



Waste Wise Events Guide

Disclaimer

This publication is intended as a guide only for event organisers to assist with planning an event. It is not a substitute for professional advice on legislative requirements.

East Gippsland Shire Council accepts no responsibility for errors or omissions in this document. Information in this document is subject to change.

For further information, or if you have feedback regarding this document, contact Council's Events Team or Waste Minimisation Team on 03 5153 9500 or feedback@egipps.vic.gov.au

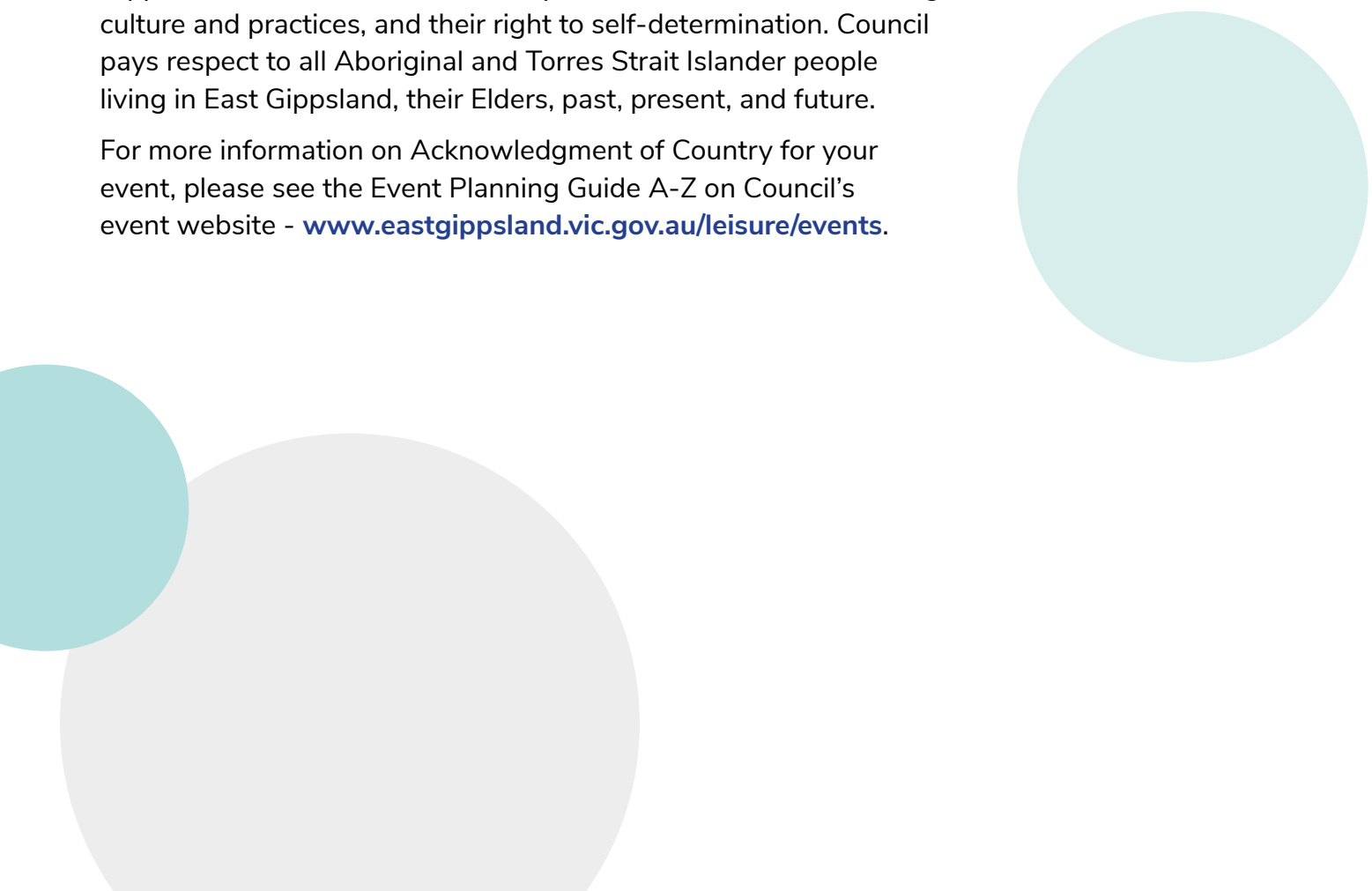
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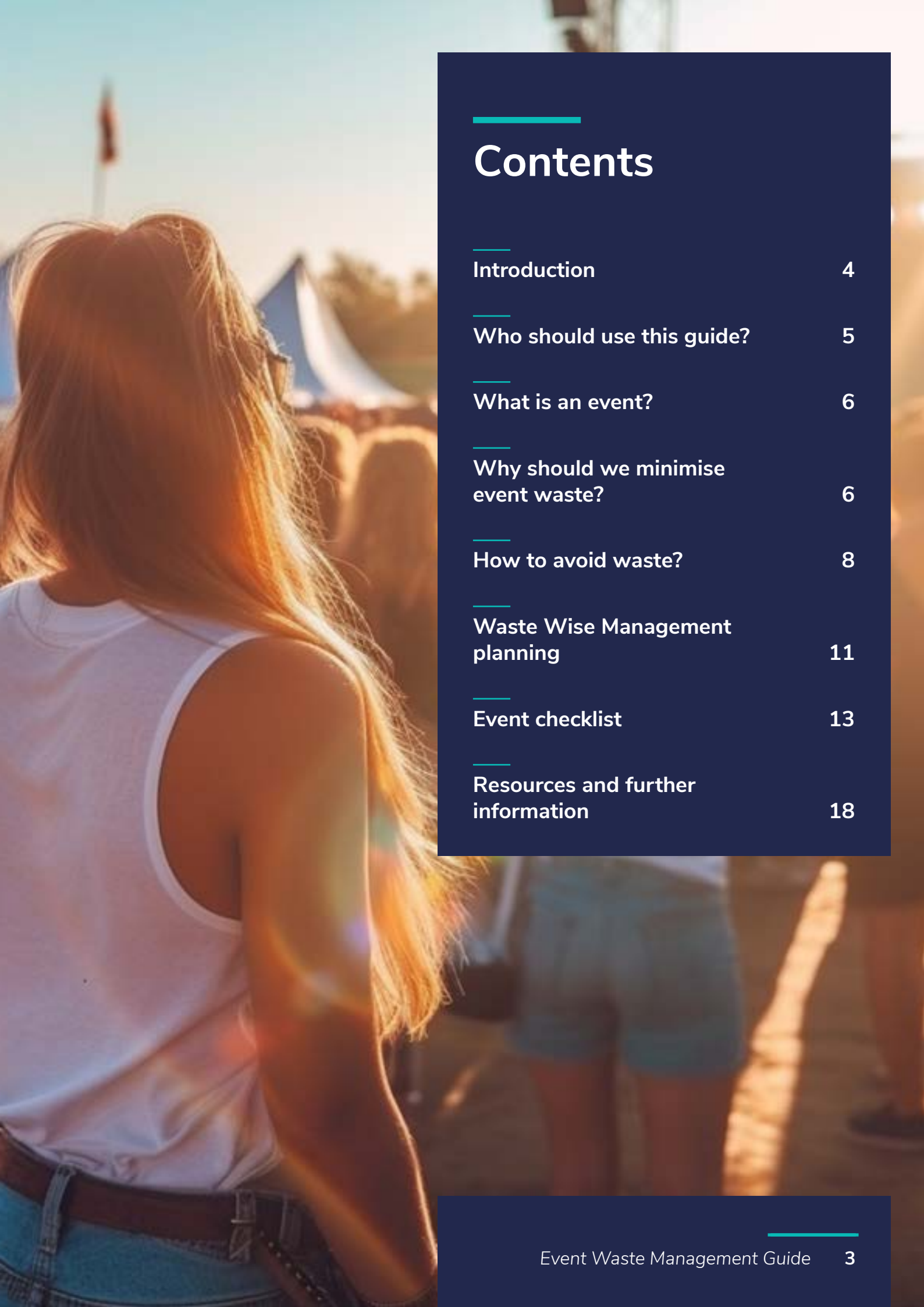
Acknowledgment of Country

East Gippsland Shire Council acknowledges the Gunaikurnai, Monero and Bidawel people as the Traditional Custodians of the land that encompasses East Gippsland Shire, and their enduring relationship with Country.

The Traditional Custodians have cared for and nurtured East Gippsland for tens of thousands of years. Council values their living culture and practices, and their right to self-determination. Council pays respect to all Aboriginal and Torres Strait Islander people living in East Gippsland, their Elders, past, present, and future.

For more information on Acknowledgment of Country for your event, please see the Event Planning Guide A-Z on Council's event website - www.eastgippsland.vic.gov.au/leisure/events.



A background image showing a woman with long blonde hair, seen from behind, wearing a white tank top and blue jeans. She is looking out over a crowd of people at what appears to be a festival or outdoor event. The scene is bathed in warm, golden light, suggesting late afternoon or sunset. In the background, other people and structures are visible but out of focus.

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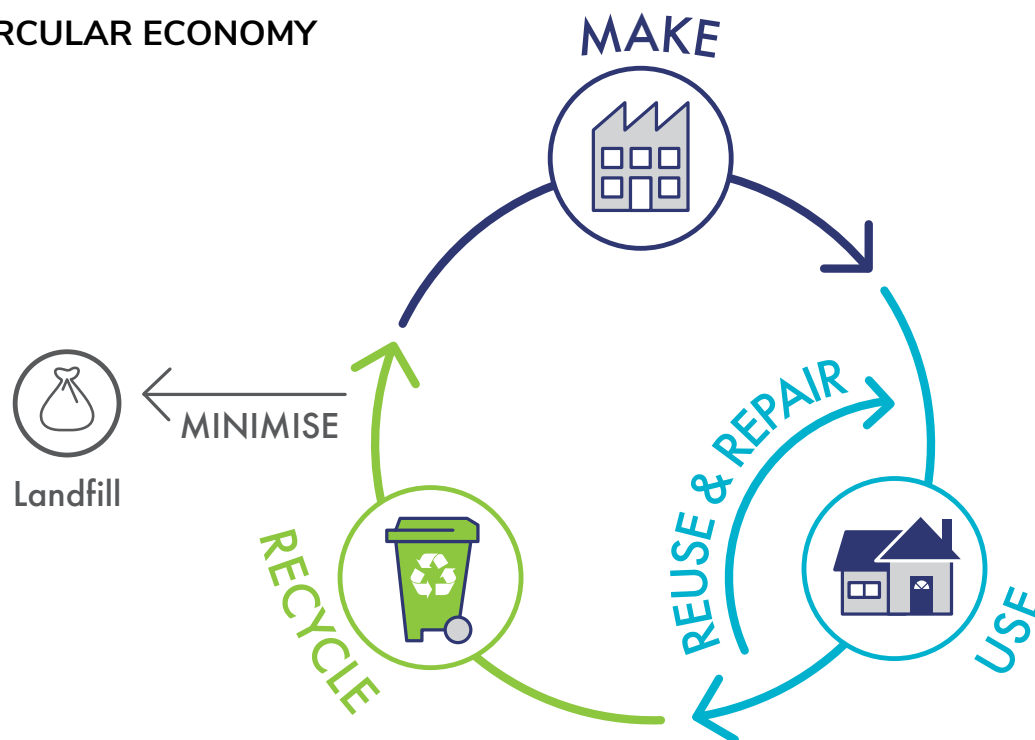
Introduction

Welcome to the Waste Wise Events Guide!

East Gippsland Shire Council is committed to encouraging, promoting, and supporting best practice waste management in our communities, including events. As part of our commitment, we encourage all events in our region to use this guide to inspire and provide strategies towards waste free events and beyond.

Whether you are planning a community festival, a corporate gathering, or a local market, this guide provides valuable resources, tips, and best practices to help you reduce your event's environmental impact, enhance resource efficiency, and create positive outcomes for all concerned. It will assist you to promote, design and implement an effective system to minimise the amount of waste that gets sent to landfill because of your event and maximise the positive footprint of your event.

THE CIRCULAR ECONOMY



Through supporting waste-wise event management in East Gippsland, we are working towards a circular economy which continually seeks to reduce the negative environmental impacts of production and consumption, while enabling economic growth. This means creating a framework of first avoiding potential waste away from single use, disposable items, to recovering, reusing, and recycling as often as possible.

There are a range of choices available, spanning from “Waste Wise” practices to “Leave No Trace” principles. Events can tailor their sustainability efforts to align with their specific goals and values, contributing to a more eco-conscious and environmentally friendly event landscape.

Let us work together to make memorable events that leave a positive legacy that is a sustainable experience for everyone involved!

Who should use this guide?

This guide is designed to be used by all event organisers, stall holders, vendors, event contractors, venue owners and council staff including:

1. Event organisers within the East Gippsland Shire who wish to improve Waste Wise practices at their event
2. Event or market organisers on council owned or managed land, including civic events.
3. Event organisers who aim to reach the positive Leave No Trace standard of event organisation.

What is an event?

Gatherings, despite their size can be considered events. Usually, more planning needs to be considered with larger events as more vendors and attendees have the potential to create more waste.

However, even micro and small events can create a significant amount of waste if not carefully planned. Examples of micro events may include committee meetings that have a printed agenda or reports and catering compared with some extra-large events held in East Gippsland such as the country racing meets or Paynesville Classic Boat rally with thousands of attendees, and multiple food and drink vendors.

This guide considers event size as:

- **Micro** – small meeting of individuals up to 20 people
- **Small** – meetings or activities between 20 – 100 people
- **Medium** – 100 – 500 people
- **Large** – 500 - 1000 people
- **Extra-large** – 1000+ people



Why should we minimise event waste?

Reducing waste has many benefits to your event and for our region and beyond, from helping to preserve our rivers, waterways, and native vegetation to reducing our impact on natural resources and waste going to landfill. Reducing the amount of waste produced at an event also can reduce the event waste management costs.

For more information on sustainability, resource recovery and waste minimisation, see Useful Links and Resources on page 18.

At the Waste Wise end of the spectrum, organisers can implement strategies such as waste sorting stations, composting, and recycling initiatives to divert materials from landfills and promote responsible waste management.

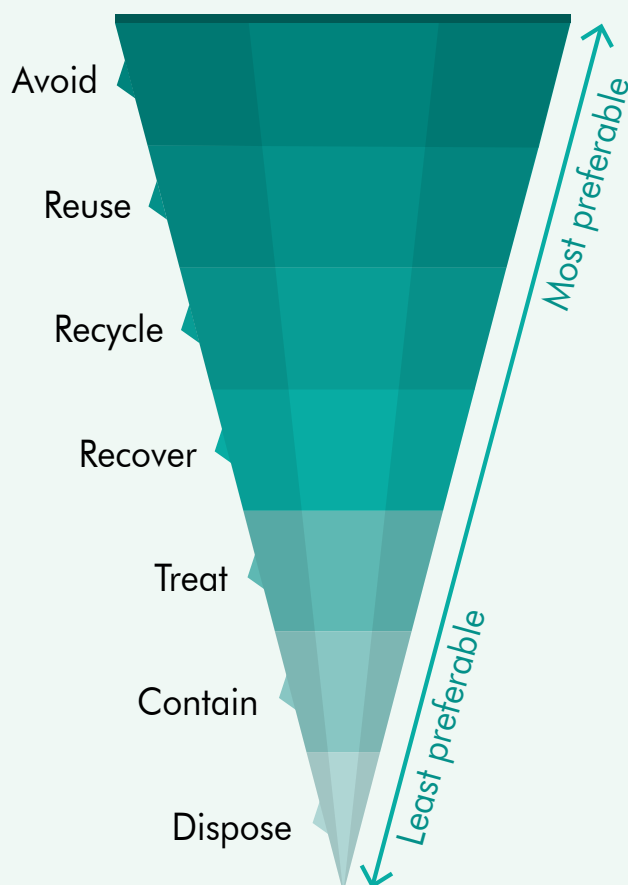
Moving towards a Waste Free approach, events can prioritise reusable materials, minimise packaging, and encourage attendees to bring their own containers and utensils to reduce waste generation.

For those seeking to leave the smallest footprint possible, embracing “Leave No Trace” principles are helpful.

These principles include practices such as careful site selection, limiting the impact to natural habitats, and ensuring thorough clean-up to leave event spaces as pristine as they were found, preserving their natural beauty for future generations to enjoy.

A waste wise event is an event designed so that waste is minimised while avoiding recycling and reuse is maximised, using several strategies which adopt the Waste Hierarchy. The most preferred option is ‘avoidance,’ and the least is ‘disposal to landfill’.

WASTE MANAGEMENT HEIRARCHY



Avoid

Avoid waste in the first place. Identify where you can eliminate the production of waste

Reduce

Reduce the waste you generate. Identify where you can minimise waste by making simple swaps to remove single use items from event planning

Reuse

Similar to reduce, identify where you can access reusable items instead of disposable or single use

Recycle

Use recyclable items available where waste is unavoidable. Set up systems which allow for easy, effective recycling

Disposal to landfill is the last option.

Waste Wise Events is a collaborative effort between event organisers, volunteers, attendees, vendors, and contractors.



How to avoid waste?

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

A Waste Avoidance Plan seeks to proactively address potential problems and mitigate their impact, promoting a more sustainable and responsible approach to event management.

An event avoidance plan seeks to proactively address potential problems and mitigate their impact and promotes a more sustainable and responsible approach to event management. typically refers to a strategy or set of measures aimed at preventing or minimizing the negative impacts associated with hosting an event. This could include addressing potential issues such as noise disturbance, traffic congestion, environmental damage, waste generation, and other concerns that may arise because of the event.



Seven principles to reduce the impact of your event are:

1. Plan and prepare

- a. Set clear goals about what waste production is acceptable to the event organisers and visitors
- b. Collaborate with the vendors and suppliers to ensure they understand and support the event goals.
- c. Plan for sorting, storage, recycling, composting (if available) and reusables.
- d. Promote responsible consumption and consider offering incentives for participating in waste minimisation goals.
- e. Provide well-thought-out infrastructure including clearly labelled bins and washing facilities.

- f. Train staff and volunteers, including being friendly and fun to help engage visitors to “do the right thing”.

2. Be considerate of other patrons and traditional owners.

- a. Respect local customs, traditions, and property rights.
- b. Support local businesses and economies by purchasing goods and services from nearby shops and vendors.
- c. Be mindful of noise levels, especially during quiet hours, to avoid disturbing other campers or residents.
- d. Be friendly, respectful, and empathetic to others to maintain great relationships, and encourage others to do so too.

3. Respect wildlife.

- a. Identify local flora and fauna and share this information with visitors so that are aware of who and what they are sharing the land with (both large and small)
- b. Observe wildlife from a distance and avoid feeding or disturbing animals.
- c. Stay on designated trails to avoid trampling vegetation and disrupting fragile ecosystems.

4. Travel and camp responsibly.

- a. Consider the environmental footprint of travel and suggest public transport, charter transport or carpooling opportunities.
- b. Offer travel carbon calculations and offsets such as local trees and biodiversity planting through Landcare.
- c. Offer reusable camping equipment to prevent tents and sleeping bags from being left behind.
- d. Leave packaging at home.
- e. Dispose of human waste properly by using designated composting toilets.
- f. Choose reusable and eco-friendly products whenever possible, such as refillable water bottles and biodegradable toiletries.

5. Leave nature as you find it.

- a. Avoid the temptation to take anything, (flowers, plants) except your waste.
- b. don't leave anything behind that you have brought to the event.
- c. Leave natural objects and artifacts as you found them to preserve the environment for future visitors.

6. Minimise and dispose of waste properly.

- a. Event planners should plan with vendors and visitors to bring and accept reusable products such as decorations, marketing materials, water bottles, coffee cups, utensils, plates, so that the need for single use items is reduced.
- b. Make available water stations and washing stations.
- c. Communicate well so that the visitors and vendors are aware of waste minimisation standards and goals.
- d. Event visitors attend events to have fun, not necessarily to “do the right thing”. Try to make doing the right thing easy for your visitors - engage Bin Faires or Waste Warrior to help sort waste at bin stations.
- e. Food waste is one of the main waste streams at events. Speak to vendors about small portion options and find a location to take the event compost or food waste prior to event, and plan to collect this waste separately.

7. Protect nature from fire.

- a. Follow local regulations regarding campfires and use existing fire rings where available.
- b. Keep fires small and fully extinguish them before leaving the area.

Waste Wise Management planning

It is necessary to develop a Waste Management Plan to include in your event permit application.

There are many things to consider while organising an event, and minimising waste at your event is equally important to the other elements. The process of waste and resource management begins with identifying potential waste generated at your event. Developing alternative to eliminate waste reduces the overall volumes of waste that then need to be managed. Separating out different streams of resources and waste ensures as much as possible can be recovered for further use and recycling, resulting in minimal waste sent to landfill.

Examples of this stream separation includes clean cardboard and items included in the Victorian Government Container Deposit Scheme (CDS).

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

Waste minimisation and resource recovery starts with Identify different waste streams and minimisation strategies available, and can include:

Identify waste and resources	Identify alternatives	Special programs	Resource and Waste Collection	Stakeholder Communication
Food and drinks	Reusables	E.g. Shuck Don't Chuck	Types and sizes of bins	Event organisers
Packaging	Compostable	Green my Plate Container Deposit Scheme Separate stream collection bins	Bin stations placement Resource storage	Vendors and attendees
Decorations	Recyclable		Bin fairies and signs	Event organisers, vendors and attendees
Marketing	Digital	QR Codes Social media Making your ideas easily accessible and visible to all stakeholders	Signage that is visible, easy to read and obvious	Community and neighbours
Camping	Hiring	Good Intentions	Waste management contractors and volunteers	

While we should all do the right thing when it comes to waste, your attendees have decided to join your event to have fun, not to search for the right bin. As an event organiser, you need to help your attendees to get it right. Careful planning and placement of your bin stations is a good starting point. Bin stations need to be in strategic positions where people are likely to want to dispose of their items. Clear signage means that they can choose which bin to place it in, and the inclusion of bin fairies means they can get help as needed. All these strategies help to ensure that the different streams are free from contamination and can be returned, reused, or recycled with the minimum of effort and fuss.

A clear process of servicing the bins and designated storage system of resource streams will help keep the event site free of litter. Depending on the volume of resource and waste streams, collections can include

trailers, skips or multiple bins. Clear signage in the storage area is also important to ensure that contamination does not occur during the storage of the different waste and resource streams.

Depending on the types of waste and resources collected and separated at your event, you may be able to use one waste contractor to dispose of your collections, or you may need to coordinate collectors for different streams. For instance, some community groups may be keen to collect the container deposit scheme items and use the refund to go towards their community projects. Depending on the volume, individuals or community groups may be interested in compostable materials for community gardens or home chickens. Reaching out to your community may help to provide solutions and keep valuable resources from landfill.



Event checklist

WASTE AVOIDANCE PLANNING



Getting started

Before - event planning

Goals

Have you set goals regarding the waste outcomes and shared these with other event organisers including reducing waste to landfill, using special waste minimisation programs, and / or separating recyclable materials?

Have you identified potential waste generated at your event?

Have you completed a waste avoidance plan for your event?

Have you identified items of waste that you were thinking of using for your event but could delete or avoid?

Have you identified local assets that could be borrowed or hired to be used and reused for your event?

Have you developed a waste management plan to include with your event permit application?

Marketing - share your goals

Website

Does your website or event information include information about waste minimisation/sustainability/regenerative goals?

Social media

Have you included information about your event waste minimisation/sustainability/regenerative goals?

Ticketing

Have you included information about your event waste minimisation / sustainability / regenerative goals during the ticketing process?

Vendors

Set expectations

Have you clearly set the expectations of your event waste minimisation/sustainability to vendors applying to be included in your proposed event?

Make it easy

Have you provided examples of food packaging that would be appropriate?
If using washable plates and glassware, have you explained to your vendors the benefits to them and the process of how it will work?

Attendees

Let them know your goals

Have you clearly set the expectations of your event waste minimisation/sustainability to attendees involved in your proposed event?

Encourage them to do the right thing

Have you invited your attendees to bring their own reuseable items such as Keep Cups, reusable straws, reusable cutlery, and crockery?

Make it easy

Have you ensured the signage designed for resource recovery and waste management at your event is visible, easy to follow and relevant to the items at your event?

Are you able to make announcements during your event to encourage attendees to sort their items and minimise waste going to landfill?

Resource streams

Reusables

- Crockery
- Cutlery
- Glassware
- Signage
- Camping gear

Container Deposit

- For event income
- For community organisation donations

General recycling

- Cardboard
- Plastic
- Glass

Compost waste (if available)

- Food
- Composable packaging

General waste

- Contaminated items
- Personal items
- Soft plastics

Vendor waste

- Take it with them
- Dispose of at event

During - event resource management

Bin stations

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

Have you identified appropriate areas on the event plan for bin stations, including where attendees may want to dispose of waste?

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

Have you developed a process for servicing the bin stations?

Have you ensured that you have enough storage for each resource stream?

Container Deposit Scheme

Have you organised a community partner to manage the CDS items?

Have you organised clear signage to explain that you are collecting the items?

Have you developed a process for collection, storage, transport and processing of the containers?

Compost

Do you have access to a compost facility that will be able to take the volume of compostable materials expected at your event?

Could you collect single streams of compostable materials such as coffee grounds?

Have you informed vendors and/or attendees that you would like to collect their organic materials?

Have you developed a process for collection, storage, transport and disposal of organic materials?

Recycling

Have you provided clear signage of the types of recycled materials that you are able to collect at your event?

Do you expect large quantities of cardboard?

Do you need to organise a separate collection of clean cardboard?

Have you specified what recycled materials that can be collected and ensured signage and bins are clear?

Have organised collection of recycled materials?

General waste

Have you developed strategies to minimise the total volume of waste going to landfill?

Have you engaged with vendors and attendees to help them to separate out all reusable or recyclable materials?

Have you installed clear signage and volunteers to help keep all recyclable items out of the landfill bins?

Reusables

Are you able to provide a reusable service to remove single use items from your event, such as washable crockery or drinkware?

If you have a washable service, have you organised a clear process to ensure that the dishes are available for vendors to use, and attendees are able to deposit them to be rewashed?

If you have a washable service, do the staff and volunteers understand the process?

Bin fairies

Have your staff (including venue-supplied staff) and volunteers had training and been briefed on any accessibility measures or requirements?

Can the Bin Fairies be easily identifiable?

Do Bin Fairies have appropriate equipment and PPE such as gloves and grab sticks?

Signage

Is clear signage available to ensure attendees can identify bin stations?

Are different resource streams easily identifiable?

Post - event review

Clean up – it is the expectation of Council that the event site is left clean and free from litter.

Have you organised a clean-up team to ensure that the event site is left clean and without waste?

Data - amounts of waste streams

Have you calculated and recorded the quantities of each resource stream generated at your event?

Ensure that this data is recorded and reported to Council's Waste Minimisation team.



Event name	
Event organiser	
Event date	
Waste contractor details (if appropriate)	

Waste data	Volumes / number
Waste / resource stream	
CDS collection (number of items)	
Partner organisation for CDS collection (if appropriate)	
General recycling (number 240 L bins)	
Specific recycling (total volume)	
• Cardboard	
• Compost	
• Other (please specify)	
General waste	
Reusable items	
Crockery - flatware	
Coffee cups	
Other (please specify)	
Waste wise equipment / strategies used	
Bin stations	
Resource storage	
Bin fairies / volunteers	

What worked?

- Have you identified processes that assisted in the minimisation of waste generated at the event?
- Were there enough staff and volunteers to manage the waste management and resource recovery during your event?

Innovation

- Have you identified areas that could have been improved to ensure waste at your event was minimised and could be implemented in future

Resources and further information

Compostable packaging

BioPak - www.biopak.com.au

Planet Friendly Packaging - www.planetfriendlypackaging.com.au

Marketing

Black Rainbow Sustainable Printing - www.blackrainbow.com.au

Humanitix - [Humanitix - The humane choice for tickets](#)

Planet positive initiativesLandcare Vic - [EGCMA | Landcare](#)

Leave No Trace Australia - vslnt.com

Shifting Victoria to a Circular Economy - www.engage.vic.gov.au/circulareconomy

Sustainability Victoria - www.sustainability.vic.gov.au

Reuseable equipment

Bairnsdale Party Hire - <https://www.facebook.com/www.bairnsdalepartyhire.com.au>

Boomerang Bags - www.boomerangbags.org

East Gippsland Shire Council Waste Education and Resources -

www.eastgippsland.vic.gov.au/environment-and-waste/waste-education-and-resources

East Gippsland Water Drinking Water Trailer - www.egwater.vic.gov.au/drinking-water-trailer

Gippsland Party Hire - www.gippslandpartyhire.com.au

Good Intentions Camping - www.goodintentionscamping.org

Greenmark pack - www.greenmarkpack.com.au

Green my plate - www.greenmyplate.com.au

Responsible Cafes - www.responsiblecafes.org

The WasteNot Movement – supply of small event reusable crockery with dishwashing service

Carlyemc1980@gmail.com

Waste management services

Bairnsdale Waste and Bairnsdale Waste Bin Hire - www.bairnsdale-waste.business.site

B Alternative – planet positive waste solutions - www.b-alternative.com

Cleanaway - www.cleanaway.com.au

Container Deposit Scheme - [Brandfolder - Digital Asset Management Simplified.](#)

Share Waste - www.sharewaste.com

Tambo Waste - www.tambowaste.com.au



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