

# Waste Management and Waste Wise Events Guide



## INTRODUCTION

This **Waste Management and Waste Wise Events Guide** is to provide a framework for best practice for events in the East Gippsland Shire Council. It will assist you to promote and implement an effective recycling and waste reduction system in order to minimise the amount of waste you send to landfill as a result of your event.

Through supporting waste-wise event management in East Gippsland, we are working towards a circular economy which continually seeks to reduce the environmental impacts of production and consumption, while enabling economic growth. This means shifting from having disposables at the end of product life to recovering, reusing and recycling as often as possible first.



For more information on what waste management services Council provides, please visit [www.eastgippsland.vic.gov.au/environment-and-waste](http://www.eastgippsland.vic.gov.au/environment-and-waste)

**Who should use this guide?** This guide is designed to be used by all event organisers, stall holders, vendors, event contractors, venue owners and council staff who hold:

1. events or markets on council owned or managed land, including civic events; or
2. any events within the East Gippsland Shire and wish to improve Waste Wise practices at that event.

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## WHAT IS A WASTE MANAGEMENT PLAN?

All events have the potential to produce increased quantities of waste, and therefore need to develop and implement a waste management plan.

A Waste Management Plan will estimate the quantity of rubbish produced and actions required to ensure the event manages the waste and the area is left clean and tidy. Council only supplies extra bins to non-ticketed events. If you need additional bins, and you are a ticketed event, you will need to organise your own. See Resources in the back of this guide for bin providers.

To help determine how much rubbish an event can produce, consider the following:

- Number of people
- Size of site
- Will alcohol be served?
- Will there be food vendors and what type of food?
- How long does your event go for?

As a guide, number of bins can be broken down by the following:

	Recycling Bins	Waste Bins
50 - 100 people + 1-2 food stalls	3	3
50 - 100 people + 1-2 food stalls + alcohol	5	3
100 - 200 people + 5 food stalls	5	5
100 - 200 people + 5 food stalls + alcohol	7	5
200 - 400 people + 10 food stalls	8	8
200 - 400 people + 10 food stalls + alcohol	10	8

Bin caps, that clearly state whether bin is recycling or general waste, are now available for events. Please contact your Events Officer to be supplied.

To help limit the amount of rubbish, or have a better system to organise event waste, all events should consider Waste Wise options outlined in this guide.

See [Waste Management Plan Template](#) on page 8.

## WASTE WISE EVENTS

### WHY WASTE WISE EVENTS?

East Gippsland Shire Council is committed to encouraging, promoting and supporting best practice waste management in our communities, including events. As part of our commitment, we encourage all events on council managed land and venues in our region to use this guide to inspire and provide strategies towards waste free events.

Reducing waste has many benefits for our region and beyond, from helping to preserve our rivers, waterways and native vegetation to reducing our impact on natural resources and waste going to landfill.

For more information on sustainability and waste reduction, see Useful Links and Resources on page 9.

### WHAT IS A WASTE WISE EVENT?

A waste wise event is an event designed so that waste is minimised while recycling and reuse is maximised, using several methods which adopt the Waste Hierarchy. The most preferred option is 'avoidance' and the least preferred is 'disposal to landfill':

**Avoid** - Avoid waste in the first place. Identify where you can eliminate waste

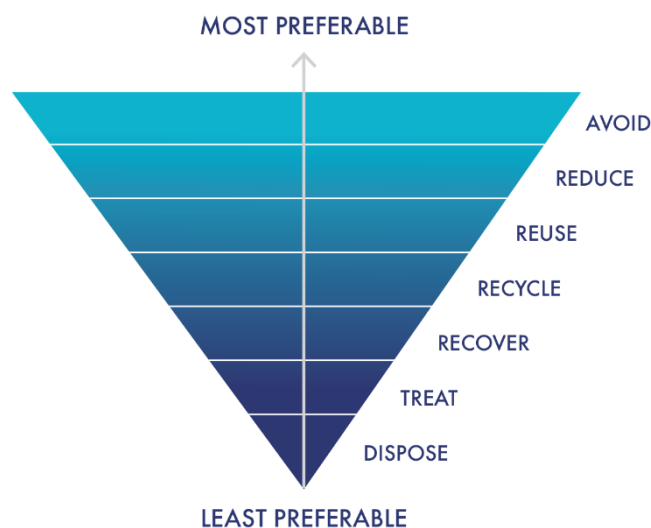
**Reduce** – Reduce the waste you generate. Identify where you can minimise waste

**Re-Use** – Identify where you can use reusable items instead of disposable or single use

**Recycle** – Use recyclable items available where waste is unavoidable. Set up systems which allow for easy, effective recycling

**Disposal** to landfill is a last option.

Waste Wise Events is a collaborative effort between event organisers, volunteers, attendees, vendors and contractors.



## WASTE WISE EVENT MANAGEMENT - TIPS AND IDEAS

There are several ways events can reduce waste. Council knows that some changes take time and has developed first step strategy **WASTE WISE**, which will prepare and lead events to the second step strategy **WASTE FREE**, where an event will aim to produce no waste for landfill.

<b>Event Planning Stage</b>	<p>During the early planning stage of your event, start to think about ways to avoid generating waste, determining whether you are just starting out (WASTE WISE) or whether you are ready for the next step (WASTE FREE).</p> <p>Use this guide to provide ideas. Remember, waste wise events are the responsibility of all involved, including vendors and attendees, therefore it would be good to have conversations with everyone about your event's expectations on waste minimisation. Develop a waste management plan relevant to event activities. Remember, if you are a ticketed event, you will need to source your own additional bins.</p>
<b>How many bins and where should you place them</b>	<p>Using the table on page 2 (see <i>Waste Management Plan</i>), determine how many bins of each type you need. All events must have both general waste and recycling bins available and are placed in key areas such as entry/exit points, food areas, toilets, seating. Consider how people move around your event.</p> <p>Use bin caps to ensure bin type is clear and easy to use, source your own or borrow from Council.</p>

	<b>WASTE WISE</b>	<b>WASTE FREE</b>
	<p>This is an event's first step towards being waste wise. Waste Wise strategies will assist event organiser in learning about waste wise management and developing techniques that are affordable and accessible.</p>	<p>Waste Free is the second step and suitable for events aiming to eliminate all landfill waste at their event.</p> <p>Waste free information must be announced and promoted, and stall holders are committed to being waste free.</p>
<b>Waste disposal</b>	<p>For events with 10 or more recycling bins, waste contractor verbally agrees to take recycling to Materials Recovery Facility with the assurance it will have minimal contamination (non-recyclable material).</p> <p>For events with fewer than 10 recycling bins, event organiser will need to take bins to closest transfer station (note: recycling is</p>	<p>For events with 10 or more recycling bins, waste contractor verbally agrees to take recycling to Materials Recovery Facility with the assurance it will have minimal contamination (non-recyclable material).</p> <p>For events with fewer than 10 recycling bins, event organiser will need to take bins to closest transfer station (note: recycling is</p>

	free). Have volunteers on hand to assist event attendees put waste in the right bin.	free).Extra points for having a look at what is in the bin and ensuring recycling is not contaminated. Event waste team sort through recycling if needed.  Have volunteers on hand to assist event attendees put waste in the right bin.
<b>Soft plastics</b>	Consider collecting clean soft plastic for recycling with RedCycle. Deliver collected soft plastic to Coles or Woolworths RedCycle bins.	Borrow a soft plastic bin from Council. Event organiser responsible for bundling up and taking collected soft plastic to Coles or Woolworths RedCycle bins.
<b>Food vendors</b>	No single use plastic take-away food containers (such as polystyrene or hard plastics with codes 3,4,6 or 7). No plastic bags to carry take away food. Event to provide vendors with information on compostable containers and encourage use. Vendors offer condiments from stall rather than single use packets Stall holders to use recycling bins.	No single use plastic bags, take-away containers (such as polystyrene or hard plastics with codes 3,4,6 or 7) and cutlery. Stall holders to consider reusable alternatives or certified compostable options before recyclable items (see Waste Hierarchy). No condiments available in single-use packets. Stall holders will use recycling bins, soft plastic recycling bin and composting systems. Small outdoor events can consider having real crockery and cutlery, and a team washing up or a “wash your own plate” system, getting event attendees involved.
<b>Beverage vendors</b>	Additional recycling bin placed near bar. Clearly signed recycling bin for coffee cup lids and general waste bin for coffee cups. Coffee vendors to provide discount on for the use of reusable cups. Encourage attendees to bring own coffee cup, vendor must use.	Priority is given to serving alcohol on tap with reusable cups, followed by aluminium cans. Coffee vendors only have reusable alternatives or use customers cup.
<b>Drinking water</b>	Book the East Gippsland Water Trailer and have drinking water available for refillable bottles, although bottled water is available.	Water is only available from reusable sources (taps or East Gippsland Water Trailer) and single-use plastic bottles are not accepted.

<b>Cigarette butts</b>	Consider well-signed cigarette butt bins.	Well-signed cigarette butt bins are provided at general waste bins.
<b>Food waste</b>	Consider creating a compost bin, using a wheelie bin or leak proof, lidded bins. Suitable for food preparation areas. See ShareWaste in Resources.	Composting is made available, using a wheelie bin or leak proof, lidded bin, for any organic waste and is composted after by event or organised through ShareWaste (see Waste Wise Resources page 10)
<b>Market stalls</b>	No single-use plastics. Use soft plastic recycling option if available.	No single-use plastics. Use soft plastic recycling option.
<b>Event decoration</b>	Single use event decoration, such as balloons, are discouraged.	Single-use decorations, such as balloons, are not accepted. Alternatives are bunting, bubbles, reusable lanterns and fairy lights.
<b>Event attendees</b>	Through pre-event promotion, encourage attendees to bring own carry bags, refillable water bottles and reusable coffee cups. Food containers to be clear of food before recycling.	In your promotion, ticket sales and media announcements, you must state your event will be waste free and that attendees will need to bring at a minimum: carry bag for purchases, refillable water bottle and reusable coffee cup.  Food containers to be clear of food before recycling (and reduce spoiling recycling bins). Compostable items to go into compost bins.
<b>Event merchandise</b>	Avoid providing plastic carry bags with merchandise purchases.	Avoid plastic products. No plastic carry bags provided with purchase. Have cloth carry bags to buy.  If your event hands out free items as part of your promotion package, create branded paper bags using stamps or stickers. Use the paper bags to provide small items. Avoid balloons and individually plastic wrapped lollies.

<b>Post event</b>	<p>Site is left clean and litter free.  Check over bins and contents, how did you go?  Consider setting a goal for what you would like to improve noting:</p> <ol style="list-style-type: none"> <li>1. if you generated any unexpected waste</li> <li>2. what was easy, what was difficult</li> <li>3. what you would do differently</li> <li>4. did you have enough people resources to deliver your waste wise actions</li> <li>5. was your budget enough for implementing your waste wise plan</li> </ol> <p>Use your experience to update Waste Management for next event.</p>
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## Waste Wise Management Tips



## WASTE MANAGEMENT PLAN TEMPLATE

Use this template to help you create a Waste Management Plan. Using the [Waste Wise Event Management – Tips and Ideas](#), from page 4, you can create your own waste management actions.

<b>Event Name:</b>	
<b>Event Date:</b>	
<b>Event Manager, name and number</b>	

Provide recycling and organic waste collection bins

Action (examples provided)	Responsibility	Target date	Results
Brainstorm what waste might be generated from your event. Use the bin guide to determine how many and what bin types are needed			
Find out the recycling options for your waste (e.g. soft plastic)			
Educate staff with onsite training and attendees via posters (visit Sustainability Victoria for downloadable posters)			
Place bins on your event site plan. Think about where people are more likely to need bins such as near food stalls and exits			
Create a waste station at event. Look at using bin caps (available through Council) and large signage to attract and inform users			
Is your event going to be Glass Free? Inform your contractors, stall holders and public			
Create a waste volunteer roster to include checking bins and swapping over if needed, encouraging attendees to use bins properly, ensuring recycling does not get contaminated and general clean up			
Consider having a separate bin for food container (non-biodegradable) so that recycling bins are not contaminated			
Does the event require a cardboard only bin?			



Avoid single use waste as much as possible. If you can't reuse it, refuse it

Action (examples provided)	Responsibility	Target date	Results
Identify single use waste items associated with your event			
Investigate alternatives to single use plastic			
Educate staff and attendees on alternatives			

Encourage attendees to bring their reusable cups, bags and bottles

Action (examples provided)	Responsibility	Target date	Results
Identify media and promotion opportunities to communicate waste wise initiatives			
Identify opportunities for attendees to BYO cups, bags and bottles			
Implement initiatives to facilitate BYO options			
Let staff and attendees know they can BYO			
During promotion make sure to include messaging encouraging attendees to bring their own water bottle			

What other Waste Wise initiatives can be adopted? Will the event be **WASTE WISE** or **WASTE FREE?**

Action (examples provided)	Responsibility	Target date	Results
Identify opportunities to encourage reusable items			
Engage with suppliers/customers/staff and discuss options			
Are there specific environmental groups that can volunteer at event to support waste wise initiatives			

Managing Food Waste

Action (examples provided)	Responsibility	Target date	Results
Partner with an organisation that collects leftover food and redistributes it			

Action (examples provided)	Responsibility	Target date	Results
Brainstorm ideas how to manage food waste from event such as bins for attendees and stall holders			
Engage with suppliers/vendors to help capture organic (food and biodegradable) waste and provide a collection point			
Identify compost/worm farm opportunities. May be by event volunteers or external agencies			
Identify other food rescue opportunities to send food to			
Identify food stalls that use bio-degradable packaging			

## Waste Management - set up and during event

Action (examples provided)	Responsibility	Target date	Results
Brief all event staff / volunteers of waste management plan			
Place waste communication signage around site, discourage bin contamination			
Monitor bins, make announcements over PA			



## HOW TO EDUCATE YOUR VENDORS AND EVENT ATTENDEES

Successful waste wise events will depend on not only the event organisers making the right decisions, but also educating volunteers, vendors and event attendees about the initiatives and implementation.

The following ideas can help event organisers communicate and promote their Waste Wise message:

- create a brief document outlining waste wise objectives and actions. Provide this to all vendors, stallholders, contractors and volunteers
- provide waste wise training / briefing session for vendors and stallholders
- create a waste wise logo and / or tag line and use on all your online and printed promotion
- have a short explanation of initiative on your social media platform, ticketing page and website. Use this opportunity to point out expectations from your event patrons (such as BYO coffee cup) and list event's waste wise targets
- print out signs that encourage recycling, correct waste disposal and using the right bin
- have volunteer "Waste Monitors" walking around event site to help people navigate bin system
- display waste wise signage at your dominant entry points
- discuss waste wise initiatives in a media release or on the radio
- children's entertainers to encourage correct waste disposal and recycling
- ask vendors to help promote waste wise actions on their own social media platform
- notify the local community through social media and / or on the community noticeboard
- ask environmental groups to set up an information stall or display to help educate patrons on any variety of issues



## WASTE WISE EVENT RESOURCES AND USEFUL LINKS

Bairnsdale Waste and Bairnsdale Waste Bin Hire

[www.bairnsdale-waste.business.site](http://www.bairnsdale-waste.business.site)

BioPak

[www.biopak.com.au](http://www.biopak.com.au)

Black Rainbow Sustainable Printing

[www.blackrainbow.com.au](http://www.blackrainbow.com.au)

Boomerang Bags

[www.boomerangbags.org](http://www.boomerangbags.org)

Cleanaway

[www.cleanaway.com.au](http://www.cleanaway.com.au)

East Gippsland Shire Council Waste Education and Resources

[www.eastgippsland.vic.gov.au/environment-and-waste/waste-education-and-resources](http://www.eastgippsland.vic.gov.au/environment-and-waste/waste-education-and-resources)

East Gippsland Water Drinking Water Trailer

[www.egwater.vic.gov.au/drinking-water-trailer](http://www.egwater.vic.gov.au/drinking-water-trailer)

Planet Friendly Packaging

[www.planetfriendlypackaging.com.au](http://www.planetfriendlypackaging.com.au)

RedCycle

[www.redcycle.net.au](http://www.redcycle.net.au)

Responsible Cafes

[www.responsiblecafes.org](http://www.responsiblecafes.org)

Resource Recovery Gippsland

[www.resourcerecoverygipps.vic.gov.au](http://www.resourcerecoverygipps.vic.gov.au)

Share Waste

[www.sharewaste.com](http://www.sharewaste.com)

Shifting Victoria to a Circular Economy

[www.engage.vic.gov.au/circulareconomy](http://www.engage.vic.gov.au/circulareconomy)

Sustainability Victoria

[www.sustainability.vic.gov.au](http://www.sustainability.vic.gov.au)

Sustainability Victoria Waste Signage

[www.sustainability.vic.gov.au/recycling-and-reducing-waste/waste-systems-in-residential-commercial-and-industrial-buildings/waste-signage](http://www.sustainability.vic.gov.au/recycling-and-reducing-waste/waste-systems-in-residential-commercial-and-industrial-buildings/waste-signage)

Tambo Waste

[www.tambowaste.com.au](http://www.tambowaste.com.au)

Women Against Waste

[www.womenagainstwaste.com.au](http://www.womenagainstwaste.com.au)