

Campaspe Shire Council

WASTE WISE EVENTS GUIDE



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Who should use this guide?

This guide is designed to be utilised by all stallholders, vendors, event organisers, council staff and venue owners:

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

INTRODUCTION

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

Campaspe Shire Council strives to promote and facilitate resource recovery and best practice waste management at all events that are held within the shire, while continuing to fulfil community expectations of environmentally sustainable outcomes.

Major events in Australia have reduced landfill waste by 75% through recycling cardboard, paper, food and drink containers and composting organic material such as food scraps, paper plates and biodegradable cutlery (NSW EPA 2017).

As part of council's commitment to environmental sustainability, all events held on council owned or managed land are obliged to meet the minimum standard as detailed in this guide. It is to be used as a tool in order to assist event organisers and businesses in meeting these requirements as well as providing some aspirational Waste Wise strategies for best practice.

Council also seeks to recognise events which are striving to meet these *Waste Wise* strategies for best practice. As such, events can be awarded *Waste Wise* status by obtaining certification.

WHAT IS A WASTE WISE EVENT?

Events that are *Waste Wise* take responsibility for reducing waste generated and increasing the amount of waste recovered by a number of methods across the three levels of certification, such as:

- Minimising packaging and non-reusable items
- Having a 'no plastic bag' policy
- Using recycled and recyclable packaging
- Avoiding the use of expanded polystyrene (styrofoam)
- Composting and worm farming
- Utilising recycling stations and encouraging their use

The *Waste Wise Events Guide* adopts the waste hierarchy to identify the priorities:

Avoid – identify where you can eliminate waste

Reduce – where waste is unavoidable, identify where you can reduce the amount you generate

Reuse – identify where reusable items could be used instead of disposable or single-use items

Recycle – Set up systems, which allow participants and visitors to be able to recycle effectively

Specifically, it targets:

1. Minimising **single-use plastic**
2. Reducing **food waste** going to landfill
3. Minimising contamination of **co-mingled recycling** and maximising resource recovery
4. Minimising **litter**



1. ELIMINATE SINGLE-USE PLASTIC WASTE



Why

Single-use, or disposable, plastic items are often not able to be recycled and are made from plastic which never breaks down. Instead, it breaks up into smaller and smaller pieces. Plastic is actually made from non-renewable natural resources such as crude oil, gas and coal. It is designed to last forever, yet we often use plastic for a few minutes and then throw it away. Australia produces almost three million tonnes of plastic per annum of which less than 9% is recycled. Up to 130,000 tonnes of that plastic will end up in the ocean each year.¹ These items block storm water drains, cause waterway and habitat disruption and are consumed by native wildlife. Not only is single-use plastic harmful to the environment, but the way we so quickly consume it is a dreadful waste of resources.

Use only environmentally-friendly products and packaging. This means avoiding single-use plastic items, which includes plastic bags, wrapping, balloons, straws, plastic sleeves, packaging, plates, bottles, cutlery and cups.

How

With a bit of planning, single-use plastic items can be eliminated or replaced by reusable items or other alternatives:

- **Discontinue the distribution of plastic drinking straws.**
If you must provide straws, such as for people with medical condition, provide a paper alternative.
- **Discontinue the distribution of plastic bags.**
Look into the different types of reusable bags available. For example, Boomerang Bags are made by volunteers in some townships within the Shire and are freely available for people to “borrow and reuse”. These might be suitable in a farmers market environment. You might like to provide cotton or jute bags branded with your event logo to help promote the event or you might like to sell reusable bags for additional revenue. Paper bags may also be the solution, especially if you are distributing food items.
- **Reconsider the need to sell or provide plastic water bottles.**
Use tap water where you can. Council’s *Event Ready Reference Guide* requires events to have a sufficient supply of freely available potable water. Organise for a water trailer or water dispenser, accompanied with mugs, cups or any sort of drinking vessel that can be washed and reused. Goulburn Valley Water and Coliban Water’s ‘Choose Tap’ Portable Water Stations are a great way to offer free water at your event. Encourage people to bring their own reusable drink bottles.

1. Plastic Free Sea http://plasticfreesea.com.au/wp-content/uploads/sites/23/2016/08/plastics_fact_sheet.pdf

- **Discontinue the distribution of plastic plates, cutlery and cups and replace preferably with reusable items (ceramic crockery, metal cutlery, etc) but if not, then paper or bamboo alternatives.**

'Wash Against Waste' trailers supply reusable cutlery and crockery as well as the equipment required to wash them on site. Until council has a viable contract to undertake the collection of food organic waste, compostable and biodegradable food packaging is not the best alternative as it must be composted in a commercial facility for it to decompose. Compostable plates and food packaging can not be placed in the recycle bin.

CASE STUDY BOOMERANG BAGS

Boomerang Bags is a grassroots, community driven movement tackling plastic pollution at its source.

Local volunteers get together to make re-useable 'boomerang bags' using recycled materials, as a means to provide a sustainable alternative to plastic bags. The bags are then made available for community members and shoppers to "borrow and reuse, pass on or bring back".

For more information and to find your closest Boomerang Bags community, visit www.boomerangbags.org



CASE STUDY BE SMART, CHOOSE TAP - PORTABLE WATER STATIONS

Providing freely available drinking water at your event is a great way to encourage patrons to hydrate as well as to eliminate the need to supply bottled water.

Depending on your locality within the shire, Coliban Water or Goulburn Valley Water can provide portable water stations through sponsorship arrangements for eligible outdoor community events. These can come in the form of a bubbler and tap trailer or smaller portable refill units with a bubbler. The sponsorship value of the portable water station is \$500 per day provided as 'in-kind' support. There must be a potable water connection point at the location of the event in order to install the portable water stations and bookings should be made at least four weeks in advance using Coliban Water's Portable Water Station Request Form (Appendix B) or Goulburn Valley Water's Sponsorship Application Form (Appendix C).

Coliban Water services the townships of Rochester, Echuca, Lockington, Gunbower and Toolleen. Goulburn Valley Water services the townships of Tongala, Kyabram, Corop, Stanhope, Girgarre, Colbinabbin and Rushworth.

- **If you are in charge of providing catering, plan ahead to make sure that you reduce disposable items at the source.**

Tell catering providers that you are planning a waste free event and as such, would appreciate it if they could package your food in reusable or cardboard containers or on reusable trays that you will return. If you have your own containers or trays, drop them off the day before. When you go to collect your items, remember to bring your reusable bags or a cardboard box to carry them in.

- **When outsourcing products from your suppliers, such as sandwiches, at the very least, confirm with your supplier that the packaging they will use is recyclable. Polystyrene (styrofoam) trays, for example, are non-recyclable.**



CASE STUDY WASH AGAINST WASTE TRAILER

A local trailer powered by solar PV with solar hot water washing facilities enables events to dramatically reduce the waste they produce. The trailer can be hired out from the Mount Alexander Sustainability Group (Castlemaine) and includes quality cutlery and crockery for up to 250 people.

For more information on the trailer and its hire visit www.masg.org.au/wasteless/wash-against-waste/

TABLE 1: ALTERNATIVES TO SINGLE-USE ITEMS

Present item	Action	Option 1	Option 2
Plastic plates	Eliminate	Use washable and reusable plates eg Wash Against Waste services	Paper plates
Plastic cutlery	Eliminate	Use washable and reusable cutlery	Replace with natural fibres such as bamboo
Polystyrene cups and takeaway packaging	Eliminate	Use washable and reusable cups, glassware and plates	Replace with natural fibre products – unwaxed paper cups, paper bags, cardboard food boxes
Wax lined coffee cups	Eliminate	Encourage patrons to bring their own reusable mug	Use washable and reusable mugs
Stirring stick plastic	Eliminate	Provide several teaspoons which can be washed and reused	Wooden sticks
Coffee cup lids	Eliminate	Use only when requested	
Plastic straws	Eliminate	Do not offer straws	Replace with paper straws
Single serve condiments (tomato sauce etc.)	Eliminate	Replace with bulk dispensers	
Plastic carrier bags	Eliminate	Encourage patrons to bring a bag	Ask vendors to supply reusable bags
Wax cardboard boxes	Eliminate	Non-waxed boxes	
Balloons	Eliminate	Flagging, bubbles, candles, lanterns	
Plastic water bottles	Eliminate	Coliban/Goulburn Valley Water trailer; Benchtop water dispenser; Encourage patrons to bring their own reusable bottles	

CASE STUDY

WHEN BALLOONS FLY, SEABIRDS DIE

When we think of marking a special occasion we often think of using balloons. However, balloons and their attachments (including ribbon and balloon clips) can harm wildlife.

When balloons are used outdoors and are released into the air they eventually come back down to earth and end up as litter, with the potential to harm the environment and animal life, in particular birds and aquatic animals. Birds, turtles and other wild and domestic animals have been killed by balloons after ingesting them or becoming entangled in the ribbon or string tied to the balloon. Latex balloons are falsely-marketed as “biodegradable”, contain chemicals and can take years to break down. Balloons that end up in our local waterways and rivers can travel thousands of kilometres and will eventually end up in the ocean, causing harm along the way.

There are many non-disposable alternatives that will not cause pollution or harm, such as reusable banners, flags or ribbon dancers. You can plant trees or flowers or even light candles. For a family-friendly event, how about blowing bubbles?

When balloons fly, seabirds die.

Be part of the solution!



CASE STUDY

TASTES OF MANLY FOOD, WINE AND SUSTAINABILITY FESTIVAL

All meals are served on reusable plates and patrons are encouraged to ‘do their bit’ by returning their reusable plates to collect their \$1 plate deposit. Patrons are encouraged to initially purchase a souvenir drinking goblet for \$3 which is unbreakable and reusable, to sample the various wines.

*Source: Waste Wise Event Guide,
The Department of Environment and
Conservation NSW (2007)*

2. AVOID FOOD WASTE



Why

Food waste occurs through the mishandling of food, over-supply and under-eating. Food waste at events is a waste of resources, time, effort and money. When we waste food, we waste the resources used to grow our food (water, soils and energy) and all the energy used to process, package and transport food from markets to our event.² When food scraps end up in landfill, they produce methane, a harmful greenhouse gas emission. It is estimated that at any stage along the food chain roughly one-third of food produced for human consumption is lost or wasted globally.³ In Australia, much of this waste occurs at the consumption stage, which is why it is important for events to try and combat this phenomenon.

To avoid or reduce the amount of food waste generated at your event:

Divert food waste from landfill

- Have a food salvage program in place. Caterers should avoid uncovering/opening/serving all food at once to preserve perishable food. Donate unused food to salvage programs. Research local food rescue options at www.campaspepcp.com.au/health-promotion.php?page=priority
- For civic functions and internal council events, if you have over catered, consider offering any leftovers to volunteer staff to take home.
- If you serve food at an event, it's almost inevitable that patrons will produce some sort of food waste. Until such time as Council has a dedicated organics collection service for food scraps, this waste needs to be placed in the red-lid rubbish bin. You may, however, want to arrange for your own recovery of food waste. You will need to have a separate public collection system and bin for food organic waste as well as a plan in place for how to recover the food waste once it leaves site.
- Compost food waste at small events in an enclosed compost receptacle on site (you will need to have a separate collection system for food organic waste).

Prevent food waste in the first place

- Avoid over catering by considering the number of attendees, type of event and meal timings. Where applicable, ensure catering quantities are based on the number of RSVPs received.
- Communicate: inform attendees what food will be available and at what price.



2. Love Food Hate Waste, Sustainability Victoria <http://www.lovefoodhatewaste.vic.gov.au/about-your-food/environmental-impacts>
 3. Food and Agriculture Organisation <http://www.fao.org/docrep/014/mb060e/mb060e00.pdf>

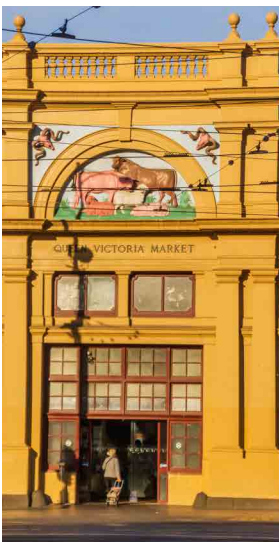
3. RECYCLE



Recycling is important because it conserves natural resources such as timber and water as raw materials are recovered, it conserves landfill space as there is less waste going to landfill, it conserves energy and greenhouse gas emissions and it is cheaper because we save on landfill costs. Producing 20 aluminium cans from recycled materials uses the same amount of energy as making one can from raw materials.

Encourage effective recycling to avoid recyclables being sent to landfill:

- **Ensure there are enough bins**
- **Empty or replace bins when they are full**
- **Place bins where rubbish accumulates**
- **Use colour and standard signage to make sure the recycling bin is distinguishable (page 10)**
- **Use event bin caps for identification (page 11)**
- **Place a recycling bin at entrances, to make visitors aware that recycling is encouraged and expected**



CASE STUDY RECYCLING AT QUEEN VICTORIA MARKET

The Queen Victoria Market is one of Victoria's most visited attractions, with 10.5 million visitors annually. Recycling in the Market's outdoor café area was considered unsuccessful until the installation of best practice signage.

The café area now produces contamination levels under 5%, which is well below the State average for household recycling of around 10%.

Combined with the introduction of recycling in the Market's food court, it is estimated that almost 36% (or 488,800 litres) of waste will be diverted from landfill annually – a great result!

Source: Away From Home Waste Signage Guidelines, Sustainability Victoria

Setting up bin systems that work

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 encourage 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.

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 bin⁴. 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. Generally though, you could work on the ratio of one waste and one recycle bin per 20 event attendees, depending on whether your event has food or drink available.

Bin requirement estimate example:

50-100 people + 1-2 food stalls
=
3 recycling + 3 rubbish bins

100-200 people + 5 food stalls
=
5 recycling + 5 rubbish bins

200-400 people + 10 food stalls
=
8 recycling + 8 rubbish bins

Bin placement

For optimal waste management, place bins:

- in accessible points that coincide with movement of people and catch their attention.
- side-by-side, not back-to-back, to avoid confusing people who will approach the bin nearest to them.
- where rubbish accumulates.

CASE STUDY CRUSH A CAN COLLECTION TANK

Echuca Moama Community Projects has partnered with Murray Human Services for the Crush A Can For Your Community project. In an initiative that helps the local community to recycle, aluminum cans are collected at dedicated locations and crushed. Proceeds made from the cans are contributed towards funding other community projects. To see how you can arrange for a Crush A Can collection tank to be located at your event, contact Julie Sands (julie@emprojects.org).



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

Signage

When a rubbish bin and recycling bin are placed side-by-side without clear differentiating features - such as markings, images and colours - the public will just see two similar bins, not a rubbish bin and a recycling bin. This can result in confusion, high contamination and potential recyclables going into landfill.

The colours used to identify the different waste streams should be consistent with Australian Standard: eg Rubbish = Red and Commingled Recycling = Yellow (putting commingled recycling signage on a red coloured bin, for example, can be very confusing).

Downloadable signage templates are available on the Sustainability Victoria website. For access to the Australian standard 'Away From Home' signage library, visit www.sustainability.vic.gov.au (enter 'signage' into the search field).

The *Away From Home Waste Signage Guidelines* will provide you with the information required to deliver simple and effective waste signage for your event.

Depending on the waste streams you expect to generate and the capacity of council or your waste contractor, you may use the signage system, shown right, for event bins.

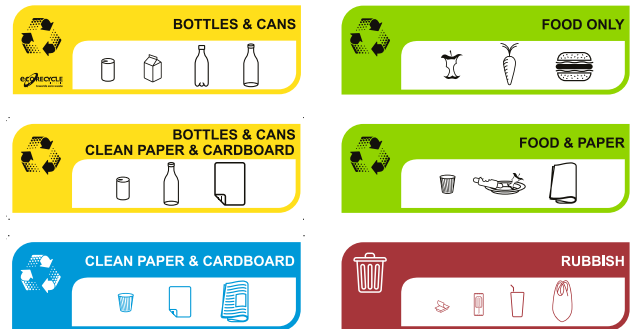
CO-MINGLED RECYCLING (yellow) and **RUBBISH** (red) services are both compulsory at events where waste is generated.

CLEAN PAPER & CARDBOARD (blue) signage will only be displayed if your event is separating paper and cardboard from the **CO-MINGLED RECYCLING** (yellow).

FOOD ONLY and **FOOD & PAPER** (green) signage will only be displayed if your event has the option to compost the organic material.

Event Waste Signage

Top signs (above disposal point) 370mm x 120mm



Base sign (at base of bin cap) 370mm x 250mm



Source: Sustainability Victoria Away From Home Waste Signage Guidelines (2007)

Council will provide the following resources for events:

- event rubbish and recycling bins attached with relevant stickers/signage
- coloured bin caps for each rubbish and recycling bin



Council's Events Support Officer manages all requests for access to waste services for events through the event application process. Events must provide a *Waste Wise Events Plan* (refer to **Appendix A**) and meet the minimum requirement of one star certification in order to be eligible for waste services from council.*

You may also source waste services directly from a contractor of your choice. If your event is not eligible for council sponsorship and you are managing your own waste, you are encouraged to have the appropriate colour lids for recycling and waste. The contractor should keep the waste and recycling separate when it is collected.

Skip bins and cages for back of house waste and recycling

For larger events, three cubic metre skip bins can be offered by council as a component of in-kind waste support or hired directly from a waste contractor, for the use of stallholders and vendors in the back of house area. Skip bins can be provided for general waste and/or co-mingled recycling. Three cubic metre cages can be provided for cardboard recycling. These are useful if stallholders or vendors have a lot of boxes to dispose of, such as licensed events where alcohol is provided.



* To be eligible for in-kind waste support, events must also be for a non-for-profit organisation and be held on council owned or managed land.

4. PREVENT LITTER



Why

Litter makes an area look dirty and uncared for, unpleasant to be in and less likely to be used by the public. Litter dropped in streets and in public areas travels into waterways through the stormwater system, and ultimately pollutes land, river and ocean environments. Litter harms animals when they take it as food, or become entangled in it. Much of litter is recyclable, and when these items become litter they are also a lost resource, going to landfill instead of being recovered and recycled⁵.

Having a better understanding of littering behaviour helps to develop more effective litter prevention programs. Research conducted by Community Change⁶ into littering behaviour has found that when people walk into an area they decide within the first 30 seconds how they will behave in that area. Therefore, when somebody enters an area that is already littered, they will feel more inclined to litter during their time there. However, if a person is met with a clean area they will feel uncomfortable littering there as nobody else is, therefore littering is not acceptable behaviour.

How

The following strategies can help eliminate litter at your event:

- Maintain the site so that it is clean and litter free in the first place.
- Provide for the safe disposal of cigarette butts with butt bins within/beside the rubbish bin.
- Develop strategies for special types of waste eg confetti, promotional material.
- Be aware of litter accumulating at a particular spot. Placing an additional bin station close by or shifting one from another area that has not had much use can reduce this problem. As people are leaving the venue and the direction of people traffic changes, you may need to move bins closer to the exit points.
- Adhere to the recommendations provided on page 8 – Setting up Bin Systems That Work.

5. Victorian Litter Action Alliance 2014 <http://www.litter.vic.gov.au/about-litter>

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

WASTE WISE EVENT EDUCATION AND PROMOTION

The following ideas can be used by event organisers in order to help educate event patrons and promote the *Waste Wise* message:

- Include *Waste Wise* event logo on promotion and publicity materials (see page 14)
- Include signage at all main entrances to event promoting the event as *Waste Wise*
- Include signage at the point of purchase
- 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 use social media to promote waste and recycling targets or achievements
- 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 (requirement for 3 star certification)
- Include in a media release for the event
- Include in radio announcements on local stations
- Engage Council's Environment Project Officer - Education to set up a waste education display

- Provide reusable cotton or jute bags as giveaways or prizes
- Use a 'Wash Against Waste Trailer'
- Include litter prevention or stormwater management activities
- Include activities using recycled content materials (eg kids craft activity)
- 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 so that they send encouraging messages to patrons

This list is by no means exhaustive so feel free come up with some ideas of your own.

WASTE WISE EVENT CERTIFICATION

One star certification is the minimum requirement for any event that requires waste services from council or where the event requires waste services (whether obtained from council or a private waste contractor) and is on council owned or managed land. One star certification is automatically obtained by meeting the requirements of the *Campaspe Shire Council Event Application Form* (refer to **Appendix D**).

Council-run events must also meet the minimum requirement (one star certification). This is to ensure that all events have recycling, at a minimum. A *Waste Wise Event Plan* (refer to **Appendix A**) must be submitted for any event that wishes to apply for two or three star certification. The amount of items checked in the *Waste Wise Event Plan* will determine the level of certification an event can obtain: two star – good practice or three star – leading practice.

Council encourages all events to strive towards two and three star certification and aims to have all events two star certified by 2022 by means of a *Waste Wise Events Policy*. This guide provides a strategy for event organisers to voluntarily work towards achieving *Waste Wise* status over the next five years, after which point it will be an opportune time to formalise the *Waste Wise* certification requirements into a policy.

Events with one, two or three star certification may be able to use the *Waste Wise* logo in order to demonstrate and promote that they are *Waste Wise*.

The *Event Application Form* must be submitted to the Council Events Support Officer who will assess the application and awards one star certification.

The *Waste Wise Event Plan* (refer to **Appendix A**) must also be submitted to the Council Events Support Officer and will be assessed by the Council Environmental Projects Officer - Education who will award two or three star certification and can also provide assistance with this process.



Minimum requirement



Good practice



Leading practice

APPENDICES

Appendix A – Campaspe Shire Council Waste Wise Event Plan

Appendix B – Coliban Water Portable Water Station Request Form

Appendix C – Goulburn Valley Water Sponsorship Application Form

Appendix D – Campaspe Shire Council Event Application Form

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