
Latrobe City Council Container Deposit Scheme Guidelines



1. Background

The Container Deposit Scheme (CDS) is a state-wide initiative that offers a 10-cent refund for eligible recyclable containers when returned to approved collection points. The scheme was introduced on 1 November 2023 to reduce litter, increase recycling rates and encourage community involvement in environmental sustainability. Since its implementation, the CDS has proven effective in reducing waste going to landfill and supporting fundraising opportunities for community groups and charities across Victoria.

The CDS provides an opportunity for community groups and charities to raise funds by conducting collection drives or receiving donations from the community. Groups can also register with CDS as a donation partner which allows community members depositing at a collection point to donate their refund to their chosen community group or charity.

2. Objectives and Scope

The scheme aims to support Latrobe City-based community groups by enabling them to collect bottles and cans from Council-run and/or community-run events, contributing to improved recycling outcomes and fundraising opportunities.

Community groups who opt into the scheme will be listed on the Latrobe City Council website. Community event organisers will be able to select and contact a listed group to organise the collection of eligible bottles and cans from their event. Event organisers are recommended to choose groups operating from the same town of the event. Note: Participation in this initiative is optional for community-run events.

3. Eligibility

- Only registered Latrobe City based community groups or not-for-profit organisations may collect containers.
- Approval from the event organiser and the venue manager must be obtained **before** collecting containers at any Council or Council-supported event.

4. What Can Be Collected

- Only eligible CDS containers (as defined by the scheme) may be collected.
- Containers must be empty, uncrushed, and intact to be eligible for refund.
- General waste or non-eligible containers must not be collected.
- Collection of alcohol cans is not permitted for groups representing children's organisations or community members under 18.

5. Collection Arrangements

- Collection locations, times and methods must be agreed with the event organiser in advance.
- Groups must use clearly labelled collection bins or bags.
- Collection points must not obstruct access, emergency exits, walkways, or event activities.

6. Health and Safety

All volunteers must follow basic health and safety practices, including:

- Wearing heavy duty gloves when handling containers
- Using rubbish grabbers where possible
- Practising good hygiene (e.g. hand washing or sanitising)
- Containers must not be rinsed, sorted, or stored in food preparation areas.
- Any broken glass must be handled safely and disposed of appropriately.

7. Safety and Insurance Requirements

- The community group should take a risk approach to the activity and have a risk assessment or Safe Work Method Statement.
- The community group will be required to provide appropriate insurance. The group will need to check if their insurance will cover them for not only this type of activity but for activities outside of their designated premises.
- Community groups are responsible for the conduct of their members at all times during events, including the following of appropriate health and safety practices, and must ensure that their insurance provides adequate cover for this activity. Latrobe City Council accepts no responsibility or liability for participating community groups or any activities undertaken as part of this initiative.

8. Accessibility and Inclusion

- Collection activities must be conducted in a way that is respectful.
- Volunteers must engage politely with event attendees and Council staff.
- Groups must not pressure people to donate containers.

9. Transport and Storage

- Groups are unable to store the bags/containers at the event/venue.
- Collected containers must be removed from the site promptly after the event.
- Groups are responsible for the safe transport and storage of containers.
- Event facilities must be left clean and tidy.

10. Financial Responsibility

- While collections can raise funds, the amount collected — and any income generated — will vary and is not guaranteed.
- Refunds collected through the CDS are the responsibility of the community group.
- The event organiser does not manage, audit, or distribute funds collected by groups.

11. Promotion and Signage

- Any signage must be approved by the event organiser prior to the event.
- Signage should be clear, respectful, and not conflict with event branding.

- Groups must not represent themselves as acting on behalf of Council.

12. Compliance

- Groups must comply with all event policies, event conditions, and relevant laws.
- The event organiser reserves the right to withdraw approval if guidelines are not followed.

13. Process for groups registering interest

1. Community groups register interest to participate in the initiative via the Latrobe City Council Events webpage under the Events Assistance section:
https://www.latrobe.vic.gov.au/Community/Latrobe_City_Events
2. Groups add their contact details via the community group registration tab on the Events webpage.
3. Community event organiser is advised of the recycling initiative via the Latrobe City Council Community event permit.
4. Community group register link provided to the event organisers through the event permit.
5. Community event organiser chooses to participate in the initiative and selects community group from website.
6. Event organiser contacts community groups to plan for collection of bottles and cans from the event.
7. Event delivered, and bottles and cans collected by community group.
8. Community group take collection to CDS refund/collection point for reimbursement.

14. Contact

For further information, contact 1300 367 700 to speak to a member of the Customer Focus team.