

Waste Wise Management Plan



The success of any Waste Wise event is a collaborative effort between event organisers, volunteers, attendees, vendors, and contractors.



All events have the potential to generate waste, but the total amount can be decreased significantly with consideration, problem solving and the development and implementation of a waste avoidance and waste management plans.

Reducing waste has many benefits to your event and for our region and beyond, from cost saving in waste management, helping to preserve our waterways and native vegetation to reducing our impact on natural resources and waste going to landfill.

No one wants the reputation of their event ruined by poor planning or practices.

The East Gippsland Shire Council Waste Minimisation Team are here to help you with your resource recovery and waste minimisation during your event planning.

Event organisers can implement strategies such as reusable dishes, resource sorting stations, composting, and recycling initiatives to divert materials from landfills and promote resource recovery and responsible waste management.

The resource recovery and waste minimisation starts with the identification of the different resource streams to manage:

Reusable Drink ware, crockery and other items 	Drink containers container deposit 	Special collection e.g. Shuck don't Chuck 
Organics Food and compostable packaging 	Cardboard 	General waste 

Prior to the event

Have you reached out to the EGSC waste team or waste management services for advice on waste management and resource recovery?

Have you ensured that your vendors are using materials in line with your agreement?

Have you established if your vendors are responsible for their own waste management?

Have you arranged for drop-off and collection of all resource recovery / bin infrastructure and materials required?

Have you shared the key messages to promote the event waste / resource recovery objectives with all event staff, volunteers, vendors, contractors, attendees, and community?

Front of house

Have you identified areas on your event plan that the attendees will likely eat and drink?

Have you identified areas on the event plan that are appropriate areas for bin stations including where attendees will likely want to dispose of waste items?

Have you estimated the potential amount of each waste stream generated at your event?

Have you created clear signage to assist event attendees to do the right thing?

Have you established a team (paid or volunteers) of bin fairies / zero heroes to assist event attendees to do the right thing including training to ensure they have a consistent message for event attendees?



WILD HARVEST FESTIVAL

Back of house

If using reusable crockery etc, have you ensured there are appropriate dishwashing facilities and established a team to manage this process?

Do you have a system in place to ensure that vendors have adequate access to reusable vessels?

Have you developed a process for servicing the bin stations?

Have you ensured that you have enough back of house storage for each resource management items / bins and resource streams?

WASTE WISE MANAGEMENT PLAN



GREEN MY MUG



GREEN MY PLATE



PORT FAIRY FOLK FESTIVAL

Processing Contactors

Have you organised a process for collection and transfer of resources?

After your event

Have you organised a team for a cleanup of the event site to ensure it is left better than you found it?

Have you a process for collecting data of resource recovery and waste from your event?

Resource item	Volume kg/L
Compostable material	
Special collections	
Cardboard	
Container donations	
Reusables	
Recyclables	
General waste	

Have you set up communications with results to all stakeholders including thanking them for their efforts?

The Waste Management Plan Template

Completing this plan will meet Council's permit conditions for Waste Management at events held on land managed by Council. The detail required depends on the proposed number in attendance and activities to be held on the site.

Event details

Name of event:			
Venue/Location:			
Event date:		Duration of event (hours):	
Type/style of event:			
Approx. number of visitors expected:		No. of food stalls:	No. other stalls:
Alcohol available:	Yes	No	

Waste Profile

Material expected at the 3 stages of your event	
Before: Bump in	
During: At event	
After: Bump out	

Waste Strategy

What actions will be taken to reduce the contamination of recycling bins and single source of resource recovery bins? Eg. Waste signage, use of volunteers as bin monitor, waste audit, roving performers, etc	
What actions will be taken to avoid single-use plastic waste? Include in vendor terms and conditions so that no single use plastic is to be used including, washable reusable items, cutlery, decorations, plastic bags, plastic straws, balloons and decorations, individual food sachets	
How frequently will the bins be serviced/emptied during the event?	
Provide information on the management of the bins throughout the event to avoid the bins overflowing and wind-blown rubbish. Include: staff roster, resource bin storage	
Provide the details of the waste contractor, and how the waste streams will be processed. Note: that this may be different for each stream including container donations and organics	
What other waste facilities are required? Eg: grey water and liquids	
What litter management actions will be taken? Eg. Signage, litter volunteers	
How are you planning to communicate your event waste management to vendors/volunteers/attendees? Eg. Message in booking process, signage, media, sharing guidelines	
What other resource recovery strategies are to be implemented?	

Bin Infrastructure

What waste streams are to be collected?	General waste Recycling Organics Cardboard Container Deposit Other : please specify
Where will the bin stations be located across the site? Attach the site plan with expected bin stations noted	
Have you spoken with the resource recovery, waste contractor or Council's Waste Minimisation team to discuss the infrastructure requirements prior to ordering bins?	
Calculate the right number and type of bins by considering available space, expected attendance, vendor type and resource separation.	Container Deposit Compost Special collections Recycling General waste
What bin types are required?	3m General Skip bins 3m Recycling Skip bins 240L waste bins Bin station frames Bags Trailer for CDS collection

Evaluation

Calculate total amounts of resource recovery was generated for your event Eg. No. CDS containers, kgs of organic material to compost, m ³ of cardboard and recyclables	
Calculate total amounts of waste to landfill Eg. No. x full 240 litre bins	
Complete a waste management report including: • Waste data • What worked well (and what could be improved) • Provide feedback to feedback@egipps.viv.gov.au	