All events and markets need to consider how to manage waste generation is managed.

As an event or market organiser, you are responsible for ensuring your activity has sufficient waste management through the completion of this Waste Management Plan.

This plan will be reviewed by Councils Strategic Waste Management Officer through the event application process.

Streams of waste collection available in the Warrnambool City Council for events include;

* **General Waste**
* **Recycling (Comingled and glass)**
* **Organics (food and garden waste)**

|  |
| --- |
| Name of event  |
| Name of organisation  |
| Date (s)  | Time (s) |
| Anticipated crowd size |
| Venue |
| Event activities |
| Type of food and drinks served (type, serving size and what will it be served in)  |
| Any other relevant information such as years running, previous waste practices before and after |

|  |
| --- |
| Please tick to indicate the type of waste that may be produced: |
| **Recycling General Waste Organics** |
| Coffee cup lids  |  | Waxed products- eg coffee cups & boxes |  | Biodegradable coffee cups |  |
| Milk and juice cartons |  | Straws, polystyrene and plastic bags |  | Food waste |  |
| Plastic drink bottles |  | ceramics, pyrex, light bulbs |  | Coffee grounds |  |
| Aluminium drink cans |  | Confectionary and chip packaging  |  | Paper towels |  |
| Cardboard boxes |  | Plastic food containers  |  | Paper napkins  |  |
| Other: please specify  |  |  |  | Bamboo cutlery  |  |

* **Please note, NO glass is allowed in public spaces**

**Number of bins required for event use:**

Please use the below formula for as a guide to determine the number of bins required for your event.

**Formula: Number of people x Number of meals x 2 litres of waste**

**For example 1000 people x 2 meals x 2 litres of waste = 4000 litres**

**Divide 4000 by 240 Litres (a standard bin) = 16 wheelie bins required in total or at least 5 bin stations of 1 recycling, 1 waste and 1 Food Organics**

|  |  |  |
| --- | --- | --- |
| **Bin Type**  | **Number of bins for public use** | **Number of bins for back of house use** |
| Recycling Bin |  |  |
| Waste Bin |  |  |
| Fogo Bin |  |  |

**Please provide the following to support this Waste Management Plan:**

* Detailed site map noting the locations of bins and bin collection area for trucks to access the site.
* Logistic arrangements:
* Waste Management Company:
* Bin delivery time:
* Bin collection time:
* Safe collection point for heavy vehicles:
* If using FOGO bins (Organics) how will recycling and FOGO bin contamination be monitored and managed during the event and secured overnight if same day collection is not available.
* Will you have any hazardous waste generated at your event? Yes / No

If Yes:

* How this will be managed (i.e. storage, destination post event)?
* Who is responsible?
* Any other waste disposal requirements i.e. oils.
* Cleaning schedule and post event litter clean-up plans. The site must be cleaned at the time of the event to ensure the venue is in the same state as it was before the event.
* Please note the Victorian Government’s single use plastics ban will come into effect from February 2023. Under this ban, the supply and sale of the single-use straws, cutlery, plates, drink stirrers, expanded polystyrene food and beverage containers and cotton bud sticks will be prohibited. <https://www.vic.gov.au/single-use-plastics>
* I have read the Warrnambool City Councils [Event Planning Guide](https://www.warrnambool.vic.gov.au/sites/warrnambool.vic.gov.au/files/documents/warrnambool/events/2994%20WCC%20Event%20Guide.pdf) and agree with Warrnambool City Council’s mandatory conditions.
* I accept if Warrnambool City Council is required to undertake and re-instatement, additional cleaning, removal of rubbish or other materials, I may incur a charge to restore the area to its pre-event condition. See section 5.1 of the [Event Planning Guide](https://www.warrnambool.vic.gov.au/sites/warrnambool.vic.gov.au/files/documents/warrnambool/events/2994%20WCC%20Event%20Guide.pdf) for more information.

I hereby accept all conditions in this document and state the information provided is true and correct.

Name

Signature

Date