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waste wise events toolkit

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Step 1

Getting Commitment and Improving on Last Year

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Waste Wise Events Application Form

1. Directions for completing this form.

- Use this form to apply for Waste Wise status for an event.
- In Section 5 tick all appropriate boxes in the Outcomes/Actions column and provide the information requested (attach additional pages if the space provided is inadequate). Where possible, please attach copies of evidence (e.g. photocopies of letters, contracts, lists, site map, etc.).
- Note that there are 3 levels of Waste Wise Events (see the Waste Wise Events introduction for details)
- Submit the completed application form to your REO (see above box). Your application must be processed prior to the commencement of your event. Please allow at least two weeks for one star events and one month for two and three star events so that certification can be decided in time to include the Waste Wise logo on promotional materials for your event.

Return completed Application Form to your REO:

Fax: _____

Email: _____

2. Event Organiser Contact Details

Name:	
Address:	
City:	Postcode:
Municipality:	
Phone:	Facsimile:
Email:	

3. Event Details

Name:	Number of Years Run:
Date(s):	Previous Waste Wise certification Level:
Venue:	Attendance Estimate:

4. Stallholder/Catering Information

Number and type of stalls/catering (see example below)		
Type of Stallholder	Product to be Sold	Number of Stalls
<i>Example:</i>		
<i>Food</i>	<i>Variety of hot foods (chips, pies, etc.)</i>	<i>6</i>

5. Outcomes and Actions

Step	Outcomes and Actions (Please tick all appropriate boxes, describe briefly and attach copies of evidence where possible)	Date													
1. Getting Commitment & Improving on Last Year	Commitment of all stakeholders: <input type="checkbox"/> Verbal or written commitments obtained [★] <input type="checkbox"/> Written commitments obtained [★★&★★★★]	List: <input type="checkbox"/> Contractors: <input type="checkbox"/> Stallholders: <input type="checkbox"/> Other:													
	Improvements on past events: <input type="checkbox"/> Goals set [★] <input type="checkbox"/> Targets set [★★ &★★★★]	<table border="0"> <thead> <tr> <th></th><th>This event</th><th>Last event</th></tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Waste reduction:</td><td>_____%</td><td>_____%</td></tr> <tr> <td><input type="checkbox"/> Recycling:</td><td>_____%</td><td>_____%</td></tr> <tr> <td><input type="checkbox"/> Contamination:</td><td>_____%</td><td>_____%</td></tr> </tbody> </table>		This event	Last event	<input type="checkbox"/> Waste reduction:	_____%	_____%	<input type="checkbox"/> Recycling:	_____%	_____%	<input type="checkbox"/> Contamination:	_____%	_____%	
		This event	Last event												
<input type="checkbox"/> Waste reduction:	_____%	_____%													
<input type="checkbox"/> Recycling:	_____%	_____%													
<input type="checkbox"/> Contamination:	_____%	_____%													
Previous performance: <input type="checkbox"/> Report from previous event submitted [★★&★★★★]	<input type="checkbox"/> Attach copy of report														
2. Talking to your contractors about Setting up Bin Systems that Work	Arrangements for 'front of house' (public areas): <input type="checkbox"/> One recycling stream for patrons [★] <input type="checkbox"/> Two recycling streams for patrons [★★] <input type="checkbox"/> Additional recycling stream considered where appropriate [★★★]	<input type="checkbox"/> Paper/Cardboard <input type="checkbox"/> Bottles/Cans <input type="checkbox"/> Food waste <input type="checkbox"/> Other:													
	Arrangements for 'back of house': <input type="checkbox"/> One recycling stream for stallholders [★] <input type="checkbox"/> Two recycling streams for stallholders [★★] <input type="checkbox"/> Recycling streams for all stallholder waste implemented where appropriate [★★★] <input type="checkbox"/> Monitoring system [★★★]	<input type="checkbox"/> List recycling streams and equipment provided: <input type="checkbox"/> Description of monitoring system:													
	Bin placement and management: <input type="checkbox"/> Set-up staff encouraged to use Bin Placement Guidelines [★] <input type="checkbox"/> Bin Placement Guidelines used to identify bin locations [★★&★★★★] <input type="checkbox"/> Verbal arrangements made for bin maintenance [★] <input type="checkbox"/> Written schedule for bin maintenance [★★&★★★★] <input type="checkbox"/> Bin monitoring system developed [★★★]	<input type="checkbox"/> Attach site map with bin locations and copy of bin maintenance schedule [★★&★★★★] <input type="checkbox"/> Provide description of monitoring system [★★★]:													

5. Outcomes and Actions (continued)

Step	Outcomes and Actions (Please tick all appropriate boxes, describe briefly and attach copies of evidence where possible)	Date	
2. Talking to your contractors about Setting up Bin Systems that Work (continued)	Waste holding facilities: <ul style="list-style-type: none"> <input type="checkbox"/> Set-up staff encouraged to use Signage Guidelines on bin caps and promotional materials [★] <input type="checkbox"/> Written agreement to comply with Signage Guidelines [★★&★★★★] <input type="checkbox"/> Verbal or written agreement for holding facility maintenance [★] <input type="checkbox"/> Written agreement to maintain holding facilities [★★&★★★★] <input type="checkbox"/> Written schedule for bin maintenance [★★&★★★★] <input type="checkbox"/> Monitoring system developed for holding facilities [★] 	<ul style="list-style-type: none"> <input type="checkbox"/> Attach copies of agreements [★★&★★★★] <input type="checkbox"/> Provide description of monitoring system [★★★]: 	
	Materials transported to recycler: <ul style="list-style-type: none"> <input type="checkbox"/> Verbal or written agreement for transport of recyclables to processing facility [★] <input type="checkbox"/> Written agreement for transport of recyclables to processing facility [★★&★★★★] <input type="checkbox"/> System developed ensuring transport of recyclables to processing facility [★★★] 	<input type="checkbox"/> Contractor: <input type="checkbox"/> Facility: <input type="checkbox"/> Attach copies of agreements [★★&★★★★] and description of system [★★★]	
	Materials accepted by recycler: <ul style="list-style-type: none"> <input type="checkbox"/> Verbal or written agreement to recycle materials [★] <input type="checkbox"/> Written agreement to recycle materials [★★&★★★★] 	<input type="checkbox"/> Contractor: <input type="checkbox"/> Facility: <input type="checkbox"/> Attach copies of agreements [★★&★★★★]	
	Avoid waste: <ul style="list-style-type: none"> <input type="checkbox"/> At least 1 disposable packaging item eliminated [★] <input type="checkbox"/> At least 2 disposable packaging items eliminated [★★] <input type="checkbox"/> Substantial effort to eliminate disposable packaging items [★★★] 	<input type="checkbox"/> List packaging items eliminated:	
3. Talking to your Stallholders about Minimising and Recycling Packaging			

5. Outcomes and Actions (continued)

Step	Outcomes and Actions (Please tick all appropriate boxes, describe briefly and attach copies of evidence where possible)	Date	
3. Talking to your Stallholders about Minimising and Recycling Packaging	Use of recycled or compostable packaging materials:		
	<input type="checkbox"/> Stallholders encouraged to use packaging with recycled content [★&★★] <input type="checkbox"/> All food packaging with recycled content [★★★]	<input type="checkbox"/> List packaging items with recycled content:	
	Use of packaging that can be recycled or composted: <input type="checkbox"/> Verbal or written commitments obtained [★] <input type="checkbox"/> Written commitments obtained [★★&★★★★]	<input type="checkbox"/> Attach copy of agreement [★★&★★★★]	
4. Promoting your system with your Patrons	Education/Promotion opportunities: (speak to your REO for examples of basic, medium and high level activities) <input type="checkbox"/> Basic activities during event only [★] <input type="checkbox"/> Medium level activities pre, during and post event [★★] <input type="checkbox"/> High level activities pre, during and post event [★★★]	<input type="checkbox"/> List education/promotion activities:	
5. Learning to Make Improvements	Arrangements for Waste Assessment: <input type="checkbox"/> System developed for obtaining estimates of waste stream volumes and contamination levels [★] <input type="checkbox"/> Written plans for waste assessment(s) or audit [★★&★★★★]	<input type="checkbox"/> Attach copies of plans [★★&★★★★]	
	Opportunities for improvement: <input type="checkbox"/> Commitment to compare outcomes and identify improvements [★,★★&★★★★]	<input type="checkbox"/> Name(s) of person(s) making commitment:	
	Reporting: <input type="checkbox"/> Verbal or written agreement to submit waste and recycling report within one week [★] <input type="checkbox"/> Written agreement to submit detailed (waste recycling, success of education activities) report within one month [★★&★★★★]	<input type="checkbox"/> Name(s) of person(s) making commitment:	
	Application: <input type="checkbox"/> Form completed and submitted to REO at least 2 weeks prior to event [★] <input type="checkbox"/> Form completed and submitted to REO at least 1 month prior to event [★★&★★★★]	<input type="checkbox"/> Name(s) of person(s) completing Application:	

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Waste Wise Events Timeline

This Waste Wise Events Timeline is a guide for event organisers for planning and implementing a Waste Wise Event. The items in italics refer to other tools in the *Waste Wise Events Toolkit*. Copies can be obtained from the local Regional Education Officer (REO) or from the EcoRecycle Victoria website (www.ecorecycle.vic.gov.au)

Three Months Before the Event

- Contact the local Regional Education Officer (REO) for advice and assistance with the event and obtain copies of Application Form and other relevant information. [refer to *Waste Wise Events Application Form*]
- Read *Waste Wise Events Program Introduction*.
- If event has been Waste Wise in the past, review report from previous event. [refer to *Waste Wise Events Continuous Improvement Sheet*]
- Obtain or develop a site plan and identify suitable locations for waste/recycling stations. [refer to *Waste Wise Events Bin Placement Guidelines*]
- Make arrangements with waste management contractors for:
 - Set-up, cleaning and maintaining bins. [refer to *Waste Wise Event Set-up and Maintenance Checklist*]
 - Collection and transport of rubbish and recyclables.
 - Recycling of materials and disposal of rubbish.
- Book waste management equipment – front of house (bins, bin caps, banners/signs) and back of house (baler for cardboard, trailer and cage, skips, etc.). [refer to *Waste Wise Events Equipment Management Planner*, *Waste Wise Events Bin Cap Booking Form* and *Waste Wise Events Guide to Signage*]
- Send out information and applications to stallholders/vendors/traders who will be participating in the event. [refer to *Waste Wise Events Stallholder Application Form* and *Waste Wise Events Stallholder Information Sheet*]
- Make arrangement for educational and promotional displays and activities. [refer to *Waste Wise Events Education and Promotion Ideas/Activities* or speak to the REO]
- Source volunteers for Bin Monitors (if using). [refer to REO's for *Waste Wise Events Bin Monitor Information Sheet*]

Two Months Before the Event

- If you intend to utilise the Waste Wise logo in promotional material for the event, you will need to submit a completed *Waste Wise Events Application Form* to REO and have it approved – the REO can provide advice and assistance in completing the Application.
- Assess completed applications from stallholders confirming understanding and commitment to Waste Wise practices and notify applicants.
- Organise and conduct briefing(s) for all participating stallholders, waste contractors, equipment suppliers, Bin Monitors and any other staff involved with running the event.

One Month Before the Event

- Submit completed *Waste Wise Events Application Form* to REO – the REO can provide advice and assistance in completing the Application.
- Include information about the event being Waste Wise in local media and advertising promotions. [refer to *Waste Wise Events Media Releases and Ads* and *Waste Wise Events Public Announcements and Messages*]
- Confirm arrangements with waste management contractors and equipment suppliers.
- Confirm arrangements with education and promotion providers including announcer on public address system (if using). [refer to *Waste Wise Events Public Announcements and Messages*]

One Week Before the Event

- Continue local media and advertising promotions. [refer to *Waste Wise Events Media Releases and Ads* and *Public Announcements and Messages*]

Set-up Before the Event

- Equipment (bins, bin caps, back of house equipment) delivered and set-up as per site map. [refer to *Waste Wise Events Setup and Maintenance Checklist*]
- Liaise and monitor stall set-up and handling of waste by stallholders. [refer to *Waste Wise Events Monitoring Checklist* and *Stallholder Information Sheet*]



During the Event

- Entertainment, promotion and public address announcements. [refer to *Waste Wise Events Public Announcements and Messages*]
- Waste management systems (front and back of house) and stallholder performance being monitored, assessed and issues addressed as required. [refer to *Waste Wise Events Monitoring Checklist*]
- Education displays and activities being conducted.
- Event site litter free or litter being picked up.

After the Event

- Conduct Waste Assessment. [refer to *Waste Wise Events Waste Audits and Assessments*]
- Ensure site is cleaned and waste management equipment is returned. [refer to *Waste Wise Events Set-up and Maintenance Checklist*]
- Complete Report. [refer to *Waste Wise Events Report Template*]

Waste Wise Events Continuous Improvement

The Waste Wise Program is all about continuous improvement. If you're just starting to implement the Waste Wise Program, it's good to start with something achievable. That way you'll build support with your stakeholders for helping you to implement the program next time.

Staging Program

The following Staging Program provides you with some ideas about how to start, or if you have already implemented the program some ideas on where to go next.

These stages are also reflected in the star rating your event is certified with. Of course the certification system also considers your educational and promotional activities, stakeholder commitment, etc. You need to aim for continuous improvement with these too.

The following information is provided as a guide to continuous improvement with recycling streams at events. You may wish to substitute the recycling of packaging for another stream generated at your event (for example, some events generate large amounts of animal waste or green waste that may be compostable).

Stage 1: Litter Reduction (Waste Wise certification is not available at this stage)

- ☐ Introduce strategies to address most commonly littered item
- ☐ Undertake a litter assessment
- ☐ Assess success and amend strategy as appropriate
- ☐ Review number of bins
- ☐ Ask waste collector for total weight of waste sent to landfill

Stage 2: Basic Recycling: ★ (One-Star Certification)

Front of house

Waste Streams

- Bottles and Cans
- Rubbish
- ☐ Audit to determine contamination sources and rates
- ☐ Identify most common recyclable contaminants
- ☐ Identify common non recyclable contaminants
- ☐ Once event has achieved <15% contamination in recycling streams, move to stage 3

Back of house

Waste Streams

- Bottles and Cans
- Paper and Cardboard
- Rubbish
- ☐ Audit to determine contamination sources and rates
- ☐ Identify most common recyclable contaminants
- ☐ Identify common non recyclable contaminants

Stage 3: Standard Recycling: ★★ (Two-Star Certification)

- Introduce 2nd recycling stream for most common recyclable contaminant (if possible) or another waste stream generated at your event
- Select a common non recyclable contaminant to eliminate/reduce
- ☐ Audit to determine contamination sources and rates
- ☐ Identify most common recyclable contaminants
- ☐ Identify most common non recyclable contaminants
- ☐ Identify common non recyclable contaminants
- ☐ Once event has achieved <10% contamination in either stream, move to stage 4

Stage 4: Advanced Recycling: ★★★ (Three-Star Certification)

- If appropriate, introduce 3rd recycling stream for most common recyclable contaminant
- Select a common non recyclable contaminant to eliminate/reduce
- ☐ Undertake litter assessment
- ☐ Identify the most commonly littered item

Stage 5: Going Above and Beyond...

Now that you've implemented a successful Waste Wise Event, why not go one step further?

- ☐ See the list of Educational and Promotional Activities in the Tool Kit for new ideas to promote the waste wise message and educate your traders and patrons.
- ☐ Speak to your REO about information displays and other ideas for your event.
- ☐ Think about addressing some broader sustainability issues at your event by adopting **Green Power**, **Green Globe** accreditation or providing discounted entry / drink voucher to public transport users or cyclists.

Waste Wise Events Caterers Guide

By minimising waste at hotels, exhibition and conference locations and other permanent venues, or marquees at permanent venues, caterers can:

- run a more efficient and profitable business by reducing the 'hidden' cost of disposal through over ordering and inappropriate procedures
- meet commitments to health and safety regulations
- improve the working environment for management and staff
- make a worthwhile contribution to environment.

Visit EcoRecycle Victoria's website

www.ecorecycle.vic.gov.au to view 'Food for Thought' – a comprehensive approach to waste reduction at permanent venues for caterers, including food management from purchasing to disposal.

Following are steps for caterers to recycle and reduce packaging at a Waste Wise Event.

- Utilise non-disposable cutlery and crockery wherever possible.
- Venue manager to identify any disposables to be used in relation to food such as serviettes, single serve items and sugar etc and options to be discussed with REO.
- Identify 'back of house' sorting/collection systems for:
 - Bottles, cans, cartons
 - Organics
 - Rubbish
 - Paper and cardboard
 - Corks (optional)
 - Food oil
- Establish recycling systems for kitchen, bar, conference rooms and marquees (not required in accommodation spaces).
- Establish recycling stations for patrons where appropriate (assumes staff do all table clearing).
- Brief all waiting/catering and cleansing staff verbally and in writing on the correct use of waste minimisation recycling systems. Staff and suppliers should be informed of the importance of minimising waste, such as minimising packaging of food and quantity of serviettes.
- Food to be delivered to venue in recyclable or re-useable containers wherever practicable, such as cardboard boxes, recyclable plastic, cans. Avoid polystyrene and waxed cardboard: wherever possible these are non-recyclable items.
- Staff to be nominated to monitor collection systems and complete a checklist of volumes and contamination.
- Display Waste Wise Event signage if desired.

Optional extras, working towards Waste Wise

- Provide card in accommodation rooms that encourage used bath towels and washcloths to be placed in the bathtub once the guest is ready for them to be washed so that they are not changed unnecessarily.
- Place paper recycling boxes in all Administration Offices.
- Establish a staff green team to promote environmentally friendly products.
- All paper used during the conference has a recycled content.

Occupational Health & Safety Responsibilities

All event managers, regardless as to whether they are WasteWise, should be aware of their responsibilities under the Occupational Health and Safety Act, Dangerous Goods Act and associated regulations to ensure that their event is safe.

Key areas to consider include:

- Risk Management and Control Measures
- Traffic Management Plan
- Use of mobile plant (such as fork lift trucks)
- Dangerous goods and explosives (fireworks)
- Crowd Management
- Emergency Management Plan

For further information or assistance regarding WorkSafe legislative requirements for your event contact:

Victorian Workcover Authority

Advisory Service

Tel: 1800 136 089

or

Tony Evans

WorkSafe Major Events Coordinator

Tel: 8792 9000

Fax: 8792 9011

Mobile: 0411 021 312

Email: tony_evans@workcover.vic.gov.au

To confirm your responsibilities in relation to Traffic Management Plans contact the local government where the event will be held.

Your Regional Education Officer will have the contact details for your local council. Alternatively, visit Local Government Victoria's website at

www.dvc.vic.gov.au/local_gov.htm for a full list of contact details.

Step 2

Setting up Bin Systems that Work

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Waste Wise Events Guide to Signage

For more information about Waste Wise Events Signage contact your Regional Education Officer.



Plastic containers
code 1, 2 & 3*

NO paper or cardboard

NO shrink or cling wrap

NO food

NO general waste



Clean paper

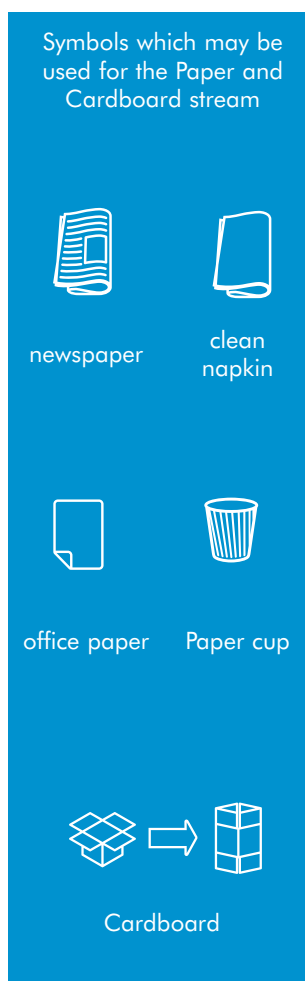
Flattened cardboard only

No waxed paper or
cardboard

NO plastic, glass or
aluminium

NO general waste

NO food



General waste only

Polystyrene

Shrink or cling wrap

Plastic plates

Plastic containers code 4, 5, 6

Plastic straws

Nappies

Dog pooh

Oil

Meat, fish, sea shells

NO plastic containers code
1, 2 & 3, glass &
aluminium only



Food stained paper

Food scraps

Coffee & tea

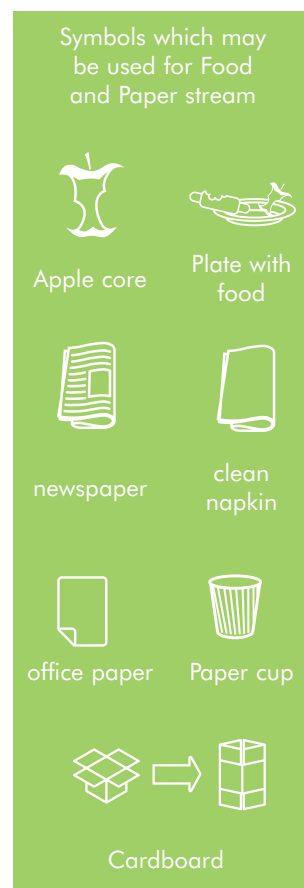
Cornstarch or wooden
cutlery

Wooden stirrers & skewers

Flowers

Hay

NO plastic, glass or
aluminium



* Not all regions can support recycling of Plastic Code 3. Please contact your Regional Education Officer on

Waste Wise Events Bin Cap Booking Form

Date of application:	
Event name:	
Date of event:	
Name of event organiser:	
Municipality/organisation:	
Phone:	
Fax:	
Email:	
Estimated attendance at event:	
Number of single bin caps required:	
Number of triple bin caps required: (each cap covers 3, 240 litre wheelie bins)	

Bin Cap Stickers

How many of each of the following label types you require:	
Rubbish	
Bottles and Cans	
Paper and Cardboard	
Food & Paper Waste (for composting)	

Refer to the Waste Wise Events Guide to Signage for further information about signage for your event.

Bin Cap Transport

Yes, we can collect and return the bin caps from/to the storage site in the Region. **Note that two people are required for handling triple bin caps.**

Event Organisers are responsible for costs associated with delivery/collection on bin caps and that Councils are responsible for any losses or damages made to bin caps on loan to them.

Please return the completed Booking Form to: Regional Education Officer (insert details) and include delivery address details and requirements.

Waste Wise Events Equipment Management Planner

Use this form to plan and organise the waste management equipment required for your event.

Types of waste management equipment which you may require:

- 240 litre wheelie bin for recycling and waste
- Bin cap(s) for recycling and waste
- Bale and frame for cardboard
- Cage trailer for cardboard or bottles and cans
- Portable compactor for cardboard
- Open Top Skips for waste and recycling
- Shredder for polystyrene

Area/Waste Type	Equipment	Location	Installation by	Cleaning by	Collection by
Example: Back of house: cardboard boxes	Bale and frame	Behind food stalls area	Contractor X	Contractor Y	Waste Company Z

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Waste Wise Events Bin Placement and Maintenance Guidelines

The number and placement of bins, as well as the bins themselves influences whether people will:

- actually use the bins; and
- make the choice to recycle items.

Providing ready access to waste and recycling bins is known to facilitate responsible behaviour but there is no single answer on optimal placement, size and type of bin system for every site. Expectations vary across sites and even within places.

If your event is held in a location with permanent Public Place Recycling (PPR) bins, you should incorporate these bins into your site plan. It is likely that you will require additional bins, as you will be altering the way people move about and use the site during your event. All other bins should be appropriately signed with 'bin caps' or similar. Any existing stand-alone rubbish bins should be converted to recycling stations.

Number of Bins

The distance people are prepared to go to use a waste bin determines the number of bins needed. This distance varies from site to site. For example, people at transport terminals and shops would bin rather than litter within 3.5 metres of bins, while at beaches people would walk up to 17 metres to use a bin.¹ This research suggests that 3 to 14 metres between bins is best, as beyond those distances, more littering than binning starts to occur.

The number of catering and trader areas, and the expected crowds will influence the number of bins required.

Bin Placement

How people move around and use a site determines the optimal placement of bins. Place the bins:

- in accessible points that coincide with movement of people and catch their attention;
- where people enter and exit to inform them of what is expected;
- for the convenience of the user, rather than the collector; and
- where they can be effectively emptied and serviced, especially in peak periods.

Underused bins may mean they are placed in the wrong spot. Record underused locations in relation to other site infrastructure to inform you of best placement for your next event.

Locating bins at disposal points maximises the amount of waste and recyclables captured, as disposal does not always happen close to the point of purchase. For example, a study of a food court in a Manly shopping complex found that 59% of food and drink was consumed outside the food court. Public recycling bins were installed in the street outside and collected mostly beverage and beverage packaging.² Trials in Melbourne railway stations found that placing recycling bins at exit points were most effective in collecting newspapers, the major source of recyclables.³

Identify disposal points via observation, survey and monitoring litter. Some common disposal points include near entrances and exits, tables or picnic grounds, walkways and high traffic areas, toilets or other utilities and car parks. Think about where your patrons will be when they want to dispose of their rubbish. This may or may not be in the immediate vicinity of catering areas.

Bin placement must not interfere with services such as fire exits and congested pedestrian areas. Consider public safety and security measures when placing bins.

Place bins in areas of free flowing traffic and away from building structures, such as walls. Areas that are likely to become queues are not recommended for bin placement from a security, visibility or access perspective.

If you are concerned about safety and security at your event. You may want to consider applying Crime Prevention Through Environmental Design (CPTED) principles. CPTED outlines strategies to reduce the opportunity for specific crimes to occur. The three main strategies: natural access control, natural surveillance, and territoriality to take advantage of relationships which exist between people and their environments, have application to PPR – visit EcoRecycle Victoria's website www.ecorecycle.vic.gov.au for more information.

Bin Type – Streams available

Bins should be positioned as bin stations, including at least one rubbish bin. Place bins side by side, not back to back, to avoid confusing people who will approach the bin nearest them. Consider the direction from which the bins are approached.

EcoRecycle Victoria and Regional Waste Management Groups provide 'bin caps' which can be fitted over 240 litre mobile garbage bins. 'Triple bin caps' are currently available and 'single bin caps' are being distributed to councils and waste management groups. Contact your Regional Education Officer for more information.

You will need to provide / source mobile garbage bins for your event. Where possible, choose bins that are made from recycled content. It is important not only to collect recyclables but also to 'close the loop' by buying products made from recycled materials.

Maintaining Bins

People are reluctant to use bins that are dirty or in disrepair so it is important to keep the bins in good order. Bins should be maintained in a clean condition with legible signage. Make sure staff and contractors know who to approach to outline any problems or changes occurring.

1.Community Change (2002) Littering Behaviour Studies III Measuring Environmentally Desirable Behaviour. Beverage Industry Environment Council, Sydney.

2.Beverage Industry Environment Council (2001) Food Court, Waste Audit Report

3.Railways Recycling Report, Visy Recycling, March 2001

Waste Wise Events Set-up and Maintenance Check List

This form provides a simple checklist for set-up and maintenance staff involved in a Waste Wise Event.

Pre-Event

- ☐ Order and arrange collection/delivery of 240 litre wheelie bins
- ☐ Order and arrange collection/delivery of bin caps and colour coded liner bags (if using)
- ☐ Order 'back of house' equipment (e.g. baler, trailer with cage). Use the **Waste Wise Events Equipment Management Planner**.
- ☐ Advise all maintenance staff and drivers involved with the event of recycling arrangements
- ☐ Organise all equipment necessary to maintain recycling stations and collect waste streams at the event
- ☐ Make arrangements for receipt of recyclable materials at transfer station/ reprocessor/ recycler
- ☐ Place bins and caps on site as per site map of bin locations (liaise with event organiser)
- ☐ Check that bins are located in key areas: major entry/exit points, food areas, near existing litter bins)

During Event

- ☐ Remind stallholders that waste and recyclable materials from their stalls are to be taken 'back of house' and not placed in bins at recycling stations. Cardboard boxes should be flattened.
- ☐ Maintain and empty bins as required throughout the event
- ☐ Clean bin caps as necessary
- ☐ Supply and replace colour coded liner bags as necessary
- ☐ Maintain litter-free environment
- ☐ Maintain 'back of house' equipment and keep litter-free
- ☐ Ensure that each waste stream is kept separate and removed by appropriate collector
- ☐ Report any recycling station or waste transport issues to the event organiser throughout the day

Post Event

- ☐ Ensure any remaining recyclables and rubbish are collected and transported to the correct destination
- ☐ Collect and return bins and bin caps as previously arranged
- ☐ Clean-up site

Waste Wise Events Clauses for Agreements

Use these tools to assist in the preparation of agreements with contractors / waste management companies / event management companies.

Words / Phrases in italics should be amended / edited / deleted accordingly. Spaces with XXX should be completed accordingly. Bullet points can be included as relevant.

Sample Agreement Clauses (1)

Agreement / contract between: Event Organiser (A) and Waste Management company (B) for Event C

A

- Please provide a quotation for the following work or
- Invitation to tender for the provision of XXX or
- Request for proposal for XXX

B – Background Information

Proposer To Add:

- Venue Information
- Event information including date
- Venue crowd capacity
- Venue staff, full and part time during events
- Venue facilities list

C – Tender / Proposal objective

The **quotation / ITT / RFP** is for an experienced waste management company to undertake the necessary services in order to minimise litter, successfully recycle and compost at **Event C** with the ultimate aim of reducing the volumes of waste going to landfill. To accomplish this objective, Event Organiser A is looking for a complete offer from companies with a proven history in meeting the conditions set out in this **quotation / RFP / ITT**.

D – Scope of Work – Event date: XXX

In order to successfully roll out the required recycling system, the contractor B will be required to arrange aspects of the service prior to the event.

E – Before Event – Recycling requirements

- Identify bin infrastructure requirements.
- Identify locations for recycling stations through **Event C** site. Liaise with **Event organiser A** and provide site map of bin locations. Refer to bin placement guidelines for direction, located in events toolkit manual.
- Identify all recyclable materials to be collected during **Event C**.
- Order and acquire **XX number** of 240 litre MGBs (Mobile Garbage Bins).
- If required by **Event organiser A**, order **XX number** clear / colour coded bin liners for recyclables stream.
- Order **XXX number** compostable bin liners for compost stream.
- Order **XXX number** of black garbage liners for rubbish stream.
- Pick up **XXX number** bin caps from **XXX location** by **XXX date**.
- Advise crews/drivers of the recycling arrangements and transport requirements.
- Liaise with recycling contractor or Transfer Station or other receiving company re receipt of recyclables materials and arrangements for delivery dates and frequency.
- Obtain confirmation in writing (e.g. email) from receiver that recyclable materials will be expected and will be accepted. Within this gain confirmation of contamination levels accepted, and maximum and minimum tonnage allowances.
- Identify number of staff required and ensure recruitment.
- Identify necessary equipment for staff in order to collect all recyclable materials at **Event C**.
- Deliver to and set up all Recycling stations at **Event C** site. Ensure sufficient set up time.

F – Residual waste requirements

Potential other waste streams include

- Sand
- Manure
- Oil
- XXX
- XXX

Infrastructure as above will be required to be in place for other waste streams. Either:

- These may be in line with residual waste stream infrastructure, or
- Recycling options for these streams should be investigated.

Waste Management / Contractor B requirements during Event C.

G – Recycling Requirements

- Maintain and empty recycling station bins during Event C. Each of the three streams are to go into separate **trucks/vehicles/skips** for collection of materials.
- Supply and replace recycling receptacles (e.g. clear / colour coded bin liner bags/bins) as necessary.
- Collect flattened cardboard at set up and pack up from **XXX location** at **(insert times and dates)**.
- Maintain litter free environment.
- Communicate with **Event Organiser A** any issues re recycling stations or transport throughout day.
- Undertake a visual audit of waste and recycling bins and record contamination levels on form provided in events tool kit. Contamination levels greater than 10% should be sent for disposal. Refer to events tool kit for audit process.
- Keep a written record of volumes in back of house skips, and frequency of emptying required so as to base adjustments for future event.

H – Requirements After Event C (XXX time)

- Deliver two recycling streams (co-mingled and paper/cardboard) to recycling contractor or other location as arranged.
- Deliver compost stream to compost facility.
- Deliver residual rubbish stream to location.
- Provide Event Organiser A with weights collected from Event C in the form of weighbridge data for each of the streams or other method as agreed:
 - residual rubbish,
 - co-mingled recycling (bottles and cans),
 - cardboard & paper recycling (including cardboard collected from the traders at the side of the recycling stations),
 - compost stream.
- Return bins and recycling caps to collection point.
- Summary of written record of volumes in skips and frequency of emptying required so as to base adjustments for future event.

I – Penalty Clause

- Co-mingled recyclables (i.e. bottles and cans) must be taken for recycling to designated location and a weighbridge docket provided as confirmation, and
- Cardboard and paper recycling must be taken for recycling to designated location and a weighbridge docket provided as confirmation, and

- Compostable materials must be taken to designated receiver.

In the event that the above does not occur, the Event Organiser A will pay half of the agreed sum **(insert sum)**, due to failure to provide service. Any variations to the above must be agreed in writing by City **(insert Council name)**

J – Information to be provided in Quotation or Invitation to tender or Request for proposal

- Company information.
- Operational Experience.
- A full breakdown of the costs for the services outlined.
- Workplace H&S information.
- Environmental statement / policy.

All bids and proposals shall be submitted on recycled and recyclable paper, printed on both sides where practicable.

Sample Agreement Clauses (2)

Memorandum of understanding between council / event organiser A with contracted Event management company B for Event C.

A

Event management Company B agrees to

1. Provide waste and recycling services in accordance with
 - a. guidelines provided by Council / organiser A.
 - or
 - b. Council / organiser A's waste management plan for Event C.

B

Under the waste and recycling services to be provided, the recyclable materials to be collected from the event and then recovered / reprocessed are (delete as appropriate):

- Commingled Recyclables (plastics 1,2,3,4,5,6; aluminium and steel cans, glass)
- Paper and Cardboard (clean)
- Paper only
- Cardboard only
- Compostables (food scraps and paper and cardboard with food residues)

All other materials not included in the above list, the residual / waste materials are to be collected from the event for the purpose of end disposal to landfill.

Event management company B will ensure all materials listed for recycling are recycled and will provide **Council / Organiser A** with:

- Dockets (including weight) from recycler for reprocessed materials, and
- Weighbridge dockets for landfill waste.

C

One month prior to the commencement of **Event C**, Event Management company B will provide the following information to **Council / Organiser A**:

Recycling Services

1. An outline of the systems in place to ensure all agreed recyclable materials are collected during Event C and delivered to a named recycling / reprocessing company. This outline is to include:
 - Numbers and types (incl. Size) of recycling bins
 - Materials to be collected
 - Frequency of emptying bins
 - Outline of back of house storage facilities
2. A letter from each recycling company /reprocessor taking the recyclables from Event C which includes details of:
 - Locations where recyclables will be taken directly from the event, e.g. transfer station, MRF, reprocessor, other sorting station.
 - Contamination levels accepted at the above locations by the management.
 - Maximum and minimum number of tonnes that will be accepted at the above sites **per day/month/duration of Event C**.
 - Date and time of acceptance of recyclables.
 - Agreement for the provision of dockets for weight of all recyclables accepted, within **XX days of delivery / upon delivery**.

D – Residual Waste Services

- The name/s of the disposal facilities where the residual wastes will be delivered (e.g. landfill site, transfer station).

E – Reporting

Event management company B will provide a report within one week of completion of **Event C**, which includes details of the systems in place during **Event C**:

- An outline of the waste management and recycling systems in place during **Event C**.

- A location map for placement of recycling and residual waste bins.
- Waste and recycling collection frequency during **Event C**.
- Waste and recycling back of house collection frequency during **Event C**.
- Volumes (Kg or Tons) of:
 - Residual waste collected and disposed of
 - recyclables collected and reprocessed.
 (Dockets will be required to substantiate these figures).

Sample Agreement Clauses (3)

Third party contract clauses between Council / Event Manager A and Contractor B for cleansing, waste / recycling collection at Event C.

Contractor B requirements

A

1. Recycling Requirements – Bin Infrastructure
 - Bins, bin caps, recycling station signage, skips and storage areas must be in place at least 24 hours prior to Event C commencing.
 - Bin caps should be consistently ordered at each recycling station (**waste, commingled, waste**).
 - Signage for recycling stations and storage skips/areas should be clear, secured and in place at least 24 hours prior to Event C.
 - Refer to bin placement guidelines in events toolkit for direction on bin locations.

B

2. Recycling Requirements – Materials
 - All Commingled Recyclables (plastics 1,2,3,4,5,6, aluminium cans, steel cans and glass) sorted into labelled front and back of house bins.
 - Contamination levels for all commingled recyclables to be less than XX%.
 - All Paper and Cardboard (clean) sorted into labelled front and back of house bins.
 - Contamination level for all paper and cardboard to be less than XX %.
 - All compostables sorted into labelled front and back of house bins to be recycled.
 - Contamination level for all compostables to be less than XX%.

C

3. Recycling Requirements – Collections at the Event

- Bins must be emptied on a regular basis throughout the day.
- No bin volume should exceed _ full.
- If new bin liners are required then they must comply with colour coding for recycling streams at Event C.
- Staff must immediately replace bins, bin liners and caps after emptying.
- Caps must be placed on bins in the correct position/order.
- Care must be taken not to damage caps during emptying.
- Staff should take care when emptying and be aware of surrounding barriers and people.

D

4. Recycling Requirements – Storage

- Back of house storage areas to be pre determined.
- All materials collected for recycling are to be stored on site in clearly labelled skips/fenced off areas/ in predetermined areas.
- One storage skip/area will be provided for each type of recyclable so that no contamination occurs.
- Storage areas will be located away from public and trader access areas.
- Storage areas will be kept secure and clean & tidy at all times.

E

5. Recycling Requirements – Transport

- All materials stored for recycling will be transported to a recycling company within **XXX days/weeks**.
- Materials will be transported so that no cross contamination occurs in transit.

F

6. Recycling Requirements – Recycling

- Arrangements will be made for all Recyclables collected at the event to be received by an appropriate recycling company and reprocessed.
- Dockets proving acceptance and reprocessing of all recyclable materials must be collected.
- **Contractor B** will provide **event organiser A** with a report summarising totals of materials collected by stream and total.

G

7. Recycling Requirements – Reporting

A report to be submitted within **XX days / weeks** following the event, containing the following information:

- An outline of the waste management system in place.
- A location map showing location of all bins, storage areas.
- A program of waste and recycling collection frequency throughout the event.
- Method of transporting recyclables to recycling companies.
- Contact details of recycling companies used.
- Kg/Tonnes of total waste collected.
- Kg/Tonnes of recyclables reprocessed and dockets to substantiate these figures.
- Level of contamination and number of loads rejected for all recyclables collected.
- Kg/Tonnes of residual waste sent for disposal to landfill and dockets to substantiate this figure.

Sample Agreement Clauses (3B)
(Additional clause for sample agreement 3).
Third party contract clauses between Council / Event Manager A and Contractor B for cleansing, waste / recycling collection at Event C.

Outcome based clause

A

1. Systems will be established by the contractor B in consultation with **event management company A** to ensure that **80% minimum** of the waste at **Event C** is diverted from landfill, by collection for recycling and / or composting.

B

2. A report will be provided within 1 week of the close of **Event C** which includes an outline of the waste management system in place during **Event C**:
 - A location map showing location of all bins, storage areas
 - A program of waste and recycling collection frequency throughout the event
 - Method of transporting recyclables to recycling companies and reprocessors
 - Contact details of recycling companies used
 - Kg/Tonnes of waste collected
 - Kg/Tonnes of recyclables reprocessed and dockets to substantiate these figures.
 - Kg/Tonnes of residual waste sent to landfill and dockets to substantiate this figure.

C

3. Payment Schedule

- | | |
|---|------------------------|
| • More than 80% of waste diverted from landfill | 105% of total contract |
| • 80% of waste diverted from landfill | 100% of total contract |
| • 60%-80% of waste diverted from landfill | 90% of total contract |
| • less than 60% of waste diverted from landfill | 80% of total contract |

recycle

Waste Wise Events Clauses for Appointing Caterers

Use this tool to assist in appointing a company to manage food vendors at an Event, in line with Waste Wise Event requirements. (You may wish to add this to other requirements for food stalls)

Sample Agreement Clauses (1)

Please provide a quotation for the following work:

Aim

That the company managing the food vendors, enable the food vendors appointed to (insert name of Festival), to meet the requirements of an EcoRecycle Waste Wise Event. The requirements are more fully described below, and are summarised as, food vendors are required to:

- Use packaging that can be recycled or composted and/or use non-disposable crockery and cutlery in areas nominated by the Event Organiser.
- Avoid using non-recyclable and unnecessary packaging including polystyrene.
- During the event, correctly place items into back of house recycling and/or composting systems.
- During the event place any non-recyclable materials into the waste bin.
- Prevent litter and to keep the area around your stall litter free.
- Identify and report on opportunities for improvement.

Before Event

The managing company is to; at least three months before the event, or other time as agreed to in writing:

- Advise food vendors verbally where possible, and in writing of the requirements of a Waste Wise Event (see tool Waste Wise Events Stallholder Information Sheet).
- Discuss with the event organiser any penalty/incentive clauses for food stall holder compliance.
- Include Waste Wise Event food stall information at any briefing sessions provided for food traders.
- Provide a contact list of outlets selling packaging suitable for a Waste Wise Event (contact Regional Education Officer).
- Provide to all appointed food stall holders with a (Waste Wise Events Stallholders Application Form. Assist and, ensure that each stall holder completes and returns the application form.
- Discuss/identify the major expected waste/recycling streams so that the recycling caps can be appropriately labelled.

- Provide the following information to the event organiser:

Number and type of stalls/catering (see example below)

Type of Stallholder	Product to be Sold	Number of Stalls
Example: Food	Variety of hot foods (chips, pies, etc.)	6

During the Event

- Check compliance with food vendor Waste Wise Event requirements (see tool Waste Wise Events Stallholder Monitoring Checklist).

After the Event

- Provide a written report summarising the results of the compliance check (see above).
- Provide a list of addresses of food stall holders to the Regional Education Officer. This will provide them with the opportunity to gain feed back on the process.

Step 3

Minimising and Recycling Packaging

recycle

waste wise event / toolkit

Waste Wise Events Stallholder Monitoring Checklist

Event:

Stallholder:

Assessor:

Date:

Time:

Requirement	Yes	No	Comment
Reduction in Packaging			
Wash Against Waste utilised?			
Coffee cup lids used?			
Polystyrene cups used?			
Plastic film wrap used?			
Plastic cutlery used?			
Plastic straws used?			
Sugar sachets used?			
Sauces and condiments sachets used?			
Use of Appropriate Packaging			
Drinks served in recyclable containers?			
Recyclable food packaging used?			
Waste Disposal			
Recyclables separated from waste?			
Proper disposal of waste oils and fats?			
Products secured to prevent litter?			

Other Comments:

Waste Wise Events Stallholder Letter of Confirmation

Use this tool to help you prepare a letter to stallholders confirming their commitment to participant in a Waste Wise event.

Complete your contact details and return date on the survey form at the back of this page.

Sample Letter Text

Thank you for your co-operation in helping the (insert name of event) to become a Waste Wise Event. This is a worthwhile step because large festivals such as the Grand Prix, Moomba Waterfest, and Apollo Bay Music Festival have all made great steps to reduce waste sent to landfill, reducing waste and litter cleaning costs by introducing recycling systems and reviewing the types of packages used at the events.

In order to achieve the Waste Wise status we remind food vendors to supply food only in packaging that can be recycled (e.g. glass, paper, cardboard, aluminium, steel, plastics 1, 2 and 3) or composted.

On the back of this letter is a brief survey on Waste Wise Events that we encourage you to complete at the end of the event.

If you do have other packaging that may cause a problem, please do not hesitate to contact me. As a Waste Wise Event, we have statewide environmental standards to meet. We appreciate your assistance in supporting our environmental endeavours.

Sample Paragraph Text (1)

Remember your commitment to using as little packaging as possible and great emphasis has been made in the promotion that we are creating a regular event with responsible environmental undertakings. We are applying for status as a Waste Wise Event, through EcoRecycle Victoria so please help us achieve it. You will be required to remove your own un-recyclable rubbish so keep it to a minimum and use recyclable materials. You will be advised how to dispose of your recyclables such as paper and glass, and your compostable waste.

Sample Paragraph Text (2)

If you were involved in this event last year you would know that Council began some waste and litter reduction measures at the event. This year Council is looking to further reduce waste and litter at the event and has applied to EcoRecycle Victoria for Waste Wise Event status. To meet the Statewide accreditation criteria for Waste Wise Event status, Council reminds all stallholders to support the following measures to reduce waste:

- Use packaging that can be recycled or composted.
- Avoid using non-recyclable and unnecessary packaging including polystyrene.
- During the event, correctly place items into the recycling bins for either Bottles and Cans or Paper and Cardboard.
- During the event place any non-recyclable materials into the waste bin.
- Keep the area around your stall litter free.



Waste Wise Events Stallholder Survey

Event:

Name (optional):

Organisation (optional):

1. Do you:

- ☐ Strongly support this event being Waste Wise
- ☐ Support this event being Waste Wise
- ☐ Don't support this event being Waste Wise
- ☐ No opinion

2. From which organisation do you purchase your food packaging (such as plates, cups and serviettes)?

Organisation Name

Location

3. What actions did you do to minimise/reduce waste produced by your stall and your stall's customers at the event?

4. What information/support would you have liked before or during the Festival to make it easier to comply with being a Waste Wise Event?

5. What suggestions do you have for improving the recycling collections on the day for stallholders?

6. Do you have any further comments about waste and recycling collections during the event?

Thank you! Please fax your completed form to <insert name & fax details> by <insert date>

Waste Wise Events Buying Green

A green purchasing program today has broader aims than just recycled products. You should aim to substitute green or environmentally preferred products for their more damaging or inefficient counterparts.

Green or environmentally preferred products are defined as products or services that have less effect on human health and the environment than competing products and services that serve the same purpose. This comparison may consider the source of raw materials, production, manufacturing, packaging, distribution, potential for reuse and recycling, operation, maintenance, or disposal of the product. These may include:

- energy efficient and greenhouse friendly products,
- products that are water efficient and reduce water use,
- less toxic products to reduce health effects,
- products using less packaging or with provision for packaging take back,
- products that use fewer resources or in other ways create reduced environmental impacts throughout their life cycle, and
- products made from recycled materials, such as recycled green organics and recycled plastic products.

Buying green can have significant economic advantages:

- reducing costs for operating equipment,
- lowering costs for some products,
- increasing productivity and reduced time lost from illness because of the improved work environment,
- saving money through re-using materials and products,
- helping to 'close the loop' to make recycling viable,
- expanding the market for green and recycled products, as well as for products with reduced packaging,
- increasing the availability of green and recycled products at cost-effective prices,
- improving the level of information available to buyers about the content and performance of products, facilitating more informed purchasing decisions, and
- decreasing pressure to build new landfills.

Buying green improves working conditions:

- less exposure to toxic materials and emissions, through use of more benign products for cleaning, pest control, building and fleet maintenance, and
- more comfortable energy efficient working environments.

Buying green has many environmental benefits:

- reducing waste and landfills through purchasing recycled content products and products that create less waste,
- reducing the amount of resources used and environmental effects of obtaining those resources, through use of durable or lightweight products, products made from less energy-intensive materials and recycled content products,
- increasing energy efficiency,
- saving water,
- eliminating or reducing toxic materials entering the environment,
- decreasing air and water pollution,
- cutting greenhouse gas emissions, and
- preserving habitat for flora and fauna.

Buying green sets an example for others to follow. Your event patrons will welcome it and it will create a positive corporate reputation for your organisation.

Waste Wise Events Green Packaging Suppliers

Alpha Packaging	Tel: (07) 5596 0122	Paper plates, napkins, cups, sandwich and salad containers, cutlery, hot food containers, wet food containers, paper towels, toilet tissue, drink trays straws.
Auscorp Industrial Group	1 Kerr Street Preston Vic 3072 Contact: Bill Mihaloudis Tel: (03) 9484 6864 Fax: (03) 9484 6848 Mob: 0419 548 442 bmihaloudis@acigroup.com.au www.acigroup.com.au	Nature Green: 100% Biodegradable packaging: cold drink cups, dome and flat lids (1 size of each style), cutlery (knives, forks and spoons in two styles), straws, trays (3 sizes), supermarket bags (3 sizes) and garbage bags (4 sizes).
Bonza bags	Tel: (03) 5952 5772 Fax: (03) 5952 3637	Bonza Bags - Reusable Bags.
BSB Packaging	5 Wadhurst Drive Boronia Vic 3155 Contact: Stuart Bedford Tel: (03) 9801 9255 Fax: (03) 9801 2829 www.bsbpackaging.com.au	Visy biodegradable and recyclable products, as well as paper bags (bio-degradable), garbage bags made from recycled plastics, plates, moulded plastic plates (biodegradable), paper cups, paper serviettes (made from recycled paper), foil containers (recyclable), toiled tissue (made from recycled paper)
Bunzl	Tel: (03) 9212 9353 Fax: 9212 9397 Contact: Scott Henschke	Food packaging – a range of paper, pulp, PET and polypropylene materials. Cleaning products – wiping cloths, bags and chemical ranges.
Corporate Express	Tel Customer Service: (03) 9279 6500	Visy environmentally friendly range of PET cups, heat barrier PET cups, sugarcane products.
Dart Phoenix Manufacturing Service	10 Palma Court Frankston Vic 3199 Contact: Andrew Robinson Tel: (03) 5971 5075 Fax: (03) 5971 5076 www.dartcontainer.com	No heat barrier, no starch based Foam plastic cups and containers.
Detpak	Unit 10, 20 Duerdin St Clayton North Vic 3168 Contact: Simon Binks Tel: (03) 9562 6663 Fax: (03) 9562 6713 simon.binks@detpak.com www.detpak.com	Recycled paper food bags, carry bags, cup trays and cake cartons. Plantation fibre Ripple-Wrap™ cups, plates, bowls, food cartons, clam shells, chip boxes and food pails.



D & JC Trading	<p>Tel: (02) 96841922 www.wastewiseevents.wasteboards.nsw.gov.au Enviro trays, paper plates, napkins,</p>	cups, alcohol glasses, sandwich and salad containers, bin liners, rubbish bags, cutlery
Earth Basics	<p>301 Canberra Av Fyshwick ACT 2609 Contact: Maryke Booth Tel: 1300 364128 Fax: (02) 62804736 sales@earthbasics.com.au www.earthbasics.com.au</p>	Range of biodegradable food and beverage packaging, bags & nappies. Cardboard pens, microfibre-cleaning products
Ecocern	<p>PO Box 59 Watsons Bay NSW 2030 Tel/fax: (02) 9337 2737 Email: ecocern@ecocern.com Internet: www.ecocern.com</p>	100% post-consumer recycled paper and packaging. Paper bags, carry bags, envelopes, paper, CD covers
EcoEarth Technologies	<p>1565 Barrabool Road Gnarwarre Vic 3221 Tel: (03) 52 656 009 Fax: (03) 52 656 189 Email: info@ecoeearth.com.au Internet: www.ecoeearth.com.au</p>	Biodegradable bags
Harris Paper	<p>6 Northern Rd Heidelberg West Vic 3081 Tel: 9457 5222 Contact: Grant Steane</p>	Recycled cardboard hamburger clam & snack box
Kent Paper	<p>9/ 13 Hayes St Balgowlah NSW 2093 Tel: (02) 9949 6666</p>	Paper plates, napkins, cups, alcohol glasses, sandwich containers, hot food and wet food containers, cake boxes, paper towels, toilet tissue, drink trays
Lombard – The Paper People	<p>40-70 Mt Alexander Road Flemington Vic 3031 Contact: Colin Cut Mobile: 0407 803 381</p>	<p>EnvironTray Range, liquid paperboard cups Green Event Products Order Form</p>
P & I O’Kelly	<p>24 Commercial Drive Dandenong Vic 3175 Tel: (03) 9706 4299 Contact: Sarah O’Kelly</p>	Paper bags (brown kraft/bleach kraft), entire Visy Closed Loop Range (enviro food containers, recycled toilet paper, paper towel, PET plastic cups), food pails, snack boxes, paper cups, napkins, cake boxes/trays, paper twist handle carry bags, green bags, shopper and Zip Up (similar to Coles Green Bags)

Planet Ark	Level 2, 15/ 17 Young St Sydney NSW 2000 Contact: Doug McLean Email: doug@planetark.com	3 reusable bag options: calico bags, paper bags, Planet Ark's Blue Bag
ProTem Solutions	Level 1, 124 Ryrie St Geelong Vic 3220 Contact: Ted Cooper Tel: (03) 5224 2720 Fax: (03) 5224 2780 prottem@pipeline.com.au	Cups, cutlery, hot food boxes, wet food boxes, sandwich trays, drink trays, cake boxes, serviettes, paper towel, tissue, straws (paper and vegetable starch), rubbish bags, paper bags, starch cutlery and rubbish bags, recycled paper food products (plates, bowls & serviettes)
The Chinnet Company Australia	Tel: (03) 9848 9207 www.afflink.com/products.asp	Paper plates, napkins cups, hot food containers (pizza), straws
Visy Closed Loop (Wholesalers only)	232 Albert Rd South Melbourne Vic 3205 Contact: Vanessa Stratos Tel: (03) 9684 4600 Fax: (03) 9684 4699 vstratos@visyclosedloop.com www.visyclosedloop.com	Recycled content 100%, Recycled content PET sandwich packaging, knives/ forks & PET cups recyclable

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Waste Wise Events Stallholders Application Form

Please complete and return a copy of this to the event organiser. Make sure to keep a copy for your future reference.

Stallholder Contact Details

Name:	Company:
Phone:	Facsimile:
Email:	Event:
I confirm that the list below outlines packaging at this event.	
Signature:	

Please tick which items your food/drink stall will be using in columns 3 and/or 5 of the following Table:		
Food/Drink Type you will be selling	Waste Wise Packaging (Recyclable or Compostable) MUST BE USED	Tick packaging your stall will be using
Drinks		
• Hot	Paper Cup with handle	
	Wooden stirrer	
• Cold	Plastic code 1,2,3*	
	Glass bottles	
	Can	
	Paper Cup	
	Refillable drinking	
	Glass	
	PET Plastic (code 1) cup	
	No straws	
	Paper straws	
Food	Paper plate	
	Paper bag or serviette	
• Chips (Hot)	Paper Cup / Bag	
• Cutlery	Corn Starch	
	Cutlery	
• Meals - Chinese Food etc	Paper Plate or	
	Cardboard Noodle Box	
• Fairy Floss	Wooden Stick	
• Fish and chips	Paper Plate	
• Hamburger	Paper Clam	
• Hot Dog	Paper Bag	

* Not all regions can support recycling of Plastic Code 3. Please contact your Regional Education Officer.

Food/Drink Type you will be selling	Waste Wise Packaging (Recyclable or Compostable)	Tick packaging your stall will be using
• Fruit Salad	PET Cup (Code 1)	
• Ice-cream & Frozen yoghurt	Edible Cone	
	Serviette	
	PET Cup (Code 1)	
• Kebab	On Wooden skewer in paper bag	
• Falafel	Serviette	
	Paper Bag	
	Foil	
• Pies	Paper Bag	
• Pizza	Cardboard Pizza Box	
• Potato (Hot with fillings)	Cardboard clam	
• Sausages	Just in bread or with serviette if requested	
• Sandwiches	Paper serviette	
	Paper bag	
	Grease proof paper	
	PET container	
• Sausage Rolls	Paper Bag	
• Turkish Pide	Aluminium foil	
• Other (please specify)		

☐ Please tick here if other food/drink is to be served on washable crockery and/or cutlery.

Tips

- Reduce use of disposables wherever possible
- Avoid single serve items and use bulk dispensers instead (e.g. sugar, sauce etc.)
- Pre-packaged food items (e.g. potato crisps) no change in packaging required
- Bring items to your event in cardboard (unwaxed) or other re-useable boxes/packaging rather than polystyrene

Please contact your REO if you intend to use the following NON-RECYCLABLE OR COMPOSTABLE packaging:

- Polystyrene Cup
- Plastic plates, sticks or cups codes 4,5,6
- Waxed Cup
- Plastic Cutlery
- Rectangular plastic containers with no recycling code or code 4,5,6
- Plastic film/ Cling wrap

recycle

Waste Wise Events Stallholder Information Sheet

As part of the event organising committee's commitment to reducing waste and its impact on the environment, we are encouraging stallholders and the community to reduce waste and recycle at (insert name of event).

What is a Waste Wise Event?

A Waste Wise Event is one at which the 3 Rs of waste minimisation (Reduce, Reuse and Recycle) are being practiced by:

- Reducing packaging to a few materials which are recyclable.
- Collecting and sorting recyclable materials.
- Preventing litter.

Why have a Waste Wise Event?

Research conducted by EcoRecycle Victoria has shown:

- 95% of event goers believed that event caterers should be at the very least encouraged to use environmentally friendly packaging.
- 50% believed that caterers should be forced to use environmentally friendly packaging.
- 87% of people supported the introduction of recycling at public events.
- 68% of people believed that at least some recycling of event litter and rubbish takes place.
- 67% of respondents stated that they would definitely use recycling bins if they were introduced to public events.

What are the benefits to stallholders?

- Decreased cost by reducing types of packaging.
- Increased competitive edge by participating in Waste Wise Events.

Experience has shown that event goers are prepared to pay extra for food and beverages that are packaged in environmentally friendly material; and will make a conscious decision to purchase from stallholders who use environmentally friendly packaging.

What should I do?

You can help reduce litter and waste by:

- Avoiding unnecessary packaging.
- Reusing items where possible.
- Using packaging that can be recycled.
- Using packaging that is made from recycled material.
- Helping with litter control.

Recycling stations with bins will be located at a number of locations around the venue, especially near food areas. These are for use by patrons only. Stallholders' waste materials including flattened cardboard boxes should be placed at the site designated by the event organiser. No waxed boxes please as they cannot be recycled.

The event organiser or Regional Education Officer can provide additional information, but here are some suggestions to get you started:

Being Waste Wise is as simple as 'A-B-C'!

Assess Your Packaging

Look at the types of packing you use at your stall and ask yourself:

- Do I need this type of packaging?
- Can it be recycled at the event?

Become Aware of the Alternatives

Item	Alternative
Non-recyclable packaging	Packaging that is 100% recyclable or compostable
Plastic film or cling wrap	Cellophane wrap
Polystyrene cups	Heavy duty paper cups or ceramic mugs
Plastic straws	Eliminate or replace with paper straws
Plastic take-away containers and 'clamshells'	Heavy duty paper plates and bowls
Sugar and condiment sachets	Bulk dispensers
Plastic cutlery	Corn starch cutlery
Plastic bags	Paper bags; ask patrons if they require one
Drink cup covers and disposable food trays	Avoid using

Change Your Packaging

- Make the choice to become waste wise
- Buy bulk with other stallholders
- Tell other stallholders about your achievements

Step 4

Promoting your System with Patrons

recycle

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Waste Wise Events Education and Promotion Ideas/Activities

This list is provided to give event organisers ideas for education and promotion. It is not intended to be a comprehensive list.

Ideas for Event Patrons:

- ☐ Include Waste Wise Logo on promotion and publicity materials
- ☐ Include Waste Wise Logo and description/signage photo in publicity material
- ☐ Issue a Media release
- ☐ Use Media releases/advertising with published pictures
- ☐ Arrange radio announcements on local stations
- ☐ Include signage at all main entrances to event promoting event as Waste Wise
- ☐ Include signage at point of purchase
- ☐ Use the public address system to promote appropriate waste behaviour
- ☐ Use 'Environmental Theatre' to engage patrons in appropriate waste behaviour
- ☐ Include a display of recyclable packaging and explanation of recycling process
- ☐ Issue a Media Release and/ or advertising which states the diversion rates/amount of waste diverted from landfill at the event
- ☐ Include a stall or display on sustainability, waste issues, litter, stormwater
- ☐ Use 'Bin Monitors', 'Event Marshals' and volunteers with badges and t-shirts
- ☐ Conduct a waste assessment during the event
- ☐ Provide cotton bags as giveaways or prizes
- ☐ Use 'Wash Against Waste Trailer'
- ☐ Include litter prevention or stormwater activities
- ☐ Include activities using recycled content materials (eg kids craft activity)

Ideas for Stallholders:

- ☐ Send a thank you letter to complying stallholders involved in the event stating the diversion rate/ amount of waste diverted from landfill at the event
- ☐ Use a trader brochure to inform and educate stallholders
- ☐ Provide a training/briefing session for stallholders

Develop more ideas of your own! Think about what kinds of things could be done to promote and encourage all stakeholders to be 'Waste Wise' prior to the event, during the event and after the event.

Waste Wise Events Media Releases and Advertisements

Following are some sample media releases and advertisements used at previous waste wise events

It's not just about the food

Sure you'll get the first of the season local asparagus...but it's not just about the food!

Sure you can taste the range of new season olive oil from across the state... but it's not just about the food.

The gathering of Victoria's best and freshest produce is a regular event on the second Saturday of every month these days, so now we're tackling bigger things.

The Collingwood Children's Farm Farmers' Market is going new plastic bag free so Melburnians have the opportunity to get out and participate in what is believed to be a first for the state.

Almost 7 million shopping bags are used annually in Australia, most ending up in the waterways and landfill. It's not just the food industry that has to make an effort to change our habits, we need help from each and everyone who eats.

Nestled on a bend of the Yarra River, only minutes from the CBD, it's ideal place to start, for farmers' market shoppers are people who can be bothered making an effort in order to make a difference. They are rewarded not just by the food that they take home but the part they play in contributing to a more responsible future.

We have adopted Clean Up Australia's suggestions for lessening the impact of plastic bags on the environment. Reuse the ones you've got, recycle them when they've had it and refuse them whenever you can therefore reducing their use altogether. At the Collingwood Children's Farm Farmers' Market, it's as easy as BYO.

Saturday 13th September is a practice run before the official launch of our undertaking at October's market.

It's a Waste Wise event so the emphasis is on minimal packaging, maximum recycling and no lasting impact on the land except helping to secure a healthy future.

What: Collingwood Children's Farm Farmers' Market

When: Second Saturday of every month

Where: St Heliers Street, Abbotsford (Mel ref 44 G5)

Time: 8.00am – 1.00pm

Show Us Your Toys – Waste Wise Event

Cars, boats and bikes are not the only things to consider when planning this year's Show Us Your Toys Day. This year the committee has introduced recycling stations and waste management strategies as part of their commitment to making their event cleaner and more environmentally friendly.

The Show Us Your Toys Committee have been working with South West Waste, stall holders and their waste contractors in an effort to become the first event in the Southern Grampians Shire to be accredited as a Waste Wise Event.

'During the planning stages we have informed the local retailers about our commitment and have encouraged them to support our waste efforts by serving their food in environmentally friendly packaging' said (insert relevant person).

'We encourage people to utilise colourful recycling stations scattered throughout the street. By separating our waste we will be minimising the amount of waste that needs to be sent to landfill. The recyclables can be processed and turned into something else.

In fact, the recycling station themselves are 50% made from 2 litre plastic recycled milk and juice bottles" continued (Insert relevant person).

Research by the instigators of the Waste Wise Event program, EcoRecycle Victoria, shows that 87% of event participants support the introduction of recycling and waste reduction programs at public events.

The Show Us Your Toys day, the first Waste Wise Event in the Southern Grampians Shire, joins the Waste Wise elite event group that includes the Geelong Music Festival, the Grand Prix and Moomba.



Media Release – Murrabit Market Becoming Waste Wise

The Murrabit Market is to become the Central Murray region's second event to work towards becoming Waste Wise with the introduction of public place recycling at the July market on Saturday 1 July.

This follows a decision by the Murrabit Advancement Association to work with the Central Murray Regional Waste Management Group (CMRWMG) and Gannawarra Shire Council to reduce waste and litter at the event where possible, and to implement a public place

recycling program which will see all recyclable products collected and recycled.

According to CMRWMG Education Officer, Julie Slater, the Murrabit Market is only the second event in the Central Murray region to make a conscious effort to reduce waste and litter under the Seven Steps to a Waste Wise Event program.

"In the past, all of the waste and litter generated at the Market has simply been thrown into the bin and taken to landfill for disposal.

"With the Seven Steps to a Waste Wise event program, all the materials that can be recycled will be collected so that instead of being thrown away, they will be turned into new and valuable products," she said.

The major aim of the Waste Wise Events program is to reduce packaging used by event vendors, and where possible to ensure this is fully recyclable, therefore eliminating waste as much as possible.

Ms Slater said the CMRWMG was delighted by the interest and commitment shown by the Murrabit Advancement Association and that she hoped the benefits in terms of reduced waste and litter and a reduction in disposal costs will all have a positive impact on the Market.

Murrabit Advancement Association President, Mr Tom Kelly, said he was looking forward to the event becoming waste wise.

"More and more of the major events across Victoria are choosing to adopt the Seven Steps to a Waste Wise event concept, and we are pleased to be one of the first in this region to do so," he said.

As part of the public place recycling program, waste management stations will be situated at major catering areas within the Market Site, with three rubbish bins – one for paper and cardboard, a second for bottles and cans, and the third for rubbish such as food scraps.

These bins will then be collected, and the paper, cardboard, bottles and cans recycled.

"Of course, the success of the program will rely on the visiting public to dispose of their "rubbish" into the correct bin so that if it is able to be recycled we can ensure this happens," said Ms Slater.

"The waste management stations are clearly signed, and the evidence we have been able to obtain from other Victorian events is that the public is extremely supportive of the program, so we are confident of a successful role-out in Murrabit," she said.

Anyone wanting more information about the Seven Steps to a Waste Wise Event program can contact Julie Slater on 5498 3270.



Media Release – 65% of waste recycled at the Swan Hill-Murray Downs Field Days

More than 65 per cent of the waste generated at the Swan Hill-Murray Downs Field Days has been collected for recycling by the team at the Swan Hill Recycling Service.

This follows the successful implementation of the Becoming a Waste Wise Event program at the Field Days held last week by the Organising Committee in conjunction with the Central Murray Regional Waste Management Group (CMRWMG).

According to the CMRWMG's Regional Education Officer, Julie Slater, the public and exhibitors appeared to be extremely supportive of the initiative with more than 150 kilograms of bottles and cans, and over 1 tonne of paper and cardboard collected during the two day event.

"The contamination rate, that is the wrong materials going into the recycling bins, was only 1 per cent which is extremely good, and slightly better than kerbside recycling," she said.

The Swan Hill-Murray Downs Field Days was the first event in the Central Murray region to make a conscious effort to reduce waste and litter under the Seven Steps to a Waste Wise Event program.

This involved the Committee making a commitment to reduce waste where possible, and to introduce a recycling program that would allow patrons to dispose of recyclable products in a way that they could be reprocessed.

A survey of catering vendors was undertaken to see what types of packaging were being used, and from this information waste management stations were placed at appropriate locations around the Field Day site with three rubbish bins – one for paper and cardboard, a second for bottles and cans, and the third for rubbish such as food scraps.

In the past all rubbish collected at the event has simply gone to the Swan Hill landfill, now those products that are able to be recycled are being turned into new and valuable products such as aluminium cans, cardboard boxes and packaging, and plastic products such as irrigation piping, jetty planking and new wheelie bins.

Ms Slater said the next event to take on the challenge will be the monthly Murrabit Market which will begin its waste reduction and public place recycling program at the July Market.

"We began working on the program earlier this year, and spent the May market talking to vendors about the program, which will continue at the June Market before the introduction of the public place recycling program in July," she said.

For more information about the Waste Wise Events program, contact Julie Slater on 5498 3270.

**Coming to the Field Days
on Fri. or Sat., May 9-10?**

Then you'll see recycling bins with logos like these:

BOTTLES, CANS & DRINK CARTONS 	USE THE RIGHT BIN & WIN! By putting your waste into the right bin when you see bin caps like these at the Field Days, you could win 1 of 50 prize kits we're giving away.
FOOD & PAPER WASTE (for composting) 	
RUBBISH 	

WASTE WISE FACT
Did you know that the energy
needed to make one new
aluminium can is as much as
the energy needed to recycle
20 aluminium cans

**Waste Wise
Events**
WASTE WISE IS A PROGRAM OF
ECONOMY VICTORIA

Victoria
The Place To Be

Waste Wise Events Public Announcements and Messages

As event announcer, you can do a lot to help the organising committee in their bid to be a Waste Wise Event. Here are some messages that will remind event patrons to separate their rubbish. Your help is much appreciated.

Public Announcements on Site:

1. By purchasing food at this event, you are also helping to support the recycling industry. All food packages are made from recycled products and can be recycled or composted. Remember, if you're not buying recycled, you're not recycling!
2. You could win yourself one of the special Recycling Kits, if you are seen using the recycling bins correctly. Remember to Use the Right Bin and Win!
3. The (name of event) is a Waste Wise event this year which means we all have to think about where we are putting our rubbish. The signs on the recycling stations will help you to identify the correct bin to put your rubbish in. You can help us to minimise the amount of rubbish that goes to the tip by making sure you put the right thing in the right bin.
4. We all know it is important to do our bit to improve our environment, for our kids, our future and ourselves. And we can all make a contribution here at the (name of event) festivities by taking note of the signs on the rubbish bins and keeping our rubbish separate from the recyclable materials. It's a simple effort that can make a world of difference. Remember to put the right thing in the right bin.
5. Please make sure you don't put rubbish in the bins marked for recyclables here at the (name of event) today. The recyclables are aluminium cans, plastic bottles and drink cartons (delete as appropriate) and all of these can be used to make new and useful products. By separating your rubbish from the recyclable items, you'll help ensure more materials are made into new products. So please make sure you put the right thing in the right bin.
6. After you've left the (name of event) this weekend, the recycling stations you see around the site will be sorted and the materials sent away for reprocessing into new products. That's better than sending to the tip and filling our beautiful country with rubbish. Don't forget to do your bit in the process by making sure you put only clean recyclables in the bins for recycling. Food contaminated materials cannot be recycled.
7. Don't let useful materials go to the tip when they can be sent away to be recycled into new products. Before you throw away your can or your drink container today, look at the signs on the bins and make sure you put the right thing in the right bin.
8. You can help us all to be winners in the race against rubbish at the (name of event) today. Make sure you put the right thing in the right bin and keep foodwaste and rubbish out of the bins marked for recycling.

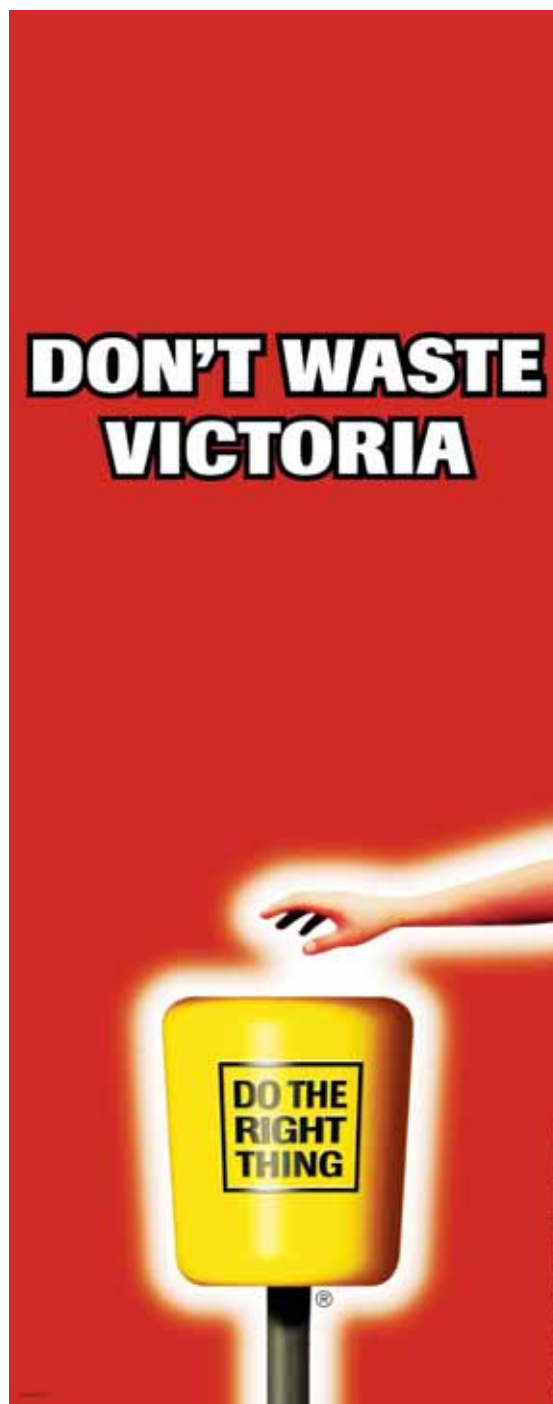
Waste Wise Messages:

1. Did you know that the energy it takes to make one aluminium can is as much as the energy needed to recycle 20 aluminium cans?
2. Did you know that recycling PET plastic bottles saves 84% of the energy it takes to make PET bottles from raw materials?
3. Did you know that recycling glass saves 74% of the energy it takes to make glass from raw materials? Now that's a real saving!
4. Did you know that we Victorians recycle 75% of our papers and magazines making us number one in Australia? So keep recycling and help keep us number one!
5. Did you know that heat barrier paper cups are a great alternative to polystyrene cups and are 100% biodegradable? Why not use them instead?
6. Did you know that Australians throw away more than 8000 plastic carry bags a minute? Plastic bags are made from a limited resource. They need energy and other resources to recycle them. They are an ugly litter problem and kill sea life. Make a difference, take your own cloth or string bags or baskets instead.

Waste Wise Events – Don't Waste Australia Campaign

The Beverage Industry Environment Council (BIEC) has developed the Don't Waste Australia campaign, which is available for organisers of Waste Wise Events for use in local campaigns such as Don't Waste Wangaratta Jazz Festival. Permission to use the campaign must be sought from the BIEC.

Don't Waste Victoria Do The Right Thing
offers a positive message that can change behaviour





Don't Waste Victoria Do The Right Thing is now available for Victorian councils as the key communications tool in preventing and reducing litter. With Don't Waste Victoria and its localized drill down campaign, councils gain a strong positive message that can be tailored for specific towns, areas and events across the state.

The campaign, developed by the Beverage Industry Environment Council, was built on the ***Do The Right Thing*** campaign from the 1980's. BIEC has thoroughly researched and re-badged the campaign to give it relevance and recognition for today. This public awareness and education campaign combined with changes to infrastructure management and improved signage assist in positively changing behaviour.

Don't Waste the Murray urges people not to litter in camping sites near the Murray, Don't Waste Wangaratta Jazz Festival encourages music enthusiasts to keep Wangaratta clean, Don't Waste Carnegie is the message behind a public place recycling campaign - all targeting local areas with this distinctive but localized message. Do The Right Thing is one of the most successful behaviour-change campaigns in Australia, delivering a 70% reduction in litter between 1979 and 1990.



Don't Waste Victoria has been adopted as the partner brand by the state litter co-ordinating body, the Victorian Litter Action Alliance.

You can get more information on www.biec.com.au, or send an email to biec@biec.com.au. For permission to use the campaign and obtain your free artwork, simply send a letter to Maree McCaskill, The Do The Right Thing Foundation, email biec@biec.com.au, fax 02 9518 6577 or send to 9 Glebe St, Glebe, NSW 2037.

Because **Don't Waste Victoria Do The Right Thing** is designed as a positive message, any message that uses penalties, sanctions or prosecutions will not be approved under the **Don't Waste Victoria Do The Right Thing** campaign.

For more information, email biec@biec.com.au or Kirsty Richards at biecvic@biec.com.au.

Step 5

Learning to Make Improvements

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Waste Wise Events Evaluation Questions

What Were the Benefits of the Event to Council?

- How much did the project/event/activity cost?
- How did this cost compare to the way in which it was previously done?
- Were there other benefits to Council? If so, what were they? (Publicity, policy fulfilment, skills and knowledge improvement, staff interaction, etc).
- Did the benefits outweigh the cost? If so, how?
- Was this project/event/activity more effective or efficient than before? If so, how?
- Did this project/event/activity enhance or improve Council's waste management? If so, how?
- Who was involved? (Please include Council departments, staff, contractors, community groups, etc)
- Why did this project/event/activity take place?
- Did you set targets or performance indicators? If so, what were they? Did you achieve them?

What Were the Benefits of the Event for the Community?

- How many people participated?
- Who did this project/event/activity target?
- Who did it reach?
- How was this done? (Radio announcements, advertisements, brochures?)
- What information on the 3Rs (Reduce, Reuse, Recycle) were participants given?
- What feedback showed an increase in knowledge of the 3Rs?
- Did (or might) the project/event/activity encourage a change in behaviour? If so, how?
- Did it increase awareness of the 3Rs? If so, how?
- Who else was involved? (ie, volunteers, vendors, contractors) How were they affected?

What Were the Environmental Benefits of the Event?

- Did the project/event/activity minimise waste? If so, how much?
- Did it help to reduce litter? If so, how much?
- Did it help to increase recycling? If so, how much?
- Did it encourage reuse? If so, how much?
- Did it address contamination? If so, how?
- Did it have an effect on the following: Energy? Water? Pollution? Amenity?

Waste Wise Events Waste Volume to Weight Conversion Table

This is a general guide only for uncompacted material. There may be different, more appropriate conversion factors at individual sites.

Material (1 cubic metre = Tonne) Density

Aluminium cans - whole	0.026
Aluminium cans - flattened	0.087
Aluminium cans - baled	0.154
Asphalt / Bitumen	0.8
Bricks	1.2
Car Batteries	0.375
Carpets	0.3
Cement Sheet	0.5
Ceramics	1
Clean Soil	1.6
Cobbles / Boulders	1.4
Commingle containers (plastic, glass, steel and aluminium cans)	0.063
Concrete	1.5
Garbage	0.15
Garden / Vegetation	0.15
Glass bottles - whole	0.174
Glass bottles - semi-crushed	0.347
Hazardous Wastes	0.2
Insulation	0.05
Litter trap	0.75
Metals	0.9
Oil	0.8
Other Textiles	0.15
Others	0.3
Paint	0.8
Paper / Cardboard	0.1
Plasterboard	0.2
Plastic containers - whole	0.01
Plastic containers - whole, some flattened	0.013
Plastic containers - baled	0.139
Rubber	0.3
Soil / Rubble < 150mm	1.4
Steel cans - whole	0.052
Steel cans - flattened	0.13
Steel cans - baled	0.226
Wood / Timber	0.3

Other Material

1 Car Battery = 5kg
75 Car batteries = 1 cubic metre
1 Tyre = 10kg

1000 litres oil/paint = 1 cubic metre

1000 litres oil/paint = 1 cubic metre

Waste Wise Events Waste Assessment Form

Complete one Table for each bin. Remember to assess back of house waste systems as well as front of house.

Bin Location or other Identifier	Bin label or intended use	Size of Bin (litres)	Level of Contents	Volume (i.e., size of bin X level of contents)	Estimate of Contamination	Main Contaminants
Number: _____ Location: _____ Time Observed: _____	<input type="checkbox"/> paper and cardboard; <input type="checkbox"/> bottles and cans; <input type="checkbox"/> rubbish <input type="checkbox"/> food and paper for composting	<input type="checkbox"/> 240 litre <input type="checkbox"/> ____ litre	<input type="checkbox"/> 0=empty or nearly so <input type="checkbox"/> 0.25= about _ full <input type="checkbox"/> 0.50= about _ full <input type="checkbox"/> 0.75= about _ full <input type="checkbox"/> 1 = full		<input type="checkbox"/> Above 20% <input type="checkbox"/> 10-20% <input type="checkbox"/> Less than 10% <input type="checkbox"/> None	<input type="checkbox"/> Food <input type="checkbox"/> Paper <input type="checkbox"/> Cardboard <input type="checkbox"/> Plastic containers <input type="checkbox"/> Glass bottles <input type="checkbox"/> Drink cans <input type="checkbox"/> Other

Bin Location or other Identifier	Bin label or intended use	Size of Bin (litres)	Level of Contents	Volume (i.e., size of bin X level of contents)	Estimate of Contamination	Main Contaminants
Number: _____ Location: _____ Time Observed: _____	<input type="checkbox"/> paper and cardboard; <input type="checkbox"/> bottles and cans; <input type="checkbox"/> rubbish <input type="checkbox"/> food and paper for composting	<input type="checkbox"/> 240 litre <input type="checkbox"/> ____ litre	<input type="checkbox"/> 0=empty or nearly so <input type="checkbox"/> 0.25= about _ full <input type="checkbox"/> 0.50= about _ full <input type="checkbox"/> 0.75= about _ full <input type="checkbox"/> 1 = full		<input type="checkbox"/> Above 20% <input type="checkbox"/> 10-20% <input type="checkbox"/> Less than 10% <input type="checkbox"/> None	<input type="checkbox"/> Food <input type="checkbox"/> Paper <input type="checkbox"/> Cardboard <input type="checkbox"/> Plastic containers <input type="checkbox"/> Glass bottles <input type="checkbox"/> Drink cans <input type="checkbox"/> Other

Bin Location or other Identifier	Bin label or intended use	Size of Bin (litres)	Level of Contents	Volume (i.e., size of bin X level of contents)	Estimate of Contamination	Main Contaminants
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Waste Wise Events Waste Audits and Assessments Information Sheet

Waste Audits and Assessments

There are a number of methods of conducting waste assessments, which require different amounts of resources and provide information of differing accuracy.

- In most cases, a visual inspection of the waste bins and skips will provide a valuable estimate of the volume of each waste type in the bin (e.g. 30% cardboard, 40% plastic, 10% timber and 20% general waste). **A Waste Wise Events Waste Assessment Form** has been developed for this purpose.
- **A Waste Wise Events Waste Volume to Weight Conversion Table** is included in the Toolkit for converting waste volumes to approximate weights without the need for detailed waste audits.
- A visual inspection will easily identify the success of any existing recycling programs. For example if there are recycling systems for cardboard and paper a visual inspection of the bins/skips will easily identify any cardboard and paper in the general waste that could be recovered through the recycling system.
- In terms of avoiding the potential risks associated with waste audits and assessments, a visual inspection is the preferred method for obtaining waste diversion and contamination data.
- Where very accurate information is required, the contents of each bin/skip can be sorted into categories and weighed (scales are required). Care needs to be taken in extrapolating this information – if the waste stream is highly variable the results from a one-off audit of this nature cannot be considered representative.
- Be aware of occupational health and safety issues when conducting waste audits and assessments. It is strongly recommended that a formal training course be completed before attempting to undertake a waste audit or assessment.

Contact details of professional waste auditors and assessors can be found in the Yellow Pages.

When conducting a waste audit or assessment, wear appropriate protective equipment (gloves, glasses, etc). Detailed waste audits involving segregation and weighing of waste from bins/skips involves a risk of injury from cuts, improper lifting, etc.

The Victorian WorkCover Authority (www.workcover.vic.gov.au) provides manuals and checklists for conducting risk assessments and manual handling procedures.

There is always a risk of needle stick and similar injuries when handling waste. Needles and other sharps can be present in any waste stream. Do not undertake a detailed waste audit unless you have the appropriate protective equipment.

It is also recommended that immunisation from diseases such as tetanus and hepatitis are obtained before undertaking any activity that requires physical handling of waste. Professional medical advice should be sought regarding the exact immunisation requirements for any individual.

Results

Once you have completed the waste assessment, a summary of the results which includes the following information should be prepared:

Waste Diversion

Waste Stream	Quantity in Litres or Cubic Metres*	Percentage
1. Commingled recyclables (bottles, cans and drink cartons)		(Divide 1. by 3. and multiply by 100)
2. Paper and cardboard recyclables		(Divide 2. by 3. and multiply by 100)
3. Total amount of waste diverted/recycled	(Sum of 1. and 2.)	(Divide 3. by 5. and multiply by 100)
4. Volume of waste to landfill		(Divide 4. by 5. and multiply by 100)
5. Total waste	(Sum of 3. and 4.)	

[*1 cubic metre = 1,000 litres]

Contamination

Waste Stream%	Rubbish **%	Recyclables **
Rubbish		
Commingled Recycling		
Paper and Cardboard		

[** The sum of each row should equal 100%]

Waste Wise Events Report Template

The purpose this Report Template is to provide a summary of the information that should be included when reporting on the outcomes of a specific event. It also provides step-by-step guidance for completing the report. A report from the City of Stonnington's Spring into Gardening event is also included as an example of a completed report.

Introduction

[Insert event name, date held, where held and number of years that this event has been an accredited EcoRecycle Victoria Waste Wise Event.] **The purpose of this report is to summarise the waste minimisation outcomes from this event.**

Summary

[Include estimate of patron numbers and other relevant information (e.g. age, cultural backgrounds, etc.) of participants. Compare with previous years where appropriate.]

Summarise the amount of waste collected, amount sent to landfill and amount recycled. Compare amounts and costs with previous years.]

Pre-Event Process

[Outline the process used to plan the event: planning, meetings/briefings with stakeholders and their response to these, media releases etc.]

On The Day Process

[Describe the front and back of house waste management systems which were set-up: number of stations, bins/bin caps, waste streams, use of bin monitors, public address announcements and other education and information activities conducted. Include a few photos were possible.]

Post-Event Process

[Briefly describe the waste assessment process. Include a photo(s) if possible.]

Materials Analysis

[Use tables and charts to show data on the volume of waste generated, destination (i.e. landfill or recycled) and contamination levels. See following pages for further details.]

Conclusion

[Summarise the successes in terms of benefits to Council, the community and the environment. Include quote from event organiser if publicising results. Use the **Waste Wise Events Evaluation Questions** provided in the toolkit to help clarify and focus on the benefits from the event, issues and opportunities for improvement.]

Materials Analysis

(Include 'back-of' house' as well as 'front of house' waste streams.

Material	Volume Generated (litres) Previous Year	Volume Generated (litres) This Year	Change
Cardboard and Paper			
Bottles, Cans, Drink Cartons			
Food and Paper Waste			
Rubbish			
Total Volume			

Materials Destination

Destination	Percentage
Recycling	
Landfill	



Contamination Levels

	Contamination Levels (%)	
Bin/Material Type	Previous Year	This Year
Cardboard and Paper		
Bottles, Cans, Drink Cartons		
Food and Paper Waste		

Photographs

(Insert a few photos showing recycling station, education activities and other relevant images.)

Continuous Improvement

Key Improvements Since Last Year

On-Going Issues	Potential Improvements for Next Year



INTRODUCTION

Spring into Gardening 2002, held on Sunday 13 October in the Victoria Gardens, High Street, Prahran was for the second year an accredited EcoRecycle Victoria Waste Wise Event. The purpose of this report is to briefly summarise the process of and the results from the City of Stonnington's Waste Wise Commitment.

SUMMARY

Spring into Gardening 2002 was visited by over 6000 members of the public (up from 5000 in 2001). By paying close attention to the principles of reduce, reuse, and recycle, event organisers were able to firstly minimise waste and secondly recycle 80% of the waste materials disposed of by event-goers. Of 2400 litres of material collected, only 480 litres of rubbish went to landfill. Total waste was down by 14.5% percent from 2001 totals.

Careful consideration of rubbish and recycling services resulted in a savings of \$250 over 2001 costs.

PRE-EVENT PROCESS

After the success of 2001 The City of Stonnington decided to again make Spring into Garden a Waste Wise Event. Over a four-month period, Council's Waste Education Officer prepared an event waste management plan in consultation with event organisers, packaging suppliers, Visy Recycling, Organic Recyclers, and Stonnington Operations. This plan aimed to identify ways to reduce, reuse, and recycle resources, outlined responsibilities of rubbish/recycling contractors, and cover all the necessary steps to become Waste Wise. It also gave special attention to improvements on 2001's performance.

Vendors were notified of their waste wise requirements through information sheets, packaging details sheets, and phone calls. Vendors were very accepting of the responsibility for serving their products in waste wise packaging. As an incentive they were not charged a stall fee for the event.

ON THE DAY PROCESS

On the day of the event 5 waste stations containing 3 bins (one 240 litre bin for rubbish, one 240 litre bin for commingled recyclables, and one 240 litre bin for compostables (paper/food waste) were set up on site for event-goers. These stations were covered with the EcoRecycle Waste Wise Events bin caps.

Caterers were provided with a station containing 3 240 litre bins for food and paper waste, two 240 litre bins for commingled recyclables, and one 240 litre bin for rubbish.

Two volunteers and Council's Waste Education Officer attended to the duties of:

- ☐ Helping event-goers place items in the appropriate bin
- ☐ Collecting litter with a bag and tongs
- ☐ Checking levels of materials in all bins
- ☐ Informing the public and caterers/vendors on ways to reduce, reuse, and recycle, and
- ☐ Sorting the materials from every bin to ensure minimal contamination and maximum material recovery

CONCLUSION

Spring into Gardening 2001 was a great Waste Wise Event success. Improvements made on the 2002 event resulted in less contamination, less total waste, and an overall lighter impact on the environment.



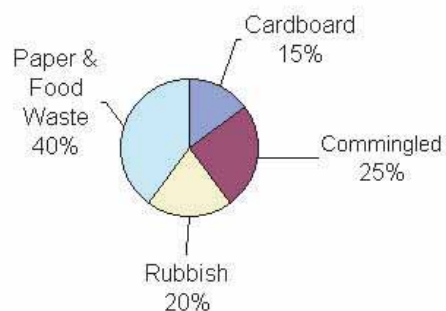
MATERIALS ANALYSIS

Material	Volume Generated 2001 (litres)	Volume Generated 2002 (litres)	Change
Cardboard	960	360	-62.50%
Commingled	360	600	+66.67%
Rubbish	528	480	-9.09%
Paper & Food Waste	960	960	None
Total Volume	2808	2400	-14.53%

Materials Destination



Volume Generated 2002 (litres)



Contamination Levels

Bin/Material Type	2001	2002
Commingled Recycling	10%	2%
Paper and Food	10%	5%
Cardboard	0	0

PICTURES FROM SPRING INTO GARDENING 2002



Waste and Recycling Station



Environmental Education Marquee and Volunteers



Giant Seagulls made sure no litter was found on the ground.



The BookMuncher encouraged phone book recycling.



Key Improvements in 2002

Attaching items to bin caps. This was identified in 2001 as possibly being a significant help to event-goers. Actual paper plates and coffee cups were attached to the bin caps. The plates had the specific items for the paper and food waste bin written on them.

Eating area provided with three triple bin stations. This provided better disposal opportunities for event-goers.

The caterers were provided with separate bins. They were able to easily recycle a large number of milk bottles and a good quantity of back of house food waste in these bins.

Sorting and auditing of materials was carried out throughout the day, not as a cumulative process at the end of the event. This significantly decreased the time and effort required.

The printed event program was eliminated – two large printed signboards displaying event information were displayed instead. These will be reused at least once by printing on the reverse side, then being offered to kindergartens for craft and display use.

The cutlery was made of recyclable balsa wood material. This improved on the plastic cutlery provided by caterers in 2001.

During 2002, the existing park litter bins were replaced with higher capacity, wind and tip proof bins. These added greatly to the general cleanliness and appeal of the gardens.

The mobile dogwash discharged water containing bio-degradable detergents on to garden beds rather than directly into drains. A material safety sheet was cited and the Parks and Gardens Department approved of this action.

ON-GOING ISSUES	POTENTIAL IMPROVEMENTS
Caterers still used own black bags and mixed recyclables with non-recyclables.	Continue to educate and work with back of house staff. Find better placement for bins within kitchen area.
Wind blown litter from tables in eating area.	Post-event examination revealed similar amounts of litter on the dining area ground as in 2001. A wind and rain event just after the event closed did cause much litter to blow from tables on to the ground before collection was possible. More volunteers will be needed to police this area next year.
Bin cap openings too small for certain items. Difficult to dispose of stacks of materials.	Look at alternatives to bin caps. Also, encourage people not to cram items together before bringing to disposal area.
Volunteers for this kind of work difficult to source.	Continuing to invite relevant contacts and possibly offer donation to scouts, guides, school etc. if volunteers attend event.

Waste Wise Events Annual Report Template

Region:

Name of Event & Council area	Date of event	Key Educational Opportunities Conducted	Level of attendance	Bin caps used	Bin cap streams
Example: Hindmarsh Biolink Planting Weekend (Hindmarsh)	Aug 2002	Theatre Group, Recycled products display, PA announcements, Waste info stand, signage	350 people	4	Rubbish/Bottles & Cans/ Paper

Waste Wise Status No / ★★★ / ★★ / ★	Years involved with Program	Contamination rates	Total volumes of waste and recycling
★★	5	Rubbish = X% Bottles and Cans = XX% Paper = XXX% Compost = XXXX%	Rubbish = Xkg Bottles and Cans = XXkg Paper = XXkg Compost = XXkg

Please complete and return completed form by **30 December** and **30 April** each year.
Send form to Project Manager, Waste Wise Events, EcoRecycle Victoria at
email: sgalbraith@ecorecycle.vic.gov.au or facsimile 9639 3077

[illegible]

Waste Wise Events Certification and Assessment Process

Steps		1 Star Certification	2 Star Certification	3 Star Certification
1. Getting Commitment & Improving on Last Year	Commitment of stallholders and contractors	<input type="checkbox"/> Verbal or written commitment of all stakeholders to 'waste wise' event	<input type="checkbox"/> Written commitment of all stakeholders to 'waste wise' event	<input type="checkbox"/> Written commitment of all stakeholders to 'waste wise' event
	Targets set	<input type="checkbox"/> Goals set for waste reduction and/or recycling	<input type="checkbox"/> Targets set for waste reduction, recycling and contamination to improve on previous event <input type="checkbox"/> Planning to divert >50% of all waste generated at event	<input type="checkbox"/> Targets set to achieve high levels of waste avoidance and diversion and minimum contamination <input type="checkbox"/> Planning to divert >80% of all waste generated at event
	Previous performance	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Report from previous event submitted (if applicable) <input type="checkbox"/> Previous diversion rates >30% (or recertified as 1 Star)	<input type="checkbox"/> Report from previous event submitted on time. <input type="checkbox"/> Evidence of contamination rates at previous event reduced to <10% <input type="checkbox"/> Previous diversion rates >60%
2. Talking to your Contractors about Setting up Bin Systems that Work	Front of house	<input type="checkbox"/> One recycling stream provided for patrons	<input type="checkbox"/> Two recycling streams provided for patrons	<input type="checkbox"/> Consideration of an additional recycling stream for patrons and/or avoiding/reusing packaging.
	Back of house	<input type="checkbox"/> One recycling stream provided for stallholder waste	<input type="checkbox"/> Two recycling streams provided for stallholder waste	<input type="checkbox"/> Recycling considered for all stallholder waste <input type="checkbox"/> System developed for monitoring back of house
	Bin placement and management	<input type="checkbox"/> Event set-up staff informed and encouraged to use Bin Placement Guidelines <input type="checkbox"/> Verbal or written arrangements made for emptying and cleaning bins during event as required	<input type="checkbox"/> Bin Placement Guidelines used to identify bin placement on site map <input type="checkbox"/> Written schedule/plan prepared for emptying and cleaning bins during event as required	<input type="checkbox"/> Bin Placement Guidelines used to identify bin placement on site map <input type="checkbox"/> Written schedule/plan prepared for emptying and cleaning bins during event as required <input type="checkbox"/> System developed for monitoring bins during event

Steps		1 Star Certification	2 Star Certification	3 Star Certification
2. Talking to your Contractors about Setting up Bin Systems that Work	Holding facilities secure and signed	<input type="checkbox"/> Event set-up and maintenance staff informed and encouraged to use Signage Guidelines on bin caps and promotional materials <input type="checkbox"/> Verbal or written arrangements made for keeping holding facilities in order and litter free	<input type="checkbox"/> Written agreement with contractor requiring compliance with Signage Guidelines <input type="checkbox"/> Written agreement with contractor for keeping holding facilities in order and litter free	<input type="checkbox"/> Written agreement with contractor requiring compliance with Signage Guidelines <input type="checkbox"/> Written agreement with contractor for keeping holding facilities in order and litter free <input type="checkbox"/> System developed for monitoring holding facilities during event
	Materials transported to recycler	<input type="checkbox"/> Verbal or written agreement with contractor to collect and transport all recyclables to designated processing facility	<input type="checkbox"/> Written agreement with contractor to collect and transport all recyclables to designated processing facility	<input type="checkbox"/> Written agreement with contractor to collect and transport all recyclables to designated processing facility <input type="checkbox"/> System developed for ensuring transport of all recyclables to designated processing facility
	Material accepted by recycling contractor	<input type="checkbox"/> Verbal or written agreement with designated processing facility to recycle materials	<input type="checkbox"/> Written agreement with designated processing facility to recycle materials	<input type="checkbox"/> Written agreement with designated processing facility to recycle materials and to provide volume/weights and contamination rates.
3. Talking to your Stallholders about Minimising and Recycling Packaging	Avoid waste	<input type="checkbox"/> At least one commonly used disposable packaging item avoided	<input type="checkbox"/> At least 2 commonly used disposable packaging items eliminated	<input type="checkbox"/> Substantial effort to eliminate disposable items
	Use of packaging that can be recycled	<input type="checkbox"/> Verbal or written agreement with stallholders to use packaging recyclable at this event	<input type="checkbox"/> Written agreement with stallholders that all food packaging will be recyclable at this event	<input type="checkbox"/> Written agreement with stallholders that all packaging (food and other packaging) will be recyclable at this event.

Steps		1 Star Certification	2 Star Certification	3 Star Certification
4. Promoting your System with Patrons	Education and promotion	<input type="checkbox"/> Use of basic 'waste wise' education activities (during event only)	<input type="checkbox"/> Use of medium level 'waste wise' education and promotion activities before, during and after event	<input type="checkbox"/> Use of high level 'waste wise' education and promotion activities before during and after event
5. Learning to Make Improvements	Waste assessment	<input type="checkbox"/> Verbal or written commitment to obtain estimates of rubbish and recycling stream volumes and contamination levels in each	<input type="checkbox"/> Written plans made for conducting waste assessment(s) to determine waste stream volumes and contamination levels in each	<input type="checkbox"/> Written plans made for a waste assessment(s) or audit to determine waste stream volumes and contamination levels in each
	Identify opportunities for improvement	<input type="checkbox"/> Commitment to compare waste outcomes with targets and identify ways of achieving and improving targets for next event	<input type="checkbox"/> Commitment to compare waste outcomes with targets and identify ways of achieving and improving targets for next event	<input type="checkbox"/> Commitment to compare waste outcomes with targets and identify ways of achieving and improving targets for next event
	Prepare and submit report to REO	<input type="checkbox"/> Verbal or written commitment by event organiser to submit a report within one week after the event	<input type="checkbox"/> Written agreement from event organiser to submit a detailed written report within one month after the event	<input type="checkbox"/> Written agreement from event organiser to submit a detailed written report within one month after the event
	Submit Application to REO	<input type="checkbox"/> Application Form completed and received by REO at least 2 weeks prior to the event	<input type="checkbox"/> Application Form received by REO at least one month prior to the planned event or prior to deadline for printing of pre-event publicity material	<input type="checkbox"/> Application Form received by REO at least one month prior to the planned event or prior to deadline for printing of pre-event publicity material

Waste Wise Events REO Information Sheet

Introduction to the Toolkit

In addition to this Waste Wise Events REO Information Sheet, other tools have been developed specifically to assist REOs. See table below.

Other tools have been developed and organised in the Waste Wise Events Toolkit for use by the various event stakeholders:

- Event Organiser
- Stallholder
- Setup and Maintenance Staff
- Contractors
- Patrons
- Event Assessor

In some instances, the REO or Event Organiser may undertake more than one role for a particular event.

To avoid confusion, the following terminology has been utilised in the Waste Wise Events Toolkit:

- Contractors: cleansing/maintenance staff, service providers, waste transporters and disposers/recyclers
- Event Organiser: coordinator
- Patrons: event attendees, participants
- Stallholders: traders, vendors

Finally, the Waste Wise Events Toolkit has been produced both digitally and in a ring-binder to allow you to add additional examples and reorganise it to suit your particular preferences.

Step	Waste Wise Events Tools
Introduction	<ul style="list-style-type: none"> • Waste Wise Events Program • Clifton Hill Primary School Fete Case Study • Moomba Waterfest Case Study
1 Getting Commitment & Improving on Last Year	<ul style="list-style-type: none"> • Application Form • Timeline • Continuous Improvement • Caterers Guide • Occupational Health and Safety Responsibilities
2 Setting up Bin Systems that Work	<ul style="list-style-type: none"> • Clauses for Agreements • Clauses for Appointing Caterers • Guide To Signage • Bin Cap Booking Form • Equipment Management Planner • Bin Placement and Maintenance Guidelines • Set up and Maintenance Checklist
3 Minimising and Recycling Packaging	<ul style="list-style-type: none"> • Stallholder Application Form • Stallholder Information Sheet • Stallholder Monitoring Checklist • Stallholder Letter of Confirmation • Buying Green • Green Packaging Suppliers
4 Promoting system with Patrons	<ul style="list-style-type: none"> • Education and Promotion Ideas/Activities • Media Releases and Advertisements • Public Announcements and Messages • Don't Waste Australia Campaign
5 Learning to Make Improvements	<ul style="list-style-type: none"> • Evaluation Questions • Volume to Weight Conversion Table • Waste Assessment Form • Waste Audits and Assessments • Report Template

Waste Wise Events Community Waste Wise Survey

Before visiting this stand, had you heard of the Waste Wise program? ☐ Yes

☐ No

If yes, how

Waste in your household

Which of the following activities occur in your household?

	Never	Sometimes	Always
1. Recycling where possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Composting food scraps/Keeping a worm farm or chooks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Taking items to charity shops, clothing bins etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Take your own bags/baskets when shopping to avoid plastic bags.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Buying reconditioned or secondhand items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Buying goods in bulk.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Reusing paper, glass bottles and other such items.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recycling

Overall, would you say your household:

- ☐ Recycles quite a bit
☐ Doesn't recycle very much
☐ Not at all

Which of the following items do you think are accepted through Council recycling programs?

	Yes	No	Not Sure
Soft drink bottles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Light globes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Milk cartons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Steel cans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crockery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Margarine containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paper and cardboard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Glass bottles and jars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Polystyrene cups	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aluminium cans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ice cream containers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fly spray cans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Composting

Does your household currently use a bin or other system for making compost?

Yes – How many years? _____

No – Have you ever composted? Yes ☐ No ☐

Thank you for completing this survey.

A Waste Wise Event Waste Minimisation and Management Plan can be used for all relatively large events. Smaller events should use the Waste Wise Events Application Form.

Introduction

The Plan needs to address all 5 steps in the Waste Wise Events 5-Step Process:

- The Waste Wise Events Information Sheet provides an overview of these steps.

In this section provide information about the event including:

- Attach copies of fliers or other written material if relevant.
If applicable, also include information about previous events
and include information from the Event Report such as:

- ### Objectives/Targets

Target	This Event	Last Year	Difference
Waste Reduction			
Recycling			
Contamination			

Describe the programs/strategies which will be implemented to achieve the objectives/targets. It may be useful to organise these around topics such as:

- ## Action Plan

[illegible]

Waste Wise Events Bin Monitor Information Sheet

This is a Waste Wise Event

To help care for the environment, we are recycling as much as we can today.

Your job as a Bin Monitor is to stand by the recycling stations and help children and adults put their recyclable items into the correct bins as labelled.

Each 'Recycling Station' has a number of bins (event organisers will need to modify this depending on the streams used at your event):

- One bin is for aluminium cans, glass bottles and some plastic drink and food containers – only uncoloured plastics and only Code 1 and 2 plastic items.
- Another bin is for paper and cardboard, but not items with food still on them.
- Another bin is for rubbish – items that cannot be collected for recycling at this event. This includes left-over food, polystyrene and plastics with Codes 3 through 7 or coloured plastic containers. If you are not sure whether or not an item is recyclable, it should go in the rubbish bin.

Remember

- When you are assisting people, do not touch rubbish and be especially careful with glass – always use tongs.
- Do not lift, wheel, carry or move bins or bin caps in any way.

Changing Community Behaviour

These principles developed by Community Change¹ can be applied to guide behaviour change and improve positive environmental outcomes. The general application outlined below has been adopted to apply to public place recycling.

Principle	General application	Application to Public place recycling
Clean equals clean	Clean environments lead to more binning, less littering and are more likely to remain that way	Recycling reinforces a clean site, is conducive to thoughtful disposal and responsible environmental behaviour
Accessibility	Making it easy for people	Bin placement which is accessible for users with infrastructure easily recognisable and shows what is expected, avoids confusion
Responsibility	Regardless of situation, site and other contextual factors, the person is ultimately responsible	Choices are evident, clarity on what is expected through signage and information
Act on Behaviour	Use of sanctions & rewards reinforces the expectation	Communicating the system, progress and giving feedback at individual, group, event or general community level is essential. This includes staff, contractors and key stakeholders. Responsible recycling is self-rewarding. High levels of contamination mean lost resources and wasted effort
Consistency	Reduce confusion and create predicability across situations	Application of the EcoRecycle Away From Home Signage Style Guide will strengthen recognition and consistency across the state
Involvement	Create a sense of ownership which positively impacts on the behaviours sought	Key site stakeholders should be included in the preparation and communications. Prepare, involve and train staff (not just those directly involved in cleaning, collection and site management). Contractors should be involved, outline your expectations directly or through contract clauses and outcome specifications.
Integration	Strategies connect all the stakeholders to form an effective unit	Map the stakeholders and ensure all can contribute to effectiveness in planning and implementation
Demonstrate commitment	Leadership which promotes the long term vision and modelling	PPR and Waste Wise Events are visible signs of commitment to sustainability and can be used as an effective educational and demonstration tool

¹ Curnow, R, Casey, D and Spehr, K, (2002) Keeping it Clean. Paper presented at Waste and Recycle Conference, Western Australian Local Government Association on Innovation & Integration: Partners in Sustainable Waste Management.



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