

## BEING WASTE WISE AT EVENTS

As part of Sustainability Victoria's Waste Wise Program, the Barwon Regional Waste Management Group would like to help you to reduce waste & litter at your next event.

Your event may be eligible to receive free use of the Barwon Regional Waste Management Group's recycling bin caps and assistance from the Barwon Regional Waste Management Group's Regional Education Officer to help plan for waste management at your event.

To be eligible to become a Waste Wise event & use the Barwon Regional Waste Management Group's recycling caps you will need to commit to the following:

- To send the stallholder information sheet (attached) out to your vendors explaining the types of packaging you require them to bring or explain verbally that all packaging must be recyclable and meet the Waste Wise requirements
- Organise for the provision of recycling bins at the event and the removal of the recycling from the event to a recycling facility at the end of the event
- Organise for the provision of rubbish bins at the event and the removal of rubbish generated at the event to a landfill or transfer station at the end of the event
- To look in the bins at the end of the event and record information describing the quantities of recyclables and waste materials created at the event in the final report (template attached).

## TIPS FOR SUCCESS

- Make sure recycling bins **ALWAYS** have a rubbish bin beside them – as pictured here
- Inform all of your staff, volunteers and waste contractors that you are a Waste Wise event & ask them to assist in making sure the recycling is kept separated from the rubbish
- Make announcements to inform the patrons that you are Waste Wise & ask them to put the right thing in the right bin
- Ask vendors not to bring polystyrene. This is not recyclable & often ends up contaminating your recycling stream
- Look in the bins at the end of the event and use the assessment sheet to record information for your final report
- Promoting that you are a Waste Wise event in programs or other promotions (logo is available for your use)
- Hang the Waste Wise Event banner at the entrance to the event.



## WASTE WISE EVENT APPLICATION FORM

**\*\*\*To be returned at least 4 weeks prior to the event**

To: Regional Education Officer  
Barwon Regional Waste Management Group  
Fax no: (03) 5277 9979  
Email: [amy.obrien@brwmg.vic.gov.au](mailto:amy.obrien@brwmg.vic.gov.au)

Our event would like to apply to become a Waste Wise Event

\_\_\_\_\_ on \_\_\_\_\_  
(Name of event) (Date)

The \_\_\_\_\_ confirms its commitment to:  
(Name of organisation managing the event)

- Send the stallholder information sheet (attached) out to our vendors explaining the types of packaging we require them to bring or explain verbally that all packaging must meet the Waste Wise requirements
- Organise for the provision of recycling bins at the event and the removal of the recycling from the event to a recycling facility
- Organise for the provision of rubbish bins at the event and the removal of rubbish generated at the event to a landfill or transfer station
- Look in the bins at the end of the event & record information describing the quantities of recyclables and waste materials created at the event in the final report (template attached) or pay for delivery of the bin caps.

Yours sincerely,

---

(Signature & name of representative managing the event)

## BIN CAP BOOKING FORM

Please note: There is no charge for the hire of the events caps, however **events will be billed for the cost of replacing any damaged or missing caps**. The caps are available from:

- GDP Industries, Slevin Street, North Geelong
- Anglesea Transfer Station, Coal Mine Road, Anglesea
- Don McKays Farm Supplies- Pound Rd Elliminyt

Collection Date: \_\_\_\_\_

Return Date: \_\_\_\_\_

Contact person: \_\_\_\_\_ Contact Mobile: \_\_\_\_\_

Number of rubbish caps (red): \_\_\_\_\_

Number of recycling caps (yellow): \_\_\_\_\_



## WASTE WISE EVENT FINAL REPORT

**\*\*\*To be returned within one month following the event**

To: Regional Education Officer  
Barwon Regional Waste Management Group  
Fax no: (03) 5277 9979  
Email: [amy.obrien@brwmg.vic.gov.au](mailto:amy.obrien@brwmg.vic.gov.au)

Please fax or email back to the details above within a month of the event taking place.

Events who do not submit their report within this timeframe  
will be invoiced for the cost of bin cap hire at a rate of \$10 per cap.

### Event details

Name of the event: \_\_\_\_\_

Location: \_\_\_\_\_

Event Date: \_\_\_\_\_ Estimated no. in attendance: \_\_\_\_\_

### Waste management infrastructure

No. of recycling bins used: \_\_\_\_\_ No. of waste bins used: \_\_\_\_\_

Size & number of other infrastructure used (eg: skips, cardboard trailers etc):  
\_\_\_\_\_

### Waste created

You will need to look in the bins at the end of the event and use the assessment sheet over page to gather this information, remember a large wheelie bin is 240 litres.

Please note: **Contamination** means the wrong thing in the wrong bin, for example rubbish in with bottles & cans or bottles and cans in with rubbish.

Streams provided (please tick)	Estimated Volume (Litres) or Weight (Kg) collected	% Of the volume that was contamination
<input type="checkbox"/> Paper and Cardboard		
<input type="checkbox"/> Bottles and Cans		
<input type="checkbox"/> Rubbish		

### What worked?

What parts of the waste management at the event worked well? \_\_\_\_\_

\_\_\_\_\_

What parts of the event waste management could do with improvement next year? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did you promote that you were a Waste Wise Event? \_\_\_\_\_

\_\_\_\_\_



## WASTE WISE EVENT STALLHOLDER INFORMATION SHEET

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

### What is a Waste Wise Event?

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

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

### What are the benefits to stallholders?

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

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

### What can you do?

You can help reduce litter and waste by:

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

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

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

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

Assess Your Packaging

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

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

**(PLEASE NOTE THAT PLASTICS CODED 1-7 CAN BE RECYCLED AT THIS EVENT)**

### Become Aware of the Alternatives

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

### Where can you access Waste Wise packaging?

Byars Flexible Packaging	135 Fyans St. Geelong VIC 3220. Ph: 5229 9998 <a href="http://www.byars.com.au">www.byars.com.au</a>
Bunzel	37-47 Rocco Drv. Scoresby VIC 3179 Ph: 9212 9300 <a href="http://www.bunzl.com.au">www.bunzl.com.au</a>
Corporate Express	37 Mercer St. Geelong VIC 3220 Ph:5215 5600 <a href="http://www.ce.com.au">www.ce.com.au</a>
Reward Distribution	38 Leather St. Breakwater VIC 3219 Ph: 5222 3322 <a href="http://www.rewarddistribution.com.au">www.rewarddistribution.com.au</a>
Bidvest Hospitality Supplies	310 Boundary Rd Breakwater VIC 3220 Ph: 5240 8100 <a href="http://www.bidvest.com.au/">http://www.bidvest.com.au/</a>
Lombards	76 Old Geelong Rd Hoppers Crossing Ph: 8742 7233 <a href="http://www.lombard.com.au">www.lombard.com.au</a>

**Please note: (Insert Event) has banned polystyrene packaging this year. Stallholders are not permitted to bring polystyrene packaging to the event. Thank-you**