

Waste Wise Events Guide

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Introduction

All event organisers and traders must adhere to the following waste minimisation and management requirements.

The amount of waste and litter generated at events can be significant, creating an unsightly mess and resulting in increased clean-up costs. However Council and the general public expect the event environment to be free from litter and that event waste will be avoided where possible and otherwise managed effectively.

Your Waste Management Plan

Event organisers must consider a waste management plan, including:

- Event venue, date, time, type and anticipated attendance
- Main types of waste expected to be generated at the event
- Map indicating the number, type and placement of bins
- Confirmation your bins will be clearly labelled (e.g. labelled garbage, recycling, food waste - no packaging)
- Bin collection arrangements (i.e. collection company, bin delivery and collection times)
- Bin emptying arrangements if there are existing Council bins within your event site
- Types of hazardous waste, how this will be managed (e.g. storage, destination post event) and who is responsible for it
- Cleaning schedule
- Post event litter collection plans

If there are existing Council bins within your event site, you will need to liaise with the waste management team to arrange access for the Council waste collection trucks to empty these bins as part of the normal schedule. As part of this liaison if it is determined these bins need to be emptied more frequently your waste/cleaning contractors will need to do so.

Frankston City Council's Waste Wise Events Policy

Council has a Waste Wise Events Policy, which stipulates requirements for reducing and managing waste at Council events, as well as commercial, community and not-for-profit events on land owned/ managed by Council that require a Council event application form.

Examples of events this Policy applies to can include (but is not limited to) festivals, ceremonies, exhibitions, parties, functions and other recreational activities).

In particular, the policy:

- prohibits the use and distribution of **balloons** at outdoor events;
- prohibits all types of **plastic shopping bags** and **polystyrene food and beverage packaging**;
- restricts the use and distribution of **disposable straws** (i.e. by requiring them to be stored out of the customers' line of sight and provided only when they are requested); and
- includes waste management and site cleanliness requirements.

To view the policy in full, visit frankston.vic.gov.au

Tips for minimising and managing waste at events

These tips can be used by any event organiser or trader involved in events, to help guide waste minimisation and management.

Waste prevention should always be considered alongside waste management, as by avoiding and reducing waste, there is less waste to manage and less of an impact on the environment.

Consider the following alternatives to single-use/ disposable items:

Disposable item	Alternative 1	Alternative 2
Balloons (prohibited at outdoor events, see Policy)	Bubbles, reusable bunting, banners, flags, ribbon sticks or kites (see Zoos Victoria for further ideas)	
Cable ties (disposable)	Reusable cable ties	String that can be reused and/ or is biodegradable (e.g. jute string)
Candles (electronic)	Mobile phone with light on	
Cigarette butts	Designated smoking area with suitable butt bins	

Disposable item	Alternative 1	Alternative 2
	available (must not be in a designated smoke-free area)	
Coffee cups/cups for hot drinks (paper)	Encourage customers to BYO reusable cup*, e.g. by offering a discount (see Responsible Cafés)	Washable cups (e.g. cup hire service, Wash Against Waste) Have reusable cups available for purchase/loan at the event
Condiments (e.g. sauces, salt, pepper, sugar)	Sauce, salt and pepper in refillable self-serve bottles or containers than can be pumped or tipped out	Condiments added by food/ beverage vendor
Crockery and cutlery (disposable)	Encourage customers to BYO container and cutlery*	Washable crockery and cutlery (e.g. cup hire service, Wash Against Waste) Serviettes made from recycled paper instead of plates for finger food
Drink cup lids/ covers (e.g. coffee cup lids, slushy covers)	Provide beverages in cups without a lid, unless a lid is requested	
Glitter (made from non-biodegradable plastic or aluminium)	Avoid	
Glow sticks	Avoid	
Items not made from recyclable materials	Items that are made from recycled materials (e.g. napkins and bags made from recycled paper)	
Overly packaged goods	Goods with no/ less packaging	
Plastic cups (disposable)	Washable crockery and cutlery (e.g. Wash Against Waste)	Refillable cups that can be loaned for a deposit
Plastic film or cling wrap	Reusable containers and food wraps (e.g. reusable silicon covers or beeswax/ soy wraps) for onsite storage	Cellophane wrap (can be home composted)
Plastic shopping bags, including showbags (prohibited at events, see Policy)	Encourage event attendees to bring their own bag or carry goods without a bag (if appropriate)	Reusable bags (e.g. Boomerang Bags) Have reusable bags available for purchase at the event

Disposable item	Alternative 1	Alternative 2
		Paper bags made from recycled paper
Plastic water bottles (disposable)	Drinking water facilities or a hydration station/s that includes water drinking fountains and tap outlets for filling up drink bottles (see below in the ' Event organiser checklist ')	Encourage event attendees to bring their own reusable water bottle Have reusable water bottles available for purchase at the event
Polystyrene boxes	Cardboard boxes	
Polystyrene clams, bowls and cups (prohibited at events, see Policy)	Reusable clams, bowls and cups	Encourage event patrons to bring their own clean reusable container/ plate/ bowl/ cup* Paper-based cups, clams and bowls or similar, made from responsibly sourced materials (e.g. FSC® certified paper, sugarcane, bamboo)
Promotional material and other printed materials	Online promotions and information	
Serviettes	Only give out when requested or required	Serviettes made from recycled paper
Stirring sticks	Sugar stirred in by beverage vendor	
Straws – disposable (restricted at events, see Policy)	Keep out of customer line of sight and only give out if requested	Reusable, edible or paper straws
Takeaway containers	Encourage event attendees to bring their own reusable clean container to refill (see Trashless Takeaway or BYO Container for information and resources)	
Tickets	eTickets that can be displayed on mobile phones	
Waxed cardboard boxes (can't be recycled)	Non-waxed cardboard boxes	

* Food safety regulations in Victoria do **not** prohibit a registered food business from serving food or drink in a container provided by a customer (see frankston.vic.gov.au)

Event organiser checklist

Stage	Task	Tick when done
Before event	<p>Promote facilities that will help event attendees generate less waste (e.g. hydration stations) in the lead up to the event</p> <ul style="list-style-type: none"> • South East Water hire out their hydration stations for free to a limited number of not-for-profit organisations every year (conditions apply) • Community groups may also be eligible to apply for a community grant to fund the hire of a water drinking station (visit frankston.vic.gov.au for more information – community events category) 	
	Encourage event attendees to bring their own bag, water bottle and/or coffee cup to the event to reduce the amount of disposable items distributed	
	Ensure event stall holders, food and beverage vendors and entertainers are aware of the requirements and suggestions set out in this guide	
	Ensure those involved in the event know what can be recycled and how to use the event bins correctly – If you are engaging a recycling collection through Council, visit the Cleanaway website to find out what can and can't be recycled through this service	
	Ensure the number, size and locations of waste and recycling bins are sufficient for the expected number of event attendees – Additional bins can be hired through Council by completing the relevant event application form (fees apply)	
	<p>Ensure all bins are clearly labelled and identifiable as garbage or recycling</p> <ul style="list-style-type: none"> • E.g. recycling bins have yellow lid/cap plus recycling symbol and information about what can go in recycling bin, garbage bins have red lid/cap • Contact your waste collection service provider for signage or download it from the Sustainability Victoria or Planet Ark website 	
	Ensure all recycling bins are paired with a garbage bin	
	Organise for trained staff, volunteers or waste collection company contractors to be near bins at peak times to guide event attendees in the sorting and correct disposal of waste and recycling	
	Organise incentives for event attendees to pick up litter when they see it at the event (as long as it is safe to do so),	

Stage	Task	Tick when done
Before event	e.g. tokens which can be exchanged for discounts at the event or tickets to go into a draw to win a prize	
	Redistribute leftover food to charity organisations and/ or organise a food waste collection service for the event <ul style="list-style-type: none"> • Contact the charity beforehand and ensure that the donated food is safe (see health.vic.gov.au for more information) 	
During event	Flatten cardboard boxes at the event to prevent the recycling bins/skip filling up too quickly	
	Ensure stallholders are responsible for litter around their site and regularly clean up around it	
	Check that those involved in the event know what can be recycled and use the bins correctly	
	Have regular service announcements over the PA system, encouraging event attendees to pick up any litter they see on the ground for correct disposal, wherever it is safe to do so (i.e. to keep the area clean for everyone to enjoy)	
	Ensure waste water is disposed of to an approved sewer point (mandatory) <ul style="list-style-type: none"> • If no sewer point is available, event organisers must ensure that waste water is contained in an adequate storage container and taken away for safe disposal • Please check with Council's events team if you believe there is a sewer point onsite, as this is not the case for the majority of sites in the municipality 	
After event	Remove any litter left behind after the event and dispose of it correctly (mandatory)	
	Audit the bins – If bins are highly contaminated with items that can't be recycled via the recycling collection service, consider making changes at future events to address this contamination	
	Evaluate the success of your event to identify areas for improvement	
	Celebrate and share your successes in actively working to avoid and minimise waste and litter at the event	