



Technical Manual

Waste Management

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1. Waste Management

This Manual:

- Supplements Section 7.08 of the Newcastle DCP by providing detailed technical information for waste management including the storage, disposal and recycling of waste products.
- Applies to all development requiring consent.
- Outlines the appropriate waste management facilities to be provided for a range of development types.
- Provides an indication of the typical waste generation rates for various development types.

2. Waste Management Principles

Much of the waste produced by our community can be reduced. Recovering and recycling secondary resources is a key element in working towards an ecologically sustainable future development.

This Technical Manual aims to inform applicants of their responsibilities in waste management throughout the development process including the preparation of development applications, demolition, construction and ongoing use of premises.

In addition, it provides guidelines on how to minimise waste and improve existing facilities.

3. Waste Minimisation and Management Measures

Appropriate waste minimisation and management measures are required to be provided to adequately serve the proposed development.

The management measures and facilities to be used will depend upon the nature, scale and scope of the proposed development and level of predicted waste. This may involve one or a combination of private or communal waste management facilities such as (but not limited to):

- Waste cupboard
- Waste storage and recycling area
- Garbage and recycling rooms
- Garbage chute systems
- Collection areas
- Administrative arrangements eg. lease conditions site caretaker.

Appendix A should be used as a guide for selecting the appropriate management facility(s) for the type of development proposed.

Refer to **Appendix B** for typical waste generation rates for various development types.

Council's standard bin sizes are available on request if required.

4. Application Requirements

Waste Management Plan

All applications for development must be accompanied by a **Site Waste Minimisation and Management Plan (SWMMP)**. The **SWMMP** is to be prepared as part of your *Statement of Environmental Effects* (SEE).

Standard SWMMP Form

For convenience, a standard form has been prepared that, once completed, represents a *Site Waste Minimisation and Management Plan (SWMMP)*. This will provide Council with all the information needed to make an informed assessment of your proposal against the requirements of this Technical Manual. Refer to **Appendix C**.

Appendix D contains a SWMMP for demolition, construction and alteration of dwelling houses which can be nominated as the official SWMMP for this form of development.

Development Plans

In addition to providing a SWMMP it will also need to be illustrated on the development plans the waste management facilities intended to be provided as part of the proposal. For proposals that are more complex, it may be appropriate to provide these details on separate plan(s) and attach to the SWMMP.

Appendix A: Waste Facilities Guide

Land Use or Activity	Appropriate waste management facility (to be indicated on DA plans if proposed)						
	Note: For a detailed explanation of Waste Facilities Refer to the Glossary.						
	Internal waste cupboard space.	Internal waste & recycling rooms chute system or volume reduction equipment.	Onsite waste & recycling collection area.	Access for collection vehicles.	Waste recycling facility in public areas.	Compost-ing area (where site area is available)	Details of low waste gardens/ landscaping.
SINGLE-UNIT RESIDENTIAL including single dwelling-houses, terrace houses, villa homes & townhouses (class 1(a) and some Class 2	✓		✓			✓	
MULTI –UNIT RESIDENTIAL including townhouses & residential flat buildings (class 2)	✓	✓	✓	✓		✓	✓
SHARED RESIDENTIAL including boarding houses & backpackers accommodation	✓		✓			✓	✓
COMMERCIAL & INDUSTRIAL BUILDINGS including hotels, motels, commercial & professional offices, shops restaurants, service stations showrooms, storage or sale by wholesale, factories, health care (eg Hospitals)laboratories assembly buildings (eg clubs, schools, theatres) classes 3(b), 5, 6, 7 & 9	✓	✓	✓	✓	✓	✓	✓
DEMOLITION including vegetation removal, excavation and major renovations and subdivisions works.	<ul style="list-style-type: none"> • Location of onsite sorting and storage areas • Location of vegetation / building to be removed or demolished relative to sorting and storage areas 						

Appendix B: Typical Waste Generation Rates

Type of Premises	Waste Generation	Recycling Generation
Backpackers accommodation	40L/occupant/week	20 litres/occupant/week
Boarding house, Guest house	60L/occupant/week	20 litres/occupant/week
Food Premises		
Butcher	80L/100m ² floor area/day	Discretionary
Delicatessen	80L/100m ² floor area/day	Discretionary
Fish Shop	80L/100m ² floor area/day	Discretionary
Greengrocer	240L/100m ² /day	120L/100m ² /day
Hairdresser	60L/100m ² floor area/day	Discretionary
Restaurants	10L/1.5m ² floor area/day	2L/1.5m ² /day dining
Supermarket	240L/100m ² floor area/day	240L/100m ² /day
Takeaway	80L/100m ² floor area/day	Discretionary
Hotel	5L/bed/day 50L/100m ² /bar area/day 10L/1.5m ² /of dining area/day	50L/100m ² /of bar 8 Dining areas/day
Licensed club	50L/100m ² /bar area/day 10L/1.5m ² /of dining area/day	50L/100m ² /of bar 8 Dining areas/day
Motel (without public restaurant)	5L/bed/day 10L/1.5m ² /of dining area/day	1L/bed/day
Offices	10L/100m ² /day	10L/100m ² /day
Retail (other than food sales)		
Shop less than 100m² floor area	50L/100m ² floor area/day	25L/100m ² floor area/day
Shop over 100m² floor area	50L/100m ² floor area/day	50L/100m ² floor area/day
Showrooms	40L/100m ² floor area/day	10L/100m ² floor area/day

Source: Waverley Council. Code for the Storage and Handling of Waste

Appendix C: Site Waste Minimisation and Management Plan Form



Site Waste Minimisation and Management Plan (SWMMP)

Newcastle Development Control Plan 2012

DA No.

About this form

To facilitate waste management and reduction Council requires onsite sorting and storage of waste products pending reuse or collection. This form can be used as a Site Waste Minimisation and Management Plan (SWMMP) which must accompany your development application for:

- erection or alteration of a building or structure
- major demolition works
- carrying out subdivision earthworks, clearing of land or similar

Completing this form will assist you in identifying the type of waste that will be generated and in advising Council how you intend to reuse, recycle or dispose of the waste.

Newcastle DCP 2012

The information provided on this form, together with your development plans, is designed to enable your development to be assessed against the relevant objectives and controls within Section 7.08 Waste Management of Newcastle DCP 2012. You are advised to read the Newcastle DCP 2012 before completing this form.

Need assistance?

Phone our Customer Enquiry Centre on (02) 4974 2000, or come in and see us.

Part A: Waste Minimisation and Management Plan details

1. Development for which this SWMMP has been prepared:

Describe the proposed development this SWMMP is for.

- A Erection or alteration of a building or structure
- B Demolition
- C Subdivision works
- D Site clearing, etc
- E Other

If a building, what will it be used for?

.....

2. Location of development

Describe the property which the development application relates.

Unit No. House No. Street.....
 Locality.....
 Lot(s)..... Section
 Deposited Plan(s) Strata Plan
 Other.....

These details should represent the DA property description.

Part D: Estimates (if you answered yes at either 3 or 5 above)

8. Estimated quantities

If you answered yes to either 3 or 5 above please provide details of how you arrived at your estimated quantities.

Please indicate the method used for predicting your development's anticipated levels of waste:

- Best guess
- Calculated assessment
- Industry data
- Waste Planning Guide for Development Applications

Other

Part E: Checklist

<p>9. Have you indicated the location of Waste Management facilities on your development plans?</p>	<p>Yes <input type="checkbox"/></p>
<p>10. Where necessary, have you provided acceptable administrative arrangements for ongoing waste management?</p>	<p>Yes <input type="checkbox"/></p> <p>Not relevant <input type="checkbox"/></p>
<p>11. Is easy access to the recycling area, room or facilities for occupants and collection services provided?</p>	<p>Yes <input type="checkbox"/></p> <p>Not relevant <input type="checkbox"/></p>
<p>12. Is a sufficiently sized waste collection area provided?</p>	<p>Yes <input type="checkbox"/></p> <p>Not relevant <input type="checkbox"/></p>
<p>13. Is an unobstructed vehicular access and manoeuvring area provided for waste collection for commercial/ industrial and multi-unit development?</p>	<p>Yes <input type="checkbox"/></p> <p>Not relevant <input type="checkbox"/></p>
<p>14. Do the development plans for construction/demolition show details of onsite storage space or waste container for the recycling and disposal of construction waste?</p>	<p>Yes <input type="checkbox"/></p>

Part F: Signatures

15. Applicants declaration

I declare this development achieves the waste objectives set out in the DCP. The details on this form are the provisions and intentions for minimising and managing waste related to this project. All records demonstrating lawful disposal of waste will be retained and kept readily accessible for inspection by regulatory authorities such as council, DECC or WorkCover NSW.

I declare that all the information given is true and correct. I also understand that:

- if incomplete, the application may be delayed or rejected.
- further information may be requested within 14 days of lodgement.

Name:

Signature:

Date:

How to lodge your SWMMP

Attach this SWMMP to your Development Application addressed to:

The General Manager
City of Newcastle

Mail: PO Box 489
Newcastle 2300

Courier or personal delivery:
Ground Floor
282 King Street, Newcastle

How to contact us:

Phone: (02) 4974 2000
Fax: (02) 4974 2222
E-mail: mail@ncc.nsw.gov.au

Web: www.newcastle.nsw.gov.au

Coming in to see us?

Our Customer Enquiry Centre is located on the ground floor of the City of Newcastle Administration Building, 282 King Street, Newcastle, opposite Civic Park.

We are open for business from 8.30am to 5.00pm, Monday to Friday.

If you wish to discuss your SWMMP with one of our professional officers, it is essential that you arrange an appointment.

Appendix D: Standard Site Waste Minimisation and Management Plan

STANDARD SITE WASTE MINIMISATION AND MANAGEMENT PLAN

For the Demolition, Construction and Alteration of Single Dwellings

This plan has been developed to assist in the management of waste during the demolition, construction and alteration of single dwellings.

Why is it important for appropriate waste management?

Appropriate waste management ensures that waste minimised, and more importantly, to ensure that waste is disposed of lawfully to avoid fines, potential prosecution and expensive clean up costs.

Benefits of good waste management

- Can save costs in dumping fees, but also in construction costs
- Reduces landfill and associated impacts
- Reduces need for new materials, which are often non-renewable or energy intensive to produce

Penalties for bad waste management

The *Protection of the Environment Operations Act 1997* makes it an offence to unlawfully dispose of waste, for the owner of the waste, not just transporters. Relying on others to manage waste is not a defence for illegal dumping, so being aware is important. To protect yourself from fines and prosecution, a home owner needs to be able to demonstrate that they did not transport the waste and prove that the offence was due to causes outside of their control and that they took reasonable precautions and exercised due diligence.

Management of contractors and keeping of a log book

It is important to document the roles and responsibilities for everyone involved in the project that manages waste.

Council requires the keeping of a logbook, and this should be kept up-to-date and accurate, as it may be inspected by Council officers. There are penalties in supplying false information.

The logbook should detail:

- Who transported the waste (company name, ABN, vehicle registration and driver details, date and time of transport, description of waste).
- Copies of waste dockets/receipts for the waste management facility (date and time of delivery, name and address of facility, ABN and contact person).

STANDARD WASTE MINIMISATION AND MANAGEMENT PLAN (cont'd)

General requirements

Note: Check your conditions of development consent, as it will contain conditions that you are legally obliged to comply with under the Environmental Planning and Assessment Act 1979.

- Allocate an area for the storage of materials for use, recycling and disposal (considering slope, drainage, location of waterways, stormwater outlets and vegetation).
- Any building waste containers used in association with the proposed demolition being located on the site where possible. Where this is not feasible, application must be made for Council's approval to position the container on the adjacent public road in accordance with Council's adopted Building Waste Container Policy.
- A building waste enclosure having a minimum size of 1800mm square by 1200mm high being provided on the site prior to the commencement of any work. It is to be constructed with a 'star' picket (corners) and weed control mat (sides), or equivalent. The matting is to be securely tied to the pickets. Arrange contractors for the transport, processing and disposal of waste and recycling. Ensure that all contractors are aware of the legal requirements for disposing of waste.
- Identify potential reuse/recycling opportunities for excess construction materials, as recommended by Table 1.
- Arrange for the delivery of materials so that materials are delivered 'as needed' to prevent the degradation of materials through weathering and moisture damage, and consider organising to return excess materials to the supplier or manufacturer.
- Promote separate collection bins or areas for the storage of residual waste.
- Clearly signpost the purpose and content of the bins and storage areas.
- Implement measures to prevent damage by the elements, odour and health risks, and windborne litter.
- Ensure that all waste is transported to a place that can lawfully be used as a waste facility and that all contractors are aware of the legal requirements for disposing of waste.
- Retain all records demonstrating lawful disposal of waste and keep them readily accessible for inspection by regulatory authorities such as Council, DECC or NSW WorkCover Authority.

More information?

Regulations: www.resource.nsw.gov.au
www.environment.nsw.gov.au
www.newcastle.nsw.gov.au

Details for recycling companies: www.businessrecycling.com.au

Table 1: Options for waste disposal

(Source: NSW Department of Environment and Climate Change Waste Not DCP Chapter 2008)

Type of Material	Reuse and Recycling Options		Disposal
	On Site	Off Site	
Excavation material	Minimise site disturbance and limit unnecessary excavation; Reuse on site for filling and retaining walls that have development consent		Remainder to landfill site.
Overburden	Used for topsoil in landscaping		Remainder to landfill site.
Green Waste	Relocate plants and trees, mulching, composting	Sell or give away significant trees	Remainder to landfill site.
Bricks and pavers	Use for fill behind retaining walls in accordance with engineer's advice (that have development consent); can be cleaned for reuse or rendered over or crushed for use in landscaping and driveways	Crushing and recycling companies	Remainder to landfill site.
Concrete		Reused for filling, levelling or road base	Remainder to landfill site.
Untreated Timber	Reused as floorboards, fencing, furniture, mulched	Sent to second hand timber suppliers	Remainder to landfill site.
Treated Timber	Reused as formwork, bridging, blocking and propping	Pallets returned; Excess timber returned to supplier; Recycling company	Remainder to landfill site.
Roof Tiles	Can be cleaned and reused or crushed for use in landscaping and driveways	Recycling company	Remainder to landfill site.
Plasterboard		Removal for recycling, return to supplier	Remainder to landfill site.
Metals	Use as part of new works	Metal recycling company	Remainder to landfill site.
Plastic/Boxes		Return to supplier if possible	Remainder to landfill site.
Doors, Windows, Fittings	Use as part of new works	Sent to second hand suppliers	Remainder to landfill site.
Glass		Reused as glazing or aggregate for concrete production	Remainder to landfill site.
Synthetic Rubber (carpet underlay)	Use as part of new works	Reprocessed for use in safety devices and speed humps	Remainder to landfill site.
Carpet	Use as part of new works	Can be sent to recyclers or reused in landscaping	Remainder to landfill site.
hazardous waste and special waste (including asbestos)	Disposed in accordance with relevant waste legislation administered by the EPA and relevant Occupational Health and Safety legislation administered by WorkCover NSW and Australian Standard AS2601: 2001 - The Demolition of Structures.		

