



## Waste Management

All events generate waste and it is the responsibility of the event provider to ensure the site is left clean and tidy after the event. Waste left on site can have health and environmental impacts. This document outlines how to develop a waste management plan, while considering sustainability and waste reduction in your planning.

### What is a Community Event Waste Management Plan?

A Community Event Waste Management Plan (CEWMP) helps to identify the types and amount of waste an event will generate, and then how to manage this throughout and after the event.

The plan will need to include:

- Event details – name, time, date, attendee numbers & location;
- Type of vendors and waste likely to be present;
- Methods to prevent waste;
- Methods to manage each waste stream eg. Food, recyclables etc;
- Management of litter during the event.

Refer to Community Events - Waste Management Template

### Waste avoidance and reduction

The avoidance of waste is always the priority. This can be achieved through restrictions placed on vendors, avoidance of packaging and steering clear of giveaways.

Where unavoidable, reusable, recyclable or compostable materials should be used along with appropriate collection systems and waste services.

Ideas for reducing waste on site:

- Avoid disposable packaging;
- Avoid giveaways which can become litter;
- Use reusable, recyclable or compostable food and beverage containers;
- Ensure all traders are aware of their waste responsibilities;
- Organise for leftover food to be collected by a charity partner at the end of the event.

## How to address waste at your community event:

- Plan for the management and collection of litter on site;
- Provide highly visible, clearly labelled waste, recycling and compost bin options. (Please note that outside its regular public litter bins, Council does not offer an event waste management service);
- Use bin caps and/or signage which meets the Australian Standards for bin lid colours to identify the different waste streams;
- Use bin monitors to encourage appropriate bin use;
- Empty / change over bins before they are full;
- Safely store, use and dispose of potentially polluting substances. For example, used cooking oil is to be stored in a sealed container and removed for off-site disposal. (Note that a Spills Management Plan is required when hazardous substances are present at an event).

## Sustainable event requirements

Council has a commitment to making events more sustainable and minimising their impact on the environment. As part of this commitment the following mandatory requirements are required at all outdoor events:

- Recycling bins must be included as part of the CEWMP;
- Event site must be free from rubbish on hand back;
- The following items are banned - single use plastic bags and straws, Styrofoam and helium balloons. The use of air-filled balloons is also discouraged;
- Single use cutlery and crockery must be made from products that can be recycled.

Refer to our *Sustainability Guidelines* available on our website here:

<http://www.portphillip.vic.gov.au/promotional-permit-applications.htm>

## Finalising your CEWMP

Completing the Community Event Waste Management Plan is the best way to ensure your event has sufficient waste management in place. Once submitted Council will review your plan and contact you should further information or clarification be required.

## Supply to Council

- A Waste Management Plan including details on all waste streams and management of litter during and post event.

## Contact

### Events Services

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