

Waste Management Guidelines for developments within City of Casey

Version: 4
Adopted: November 2024

City of Casey

Introduction

The City of Casey outlines the following guidelines for multi-unit developments within the municipality. Consideration of this information will assist in streamlining the planning process and meeting Council's requirements.

1. Purpose

The purpose of the Guidelines is to provide guidance and procedures for:

- Applicants designing waste management facilities for multi-unit developments.
- Council Statutory Planning Team and Waste Management Team considering the design of waste management facilities for multi-unit developments.
- Applicants required to submit a formal Waste Management Plan.
- Requirements for different types of developments, including residential multi-unit developments (including apartments), mixed use and commercial developments.

2. Structure of Guidelines

The guidelines are intended to assist applicants, developers and Council staff in meeting Council's requirements in relation to waste management for multi-unit developments.

The structure of the guidelines is outlined below.

- Section 5 - Overview of Council's Waste and Recycling Services
- Section 6 - Planning Permit application requirements
- Section 7 - Waste management requirements for the development types within City of Casey
- Section 8 - Waste Management Plan Requirements
- Section 9 - Supporting information and site plan requirements

3. City of Casey References

This document should be considered in conjunction with the City of Casey Planning Scheme and relevant local policies, including:

- *City of Casey Kerbside Collection Policy, Version 4 (2024); and*

- City of Casey Housing Strategy (2019)

4. Glossary of Terms

Table 1: Definitions

Term	Definition
Amenity	The pleasantness or attractiveness of a place
Collection point	The area where the waste is to be collected by the waste collection contractor
Commercial development	A development intended entirely for commercial purposes
Community development	A development intended for use by members of the community such as churches, schools and sporting clubs
Contamination	Material and items within a recycling or garden waste bin that are not recyclable through Council's recycling service
Garbage	Materials that cannot be recovered or reused
Garden waste	Organic material from a typical residential garden, such as leaves, grass clippings, weeds, branches, bark prunings that are placed in the garden waste bin
Food organics	Organic material from food scraps
FOGO waste bin	Bin provided to residents that allows for garden waste and food organics disposal
Glass recycling	Bin provided to residents for glass bottles and glass jars
Hard waste	Inert material that is either too large to be disposed through standard bins or has specific disposal requirements
Indemnity	A party providing service to a property will not be held responsible for any loss or damage as a result of routine services
Mixed-use development	A development intended for a mixture of both commercial and residential occupation
Multi-Unit Development	Two or more dwellings on a lot, including villa units, townhouses and apartments
Residential development	A development intended for residential occupation
Waste	Unwanted or unusable material or by-products
Waste Management Plan	A document detailing the waste management operations of a site

5. City of Casey Waste and Recycling Services

5.1 Overview

The City of Casey's preference is for all residential developments to be serviced by Council's kerbside waste collection service. The design of residential developments should allow for a Council waste collection service to be utilised, providing all residents with access to a satisfactory and cost-effective waste and recycling service.

Where Council collection is not possible or considered impractical for Council's waste collection contractor, a private collection contractor can be utilised at the discretion of Council's Waste Management Team.

Garbage, recycling and food organics & garden waste (FOGO) collection in the City of Casey takes place using driver-operated trucks with bins collected from the left-hand side of the vehicles using a mechanical arm. This eliminates the need for manual handling by drivers and its associated risks.





Where possible, it is preferable that waste collection takes place from the property frontage (i.e. kerbside), although in many cases this may not be practicable for numerous reasons, including occupational health and safety issues, the impact of a large number of bins on the visual amenity of the area or because there is not enough room on the property frontage.

In 2020, food waste recycling was rolled out in the City of Casey. All Casey residents can now put household food scraps straight into their garden waste bin. Council collects resident’s garden and food waste to create compost.

5.2 Council bin specifications

Table 2 outlines Council’s standard kerbside waste service that are provided to residents. Residential developments are required to utilise the FOGO waste service, unless the property size is less than 400m² or greater than 20,000m². In this case, the resident can opt out of the FOGO waste service.

Table 2: Council residential waste collection and bin details

	Garbage Bin (120L)	Recycling Bin	FOGO Waste Bin	Glass Bin
Bin image				
Colour	Dark green body with red lid	Dark green body with yellow lid	Dark green body with bright green lid	Dark green body with purple lid
Entitlement	80L or 120L	240L	240L	80L or 120L (to be decided)
Collection frequency	Weekly	Fortnightly	Fortnightly	To be decided by 2026

5.3 Changes to Waste at Casey

Bin Lid changes

The Victorian Government is making it a requirement that all bin lids are the same across the state, to reduce confusion for people when moving to different municipalities.

2025 – by the end of 2025, all properties in Casey will have their garbage bin lid changed to a red lid and the recycle bin lid changed to a yellow lid.

FOGO bin

2026 – by the end of 2026, all properties of Casey will have been issued a FOGO bin, with a green lid. This includes residents who could previously opt out of a FOGO service if their property is less than 400m² or greater than 20,000m².

Glass bin

By 2027, City of Casey will be adopting a fourth glass recycling bin. The 80L or 120L bin, will allow residents to separate glass bottles and glass jars from their current recycling bin for more effective recycling.

The spacing requirements to allow for this additional bin will therefore change, see Section 5.5 for Spacing Requirements.

Table 3: Council waste and recycling bin dimensions

Bin Size	Width	Depth	Height
80L	480mm	550mm	870mm
120L	480mm	600mm	900mm
240L	600mm	750mm	1030mm

5.4 Collection operations

The road layout of the development must be designed to allow for Council's waste contractor collection vehicle fleet. Table 4 outlines the Council vehicle sizes that need to be considered when planning for a new multi-unit development. The vehicle must enter and exit a development in a forward direction, this is to be outlined in swept path diagrams provided with the application. Only one 3 point turn by the waste vehicles is permitted within the development.

Table 4: Approximate Council vehicle sizes

Specification	Side Loader (MRV)
Height	3.97 metres (4.25m with lifting arm extended)
Width	2.50 metres (5.98m with lifting arm extended)
Length	10.159 metres
Weight	23 tonne

In the coming years, Council may introduce a smaller vehicle into its contractor's fleet to allow for collection within multi-unit developments that currently cannot be accessed by the standard waste collection vehicle.

5.5 Spacing requirements for Bin Placement

The following is required when designing space requirements for bin collection points on the property frontage (kerbside):

- A minimum length of 2.5m for each set of garbage and recycling waste bins (per dwelling) with 300mm between bins and each set of bins (by 2027, every four weeks three bins will be on the nature strip for collection, which include a garbage bin, a recycling or FOGO bin and a new glass recycling bin). Therefore, the previous minimum length for bin spacing of 1.7m for each set, has increased to 2.5m. Applicants will need to consider this additional space when designing new developments.
- 1.0m clearance around each row of bins to allow sufficient space to ensure that bins do not hit any obstacle(s) in the lifting process during collection (ie, street trees, poles, hydrants, parking signs etc).

If there is insufficient space between bins, the mechanical arm will not be able to safely collect bins. Consideration should also be given to large households who may have additional bins.

5.6 Collection from court bowls and laneways

5.6.1 Court bowls

The existing bin collection points for the adjoining properties within the court bowl and the proposed development must be taken into consideration when identifying the bin collection point for the multi-unit dwellings at the subject land. Council's contractors do not collect bins from the court bowl and current arrangement is for existing dwellings to place their bins along the straight sections of the court.

5.6.2 Laneways

The following requirements must be taken into consideration for developments within a laneway.

- The laneway width must be sufficiently wide to cater for a truck collecting bins
- Waste collection must occur from one side of the laneway only.
- There must be sufficient length in the laneway on one side for the placement of bins for each dwelling (allowing 2.5m for each set of bins) without blocking or hindering access to and from garages. A designated bin collection point for each dwelling must be shown on the plans with a clearance of 1.0m from any wall or obstruction behind the bins to allow for the vehicle's lifting action.
- Laneway must be provided with appropriate signage stating 'No Parking in laneway on bin collection day'.
- Adequate turning access from the adjoining road/s to enable the vehicle to enter and exit the laneway satisfactorily.

6. Planning Permit Application Requirements

The requirements for planning applications for multi-unit developments are outlined in this Section.

The following detail is needed to enable the design and operation of the waste management services to be considered and for advice to be provided to the applicant.

6.1 Waste Management Plans

A Waste Management Plan (prepared by a suitably qualified consultant) is required to be submitted as part of the application for multi-unit developments with six or more dwellings, mixed use developments and commercial developments.

For multi-unit developments with five or less dwellings, a site plan outlining the waste management requirements is to be supplied by the applicant. Further information is provided in Section 8.1.

The Waste Management Plan must include full details of the development proposal including the following information:

- Land use type, including number of dwellings
- Size of each development
- Waste generation rates and calculations for garbage, recycling, FOGO and hard waste
- Waste systems for garbage, recycling, FOGO and hard waste
- Bin quantity and size

- Bin storage location and sizing
- Hard waste storage location area
- Bin access, waste sorting and bin transfer information
- Collection arrangements
- Signage

Further detail in relation to the specific requirements of a Waste Management Plan is outlined in Section 8.

6.2 Scaled drawing and swept path diagrams

In addition to the above, scaled drawings and swept path diagrams (where relevant) must be included in the Waste Management Plan. See section 9 for further detail on scaled drawings and swept path diagram requirements.

6.3 Indemnity

City of Casey will allow on-site collection if any of the following apply:

- There is insufficient space on the kerbside for bin collection.
- Kerbside collection is unsafe.
- Kerbside collection causes significant traffic disruption.
- Kerbside collection occurs in a restrictive area.
- Kerbside collection is considered inappropriate by Council.

Council or its contractors will not enter private property unless indemnity against liabilities, losses, damages and other costs arising from the onsite collection service has been provided. If onsite collection is approved by Council, indemnity in the form of a Section 173 must be entered into by Council and the owners of the property.

7. Waste management requirements for developments

Section 7 is intended to assist applicants in understanding the waste management requirements within City of Casey according to the development type.

When designing developments, consideration must be made in relation to bin placement and collection locations, bin storage areas and hard waste collection locations.

7.1 Multi-Unit Developments with Five Dwellings or less

- Council standard waste and recycle services apply, including hard waste collection.
- Sufficient space for three bins per dwelling – refer to 5.5.
- Bins to be placed on the property frontage (kerbside). If the bins cannot be placed on the property frontage, refer to 7.2 for developments of six or more dwellings.
- Sufficient space for bin storage within the private open space of each dwelling or other suitable area considered satisfactory by Council.
- Waste Management Plan not required, however bin collection points and bin storage areas to be shown on site plans. (See Section 9 for site plan requirements).

7.2 Multi-Unit Developments with Six or more Dwellings

7.2.1 Option 1 – Council kerbside or on-site collection

Where it is considered there is insufficient space to collect from the property frontage (kerbside), arrangements for an on-site collection will be required as follows:

- Council standard waste and recycle services apply, including hard waste collection.
- Sufficient space for three bins per dwelling.
- Waste Management Plan required (refer to section 8).
- Indemnity in the form of a Section 173 required where Council can only service bins within internal private roads.
- Sufficient space for bin storage within the private open space of each dwelling or other suitable area considered satisfactory by Council.
- Swept path diagram required (where collection occurs on-site).
- Hard waste collection compound required for 12 or more dwellings and collection from kerbside occurs.

7.2.2 Option 2 – Private on-site waste collection

- Collection to be undertaken using a private waste contractor for bin services and hard waste collection.
- Residents will not be charged for a Council waste service.
- Waste Management Plan required (refer to section 8).
- Swept path diagram required.
- Sufficient space for three bins per dwelling.
- Sufficient space for bin storage within the private open space of each dwelling or other suitable area considered satisfactory by Council.

7.3 Apartment developments

7.3.1 Option 1 – Council kerbside collection

- Council standard waste and recycle services apply, including hard waste collection.
- Sufficient space for three bins per dwelling.
- Bins to be placed on the property frontage (kerbside). If the bins cannot be placed on the property frontage, refer to 7.2 for developments of six or more dwellings.
- Waste Management Plan required.
- Sufficient space for bin storage within the private open space of each dwelling or other suitable area considered satisfactory by Council

7.3.2 Option 2 – Bin storage in apartment complex basement

- Council does not currently supply a waste collection service where bins are stored in an apartment complex basement, however this may change in the future. Contact Council's Waste Management Team on 9705 5200 for more information.

The following is required, regardless whether Council or private collection:

- Waste Management Plan required (refer to section 8).
- Swept path diagram required.

7.4 Mixed use developments

- Provision of waste and recycling services by Council to commercial premises is done as an optional user pays, with Commercial waste charges being allocated to the Rates Notice. Traders can elect to use the Council service where appropriate or a private contractor. Contact Council's Waste Management Team on 9705 5200 for more information.

The following is required, regardless whether Council or private collection:

- Waste Management Plan required indicating requirements for both commercial and residential waste management (refer to section 8).
- Swept path diagram required.

7.5 Commercial developments

- Provision of waste and recycle services by Council to commercial premises is done as an optional user pays, with Commercial waste charges being allocated to the Rates Notice. Traders can elect to use the Council service where appropriate or a private contractor. Contact Council's Waste Management Team on 9705 5200 for more information.

The following is required, regardless whether Council or private collection:

- Waste Management Plan required (refer to section 8).
- Swept path diagram required.

8. Waste Management Plan Requirements

When required, a Waste Management Plan must be submitted with the application. The Waste Management Plan is to include full details of the development proposal to ensure waste management has been considered for multi-unit developments.

This section outlines the specific requirements of the Waste Management Plan.

8.1 Land use type

The applicant is to provide a summary of the proposed development, including:

- Number of residential dwellings;
- Number and floor area of commercial tenancies;
- Number of floors;

- Dimensions of street frontages;
- Location of vehicle access points

8.2 Waste generation rates and calculations

Waste generation rates for a private residential or commercial development must be calculated when a Waste Management Plan is required as supporting documentation with the application. Calculating garbage and recycling waste generation rates will help determine the number and types of bins the development will require.

8.2.1 Private residential waste generation rates

Table 6 outlines the potential waste generated for one, two and three bedroom dwellings.

Table 6: Private residential developments waste generation rates

Dwelling Size	Garbage (L/week)	Recycling (L/week)
<i>Studio / One Bedroom</i>	80L	40L
<i>Two Bedroom</i>	100L	60L
<i>Three Bedroom or greater</i>	120L	60L

8.2.2 Commercial developments waste generation rates

Council collection for commercial developments is provided in Table 7 below. Bins must be presented on the kerbside for collection. Waste volumes greater than those in Table 7 require a private waste collection for each stream. Council does not offer a FOGO waste bin or hard waste service for commercial developments.

Table 7: Commercial bins supplied by Council

Bin type	Collection frequency
<i>2 x Garbage 120L</i>	<i>Weekly</i>
<i>2 x Recycle 240L</i>	<i>Fortnightly</i>
<i>FOGO waste</i>	<i>Not provided</i>
<i>Hard waste</i>	<i>Not provided</i>

Table 8 outlines the potential waste generated for commercial developments.

Table 8: Commercial developments waste generation rates

Type of Premises	Garbage generation	Recycling generation
Food premises		
<i>Restaurants</i>	<i>660L/100m2 floor areas/day</i>	<i>200L/100m2 floor areas/day</i>
<i>Supermarkets</i>	<i>660L/100m2 floor areas/day</i>	<i>240L/100m2 floor areas/day</i>
<i>Convenience Store</i>	<i>300L/100m2 floor areas/day</i>	<i>150L/100m2 floor areas/day</i>
<i>Café</i>	<i>300L/100m2 floor areas/day</i>	<i>200L/100m2 floor areas/day</i>

Takeaway / Café (pre-packaged food only)	150L/100m2 floor areas/day	150L/100m2 floor areas/day
Commercial (non-food)		
Education / Training	5L/100m2 floor areas/day	5L/100m2 floor areas/day
Offices	10L/100m2 floor areas/day	10L/100m2 floor areas/day
Shops	50L/100m2 floor areas/day	50L/100m2 floor areas/day
Warehouses (office)	10L/100m2 floor areas/day	10L/100m2 floor areas/day
Childcare	350L/100m2 floor areas/week	350L/100m2 floor areas/week
Gym	10L/100m2 floor areas/day	10L/100m2 floor areas/day
Other Accommodation		
Retirement Village	60L/apartment/week	60L/apartment/week
Independent Living	80L/apartment/week	80L/apartment/week

(Guidelines for preparing a waste management plan – City of Melbourne, 2015)

8.3 Bin quantity and size

The Waste Management Plan must include the number of bins and sizes. The City of Casey standard bin sizes for residential developments are outlined in Table 1. For both residential and commercial developments, the applicant must calculate the quantity and dimension of bins to demonstrate the adequacy of bins storage areas and street frontages (where relevant) to accommodate bin storage and collection.

8.4 Bin storage location and sizing

The Waste Management Plan must include information on bin storage locations. Bin storage areas must be located within the property and must not be visible from the street. Each waste stream is to be clearly labelled and for Mixed Use developments, residential waste must be kept separated from commercial waste. For commercial developments, a bin storage area or multiple areas for large developments must be provided. When designing bin rooms for apartment buildings or commercial developments, the following details must be provided:

- Bin room size;
- Bin Layout;
- Wash down areas;
- Ventilation;
- Vermin, odour and noise prevention.

8.5 Hard waste storage location area

A hard waste collection is provided by Council twice yearly for all residential developments with a Council waste service. For residential properties with a private collection or commercial properties, Council does not provide a hard waste collection service.

Provision must be made for hard waste storage location collection area.

8.6 Bin access

A detailed summary must be provided of how residents will access bins, sort waste and how bins will be transported from the bin storage area to the collection point.

8.7 Collection arrangements

The Waste Management Plan and application plans must demonstrate how bins are to be transferred to the collection vehicles. Plans must show the location and configuration of bins at the point of collection.

9. Supporting Information and Drawings

The applicant must provide scaled drawings to support the application.

Marked-up drawings to scale (1:100 to 1:200) must be submitted to demonstrate how the waste management requirements for the development have been met.

The following plans should be included with the application.

9.1 Bin storage areas

- Bin storage area/s size (m²);
- Bin types/layout (show bins clearly labelled or coloured for each waste stream);
- Screening and amenity measures.

9.2 Bin collection points

- For kerbside collection, site plan identifying bin presentation location with bin alignment shown (for each dwelling), and indicating all street furniture, poles, signs, street lights, trees;
- For on-site collection, bin collection area/s to be shown;
- Swept paths for collection vehicles, demonstrating maneuverability of collection vehicles ensuring entry and exit in a forward direction;
- Transfer paths and gradients from bins storage to bin collection areas;
- Basement clearances, if applicable;
- Location of hard waste storage/green waste storage.
- For multi-unit developments, the existing bin collection points for the adjoining properties must be taken into consideration when identifying the bin collection point for the proposed development particularly if the adjoining development is also a multi-unit development.

For clarification or any other queries regarding the preparation of a Waste Management plan please contact the Sustainability and Waste Department on 9705 5200. To lodge a planning application and/or WMP please email to caseycc@casey.vic.gov.au.

Contact City of Casey

03 9705 5200

NRS: 133 677 (for the deaf, hearing or speech impaired)

TIS: 131 450 (Translating and Interpreting Service)

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