



Waste Management Plan

July 2026

104-108 Sparks Road, Norlane, VIC, 3214

– 19 Units development

1. Introduction

This Waste Management Plan (WMP) is prepared to satisfy the relevant Planning Permit condition requiring a Waste Management Plan to be submitted to and approved by the Responsible Authority prior to the commencement of the development.

This document outlines the waste separation, storage, handling and collection strategy for the proposed nineteen-dwelling development at 104-108 Sparks Road, Norlane, VIC 3214.

The site is located within the City of Greater Geelong. Waste collection for the entire development is proposed to be undertaken through a fully private waste collection arrangement. No Council kerbside collection is proposed for any dwelling within the development.

All dwellings, including Units 1 and 19, are to be serviced by the nominated common waste storage / collection area. The shared waste system is to be managed by the Owners Corporation, appointed site manager and / or appointed private waste contractor. Final bin sizes, collection frequency, collection vehicle type and operational servicing arrangements are to be confirmed with the appointed private waste contractor prior to occupation, to the satisfaction of the Responsible Authority.

2. Development Summary

The development comprises nineteen (19) dwellings arranged around a common internal driveway and shared vehicle accessway.

The proposed waste management arrangement is as follows:

- All nineteen (19) dwellings are to be serviced by a fully private, managed shared waste collection system.
- Waste is to be deposited by residents into the nominated common waste storage / collection area located within the development.
- No bins are to be presented to the Sparks Road kerbside for Council collection.
- The shared waste system is to be managed by the Owners Corporation, appointed site manager or appointed private waste contractor.
- Common landscaped areas are to be maintained by the Owners Corporation or appointed landscape maintenance contractor. Garden waste generated from common landscaped areas is to be removed from site as part of regular landscape maintenance and is not intended to rely solely on the shared garden waste bins.

The waste streams addressed by this WMP include general rubbish, mixed recycling and garden organics / green waste. Food waste is to be disposed of in the general rubbish stream unless and until a food and garden organics service applicable to the site is provided by the appointed waste contractor or otherwise required by the Responsible Authority.

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3. Purpose of the Waste Management Plan

This Waste Management Plan demonstrates how waste generated by the development will be appropriately separated, stored, handled and collected.

The WMP provides:

- Details of waste separation to encourage waste minimisation and recycling.
- Identification of the common waste storage / collection area within the development.
- Details of the proposed shared general rubbish, recycling and garden organics bin allocation.
- A fully private waste storage and collection strategy for all dwellings.
- Confirmation that bins can be accessed and serviced safely within the site.
- Confirmation that waste collection can occur without unreasonable impact on pedestrian movement, vehicle access, traffic safety or neighbourhood amenity.
- A management approach for labour and manual handling associated with bin movement, consistent with relevant OH&S principles.

4. Waste Separation and Waste Minimisation

Waste generated by residents is to be separated at source into the appropriate waste streams to encourage waste minimisation, reuse and recycling.

Waste Stream	Management Method
General rubbish	Placed in shared general waste bulk bins within the common waste storage / collection area.
Mixed recycling	Placed in shared recycling bulk bins within the common waste storage / collection area. Recyclables are to be placed loose and not bagged.
Garden organics / green waste	Placed in shared green waste bins. Green waste bins are for garden organics only unless otherwise approved by the appointed waste contractor or Responsible Authority.

Residents are responsible for placing waste in the correct bins and ensuring that recyclable materials and garden organics are not contaminated by general waste.

No waste is to be stored outside the designated common waste storage / collection area. No bins associated with the development are to be permanently stored on the nature strip, footpath, road reserve or common driveway.

5. Proposed Private Collection Bin Sizes and Frequencies

The proposed fully private waste service is to use shared bulk bins and shared garden waste bins sized to suit the nineteen-dwelling development. Final bin sizes and collection frequencies are to be confirmed with the appointed private waste contractor prior to occupation.

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Waste Stream	Proposed Bin Size	Proposed Collection Frequency
General rubbish	1100L BULK bin	Weekly, or more frequently if required
Mixed recycling	1100L BULK bin	Weekly, or more frequently if required
Garden organics / green waste	240 L shared green waste bins	Fortnightly / as required, subject to contractor confirmation
Common landscape maintenance waste	Not reliant on dwelling green bins	Removed from site by appointed landscape contractor as part of maintenance

The collection frequency is to be reviewed after occupation. The Owners Corporation or appointed manager is to arrange additional collection if waste overflow, contamination, odour or litter becomes evident.

6. Proposed Bin Allocation

The proposed bin allocation is based on a fully private collection arrangement for all nineteen (19) dwellings.

Waste Stream	Proposed shared bin allowance	Proposed Collection/ Management
General rubbish	3 x 1100 L general waste bulk bins	Weekly, or more frequently if required by the appointed private waste contractor
Mixed recycling	3 x 1100 L recycling bulk bins	Weekly, or more frequently if required by the appointed private waste contractor
Private garden organics supplement	4 x 240 L shared green waste bins	Fortnightly / as required, subject to contractor confirmation
Common landscaped areas	Not reliant on dwelling green bins	Maintained by Owners Corporation / landscape contractor, with garden waste removed from site as part of maintenance

The shared general rubbish bin allowance provides approximately 3,300 L of general rubbish capacity per collection cycle. This provides capacity above the indicative residential allowance for nineteen dwellings and reduces the risk of overflow between collections.

The shared recycling bin allowance provides approximately 3,300 L of recycling capacity per weekly collection cycle. If the appointed contractor confirms a different service frequency, the number of recycling

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bins or collection frequency is to be adjusted to prevent overflow and contamination.

The 4 x 240 L shared green waste bins are intended as a supplementary allowance for private courtyard / garden waste from the dwellings. These bins are not intended to receive all common landscape maintenance waste. Common landscaped areas are to be maintained by the Owners Corporation or appointed landscape contractor, with green waste removed from site as part of regular maintenance.

7. Common Waste Storage / Collection Area

The Waste Management Drawings identify the common waste storage / collection area that services all dwellings within the development.

The common waste storage / collection area is to:

- Accommodate 3 x 1100 L general waste bins, 3 x 1100 L recycling bins and 4 x 240 L shared green waste bins.
- Provide a minimum 1.2 m clear bin access / manoeuvring zone to the front of the bins, or as otherwise shown on the endorsed Waste Management Drawings.
- Provide direct pull-out access to the common hardstand / driveway area.
- Be located clear of required car parking spaces, garage doors, pedestrian access paths and vehicle manoeuvring areas.
- Be provided on a firm, stable and trafficable hardstand surface suitable for moving 240 L bins and 1100 L bulk bins.
- Be screened or integrated where visible from common areas, adjoining properties or public areas, where practicable.
- Be maintained in a clean and orderly condition by the Owners Corporation, appointed site manager or appointed private waste contractor.

The bin storage area is not to be used for the storage of loose waste, hard waste, building waste or materials unrelated to normal residential waste management.

8. Bin Transfer Route and OH&S Requirements

All shared bins are to be stored and collected from the nominated common waste storage / collection area. Bins are not proposed to be presented to the Sparks Road kerbside for Council collection.

Bin transfer routes and collection access areas are to be kept clear, safe and accessible at all times. The bin transfer / access arrangement must:

- Avoid steps and abrupt level changes where practicable.
- Provide a firm and stable surface suitable for wheeling 240 L bins and 1100 L bulk bins.
- Maintain safe clearance from parked vehicles, garage doors, dwelling entries and pedestrian paths.
- Avoid unreasonable conflict with vehicle movements within the common driveway.
- Maintain safe pedestrian and vehicle movement during bin servicing.
- Maintain clear access for the appointed private waste contractor or site manager.

Where a collection vehicle is required to enter the site, final collection vehicle type, swept path, entry / exit manoeuvres and operational procedures are to be confirmed by the appointed private waste contractor prior to occupation. Any reversing movement is to be minimised and managed in accordance with the contractor's operational safety procedures.

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9. Waste Collection Method

Waste collection for the entire development is to be undertaken by a private waste contractor from the nominated common waste storage / collection area within the site.

The appointed private waste contractor / Owners Corporation / appointed manager is responsible for:

- Maintaining the common waste storage / collection area in a clean and orderly condition.
- Arranging collection of the shared general waste, recycling and garden organics bins.
- Monitoring the shared bins to reduce contamination, overflow, odour and litter.
- Adjusting collection frequency where required to prevent overflow or amenity impacts.
- Ensuring that shared bins do not obstruct the common driveway, parking spaces, building entries, garage doors or pedestrian paths.
- Returning bins to the storage area immediately after servicing where bins are moved for collection.
- Providing residents with information regarding correct waste separation and use of the shared bins.

No Council kerbside collection is proposed. No bins are to be placed on the Sparks Road kerbside for Council collection unless an alternative arrangement is subsequently approved by the Responsible Authority and Council.

10. Kerbside Bin Presentation

Kerbside bin presentation is not proposed for this development. The entire development is to be serviced by a fully private collection arrangement from the nominated common waste storage / collection area.

The Waste Management Drawings are to remove any kerbside bin presentation areas previously shown for Units 1 and 19. All bins associated with the development are to be stored and serviced through the common waste storage / collection area, unless otherwise approved by the Responsible Authority and the appointed waste contractor.

The common waste storage / collection area is to be located and managed so that bin storage and collection do not obstruct the footpath, Sparks Road traffic, vehicle sightlines, driveway access, required car parking spaces, pedestrian movement or adjoining property access.

11. Collection Frequency

The proposed collection frequency is to be confirmed by the appointed private waste contractor prior to occupation. The following preliminary frequency is proposed:

Waste Stream / Area	Collection Frequency
Shared general waste for all 19 dwellings	Weekly, or more frequently if required
Shared recycling for all 19 dwellings	Weekly, or more frequently if required
Shared green waste bins	Fortnightly / as required, subject to contractor confirmation
Common landscape maintenance waste	Removed from site by appointed landscape contractor as part of regular maintenance

The Owners Corporation or appointed manager is to review waste generation after occupation and increase collection frequency or bin numbers if required to prevent overflow, odour, litter or amenity impacts.

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12. Amenity and Safety Requirements

The waste storage and collection arrangements must be managed to protect residential amenity and public safety.

The following requirements apply:

- Waste storage areas must be kept clean and free of litter.
- Bins must remain closed when not in use.
- Waste must not be stored outside designated bin storage areas.
- Bins must not obstruct the common driveway, dwelling entries, garage access, pedestrian paths or car parking spaces.
- Bins must not be permanently stored within the road reserve or nature strip.
- Waste collection must not cause unreasonable noise, odour or visual impact.
- Private collection is to occur within the nominated common waste storage / collection area or other approved on-site location.
- Any damaged bins are to be repaired or replaced as required by the Owners Corporation or appointed private waste contractor.
- The Owners Corporation or appointed manager is to monitor shared bins and arrange additional collection if waste overflow, contamination or odour becomes evident.

13. Owners Corporation / Contractor Management

The shared waste system is to be managed by the Owners Corporation, appointed site manager or appointed private waste contractor.

The management responsibilities include:

- Ensuring that the common waste storage / collection area remains accessible and unobstructed.
- Arranging private collection of shared waste bins at a frequency sufficient to prevent overflow.
- Ensuring that residents are informed of correct waste separation requirements.
- Ensuring that common landscape maintenance waste is removed from site by the appointed landscape contractor, rather than relying solely on the shared 240 L green bins.
- Arranging bin cleaning, maintenance and replacement where required.
- Reviewing the collection frequency after occupation and increasing service frequency or bin numbers if required.
- Coordinating with the appointed private waste contractor to confirm vehicle access, collection procedure and servicing frequency before occupation.

If the Responsible Authority determines that any part of the proposed arrangement is not suitable, the Owners Corporation is to arrange an alternative private waste collection service to the satisfaction of the Responsible Authority.

14. Waste Management Drawings

The Waste Management Drawings accompanying this report are to illustrate the bin storage arrangements and fully private waste collection strategy described in this Waste Management Plan.

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The drawings are to show:

- The common waste storage / collection area serving all nineteen dwellings.
- The number and type of bins to be stored in the common waste storage / collection area.
- The minimum 1.2 m clear bin access / manoeuvring zone to the common bin storage area.
- The internal driveway and relevant vehicle manoeuvring areas.
- The proposed private waste contractor access arrangement or nominated servicing point.
- Confirmation that no kerbside bin presentation areas are proposed along Sparks Road.
- Confirmation that the nominated collection arrangement maintains safe pedestrian and vehicle movement.

The Waste Management Drawing is part of this Waste Management Plan and must be read in conjunction with this written report.

Drawing note for fully private collection:

All dwellings are to be serviced by a fully private waste collection arrangement. Shared bins for all 19 dwellings are to be stored and collected from the nominated common waste storage / collection area by the Owners Corporation / appointed private waste contractor. No bins are to be presented to the Sparks Road kerbside for Council collection. Final bin numbers, collection frequency, collection vehicle type and contractor access arrangement are to be confirmed prior to occupation.

15. Conclusion

This WMP confirms that the proposed nineteen-dwelling development at 104-108 Sparks Road, Norlane, VIC 3214 can be serviced through a fully private waste management arrangement, subject to final confirmation by the Responsible Authority and the appointed private waste contractor.

All dwellings are proposed to be serviced by a managed shared waste system within the nominated common waste storage / collection area. No Council kerbside collection is proposed for the development. The proposed arrangement provides for waste separation, on-site bin storage, safe collection access, private collection for all dwellings and ongoing management of residential waste by the Owners Corporation / appointed manager / appointed private waste contractor.

Where the proposed arrangement is not accepted by the Responsible Authority, an alternative fully private waste collection arrangement is to be provided to the satisfaction of the Responsible Authority prior to occupation.

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