

# **MUDs Waste Management Plan Checklist**

# Waste management plan checklist



## Waste management plans

A waste management plan should be completed by an approved independent professional, such as a waste management engineer or waste management planner. It will then be assessed by the responsible authority to ensure it meets any relevant requirement.

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### Better Practice

A detailed waste management plan should be provided where required by the relevant council and/or where an alternative system is required. The level of detail required may differ for small scale developments.

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## Checklist

The following checklist has been developed to ensure the main issues essential for waste management and recycling have been considered.

Contact your council for details of collection services, and to see whether there are any specific requirements or rules to be met. (For example, some councils have limits on the distance they will enter a building to collect bins).

# Waste management plan checklist

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KEY ISSUES	Yes	No	N/A
<b>Initial planning</b>			
<ul style="list-style-type: none"> <li>Has council been consulted to find out what planning regulations, codes and policies apply to the development?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Has council been asked about available garbage, recycling and organics services, and future service requirements?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Selected garbage, recycling and organics systems (general)</b>			
<ul style="list-style-type: none"> <li>Does the development incorporate sufficient provisions to meet the garbage, recycling and organics requirements for each tenant (both residential and commercial)?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Are systems easy to use and intuitive?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Are garbage, recycling and organics bins located in close proximity to encourage source separation/reduce contamination?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will waste bins and containers conform to relevant design standards?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Will waste handling equipment, including chutes, compactors and composting units, conform to the relevant design and safety standards?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Storage space</b>			
<ul style="list-style-type: none"> <li>Is there sufficient space within each unit to accommodate interim storage of at least two days' segregated garbage, recycling and food organics?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Is there sufficient space within the property boundary to store, in separate bins or containers, the volume of garbage, recycling and organics likely to be generated at the development during the period between collections?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Is hard waste storage space required and has it been allowed for, taking into account potential servicing requirements specific to council?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Is a charity bin required?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Is e-waste storage space required and has it been considered in accordance with any specific service requirements?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Have storage areas been designed to accommodate easy access for manoeuvring bins and cleaning the storage area(s)?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Have storage areas been designed to allow space for signs and education materials to be displayed?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Is there allowance for future service flexibility incorporated in the design?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>In communal storage areas, if applicable, has the design considered the need to separate services (such as meter boards) from waste storage areas? If this is not possible, has additional space been allowed to prevent potential damage to services?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Is there room for each unit to have a home worm farm or compost bin?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Where communal open space or gardens are provided, should on-site communal composting be considered?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Is there sufficient green space for application of compost?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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KEY ISSUES	Yes	No	N/A
<b>Storage location</b>			
<ul style="list-style-type: none"> <li>▶ Are storage locations conveniently located for residents?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▶ Are storage areas located where there is high pedestrian traffic?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▶ Are storage areas out of sight or well screened from the street?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▶ Are storage areas located at an appropriate distance from dwellings to reduce potential amenity impacts?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▶ Are communal composting areas, if appropriate to the development, located with consideration for the potential amenity and environmental impacts?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Waste collection points</b>			
<ul style="list-style-type: none"> <li>▶ Have collection points been identified that are <b>NOT</b> located:                             <ul style="list-style-type: none"> <li>– near intersections?</li> <li>– near roundabouts, cul de-sacs or slow-points?</li> <li>– along busy arterial roads?</li> <li>– in narrow lanes?</li> <li>– near possible obstructions, including trees, overhanging buildings and overhead powerlines?</li> <li>– where they pose a traffic hazard?</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▶ Is on-site servicing required? If so, has council been asked if it provides this service?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▶ If there is agreement for on-site collection with the service provider, has an on-site collection point(s) been identified so that:                             <ul style="list-style-type: none"> <li>– collection vehicles do not interfere with the use of access driveways, loading bays or parking bays during collections?</li> <li>– the bin position(s) enables collection vehicles safe access to the collection point and has adequate clearance and manoeuvring space?</li> <li>– there is clear vision of oncoming traffic as the collection vehicle leaves the property?</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▶ Are collection point(s) located on a level surface away from gradients and vehicle ramps?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>▶ If mobile garbage bins (MGBs) are to be used and collected from the kerb, is there sufficient space on an adjacent street for them to be lined up neatly in (preferably) a single row?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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KEY ISSUES	Yes	No	N/A
<b>Transfer of bins to the collection point</b>			
<ul style="list-style-type: none"> <li>Is the bin transfer route free of steps?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Is the distance the bins need to be wheeled to the collection point reasonable (e.g. not more than 40 metres)?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>If there is a gradient, is it manageable when full bins are being moved manually?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Have bin transport devices been considered to reduce manual handling?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Access for collection vehicles</b>			
<ul style="list-style-type: none"> <li>Does the design allow for the waste collection vehicle to move in a forward direction with no (or minimal) need to reverse?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does the design accommodate access for heavy vehicles to collection points in accordance with relevant Acts, regulations, guidelines, and codes administered by Austroads, Vicroads, WorkSafe Victoria and any local traffic requirements?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Occupational health and safety</b>			
<ul style="list-style-type: none"> <li>Has there been a preliminary risk and hazard analysis to identify potential OH&amp;S risks associated with the proposed services and design layout?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Has the design been modified to eliminate or minimise the identified risks?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Noise</b>			
<ul style="list-style-type: none"> <li>Has the design considered better practice measures to minimise noise associated with use and servicing of the waste management facilities?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Odour</b>			
<ul style="list-style-type: none"> <li>Does the design incorporate ventilation for enclosed storage areas?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does ventilation comply with the relevant codes and standards?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Are ventilation openings located as near as possible to the ceiling and floor, but away from the windows of dwellings?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Are ventilation openings protected against flies and vermin?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Hygiene</b>			
<ul style="list-style-type: none"> <li>Have storage areas been designed to prevent the entry of vermin?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Are provisions for a tap and hose and correct drainage to sewer incorporated in communal bin storage areas?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Amenity</b>			
<ul style="list-style-type: none"> <li>Does the design of waste storage areas blend in with the development?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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KEY ISSUES	Yes	No	N/A
<b>Security</b>			
<ul style="list-style-type: none"> <li>As far as possible, does the design allow easy access for residents but not non-residents to waste services?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Are bin areas sufficiently open and well lit to allow use after dark?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>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?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Signage and education</b>			
<ul style="list-style-type: none"> <li>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?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Does the design specify the need for signs providing instructions on how to use the garbage, recycling and organics facilities, including identifying what is and isn't recyclable?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Have requirements for safety signs been identified?</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Ongoing management</b>			
<ul style="list-style-type: none"> <li>Is there a need to employ a building manager/caretaker and/or gardener:               <ul style="list-style-type: none"> <li>to manage communal composting or worm farms?</li> <li>for transporting bins to the collection point?</li> <li>for operation of chute systems?</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Has an ongoing management plan been developed that identifies responsibilities for:               <ul style="list-style-type: none"> <li>moving bins to and from the storage point to the collection point (if required) on collection day?</li> <li>washing bins and maintaining storage areas?</li> <li>arranging for the prompt removal of dumped waste?</li> <li>arrangements for consistent signs on all bins and in all communal storage areas?</li> <li>ensuring all residents are informed of the garbage and recycling arrangements?</li> </ul> </li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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