a basement or car park level, the building manager is responsible for ensuring the bins are taken to street level for collection.

Bins to be transitioned via ramp must be dealt with in a safe manner. A mechanical tug or equivalent is to be utilised where required. Mechanical tugs and similar devices are to be purchased at the cost of the body corporate. Practices must comply with the Victorian Code of Practice for Manual Handling approved under the Victorian Occupational Health and Safe Act 1985.

Council's preferred collection location varies by development size as shown in Table 7.

Table 7 Residential Bin Collection Locations

Development Size	Bin Usage	Collection Location	Report Section
1-9 dwellings	120L/240L	On-street	2.8.1
10–150 dwellings	660L/1100L	Bin area opening to street	2.8.1.2
		or On-site collection	or 2.8.2
150-400 dwellings	1100L	On-site collection	2.8.2
>400 dwellings	Compactor	On-site collection	2.9

Each of the collection location options are detailed below:

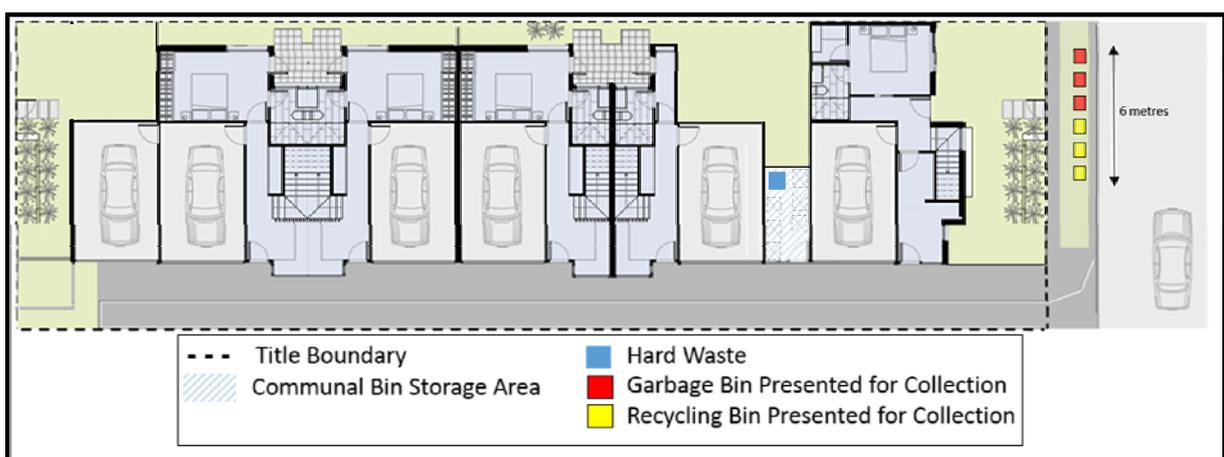
### 2.8.1 On-Street Collections

Bins must be placed at the front, rear or side (corner properties only) of the associated property and be accessible by Council's waste trucks. Bins cannot be placed outside neighbouring properties.

Bins that are permitted at the kerbside for collection must not obstruct pedestrians, street furniture, bus stops, trams or bike lanes and must be returned to the property as soon as possible after collection.

On-street collection for multi-unit developments exceeding 9 dwellings are not permitted.

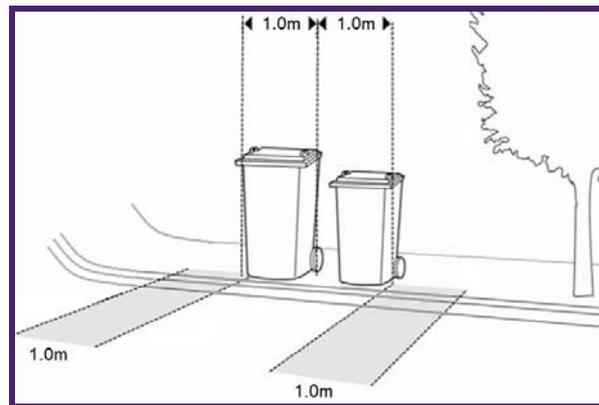
Figure 3 Example of On-Street Collection



### 2.8.1.1 Bin Placement

Bins presented at the kerb for collection must be adequately spaced with an allowance of 1 metre per bin, which includes bin width. Bins must be at least 1 metre clear from driveways, transport stops, shelters, street trees, signs or any other street furniture.

Figure 4 Bin Placement Diagram



### 2.8.1.2 Bin Area Opening to Street

Bin storage areas on the property within 10 metres from the rear of the collection truck parked in a legal parking area with appropriate access for waste collection staff will be considered as a suitable alternative to a bin room opening directly onto the street.

A legal truck parking area must be designated on the Waste Management Plan and site plans. The hard waste collection point or storage area must be no more than 10 metres from the rear of the truck parked in a legal parking area for collections. Developers must obtain approval from Council for any special on street parking restrictions to enable waste collections.

This options is only available for developments between 10 and 150 dwellings.

Figure 5 Example of Bin Room Opening to Street

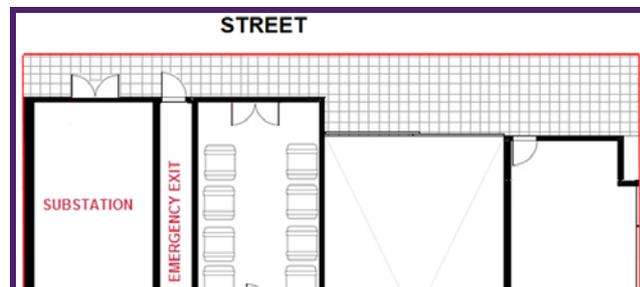


Figure 6 Example of Bin area within 10 metres of Property Frontage



### 2.8.2 On-Site Collections

Developments with 150 or more dwellings require an on-site collection and bins will be collected via a loading bay.

On-site loading bays must cater for the size of Council's waste vehicles. Council uses both Medium Rigid Vehicles (MRV) and Heavy Rigid Vehicles (HRV). The truck dimensions are shown in Table 8.

Loading bays must allow additional space for access and loading.

Access arrangements for loading facilities must be in accordance with AS2890.2 (Parking facilities Part 2: Off-street commercial vehicle facilities, Section 3.2). Swept path analysis showing sufficient access to the loading facilities must be provided (see Figure 9 below for example).

Figure 7 Example of On-Site Collection Facilities with Loading Bay



Table 8 City of Maribyrnong Vehicle Sizing Chart

	Rear Loader (MRV)	Side Loader (HRV)
Height	4 Metres	4 Metres
Width	3 Metres	3 Metres
Length	8.8 Metres	9.8 Metres
Weight	16 Tonne	22.5 Tonne

### 2.8.3 Entering Private Property

Where neither a designated loading bay nor a safe kerbside collection area exists, council or private contractors may enter into an arrangement with the body corporate or property manager to enter private property or private roads to collect garbage and recycling under the following conditions:

- A Waste Management Plan must be completed and approved showing the proposed storage and collection locations for waste and recycling receptacles;
- Roads or driveways must be hard stand and of sufficient width to accept trucks;
- For safety reasons, waste trucks cannot reverse into or out of the property or private road. A one way entry and exit or a safe turning area must be available on the property. Swept path diagrams must be provided as part of the Waste Management Plan;
- A risk management plan must be completed and approved by council. Garbage and Recycling services will not be allowed to be provided at any specified location by Council or private contractors if it is deemed unsafe to do so;
- Current public liability insurance certificates must be supplied to Council by the body corporate or property manager;
- An indemnity must be made by the body corporate to Council or the private contractor; and
- Access to and from residential carparks cannot be blocked by waste trucks to complete waste collections, for any period of time.

## 2.9 WASTE COMPACTORS

Maribyrnong City Council does not currently collect compactors. However, developments exceeding a total weekly volume of 40,000 litres of garbage or recycling are required to provide a static or transportable compactor for waste management. Ideally compactors should be sized to allow for one collection per week.

Compactors must be purchased or leased by the developer. All ongoing maintenance and cleaning is the responsibility of the owner's corporation.

Separate compactors must be used for garbage and recycling. Compactor size can be estimated using Table 9.

Compactor configuration can impact compatibility with collection vehicles. Please contact Council's Waste Management department to discuss compactor requirements to ensure collection vehicles can collect the compactor proposed for each development.

Compactors have specific vehicular access requirements. Hook lift trucks generally require 5.0m height clearance at the point of lift and a minimum 4.5m height clearance for travel. This must be confirmed by the compactor manufacturer.

Swept path diagrams displaying compactor collection vehicle ingress/egress capabilities prepared by a suitably qualified traffic engineer must be provided within any development in which compactor use is intended.

Table 9 General Waste Compactor Sizing Chart

Recommended General Waste Compactor Size	Uncompacted Waste Volume (Litres)*		Approximate Collection Vehicle Length**
	Garbage (400kg/m <sup>3</sup> )	Recycling (200kg/m <sup>3</sup> )	
13m <sup>3</sup>	39,000	26,000	9.4m
15m <sup>3</sup>	45,000	30,000	9.8m
19m <sup>3</sup>	57,000	38,000	10.2m
23m <sup>3</sup>	69,000	46,000	10.7m

\* These volumes are provided as a general guide and will vary by manufacturer  
 \*\* Collection vehicle dimensions will vary between service providers and must be confirmed prior to Waste Management Plan submission

## 2.10 ADDITIONAL WASTE REQUIREMENTS

Developers should consider the storage and disposal of hard waste and charity goods.

### 2.10.1 Hard Waste

Council offers a hard waste collection for residents only. Hard waste items from multi-unit developments are not permitted to be placed on the kerb for collection.

Developments of 11 dwellings or less are provided with hard waste collection on an “at call” basis. Each dwelling is eligible for one collection of 2m<sup>3</sup> per annum. Hard waste from only one unit will be picked up at a time. A minimum area of 2 x 3 metres of hard waste storage space is required.

Developments exceeding 11 dwellings will be provided with a monthly collection to be assigned by Council. An on-site hard waste storage area of 2 x 3 metres is required for the first 100 dwellings, increasing by 1m<sup>2</sup> per additional 100 dwellings.

Access to the hard waste area must be provided for collection contractors. Collection and access locations need to be registered with and approved by Council prior to collection. The collection point must be no more than 10 metres from the rear of the truck. Collection is to be coordinated by the building manager.

Signage in hard waste collection areas is not encouraged. This has been found to encourage dumping from outsiders. Signage showing a map of the hard waste collection area and the collection day should be installed in internal shared areas such as near stairways and in hallways to inform residents about the hard waste service.

### 2.10.2 Charity Goods

Council recommends all multi-unit developments with more than 50 dwellings provide space for one charity bin. Charity bins are available in various sizes, however 1m<sup>2</sup> is 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.

## 2.11 SCALED WASTE MANAGEMENT DRAWINGS

Developers must provide a set of scaled drawings showing the disposal of waste from the occupant to the final collection point by the collection contractor.

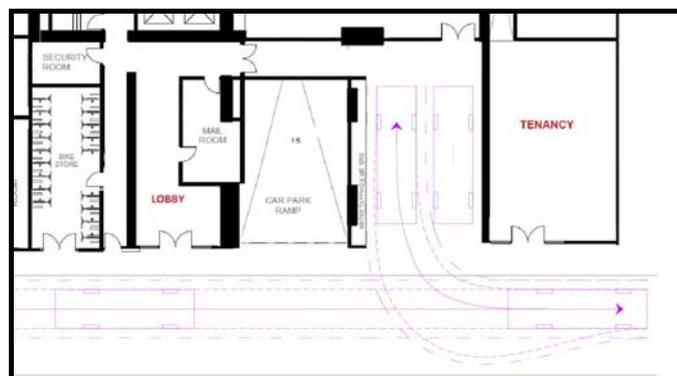
The drawings must include:

- Typical residential and commercial floor showing garbage and recycling drop-off points;
- Bin rooms including any chutes, carousels, compactors and bins;
- Ramp grades and any obstacles or potential constraints;
- Access to bin rooms, chutes and drop-off areas;
- Access to hard waste and charity services;
- Bin presentation location (on-street or on-site) with bin alignment shown; and
- Swept path diagrams illustrating sufficient access to collection points and details of vehicle traffic within close proximity of the development.

Figure 8 Example Waste Drop-off Location



Figure 9 Example of Truck Swept Path Diagram



## 2.12 COLLECTION CONTRACTORS

Council's waste services are available to all developments that meet Council requirements for garbage and recycling collections. Council strongly encourages developers to design appropriate, efficient and safe waste collection systems in multi-unit developments that meet requirements for Council collections.

Due to Council's obligations under the *Local Government Act 1989* and the nature of municipal waste contracts, collections services for garbage and recycling are not provided on an optional "user-pays" basis. Council will therefore not provide a refund to residents where arrangements have been made to engage private contractors to collect residential waste.

The Waste Management Plan must nominate whether Council or a private collection contractor will collect each waste stream.

Council requires that developers who engage private contractors to collect waste should inform prospective buyers (prior to building occupancy) that:

- An external contractor has been engaged;
- Additional costs that are involved; and
- Council will not provide a refund where private contractors are engaged to collect garbage and recycling.

Additional costs relating to waste and recycling contractors must be provided in the S32 Vendors statement on sale of the property.

Private collection contractors are used for commercial and some residential developments to supplement Council's residential weekday collection services.

Collection vehicles must comply with local laws regarding collection times and restrictions imposed by Council. Kerbside collection cannot unreasonably disrupt traffic flow.

Collection vehicles must be able to legally and safely perform collections.

## 2.13 SIGNAGE

Signs will be required at drop-off points and within the bin area to encourage correct recycling and reduce contamination. Approved Council signage is shown below in Figure 10. Council provides assistance with signage. Signage must be a minimum of A2 size.

Figure 10 Sample Bin Room Signage



## 3 COMMERCIAL WASTE MANAGEMENT PLANS

Council does not typically collect commercial waste. Limited Council collection is available for commercial developments. Collection entitlements are shown in Table 10 below.

All commercial developments used for housing such as student accommodation or boarding houses require a Commercial Waste Management Plan. However, the waste systems such as chutes must be in accordance with Section 2.3 of this document.

What to include within a commercial waste management plan:

### 3.1 LAND USE DETAILS

Council requires a summary of the proposed land use. This should include:

- Land use zoning;
- Number of floors;
- Number of commercial outlets;
- Types of commercial outlets; and
- Size of commercial outlets (m<sup>2</sup>).

### 3.2 WASTE GENERATION

Council recommends engaging a suitably qualified waste engineer to calculate the waste volumes for commercial developments. Table 10 shows the commercial collection options available.

Table 10 Commercial Waste Collection Entitlement

Garbage	Recycling	Entitlement
1 x 240 Litre Bin	1 x 240 Litre Bin	Council Collection included in Rates Service
2 x 240 Litre Additional Bins	2 x 240 Litre Additional Bins	User Pays Service at Council Discretion
4 x 240 Litre Bins or more	4 x 240 Litre Bins or more	Private Collection Required

### 3.3 WASTE SYSTEMS

Details of the system must be provided, ensuring ease of use for the segregation of recyclables, storage and collection of waste. It must be as easy to dispose of each type of recyclable material as it is garbage.

### 3.4 BIN QUANTITY, SIZE AND COLOUR

There are numerous large bins available which commercial developments may consider using. Developers should be aware that bin size will impact the vehicle access requirements. Council provides 240 litre bins to commercial properties. For commercial retailers requiring larger bins and skips - these need to be supplied by a private contractor.

### 3.5 BIN STORAGE ROOM

Developers must provide a bin room and in the case of high-rise and mixed use developments, multiple rooms may be required. Each waste stream must be separated and clearly labelled. Residential waste must be kept separate from commercial waste.

The following details must be provided:

- Bin room size (m<sup>2</sup>);
- Bin layout;
- Wash-down area;
- Ventilation;
- Vermin prevention;
- Odour prevention
- Noise reduction; and
- Grease interceptors.

Adequate circulation space for manoeuvring bins within the bin store must be allowed for.

### 3.6 COLLECTION FREQUENCY

The collection frequency must be specified in the Waste Management Plan.

Typically collection frequencies are determined by the development size and type of waste generated on the site. For example, food waste should be collected daily.

### 3.7 COLLECTION LOCATION

All waste bins must be stored on-site between collections. It is a breach of Council's local law to store garbage and recycling bins permanently in the public space other than in circumstances prescribed by Council.

Developers should ensure the following when designing bin rooms:

- Adequately level floors without steps;
- Located in a convenient position with internal access for each commercial tenant;
- Sufficient space for each waste stream; and
- Sufficient space for manoeuvring bins within the bin room.

Small developments with multiple collection days through a private contractor (e.g. individual retail tenancies) may present their bins at the kerb for collection. Bins must be returned to the property as soon as possible after collection.

Medium to large developments with more than three waste streams and/or multiple collection days must not put bins out on the footpath or road for collection. Collections can be via an on-site loading bay or a bin room that opens directly onto the street where a loading zone exists.

On-site loading bays must cater for the size of service vehicles. Private collection contractors use a variety of truck sizes for collection.

For industry standard vehicles sizes see Table 11.

Swept path diagrams illustrating sufficient access to loading bays must be submitted.

### 3.8 COMPACTORS

Some developments require specialised waste equipment such as compactors. Compactors can be used for handling medium to large volumes of garbage, paper, cardboard and other recyclables. Compactors have specific vehicular access requirements as discussed in Section 2.9. The hook lift trucks generally require 5.0m height clearance at the point at point of lift and a minimum 4.5m height clearance for travel. This must be confirmed by the compactor manufacturer.

Table 11 Industry standard vehicle sizes

Truck	Width (mm)	Depth (mm)	Height (mm)
Low Profile Rear loader	1800	6350	2080
Small Rigid (SRV)*	2300	6400	3500
Medium Rigid (MRV)*	2500	8800	4500
Heavy Rigid (HRV)*	2500	12500	4500
Hook Lift (for Compactors)	2500	10000 + Compactor	4500 (Travel) 5000 (Lift)

\* Refer to AS2890.2 for complete design vehicle dimensions

Developers should ensure the following when designing collection locations:

- Adequately level ground without steps;
- Located in a convenient position for collection contractors, Not more than 10 metres from the collection vehicle stopping point;
- Bins must not obstruct pedestrians or street furniture;
- Adequate on-street loading zones are available for use by waste vehicles; and
- Truck parking area near collection point must be hard stand.

The contractor may ferry bins to a waiting vehicle but the vehicle must be legally parked while unattended. This must be approved by Council.

### 3.9 ADDITIONAL WASTE REQUIREMENTS

Developers must consider the storage and disposal of hard waste.

Council does not provide hard waste collection for commercial properties or tenants. We recommend further consultation with a private collection contractor regarding collection of hard waste.

Hard waste is not permitted on the kerb for collection. On-site storage must be provided by the commercial tenant with access for the private collection contractor.

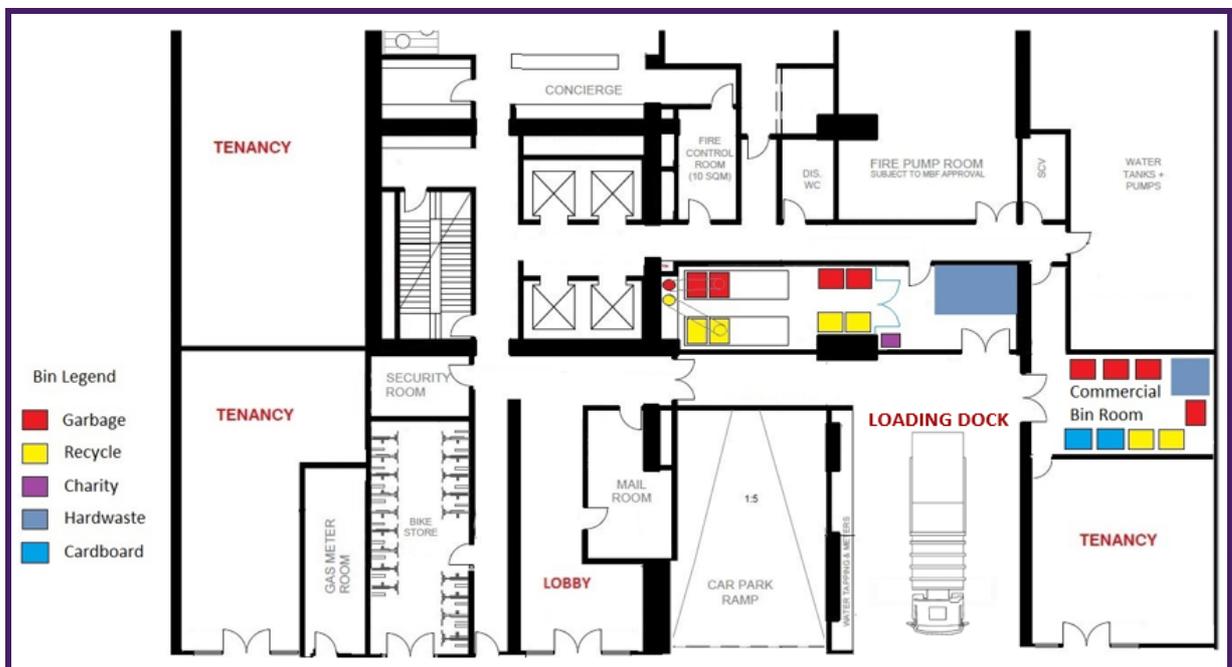
### 3.10 SCALED WASTE MANAGEMENT DRAWINGS

Developers must provide a set of scaled drawings showing the disposal of waste by the staff to the final collection point by the collection contractor.

The drawings must include:

- Typical commercial floor showing garbage and recycling drop-off points;
- Bin rooms including any bins and compactors; and
- Bin presentation location (on-street or on-site) with bin alignment shown.

Figure 11 Example Scaled Waste Management Drawing



### 3.11 COLLECTION CONTRACTORS

Council does not typically collect commercial waste. Limited Council collection is available for commercial developments. Collection entitlements are shown in Table 10 in Section 3.2.

Private collection contractors are engaged by the business or facilities manager. Private collection contractors can offer a variety of truck sizes to suit more difficult to access sites.

Large scale developments may require up to five different waste trucks to visit the site per day (garbage, commingled recycling, paper, cardboard and organics). Managing the number of waste vehicles should be taken into consideration.

### 3.12 SIGNAGE

Signs will be required within the bin area to encourage correct recycling and reduce contamination. Council provides assistance with recycling signage. Signage may also be provided by the private collection contractor.

Figure 12 Bin Room Signage



## 4 SPECIAL SERVICES

### 4.1 ROOMING HOUSES

Rooming houses that are one rateable property are eligible for one 120L waste and one 120L recycling bin. Up to two additional 120L bins for each garbage and recycling services are available for an annual fee.

Rooming houses in non-rateable properties or run by non-profit organisations may be eligible for recycling services at no extra charge on request. A one off bin supply fee will be charged. This is subject to Council approval.

This document has been prepared by SALT (Qualified Waste Engineers) in conjunction with Maribyrnong City Council.