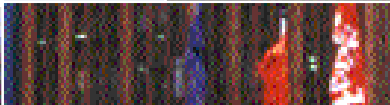
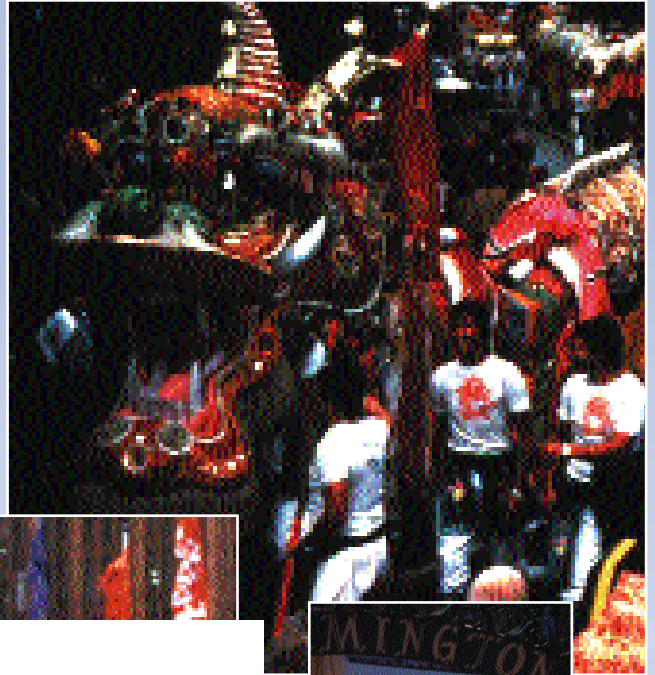


THE 7 STEPS TO  
A WASTE WISE EVENT

Waste Wise Events





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Publication Date

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# FORWARD

This Waste Wise Events guide has been researched and designed by EcoRecycle Victoria to assist organisers in all aspects of Waste Management at public events.

This is Australia's first fully integrated event waste, litter reduction, recycling and education program, which provides direction and support to event organisers.

While events come in all shapes and sizes - from the Grand Prix in Melbourne to a neighbourhood fete, the principles of event waste reduction, management and recycling are the same.

Events by their nature generate a great deal of waste, which by good management can be successfully diverted from landfill.

Good Waste and Litter management also provides the public a better environment in which to enjoy your event.

Research shows that 87% of event participants support the introduction of recycling and waste reduction programs at public events - news of your Waste Wise program will be positively received!

To help you introduce cost-effective waste reduction, reuse, recycling and composting programs, EcoRecycle Victoria has undertaken extensive research to develop this Waste Wise Event guide.

# FORWARD

Recent independent research\* has shown:

- 87% of people support the introduction of recycling at public events;
- 68% people believe that at least some recycling of event litter and rubbish takes place;
- 87% of respondents are prepared to pay a \$1 or 5% surcharge on a \$20 ticket to support the introduction of recycling;
- 67% of respondents stated they would definitely use recycling bins if they were introduced to public events; and
- 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 do so).

Further input to the program has come from:

- focus groups including representatives from local government, event/venue managers, event service providers and packaging manufacturers; and
- extensive consultation with industry leaders including;
  - Visy Special Events
  - Cleanevent
  - Lombard the Paper People
  - Beverage Industry Environment Council

Field Trials were also carried out at four styles of events. They were :

- Port Melbourne Festival
  - free entry community street festival (20,000 participants),
  - no control over packaging used and sold;
- Moomba
  - free entry event in metropolitan parklands over 11 days (1.5 million participants),
  - total control over packaging used and sold;
- Melbourne International Flower and Garden Show
  - ticketed exhibition over 5 days and nights (120,000 participants),
  - no control over packaging used and sold; and

\* Copies of the Wallis Report can be obtained from EcoRecycle Victoria.

# SEVEN STEPS TO A WASTE WISE EVENT

Waste Wise Events is broken down into a simple step by step approach and provides many of the contacts needed to assist in implementing a successful program.

To get the best results, introduce Waste Wise Events into your planning as early as possible.

Each of the seven steps in this guide deals with a specific issue that will have an impact on your overall success. If through planning and coordination you are able to introduce all seven steps, your event will become a Waste Wise Event. This plan can be easily customised for your particular type of event.



STEP 1. COMMITMENT  
Become a Waste Wise event.

1

STEP 2. PACKAGING  
Select materials that reduce waste and litter and are easily recycled.

2

STEP 3. EQUIPMENT  
Match equipment to the packaging material used.

3

STEP 4. SYSTEM  
Match a management system to the

4

STEP 5. STANDARDS  
Where appropriate use standard signs and equipment to reduce

5

STEP 6. COMMUNICATE  
Tell caterers, vendors and participants about your program before, during and after the event.

6

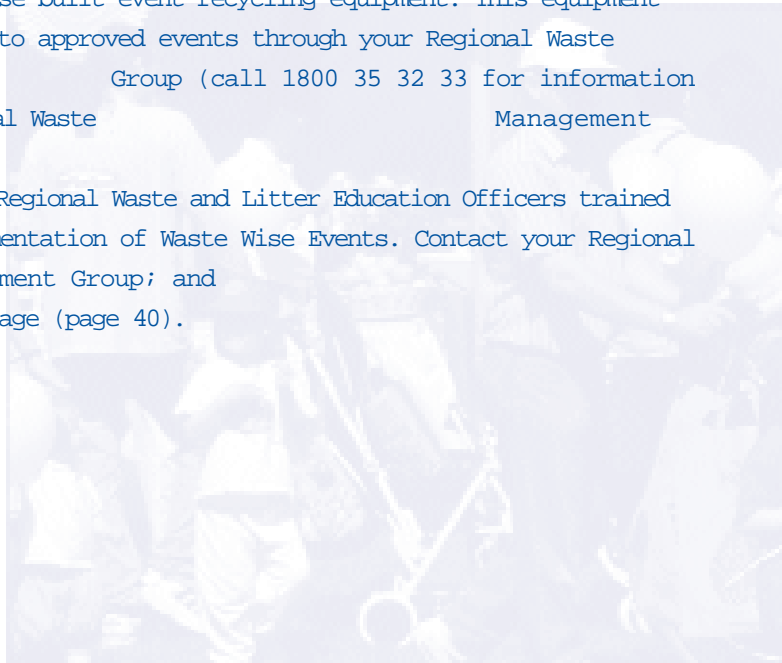
STEP 7. EVALUATE  
How effective has your Waste Wise program

7

# SEVEN STEPS TO A WASTE WISE EVENT

Additionally, to help turn your event 'Waste Wise', EcoRecycle Victoria has established:

- sets of purpose built event recycling equipment. This equipment may be available to approved events through your Regional Waste Management Group (call 1800 35 32 33 for information on your local Regional Waste Management Group);
- a network of Regional Waste and Litter Education Officers trained in the implementation of Waste Wise Events. Contact your Regional Waste Management Group; and
- standard signage (page 40).



## STEP 1. COMMITMENT

While it makes sense to turn your event Waste Wise, it will not succeed unless firm policies are in place for others to follow. If your event is run by a committee ensure that your actions have their full support.

Here are some examples of how various organisations can assist in implementing your Waste Wise policy.

The following may show you the way commitment can be achieved and quietly enforced.

### COUNCILS:

Below is an example of a clause that you are able to insert into existing event application/contract/agreements.

#### Council clause

Events seeking permission to be held within (name) Council are required to implement a waste minimisation and recycling program in line with EcoRecycle Victoria's Waste

### EVENT MANAGERS:

To assist you to comply with the above council clause (or equivalent) include the following clause in your contracts with suppliers (caterers, vendors, construction etc):

#### Event management clause

Suppliers to (name) (event) are required to provide services and materials in line with (name) (this event's) waste management and recycling program.



## STEP 1. COMMITMENT

### SPONSORS:

Sponsors will see your events commitment to the Waste Wise program as a bonus. In the future, some sponsors may insist that a Waste Wise program or similar is in place before they choose to support an event.

To help sponsors get an event to introduce the 'Seven Steps to a Waste Wise Event' sponsors can use the following in contracts or letters of agreement:

Condition of Sponsorship  
(name) (event) is required to implement a waste  
m i n i m i s a t i o n  
and recycling program in line with EcoRecycle Victoria's

### CASE:

The Beverage Industry Environment Council (BIEC) will be targeting key events sponsored by its members. Sponsorship of these events will be conditional to the introduction of EcoRecycle Victoria's 'Seven Steps to a Waste Wise Event'. BIEC members include ACI Glass, Cadbury Schweppes, Carlton and United Breweries, Coca-Cola Amatil, Containers Packaging, Lion Nathan, Pepsi-Cola Bottlers and Southcorp.

For further information on how BIEC will be working with events contact :

Beverage Industry Environment Council - Victoria  
Phone: 03 9289 9596 Fax: 03 9289 9556.

Additional advice to help establish commitment for your Waste Wise Event

## ACHIEVEMENT

- Commitment by all event stakeholders to the introduction of Seven Steps to a Waste Wise Event.
- Planning for and implementation of Seven Steps to a Waste Wise Event.
- Accountability for an event implementing a waste reduction/recycling program.



## STEP 2. EVENT PACKAGING

By controlling the materials to be used by your suppliers, caterers, stall holders and retailers you are able to use packaging that suits the Waste Wise Events recycling system.

In the case of the Moomba Festival, packaging supplied was suitable for recycling and made from recycled materials. We were working to "close the loop". Mr Claude Lombard, Lombard the Paper People.

By working with your suppliers and retailers you are able control the type of materials entering the waste stream, for instance confine beverage container to one type eg aluminium or PET plastic or glass. This allows you to control the type of materials people throw away during your event and increase the amount of packaging sold that is easily able to be recycled using existing systems..

To match event packaging to a Waste Wise system you will need to:

1. Find out what materials are used at your event by caterers, vendors and key suppliers (if you don't already know).

A Caterer/Vendor Materials Summary Sheet can be found on page 12.

2. Create a master list of packaging materials used and or sold at your event use the Materials Master List (page 13).

3. Use the Materials Management Options chart (page 14 - 16) and the

Materials Background information (page 17 - 21) to asses which materials are able to be:

- eliminated;
- reduced;
- re-used;
- recycled; or
- composted.

4. Summarise your findings on the Materials Action sheet (page 22).

5. Send a copy of the Materials Action sheet to all caterers, vendors and suppliers.

6. Active enforcement of your Material's Action sheet will be required to

## STEP 2. EVENT PACKAGING

### ACHIEVEMENT

Reduce the cost of waste management and recycling by:

- eliminating unnecessary packaging to avoid additional collection and disposal fees;
- matching packaging to equipment used - for example lots of glass will need heavy-duty bins;
- matching packaging to existing recycling systems;
- identifying access to recycling/composting service for the material in your local area;
- determining the feasibility of transport costs for recyclable materials collected at your event; and
- minimising the cost of recycling and transportation by matching packaging to your Waste Wise system.







## STEP 2. EVENT PACKAGING

### 2.3 MATERIAL MANAGEMENT OPTIONS

OPTION ONE – ELIMINATE MATERIAL/PACKAGING		
Possible Action	Relevant material	Criteria
<ol style="list-style-type: none"> <li>1. Evaluate the necessity of the packaging and other material.</li> <li>2. Assess alternatives.</li> <li>3. Ban the use of material or packaging not considered necessary.</li> <li>4. Refer to key contacts listed on page 23.</li> </ol>	<p>Some commonly sighted packaging materials that could be eliminated include:</p> <ul style="list-style-type: none"> <li>• straws;</li> <li>• pre-wrapped straws;</li> <li>• promotional literature;</li> <li>• pre-packaged sugar;</li> <li>• coffee cup lids;</li> <li>• disposable food trays;</li> <li>• industrial films (shrink wrap); and</li> <li>• condiments in single serve packaging.</li> </ul>	<ol style="list-style-type: none"> <li>1. Material eliminated must not be essential to the safe presentation or sale of event food/beverage/merchandise/services. <ul style="list-style-type: none"> <li>• Meet all state and local government health and safety requirements.</li> </ul> </li> </ol>

OPTION TWO – REDUCE MATERIAL/PACKAGING		
Possible Action	Relevant material	Criteria
<ol style="list-style-type: none"> <li>1. Evaluate the necessity of the packaging and other material.</li> <li>2. Assess alternatives and the option of reducing packaging.</li> <li>3. Decrease the size of packaging-to product ratio.</li> <li>4. Refer to key contacts listed</li> </ol>	<ul style="list-style-type: none"> <li>• Reduce the thickness of plastic, paper, cardboard and foam packaging: <ul style="list-style-type: none"> <li>• cups;</li> <li>• food shells;</li> <li>• programs; and</li> <li>• straws.</li> </ul> </li> <li>• Reduce the size of straws and bags/boxes.</li> </ul>	<ol style="list-style-type: none"> <li>1. If economical reduce unnecessary volume of packaging or material.</li> <li>2. Material reduced must not have a negative impact on the safe presentation or sale of event food /beverage/merchandise/ services. <ul style="list-style-type: none"> <li>• Meet all state and local</li> </ul> </li> </ol>

## STEP 2. EVENT PACKAGING

### 2.3 MATERIAL MANAGEMENT OPTIONS CONT...

#### OPTION THREE - REUSE MATERIAL/PACKAGING

Possible Action	Relevant material	Criteria
<p>1. Evaluate the ability to re-use packaging and other material.</p> <p>2. Assess alternative forms of re-use:</p> <ul style="list-style-type: none"> <li>• Return packaging, to supplier for re-use.</li> <li>• Implement a system that allows packaging to be re-filled for or by the consumer.</li> <li>• Durable food and beverage containers.</li> </ul> <p>3. Assess economic viability (e.g. set up and maintenance</p>	<p>Some commonly sighted packaging materials that could be re-used include:</p> <ul style="list-style-type: none"> <li>• pallets used to deliver materials;</li> <li>• durable boxes for delivery of food and materials onto site;</li> <li>• reusable beverage cups;</li> </ul>	<p>1. If economical and environmentally sound to do so - reuse materials and packaging.</p> <p>2. Issues to be considered include:</p> <ul style="list-style-type: none"> <li>• space and infrastructure required for washing/drying cups, cutlery and crockery;</li> <li>• amount of water required to wash cups, cutlery and crockery; and</li> </ul>

#### OPTION FOUR - RECYCLING

Possible Action	Relevant material	Criteria
<p>1. Evaluate the viability of recycling packaging materials.</p> <p>2. Implement a separation and collection system for those materials considered viable to recycle.</p> <p>3. Purchase packaging materials containing the maximum amount of recycled content.</p> <p>4. Refer to key contacts listed</p>	<p>Some commonly sighted event packaging and materials that could be recycled include:</p> <ul style="list-style-type: none"> <li>• cardboard boxes;</li> <li>• aluminum cans;</li> <li>• glass bottles;</li> <li>• PET beverage bottles;</li> <li>• HDPE-milk bottles;</li> <li>• food scraps (compostable);</li> <li>• paper; and</li> <li>• promotional literature.</li> </ul>	<p>1. If economical to collect and reprocess materials - recycle.</p> <p>2. Packaging should be:</p> <ul style="list-style-type: none"> <li>• designed to be compatible with recycling systems; and</li> <li>• free of labels, seals, tapes, and closures that are not compatible with material processing systems.</li> </ul>

on page 23.

3. Recycle only if there is an economically viable and

## STEP 2. EVENT PACKAGING

### 2.3 MATERIAL MANAGEMENT OPTIONS CONT...

OPTION FIVE – COMPOSTING		
Possible Action	Relevant material	Criteria
<p>1. Evaluate the viability of composting packaging materials and food scraps.</p> <p>2. Implement a separation and collection system for those materials considered compostible.</p> <p>3. Refer to key contacts listed on page 23.</p>	<p>Some commonly sighted event packaging and materials that could be composted include:</p> <ul style="list-style-type: none"> <li>• cardboard;</li> <li>• food scraps;</li> <li>• paper;</li> <li>• promotional literature;</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• biodegradable cups and plates (made with potato</li> </ul>	<p>1. If economical to collect and re-process materials – compost.</p> <p>2. Material for composting should be:</p> <ul style="list-style-type: none"> <li>• free of labels, seals, tapes, and closures that are not degradable.</li> </ul> <p>3. Compost if there is an economically viable and available system for collecting, processing, and marketing the composted material.</p>



## STEP 2. EVENT PACKAGING

### 2.4 MATERIALS BACKGROUND INFORMATION

The below table identifies some of the most common event packaging materials and issues involved in recycling and composting.

Material	Current recycling activity	Markets for recycled material	Equipment needs	Handling needs
<p>Polyethylene terephthalate (PET Plastic)</p> <p>Clear tough plastic used in:</p> <ul style="list-style-type: none"> <li>• soft drink bottles;</li> <li>• beer bottles; and</li> <li>• cups (cold beverages).</li> </ul> <p>Refer to key contacts listed on page 23.</p>	<p>Bottle recycling rates are believed to be around 30%.</p> <p>Cup recycling does not occur at present due to the polymer being slightly different to that of bottles. This situation may change in the near future.</p>	<ul style="list-style-type: none"> <li>• Soft drink bottles (multi-layer);</li> <li>• Pallets;</li> <li>• Textiles;</li> <li>• Household chemicals; and</li> <li>• Bottles.</li> </ul>	<p>PET can be separated from the general waste stream either on its own or as part of a mixed collection (with glass, aluminium, HDPE and others). Separation of PET is most effective when equipment:</p> <ul style="list-style-type: none"> <li>• features clear signage;</li> <li>• makes it easy to deposit used bottles/cups in; and</li> <li>• deters people depositing unwanted materials in with PET.</li> </ul> <p>If collected separately in large</p>	<p>If you are using the services of a large commercial recycler they will be able to sort PET at their Material Recovery Facility. If you are 'doing it yourself' and attempting to maximise the price you receive:</p> <p>Sort into two grades:</p> <ul style="list-style-type: none"> <li>• bottles; and</li> <li>• cups (if able to be recycled)</li> </ul> <p>Must be separated from contaminants (food and unwanted materials).</p>

Material	Current recycling activity	Markets for recycled material	Equipment needs	Handling needs
<p>High-density polyethylene HDPE</p> <p>Very common plastic, usually white or coloured.</p> <p>Used for milk and juice bottles (white and coloured).</p> <p>Refer to key contacts listed on page 23.</p>	<ul style="list-style-type: none"> <li>Recycled Dairy Grade HDPE is currently in high demand.</li> <li>Dairy grade HDPE bottle recycling rates are believed to be around 45%.</li> <li>Coloured HDPE currently has a recycling rate of around 20% in Victoria.</li> </ul>	<ul style="list-style-type: none"> <li>Road signs and barriers</li> <li>Pipes</li> <li>Mobile garbage bins (wheelie bins)</li> <li>Crates</li> <li>Pallets</li> <li>Outdoor furniture</li> </ul>	<p>Most HDPE will be generated by food/beverage vendors so it is best to provide them with recycling bins 'back of house'. HDPE is able to be collected with other materials in one bin (PET, aluminium and possibly glass) if your recycler agrees. To help separate either with or without other materials use a Waste Wise Event Cap or recycling station.</p> <p>If collecting polystyrene for recycling it is best to separate it from other materials to reduce contamination. There are no special requirements for</p>	<p>If possible request food/beverage vendors to rinse HDPE bottles in water before placing in recycling bins.</p> <p>Polystyrene is 98% air - this provides its insulating and strength qualities but also results in:</p> <ul style="list-style-type: none"> <li>a bulky material. <ul style="list-style-type: none"> <li>- need to reduce its volume (eg. use a shredder);</li> </ul> </li> </ul>
<p>Polystyrene</p> <ul style="list-style-type: none"> <li>Beverage cups <ul style="list-style-type: none"> <li>expanded Polystyrene (coffee and chip cups); and</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Cuplink program operating at select</li> </ul>	<p>Markets for recycled beverage product</p>		

Material	Current recycling activity	Markets for recycled material	Equipment needs	Handling needs
<p>Glass</p> <ul style="list-style-type: none"> <li>• Brown</li> <li>• Green</li> <li>• Clear</li> </ul> <p>Beer stubbies/ bottles.</p> <p>Wine bottles.</p> <p>Food - bottles and jars.</p> <p>Refer to key contacts listed on page 23.</p>	<p>Almost 100,000 tonnes of packaging glass was recycled in 1997.</p>	<ul style="list-style-type: none"> <li>• Bottles and jars contain up to 20% recycled glass.</li> <li>• Sand blasting medium.</li> </ul>	<p>Mobile garbage bins (wheelie bins) are versatile and generally used to collect glass either on its own or with other materials. For large volumes of glass (seperated from other materials) either 15 or 30 cubic metre open top bins maybe appropriate.</p> <p>Weight</p> <ul style="list-style-type: none"> <li>• Glass is a heavy material to collect in large volumes. This may result in the need for specific 'heavy duty' bins or trailers for transport.</li> </ul> <p>Colour</p> <ul style="list-style-type: none"> <li>• Separate bins and storage/ transport containers may improve the value of glass collected - consult your recycler.</li> </ul> <p>To help seperate either with or without other materials use a Waste Wise Event Cap or recycling station.</p>	<p>Harm minimisation</p> <ul style="list-style-type: none"> <li>• Some council's ban the sale of glass containers at events for the safety of spectators, players and local residents.</li> </ul> <p>Weight of glass</p> <ul style="list-style-type: none"> <li>• People carrying bins of glass risk back damage.</li> </ul> <p>Send mixed glass to a Material Recovery Facility for sorting.</p>
<p>Aluminum</p>	<p>Extensive networks of collectors and buy back centers exist given the</p>	<p>Strong markets exist for Used Beverage Cans in both Australia and</p>	<ul style="list-style-type: none"> <li>• As per glass, mobile garbage bins are versatile and generally used to collect cans either on their own or with other materials.</li> <li>• For large volumes of cans (seperated from other materials) a box trailer may be useful.</li> <li>• To help seperate either with or without other materials use a Waste Wise Event</li> </ul>	<p>Harm minimisation</p>

2.4 MATERIALS BACKGROUND INFORMATION CONT...

STEP 2. EVENT PACKAGING

Material	Current recycling	Markets for recycled material	Equipment needs	Handling needs
<p>Cardboard</p> <ul style="list-style-type: none"> <li>• Food shells</li> <li>• Bulk packaging (boxes)</li> </ul> <p>Refer to key contacts listed on page 23.</p>	<p>192,000 tonnes of cardboard were recycled in Victoria in 1997. Visy Industries and Australian Paper dominate the market. Some recyclers are able to recycle used cardboard food shells - check with recycler.</p>	<p>Cardboard is recycled back into cardboard or plasterboard lining.</p> <p>Most forms of cardboard may be composted.</p>	<p>In public areas mobile garbage bins may be appropriate to collect cardboard and paper food shells. To help separate either with or without other materials use a Waste Wise Event Cap or recycling station. Caterers and vendors cardboard boxes are</p>	<p>In large volumes cardboard can be bulky. The majority of cardboard will be generated before your event starts - this may allow for a specific collection before the event.</p>
<p>Paper</p> <ul style="list-style-type: none"> <li>• News paper</li> </ul>			<p>often collected in a wool bale in a frame. If event generates large volumes you may require compacting equipment.</p>	<p>Paper may be collected with</p>
<ul style="list-style-type: none"> <li>• Programs</li> <li>• Magazines</li> </ul> <p>Refer to key contacts listed on page 23.</p>	<p>Currently Victoria recycles over 553,000 tonnes of paper a year.</p>	<p>Paper is recycled back into either paper or cardboard.</p>	<p>As per cardboard.</p>	<p>cardboard in some instances - check with your recycler.</p>
<p>Liquidpaperboard</p> <ul style="list-style-type: none"> <li>• Milk and juice</li> </ul>				<p>In large volumes liquid -paperboard</p>

In public areas

Material	Current recycling activity	Markets for recycled material	Equipment needs	Handling needs
<p>Food/organic</p> <p>Refer to key contacts listed on page 23.</p>	<p>Currently 531,000 tonnes of food waste is composted or made into worm castings each year in Victoria.</p> <p>Composting of food waste is constrained by the lack of market development for the finished product. This will hopefully be remedied in the near future - allowing large events easier access to food scrap composting.</p>	<p>Soil conditioner</p>	<p>Food/organic materials destined for compost must be separated from the general waste/recycling stream. This is most effectively achieved by using designated mobile garbage bins - back of house for caterers or in public areas. To help separate in public areas use either the Waste Wise Event Cap or recycling station.</p>	<p>Food/organic material must be sent to your composter within 12-24 hours to avoid odour problems. Food/organic materials are often heavy and contain lots of liquid.</p>
<p>Steel Cans</p> <p>Refer to key contacts</p>				<p>The majority of steel will be generated by caterers. Consult your recycler to find out if they want steel</p>



## STEP 2. EVENT PACKAGING

### WHO TO CONTACT FOR MORE INFORMATION

Your first step should be to contact local council's waste management team. They may already have arrangements for managing event waste/recycling with their existing contract recycler. Contact councils recycler to find out what event materials they recycle and how they may be able to help. Other contacts for further information include:

Organisation / Contact	PET	Polystyren	HDPE	Aluminum	Cardboard	Liquid Paperboard	Glass	Steel cans	Food waste (compost)
Your local council recycling provider - contact council's waste management team	• (possibly)	• (possibly)	• (possibly)	• (possibly)	• (possibly)	• (possibly)	• (possibly)	• (possibly)	• (possibly)
EcoRecycle Victoria Information line Free call 1800 35 32 33	•	•	•	•	•	•	•	•	•
Regional Waste Management Group Education Officers Free call 1800 35 32 33	•	•	•	•	•	•	•	•	•
Specialist event recycling and packaging services: Visy Special Events* 03 9248 2166	•	•	•	•	•	•	•	•	•
Beverage Industry Environment Council 03 9826 4895	•	•	•	•	•	•	•	•	•
Plastics and Chemical Industry Association 03 9685 5309	•	•	•	•	•	•	•	•	•
Association of	•	•	•	•	•	•	•	•	•

\* Only company identified at time of print

## STEP. 3 EVENT EQUIPMENT

Your selection of Event Equipment is very important in helping the public separate their waste into recyclable groups, and reducing contamination (food, liquids, some plastics) of recyclable materials collected.

The Waste Wise System will divide materials into the following groups with minimum contamination:

- bottles (plastic and glass), cans;
- cardboard and paper products OR organic materials which can be composted;
- rubbish (materials currently uneconomic to be recycled food scraps (if not composting), polystyrene cups, plastic straws, bags, plastic cutlery); and
- compost (food scraps and paper/cardboard) if applicable.

Note - systems to process event food scraps are not widely available at the moment although a number of commercial service providers are able to compost food scraps.

To help you select the equipment best suited to your event size, type and packaging used we have listed and rated equipment commonly used at events (page 26 - 28).

Each type of equipment has been rated according to its efficiency, simplicity and transportability. Ratings result from observations made at field trials and anecdotal evidence provided by stakeholders.

To reflect the different needs of small and large events we have listed equipment in order of its capacity to service an event:

- small events will find the equipment most relevant to you is listed first; and
- bigger events with more complex needs and larger volumes of waste will find additional options further down the list.

You will need the cooperation of your retailers and contractors for input and agreement on your choice of equipment.




"Improve the economics of event recycling by selecting equipment that separates materials, is easy for the public to use and easy to maintain"

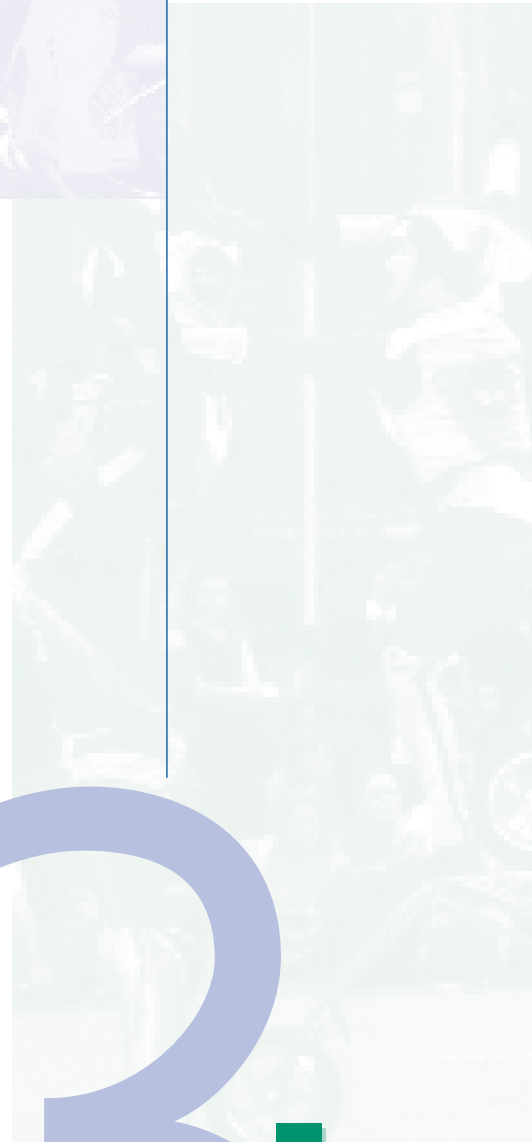
Robert Pascoe, Visy Special Events.



## STEP. 3 EVENT EQUIPMENT




### ACHIEVEMENT

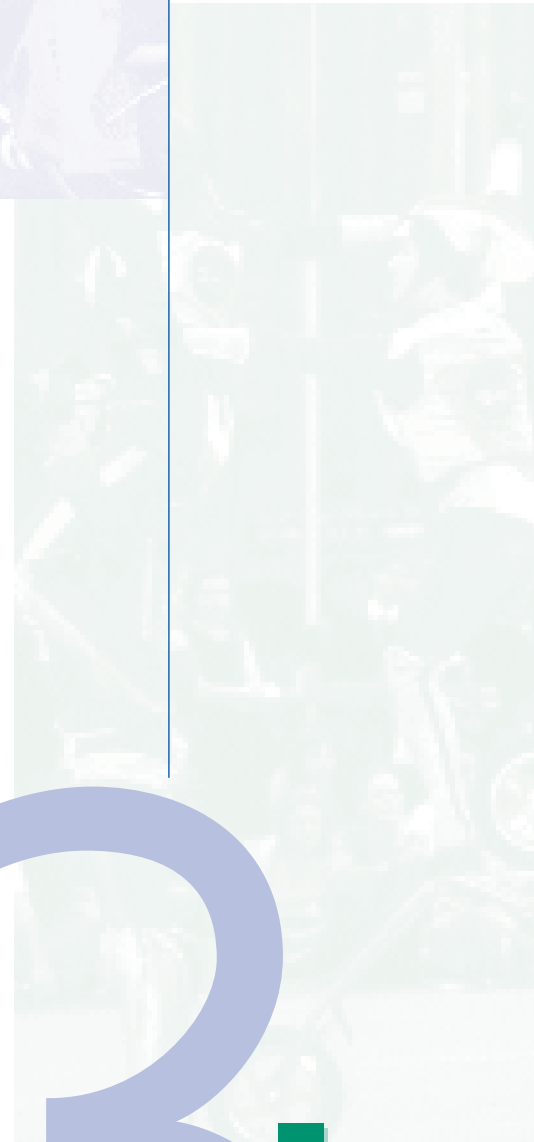
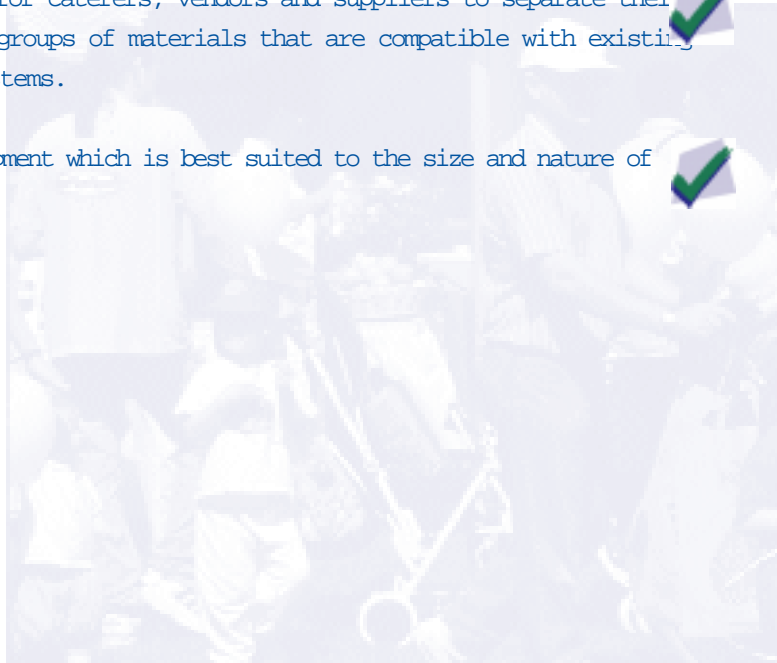
- Made it easy for the public to separate their rubbish into groups of materials that are compatible with existing recycling systems. 
- Made it easy for caterers, vendors and suppliers to separate their rubbish into groups of materials that are compatible with existing recycling systems. 
- Selected equipment which is best suited to the size and nature of your event. 



## STEP. 3 EVENT EQUIPMENT

### ACHIEVEMENT

- Made it easy for the public to separate their rubbish into groups of materials that are compatible with existing recycling systems. 
- Made it easy for caterers, vendors and suppliers to separate their rubbish into groups of materials that are compatible with existing recycling systems. 
- Selected equipment which is best suited to the size and nature of your event. 



## STEP. 3 EVENT EQUIPMENT

### 3.1 EQUIPMENT OPTIONS CONT...

TASK	RECOMMENDED EQUIPMENT	COMMENT
Public Area Litter Control All events	Wheelie bin	<p>Simple to use ★★★</p> <p>Efficiency ★★★</p> <p>Operation Where practical bins should only be used in stations/caps to maximise recycling. If your event is too large - supplement stations/caps with stand alone bins (for remote areas).</p> <p>Capacity 240 litre wheelie bins provides optimal capacity for large events. 120 litre wheelie bin provides compact option when space is at a premium.</p>
Cardboard collection 500+ attendance	Bale and frame	<p>Artwork EcoRecycle Victoria's standards signage (page 40).</p> <p>Location Preferably outdoor although, may be suited to indoor.</p> <p>Transport/ Installation ★★★</p> <p>Availability Page 30.</p>
Catering/ vendor material collection (Service Areas) 1000+	Combined 240 litre wheelie bin	<p>Simple to use ★★★</p> <p>Efficiency ★★★</p> <p>Operation String bale inside frame. Fill bale from above.</p> <p>Capacity One cubic meter.</p> <p>Artwork EcoRecycle Victoria's standards signage (page 40).</p> <p>Location Preferably outdoor although, may be suited to indoor.</p> <p>Transport/ Installation ★★★ Bales ★★ Frame (may not be collapsible)</p> <p>Availability Page 30.</p> <p>Simple to use ★★★</p> <p>Efficiency ★★★</p> <p>Operation Save space in food preparation areas/</p>

## STEP. 3 EVENT EQUIPMENT

### 3.1 EQUIPMENT OPTIONS CONT...

TASK	RECOMMENDED EQUIPMENT	COMMENT
Catering/ vendor material collection (Service Areas) 1 0 0 0 + attendance (Steel, Glass bottle/jar, Plastic (HDPE, PET, EPS, PS, PP).	Designated bins	<p>Simple to use ★★★</p> <p>Efficiency ★★★</p> <p>Operation Only if space is freely available. Separate bins in food preparation areas/compounds for the collection and separation of materials.</p> <p>Capacity 240 litre wheelie bins provides optimal capacity. 120 litre wheelie bin provides compact option.</p> <p>Artwork EcoRecycle Victoria's standards signage (page 40).</p>
1 0 0 + attendance: Service Areas Food waste (kitchen scraps)	Designated 240 litre wheelie bin	<p>Location Preferably outdoor although, may be suited to indoor.</p> <p>Transport/ Installation ★★★</p> <p>Availability Page 30.</p> <p>Simple to use ★★★</p> <p>Efficiency ★★★</p> <p>Operation Currently there are limited facilities for the processing of event 'food waste'.</p>
		<p>This situation should be remedied by end 1999.</p> <p>Health regulations Bin used for food waste will need to conform to health regulations.</p> <p>Artwork EcoRecycle Victoria's standards signage (page 40).</p> <p>Location Either outdoor or indoor.</p> <p>Transport/ Installation ★★★</p> <p>Availability Page 30.</p> <p>Simple to use ★★★</p> <p>Efficiency ★★★</p> <p>Operation Allows materials collected to be locked up for security/safety. Relatively compact and easy to maneuver.</p>

## STEP. 3 EVENT EQUIPMENT

### 3.1 EQUIPMENT OPTIONS CONT...

TASK	RECOMMENDED EQUIPMENT	COMMENT
10,000 + attendance: Volume reduction and transport	One piece portable compactor	<p>Simple to use ★★</p> <p>Efficiency ★★★</p> <p>Operation Requires a space of 10m X 5m. Requires easy access for truck to install and remove. Requires three-phase power. No license required to operate.</p> <p>Capacity For events generating over 2 tonnes of cardboard or 3 tonnes of commingled material.</p> <p>Artwork EcoRecycle Victoria's standards signage (page 40).</p>
Transport of Glass 10,000 + attendance	15 or 30 cubic metre open top bins	<p>Location Either outdoor or indoor.</p> <p>Transport/ Installation ★ Require heavy duty truck.</p> <p>Availability Page 30.</p> <p>Simple to use ★★★</p> <p>Efficiency ★★★</p> <p>Operation Requires a space of 10m X 5m. Requires easy access for truck to install and remove. Requires three-phase power. No license required to operate.</p> <p>Capacity For events generating over 2 tonnes of cardboard or 3 tonnes of commingled</p>

## STEP. 3 EVENT EQUIPMENT

### WHERE TO FIND EVENT EQUIPMENT

First step should be to call council's waste management team. They may have access to a set of event waste/recycling equipment. Additionally, they may have special arrangements with

their waste/recycling contractors to provide equipment to local events. Other key contacts are

Organisation / Contact	Recycling cap	Recycling station	Colour coded wheelie bins	Wheelie bins	Cardboard bale and frames	Cage trailer	One piece portable compactor	Floor boxes and desk trays
Your local council recycling /waste/street cleaning services provider - contact council's waste management team	• (possibly)	• (possibly)	• (possibly)	• (possibly)	• (possibly)	• (possibly)	• (possibly)	• (possibly)
EcoRecycle Victoria Information line Free call 1800 35 32 3 3	•							
Regional Waste Management Group Free call 1800 35 32 3 3 (for contact details)	•	•	•	•	•	•	•	•
Specialist event recycling services:			•	•	•	•	•	•
Visy Special Events* 03 9248 2166			•	•				
Specialist event waste / cleaning services:			•	•	•	•	•	•

\* Specialist event recycling services (only one company identified at time of print)

\*\* Specialist event waste/cleaning services (only one company identified at time of print)

## STEP. 4 MANAGEMENT

OK well done. You have selected your equipment to match the event and packaging materials.

Now let's take a look at managing your waste reduction during the event. Sad to say it is not enough to install a set of bins in the morning and return to clear them in the evening!

Bins and waste management equipment must be positioned strategically and regularly maintained.

### LITTER BREEDS LITTER!

"Bins left to overflow at an event will attract litter and result in more work for staff."

Craig Lovett, Cleanevent.

Key issues to consider in designing a management regime suited to your event equipment and packaging material include:



1. INSTALLATION
  - When is the best time to have the equipment installed?
2. LOCATION/POSITION
  - Where is the equipment going to be most effective?
3. CLEARING
  - How often should the equipment be cleared?
4. RESPONSIBILITY
  - Who is responsible for managing the equipment?

To assist you design your events Waste Wise management regime an Equipment Management Planner can be found on page 33.

Use this planner to list the equipment you have selected. Then insert the required management activities based on those listed from the management strategy suggestions (page 34-38).

## STEP. 4 MANAGEMENT

### ACHIEVEMENT

- A management system that efficiently collects and processes your events waste and recyclables. 
- Designation of responsibility for managing tasks. 







## STEP . 4 MANAGEMENT

### 4.2 EQUIPMENT MANAGEMENT STRATEGIES

Managing waste and recycling equipment systems at large events can be a complicated and specialised task. To avoid unnecessary stress see the list of contacts provided on page 39.

TASK	EQUIPMENT	MANAGEMENT
Public Area Recycling	Recycling cap Recycling station Colour coded 240 litre wheelie bins	<p>Installation</p> <ul style="list-style-type: none"> <li>• Move into place after food and beverage facilities have been installed.</li> <li>• Line bins with as many bags as you think you will fill over the duration of the day - this means cleaners do not need to carry replacement bags.</li> <li>• Use colour coded bin liners to simplify the sorting process e.g. clear bags for commingled bottles and cans, blue bags for cardboard/paper and black bags for rubbish.</li> <li>• Use bin liners that either contain maximum recycled content or are reusable.</li> </ul> <p>Location - Positioning</p> <ul style="list-style-type: none"> <li>• close to where food and beverages are consumed;</li> <li>• at key entry/exit points to event and catering areas;</li> <li>• beside designated pedestrian pathways; and</li> <li>• on key pedestrian intersections.</li> </ul> <p>Clearing - must not let bins overflow</p> <ul style="list-style-type: none"> <li>• Tailor to the volume of material generated.</li> <li>• As a minimum monitor caps/stations after peak meal/drinking periods.</li> <li>• Ensure caps/stations are never overflowing as this looks unsightly and deters the public from using</li> </ul>

# STEP . 4 MANAGEMENT

## 4.2 EQUIPMENT MANAGEMENT STRATEGIES CONT...

TASK	EQUIPMENT	MANAGEMENT
Public Area Litter Control All events	240 litre wheelie bin	<p>Installation</p> <ul style="list-style-type: none"> <li>• Move into place after food and beverage facilities and recycling caps and stations have been installed.</li> <li>• Line bins with as many bags as you think you will fill over the duration of the day - this means cleaners do not need to carry replacement bags.</li> <li>• Use colour coded bin liner matching that used in the caps/stations for rubbish e.g. black bags.</li> <li>• Use bin liners that are either contain maximum recycled content or are reusable.</li> <li>• Keep bin lids open to make it easy for the public to deposit their rubbish.</li> </ul> <p>Location</p> <ul style="list-style-type: none"> <li>• Areas not serviced by recycling caps and stations.</li> <li>• Close to where food and beverages are consumed.</li> <li>• At key entry/exit points to event and catering areas.</li> <li>• Beside designated pedestrian pathways (reduce unnecessary pedestrian traffic on grassed areas)</li> </ul>

## STEP. 4 MANAGEMENT

### 4.2 EQUIPMENT MANAGEMENT STRATEGIES CONT...

TASK	EQUIPMENT	MANAGEMENT
Service areas cardboard collection	Bale and frame	<p>Installation</p> <ul style="list-style-type: none"> <li>Move into place after food and beverage facilities have been installed.</li> <li>Place clear signage above and on bale and frame - see style guide on page 40.</li> </ul> <p>Location - Positioning</p> <ul style="list-style-type: none"> <li>At rear of food and beverage facilities (area with restricted public access).</li> <li>Or position in a central waste/storage compound for caterers and vendors.</li> </ul> <p>Clearing</p> <ul style="list-style-type: none"> <li>Depends on volume of material collected.</li> <li>Ensure bale is never over full.</li> <li>Locate spare bale bags beside frame.</li> <li>If space does not permit the storage of full bales beside the frame remove them to</li> </ul>
Catering/vendor material collection	Combined 240 litre wheelie bin	<p>waste/recycling compaction/transportation area.</p> <p>Assistance - Who to contact for more information</p> <ul style="list-style-type: none"> <li>See page 39.</li> </ul> <p>Installation</p> <ul style="list-style-type: none"> <li>Move into place after food and beverage facilities have been installed.</li> <li>Place clear signage above and on wheelie bin - see a style guide on page 40.</li> <li>Line bin with as many bags as you think you will fill over the duration of the day - this means cleaners do not need to carry replacement bags.</li> <li>Use correct colour coded bag if appropriate.</li> </ul> <p>Location - Positioning</p> <ul style="list-style-type: none"> <li>At rear of food and beverage facilities (area with restricted public access).</li> <li>Or position in a central waste/storage compound or caterers and vendors.</li> </ul> <p>Clearing</p> <ul style="list-style-type: none"> <li>Depends on volume of material collected.</li> <li>Ensure bin is never over full.</li> <li>Remove full bags to recycling compaction/</li> </ul>

# STEP . 4 MANAGEMENT

## 4.2 EQUIPMENT MANAGEMENT STRATEGIES CONT...

TASK	EQUIPMENT	MANAGEMENT
	Designated bins	Same as above
Food waste	Designated 240 litre wheelie bin	<p>Same as above</p> <p>Clearing</p> <ul style="list-style-type: none"> <li>• Depends on volume of material collected.</li> <li>• Ensure bin is never over full.</li> <li>• Remove full bins to recycling compaction/ transportation area.</li> <li>• Ensure OH&amp;S procedures are followed and where possible push wheelie bin to recycling compaction/ transportation area.</li> </ul>
Storage and transport	Cage Trailer (6x4)	<p>Assistance - Who to contact for more information</p> <ul style="list-style-type: none"> <li>• See page 39.</li> </ul> <p>Installation</p> <ul style="list-style-type: none"> <li>• Move into place either before or after food and beverage facilities have been installed.</li> <li>• Place clear signage at entry (style guide page 39)</li> </ul> <p>Location - Positioning</p> <ul style="list-style-type: none"> <li>• Create a compound area to locate trailer in (area with restricted public access).</li> <li>• Or position in a central waste/storage compound for caterers and vendors.</li> </ul> <p>Clearing</p> <ul style="list-style-type: none"> <li>• Depends on volume of material collected.</li> <li>• Ensure trailer is never over full.</li> </ul>
	One piece portable compactor	<p>Assistance - Who to contact for more information</p> <ul style="list-style-type: none"> <li>• See page 39.</li> </ul> <p>Installation</p> <ul style="list-style-type: none"> <li>• Move into place before food and beverage facilities have been installed. A large proportion of bulk packaging will be generated before the event opens.</li> <li>• Delivery will be via heavy truck.</li> </ul> <p>Location - Positioning</p> <ul style="list-style-type: none"> <li>• Select location on or as close to roadway as possible <ul style="list-style-type: none"> <li>- make entry/exit for truck as easy as possible.</li> </ul> </li> <li>• Locate at rear of food and beverage facilities (area with restricted public access).</li> <li>• Or position in a central waste/storage compound for caterers and vendors.</li> </ul>

# STEP. 4 MANAGEMENT

## 4.2 EQUIPMENT MANAGEMENT STRATEGIES CONT...

TASK	EQUIPMENT	MANAGEMENT
Storage and transport	15 or 30 cubic metre open top bins	<p>Installation</p> <ul style="list-style-type: none"> <li>Move into place before food and beverage facilities have been installed. A large proportion of bulk packaging will be generated before the event opens.</li> <li>Delivery will be via heavy truck.</li> </ul> <p>Location - Positioning</p> <ul style="list-style-type: none"> <li>Select location on or as close to roadway as possible - make entry/exit for truck as easy as possible.</li> <li>Locate at rear of food and beverage facilities (area with restricted public access).</li> <li>Or position in a central waste/storage compound for caterers and vendors.</li> </ul> <p>Clearing</p> <ul style="list-style-type: none"> <li>Depends on volume of material collected.</li> <li>Ensure box tray is never over full (unable to be transported if too full).</li> <li>Remove from event after hours - will require heavy vehicle.</li> </ul>
	Shredder for polystyrene	<p>Assistance - Who to contact for more information</p> <ul style="list-style-type: none"> <li>See page 39.</li> </ul> <p>Installation</p> <ul style="list-style-type: none"> <li>Move into place before food and beverage facilities have been installed.</li> <li>Delivery will be via heavy truck.</li> </ul> <p>Location - Positioning</p> <ul style="list-style-type: none"> <li>Select location on or as close to roadway as possible - make entry/exit for truck as easy as possible.</li> <li>Locate at rear of food and beverage facilities (area with restricted public access).</li> <li>Or position in a central waste/storage compound for caterers and vendors.</li> </ul> <p>Clearing</p> <ul style="list-style-type: none"> <li>Depends on volume of material collected.</li> <li>Remove from event after hours - will require heavy</li> </ul>

## STEP. 4 MANAGEMENT

### WHO TO CONTACT FOR MORE INFORMATION

Again, first step should be to call council's waste management team. They may be able to provide management services for waste/recycling to your event. Additionally, they may have an arrangement with an existing waste/recycling contractor to service and manage event/waste recycling. Other key contacts include:

Organisation / Contact	Event recycling system management	Event waste / cleaning system management
Regional Waste Management Group (for advice only) Free call 1800 35 32 33	•	
(for contact details) Specialist event recycling services:	•	
Visy Special Events* 03 9248 2166		•
Specialist event waste / cleaning services: Cleanevent** 03 9372 2383	• (possibly)	• (possibly)
Your local council recycling /waste/street cleaning services	•	
provider - contact council's waste management team		•

\* Specialist event recycling services (only one company identified at time of print)

\*\* Specialist event waste / cleaning services (only one company identified at time of print)

## STEP. 5 STANDARD SIGNAGE

EcoRecycle Victoria has researched, developed and trialed artwork and signs in conjunction with key industry stakeholders and the waste boards of NSW.

This has resulted in a set of artwork that convey's the correct waste disposal/recycling message. This attractive signage was a major factor in reducing contamination and litter at event trials.

It is clear, bright and sits comfortably in an "event" environment.

Research\* into EcoRecycle Victoria's artwork found:

- 90% of bin users read the signs prior to using the bins.
- 79% found signs very easy to follow.

Artwork is now available free of charge for:

- litter bins;
- recycling bins / stations;
- commingled materials (beverage containers);
- compost bins;
- rubbish;
- plastic bottles;
- glass bottles;
- beverage Cartons;
- cardboard food containers;
- paper (newspaper and magazines/programs);
- beverage cups;
- food scraps; and
- confectionery/crisp wrappers.

Examples of event artwork are located on page 42.

Artwork will also be available to download from EcoRecycle Victoria's home page [www.ecorecycle.vic.gov.au](http://www.ecorecycle.vic.gov.au). in the near future.


All equipment supplied by EcoRecycle Victoria features this artwork.


\*Copies of the Walis Report can be obtained from EcoRecycle Victoria.




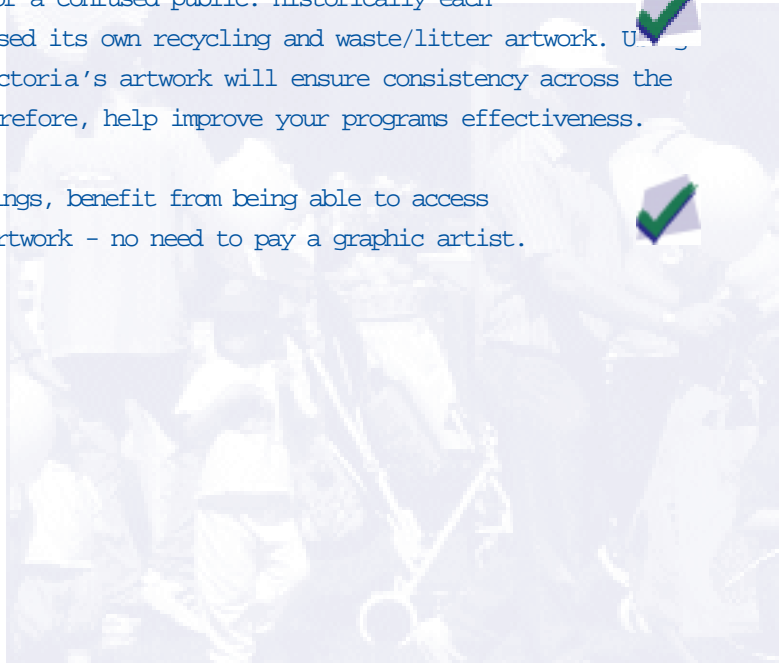
## STEP. 5 STANDARD SIGNAGE

### ACHIEVEMENT

- Easy to understand signage helps the public separate their waste and reduces contamination of recycling bins. 

- Consistency for a confused public. Historically each council has used its own recycling and waste/litter artwork. Using EcoRecycle Victoria's artwork will ensure consistency across the state and therefore, help improve your programs effectiveness. 

- Financial savings, benefit from being able to access print ready artwork - no need to pay a graphic artist. 

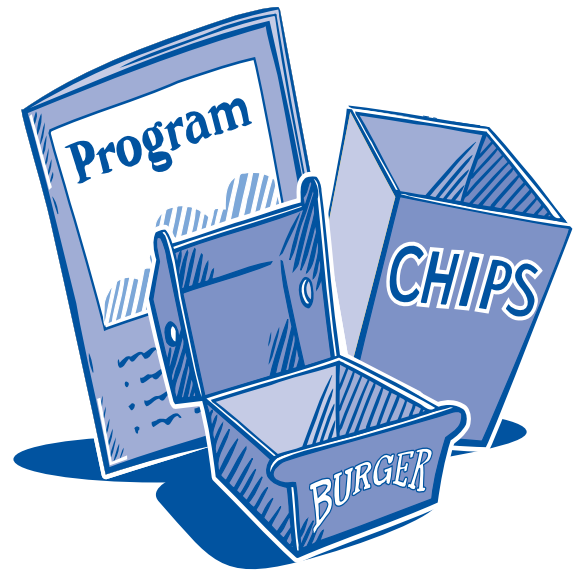


## STEP. 5 STANDARD SIGNAGE

### 5.1 ARTWORK

Enlarge these sample signs and place on inhouse bins, or design your own signs if there are other materials you want to recover and recycle.

## CARDBOARD & PAPER



## FOOD WASTE OR RUBBISH



## BOTTLES, CANS



## & DRINK CARTONS

## STEP. 6 COMMUNICATION & PROMOTION



Like organising an event implementing a Waste Wise program requires teamwork from your suppliers, caterers and the public.

Communicating your Waste Wise activities before the event will be crucial to your programs overall success. It will alert the community to your efforts and contribute to their positive perception of the event.


To help you plan your communication activities use the Communications Activity Guide (page 44) and sample media releases (pages 46 and 47).

### ACHIEVEMENT



#### PRE-EVENT

- Caterers, suppliers and vendors are informed about how and why you are asking them to change their packaging and waste disposal habits at your coming event. 
- The public will come to your event aware of and prepared to use your Waste Wise system. 

#### ON THE DAY

- The public will know where to find your Waste Wise bins and how to separate their waste. 

#### POST-EVENT

- Informing caterers, vendors and suppliers of any Waste Wise achievements is an easy way to acknowledge their support and input. 
- Gain positive media exposure for your event through local media who may be interested in following up on success stories like your Waste Wise event. 

# STEP. 6 COMMUNICATION & PROMOTION

## 6.1 COMMUNICATION ACTIVITY GUIDE

PRE-EVENT ACTIVITY			
	Attendees	Media (for general public)	Caterers, suppliers and vendors
As early as possible (6 months)	<p>Incorporate Waste Wise messages and artwork (page 40) on the following:</p> <ul style="list-style-type: none"> <li>• tickets;</li> <li>• brochures;</li> <li>• posters; and</li> <li>• advertising.</li> </ul>		<ul style="list-style-type: none"> <li>• Send a memo or letter outlining your events commitment to becoming Waste Wise.</li> </ul> <p>Include an overview of your Waste Wise program.</p> <ul style="list-style-type: none"> <li>• Hold a briefing session to present your Waste Wise program to caterers and vendors.</li> <li>• This gives people time to modify their packaging orders and train staff.</li> </ul>
One month before	<p>Maintain Waste Wise messages and artwork (page 40) on the following:</p> <ul style="list-style-type: none"> <li>• tickets;</li> <li>• brochures;</li> <li>• posters; and</li> <li>• advertising.</li> </ul>	<ul style="list-style-type: none"> <li>• Mention your Waste Wise program in any media activities promoting the event.</li> <li>• Look into having a media launch for your Waste Wise program.</li> <li>• Write a media release to introduce Waste Wise (page 46)</li> </ul>	<ul style="list-style-type: none"> <li>• Send packaging material information out to all relevant caterers/vendors.</li> <li>• Send a reminder note to caterers, suppliers and vendors re packaging and new waste management systems.</li> </ul>
Week before		<ul style="list-style-type: none"> <li>• As above.</li> <li>• Launch your Waste Wise program.</li> <li>• Invite media representatives</li> </ul>	

## STEP. 6 COMMUNICATION & PROMOTION

### 6.1 PRE-EVENT ACTIVITY CONT...

ON THE DAY ACTIVITY			
	Attendees	Media (for general public)	Caterers, suppliers and vendors
Before event starts			<ul style="list-style-type: none"> <li>• Post reminder notes near commercial waste depots at event.</li> <li>• Include a message about the Waste Wise program in any pre-event briefing.</li> </ul>
During Event	<ul style="list-style-type: none"> <li>• Use the Beverage Industry Environment Council's public address messages (both audio and video) PH: 03 9289 9596</li> <li>• Link to key times that food and beverages are consumed.</li> <li>• Use promotional tools like:               <ul style="list-style-type: none"> <li>• Talking Litter Bin (03) 9886-0156</li> <li>• Vox Bandicoot</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Take media representative around your event pointing out key aspects of your program.</li> </ul>	

AFTER EVENT ACTIVITY			
	Attendees	Media (for general public)	Caterers, suppliers and vendors
Within one week of event		<ul style="list-style-type: none"> <li>• Using the Waste Wise audit procedure's (page 48) evaluate the success of your program.</li> <li>• Summarise and report findings to media.</li> <li>• Write a media release to follow up and promote your</li> </ul>	<ul style="list-style-type: none"> <li>• Copy in on any correspondence sent to the media - it is important that caterers and vendors are</li> </ul>

## STEP. 6 COMMUNICATION & PROMOTION

### 6.2 MEDIA RELEASE – BEFORE EVENT

(Name of Event) Becomes Waste Wise

Date:

This year's (name of event) will be a cleaner and more environmentally friendly occasion thanks to a new statewide Waste Wise Program.

The organisers working with their (list partners e.g. traders, suppliers and cleaning contractors) are committed to reducing the amount of waste going to landfill through the annual (type of event, festival, fete, parade etc)

It is anticipated over (number of people) will attend the event on (date).

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

(Name) from the (event) said today, "In the past our waste was piled together and just went to the tip. This year, a large percentage will be successfully recycled because of the program.

"As part of the Waste Wise Events we have also focussed on waste reduction. This will not only help from the environmental perspective by not creating unnecessary waste, but also keep costs down for (participating businesses, stall holders, organisers)"

Melbourne's Moomba Festival trialed the new Waste Wise Event program with the result that material going off to be recycled into new products jumped from 1.6 tonnes in 1997 to 16 tonnes in 1998.

"The public will notice two obvious things at (name of event). Where possible, all items sold by (stalls, traders, shops etc) will be in environmentally friendly recyclable containers or wrap." continued (name).

"There also will be colorful recycling stations scattered throughout the (grounds, street etc). These special stations will guide (event type ) goes into disposing of their waste into recyclable groups. In fact, the recycling stations themselves are 50% made from 2 litre plastic recycled milk and juice bottles." (he/she) continued.

Common uses for recycled material include: aluminum and steel ingot, paper products like newspapers, pizza trays and egg cartons, glass products, plastic products including irrigation piping and wheelie bins.

(Name said) that the result of all the behind the scenes effort will be a litter free (event type), a pleasant environment for the public to enjoy all the attractions, and the knowledge that they have organised environmentally friendly outcome.

Ends

For further information contact : (name of contact and telephone number)

## STEP. 6 COMMUNICATION & PROMOTION

### 6.2 MEDIA RELEASE – AFTER EVENT

WASTE PROGRAM A SUCCESS AT (Name of Event)

The (name of event) was a cleaner and more successful event this year than in the past.

Through introducing the new Waste Wise program from EcoRecycle Victoria, the (type of event) dramatically reduced the amount of waste going to landfill from the event.

It was estimated that .....(units, tonnes etc) of materials, predominately (aluminum, paper,) were taken away by (name of contractor) to be recycled. "Comparing it to previous years, when everything would have ended up at the tip, it has been a great success." said the event spokesperson (name).

Because of the program the Waste Wise program the event was virtually litter free. "I think the bright easy to use recycling stations reminded people to do their bit and use the bins. I noticed lots of kids giving their parents a hand!" said (name).

"Most of the traders also did their bit and cooperated by being thoughtful and using recyclable wrapping and containers. By doing this it was easier to close the loop and make the event as environmentally friendly as possible."

'The help from (list those who had an effect on the Waste Wise program including suppliers and contractors) really convinced us that the (name of event) is now well and truly waste wise.

Ian Coles, Chief Executive of EcoRecycle Victoria commended (name of event) on their efforts, "The battle against litter and waste is important particularly at events that traditionally generate a high proportion of waste.

"The success of a sustainable future is very dependent upon individuals taking responsibility, and doing their bit to reduce waste. The (name) community is to be praised for embracing the Waste Wise Program." he said.

Ends

For further information: (name and contact phone number)

## STEP. 7 EVALUATION

All the hard work you have put into designing, implementing and managing your Waste Wise event program needs to be assessed. What benefits were gained? How much material was successfully diverted from landfill?

A meeting with event participants (e.g. caterers, vendors, organisers, council and members of the public) should also give you some good anecdotal feedback.

This will allow you to quantify the effectiveness of waste reduction, reuse, recycling, composting and litter control at your event. It will also show where adjustments to your plan can be made for a better result at your next event.

If you intend to promote your events Waste Wise achievements in the media it is recommended that you assess waste diversion using the Do It Yourself Waste Audit (page 50).

This information can then be used in:

- media follow-up;
- cost / benefit analysis;
- assessing the viability of future Waste Wise programs; and
- assessing the impact of communications programs and the need to change the focus of such activities (to address issues like contamination of recycling bins).

What you need to find out to evaluate your success.

1. How much waste was diverted from the rubbish tip (in cubic metres)?
2. Key performance indicators:
  - contamination in recycling bins;
  - recyclables in the wrong recycling bin;
  - recyclables in waste bins; and
  - litter.

Here's how to assess waste diversion from an event

1. Depending on your events budget you may be able to contract this task to an independent environmental auditor. For auditors in your area contact EcoRecycle Victoria on 1800 35 32 33 (Victoria only) or your local council waste management team.



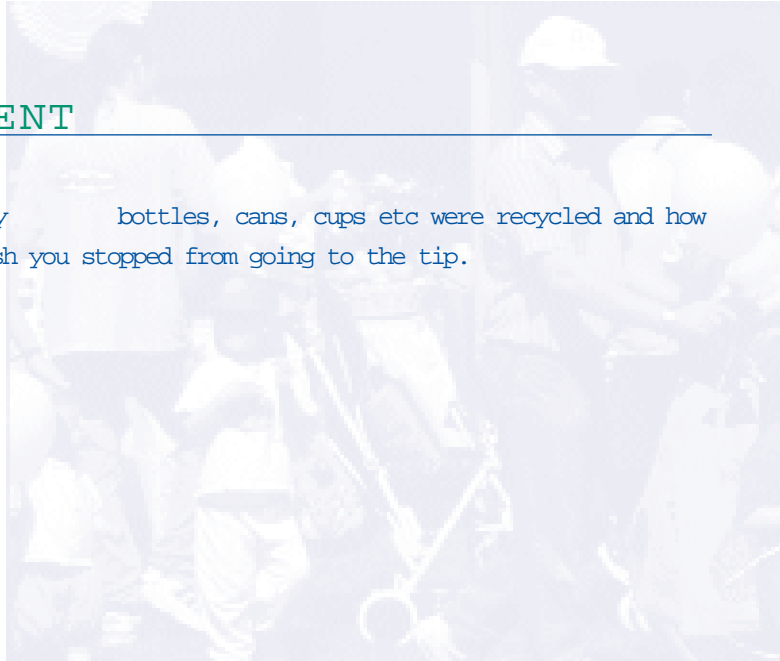
## STEP. 7 EVALUATION

### Assessing Litter

Contact Keep Australia Beautiful Victoria (ph: 03 9682 9099) for advice or professional assistance with conducting an event litter audit.

### ACHIEVEMENT

- Know how many bottles, cans, cups etc were recycled and how much rubbish you stopped from going to the tip.



## STEP. 7 EVALUATION

### DO IT YOURSELF WASTE AUDITS

1. Perform audit as soon as possible (preferably on the day of the event) to avoid waste decomposing and becoming a health hazard.
2. Select a sample number of both recycling and waste bins using the following guide:

Number of waste bins used	Number to be audited	Number of recycling bins	Number to be audited
<50	5	<50	5
50 - 100	8	50 - 100	8
100 - 200	10	100 - 200	10
200 - 500	15	200 - 500	15
500 - 1000	20	500 - 1000	20

Try to audit bins from across your event site based on a representative sample relative to the bins placement.

3. Establish an area (either on site or off) to perform the audit.
  - audit area should be out of the wind;
  - equipment required;
    - table or sheet of plastic (on the ground) to counted contents of bins on;
    - audit summary sheet (page 49 - 50);
    - pencil/pen;
    - calculator; and
    - scales to weigh material collected.
4. Spread contents of one bin at a time onto your table or plastic sheet:
  - separate the material into its separate material types (as per those used on the audit summary sheets page 52 and 53).
  - systematically count and record material types on page 52.
  - Weight all material types separately and record on page 53.  
eg. the weight of aluminium was...

# STEP. 7 EVALUATION

## 7.1 WASTE DIVERSION AUDIT

Step 1. Work out this events waste being diverted from the tip

Eliminate Volume of materials eliminated	See the materials master list (pg13)	Cubic metres = _____
Reduce Volume of materials reduced	See the materials master list (pg13)	Cubic metres = _____
Reuse The volume of materials reused	See the materials master list (pg13)	Cubic metres = _____
Recycle Volume of materials recycled	See recycling agents receipts	Cubic metres = _____
Compost		_____

Step 2. Assess past waste diversion

	A WASTE SENT TO THE TIP	B WASTE DIVERTED FROM THE TIP (RECYCLED)	PERCENT OF WASTE DIVERTED = $\frac{B}{A+B} \times 100 = X\%$
Year one			
	cubic metres	cubic metres	%
Year two			
	cubic metres	cubic metres	%
Year three			
	cubic metres	cubic metres	%
Total	=	=	
	cubic metres	cubic metres	%

Step 3. Assess waste diversion from this years event

	A WASTE SENT TO THE TIP	B WASTE DIVERTED FROM THE TIP	PERCENT OF WASTE DIVERTED = $\frac{B}{A+B} \times 100 = X\%$

Step 4. Comparison between base figure and this event:

Waste sent to the tip	cubic metres	cubic metres	cubic metres	%
Waste diverted from the tip	cubic metres	cubic metres	cubic metres	%
Percent of waste				

# STEP. 7 EVALUATION

## 7.1 WASTE DIVERSION AUDIT

Step 1. Work out this events waste being diverted from the tip

Eliminate Volume of materials eliminated	See the materials master list (pg13)	Cubic metres = _____
Reduce Volume of materials reduced	See the materials master list (pg13)	Cubic metres = _____
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Recycle Volume of materials recycled	See recycling agents receipts	Cubic metres = _____
Compost		_____

Step 2. Assess past waste diversion

	A WASTE SENT TO THE TIP	B WASTE DIVERTED FROM THE TIP (RECYCLED)	PERCENT OF WASTE DIVERTED = $\frac{B}{A+B} \times 100 = X\%$
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	cubic metres	cubic metres	%
Year two			
	cubic metres	cubic metres	%
Year three			
	cubic metres	cubic metres	%
Total	=	=	
	cubic metres	cubic metres	%

Step 3. Assess waste diversion from this years event

	A WASTE SENT TO THE TIP	B WASTE DIVERTED FROM THE TIP	PERCENT OF WASTE DIVERTED = $\frac{B}{A+B} \times 100 = X\%$

Step 4. Comparison between base figure and this event:

Waste sent to the tip	cubic metres	cubic metres	cubic metres	%
Waste diverted from the tip	cubic metres	cubic metres	cubic metres	%
Percent of waste				

# STEP. 7 EVALUATION

## 7.2 AUDIT SUMMARY SHEET - PART A

	Plastic wrappers																			
	Food scraps																			
	Bottle tops																			
	Paper																			
	Cardboard																			
	Polystyrene																			
	Liquid paper board																			
	cartons																			
	Polypropylene																			
	HDPE - coloured																			
	HDPE - clear (dairy)																			
	Glass jars																			
	Glass bottles																			
	Steel cans																			
	Aluminum cans																			
	PET cups																			
Type of bin (recycling/waste) Taken from																				
Bin/bag number (location)																				

# STEP. 7 EVALUATION

## 7.3 AUDIT SUMMARY SHEET - PART B

Plastic wrappers																				
Food scraps																				
Bottle tops																				
Paper																				
Cardboard																				
Polystyrene																				
Liquid paper board																				
cartons																				
Polypropylene																				
HDPE - coloured																				
HDPE - clear (dairy)																				
Glass jars																				
Glass bottles																				
Steel cans																				
Aluminum cans																				
PET cups																				
Taken from																				
Bin/bag number (location)																				





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