



# WASTE WISE EVENTS IN THE ALPINE SHIRE



**ALPINE**  
SHIRE COUNCIL

# WASTE WISE EVENTS IN THE ALPINE SHIRE

The Alpine Shire is home to a significant number of diverse events all year round.

Celebrations of our regional food and wine, nature-based events, music and arts festivals, a diverse range of running, riding and sporting events and smaller community-based occasions, all contribute vibrancy to our townships and public spaces and provide something for everyone.

Council recognises that these events generate waste and is committed to doing more to decrease the impact of this waste on the local community and environment. Working alongside event organisers, community groups and other stakeholders, Council will build capacity and provide resources and infrastructure to minimise waste generated at events and increase the use and recovery of sustainable materials.

## **BENEFITS OF AVOIDING WASTE**

- ✓ Reduce waste to landfill
- ✓ Preserve our rivers and waterways and protect our native vegetation and fauna from litter and rubbish
- ✓ Reduce the impact on our natural resources by using sustainable materials
- ✓ Meet community expectations and respond to the need for us all to do 'our bit'
- ✓ Reduce the impact of your event on the environment

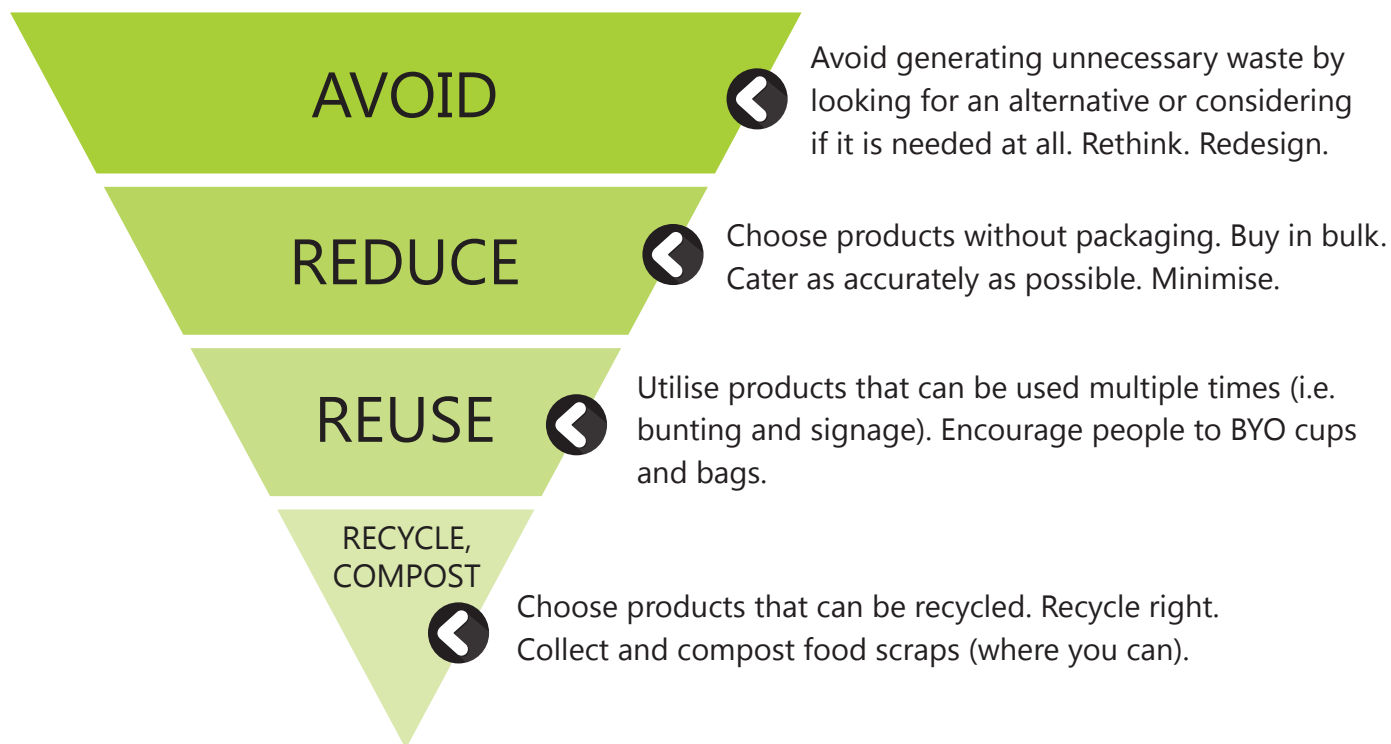


The choices we make in what we buy, how we use products and how we dispose of them is central to improving the way we manage waste in Australia.

(National Waste Policy, 2018).

# WASTE HIERARCHY

The requirements for 'waste wise' events in the Alpine Shire are based on the waste hierarchy. "The waste hierarchy ranks waste management options in order of their general environmental desirability" (WA EPA, 2013), with the most preferred option being 'avoidance' and the least preferred option 'disposal to landfill'.



# ABOUT THIS GUIDE

This guide details Council's waste management requirements for events receiving Council support and for those being held on Council owned or managed land and facilities.

It goes beyond the provision of waste and recycling bins, rather listing actions for delivering 'waste wise events' and moving towards realising a goal of 'zero waste to landfill' from events. Council recognises that it will be a process to realise this goal and that the requirements (the actions) set out in the guide are a first step.

Council acknowledges that the guide outlines new requirements for planning and delivering events in the Alpine Shire and encourages event organisers to utilise the resources listed at the end of the guide and seek support from Council wherever needed.

The waste sector is a dynamic one. As such, this guide and requirements for events will be updated regularly to reflect new developments and opportunities for avoiding waste.

## TIPS FOR YOUR WASTE WISE EVENT

### Before your event:

- ✔ Think about ways your event can avoid generating waste. Begin the process early. Remember waste is everybody's responsibility, so work with everyone involved, including food vendors, contractors and suppliers, and communicate your message. Use this guide and the waste questions in the event permit application as a conversation starter.
  - ✔ After identifying waste that can be avoided, reduced and reused at your event, identify the type and quantity of waste your event will generate and your plans to collect and remove it.
- How many recycling and general waste bins will be needed? Use the fact sheet on Council's website as a guide.
  - Do other special bins need to be provided i.e. cigarette butt or food collection containers?
  - Where will your general waste and recycling stations be located? Consider how people will move around your event and where food vendors and seating will be located (if applicable).
  - How will the general waste and recycling be removed? Talk to Council if you have any questions.

# TIPS CONTINUED

## During your event:

- ✓ Monitor bins. Overflowing bins contribute to incorrect use, have potential to create litter and will make your event unsightly. Use spares if bins are becoming full or for larger events, speak with Council about having a contractor empty bins during your event.
- ✓ Check recycling bins are being used correctly and that there is no contamination. Use signage to help people make the right choice.
- ✓ Monitor litter. Clean up and relocate bins as needed if there are litter hotspots. Be sure to keep bins in pairs – general waste with recycling – this helps with correct use.
- ✓ Make announcements encouraging people to use the correct bin. Remember, waste is everyone's responsibility.
- ✓ Monitor food vendors and stall holders – make sure they are doing what you have agreed to and are avoiding unnecessary waste.

## After your event:

- ✓ Complete a waste evaluation. Did your plan to avoid waste work? Did you generate unexpected waste? Are there alternatives you could use to avoid waste typically destined for landfill?

## Tips:

- ✓ Events of all sizes and types can be 'waste wise' and work towards sending no waste to landfill. Think about the type of waste that will be generated and what alternatives could be used for waste typically destined for landfill.
- ✓ For larger events, make budget allowances for waste management to source resources to avoid and reduce waste and to collect and remove waste in the most waste wise way possible.
- ✓ Understand the different labels – compostable, biodegradable, recyclable. More information is available on Council's website [www.alpineshire.vic.gov.au/waste-wise-events](http://www.alpineshire.vic.gov.au/waste-wise-events).
- ✓ If you have held your event before, consider setting a goal for what you would like to improve from last time i.e. no plastic bottles, collect food waste for composting, no single use merchandise offered.



# 'WASTE WISE' EVENT MANAGEMENT IN THE ALPINE SHIRE

The following table details the requirements for holding events on Council owned or managed land and facilities or for events receiving Council support (financial or in-kind). Examples of 'other options' are offered for event organisers who already have waste wise practices or wish to do more to make their event waste wise and move towards achieving zero waste to landfill from events.

## 1. Commit to holding a waste wise event

MINIMUM REQUIREMENTS:	OTHER OPTIONS:	TIPS:
<ul style="list-style-type: none"><li>✓ Make the commitment to avoid and reduce waste at your event.</li><li>✓ Communicate with vendors about your commitment and the importance of everyone working together.</li></ul>	<ul style="list-style-type: none"><li>✓ Work directly with each stallholder and vendor to ensure they help achieve your waste wise commitment and consider only working with stallholders and vendors who have sustainable products and practices.</li><li>✓ Consider nominating a waste champion to be responsible for waste wise planning, monitoring and management, including taking responsibility for post-event checks and evaluations.</li><li>✓ Explore adding waste wise information to ticketing and pre event communication (i.e. remind people to bring their own refillable water bottle and reusable cups).</li></ul>	<ul style="list-style-type: none"><li>✓ Make announcements during your event to inform patrons of your waste wise efforts and how they can help.</li><li>✓ Direct food vendors and stallholders to resources that can help them choose the most sustainable products. A list to start the process is available online at <a href="http://www.alpineshire.vic.gov.au/waste-wise-events">www.alpineshire.vic.gov.au/waste-wise-events</a>.</li></ul>

## 2. Complete the waste plan in the event permit application

The complexity of a waste plan will differ depending on the size and nature of an event. Talk to a Council officer for help.

MINIMUM REQUIREMENTS:	OTHER OPTIONS:	TIPS:
<p>Waste information needed in your event application includes:</p> <ul style="list-style-type: none"><li>✓ Details of your waste wise commitment and the actions your event will take to avoid waste.</li><li>✓ Details about the number of general waste and recycling bins to be provided, ensuring an adequate amount for event attendees and event type.</li><li>✓ Site map specifying bin placement.</li><li>✓ If not organised by Council, details of waste removal arrangements, including who, how and when. It is a Council requirement to keep recyclable material separate from material going to landfill.</li></ul>	<ul style="list-style-type: none"><li>✓ When developing your plan, consider using volunteers to assist patrons use the right bin and recycle right.</li><li>✓ Share your waste plan with all stakeholders of your event so everyone understands your commitment</li></ul>	<ul style="list-style-type: none"><li>✓ Strategically placed bins, with clear signage helps people correctly separate waste to landfill from recyclable material and will help you achieve your waste wise event.</li><li>✓ Images work well. Consider educational signage at bin stations to encourage correct bin usage.</li><li>✓ If you have held your event before, review previous years waste to help in planning for the number and type of bins.</li></ul>



# 'WASTE WISE' EVENT MANAGEMENT IN THE ALPINE SHIRE

## 3. Avoid single use plastic and products

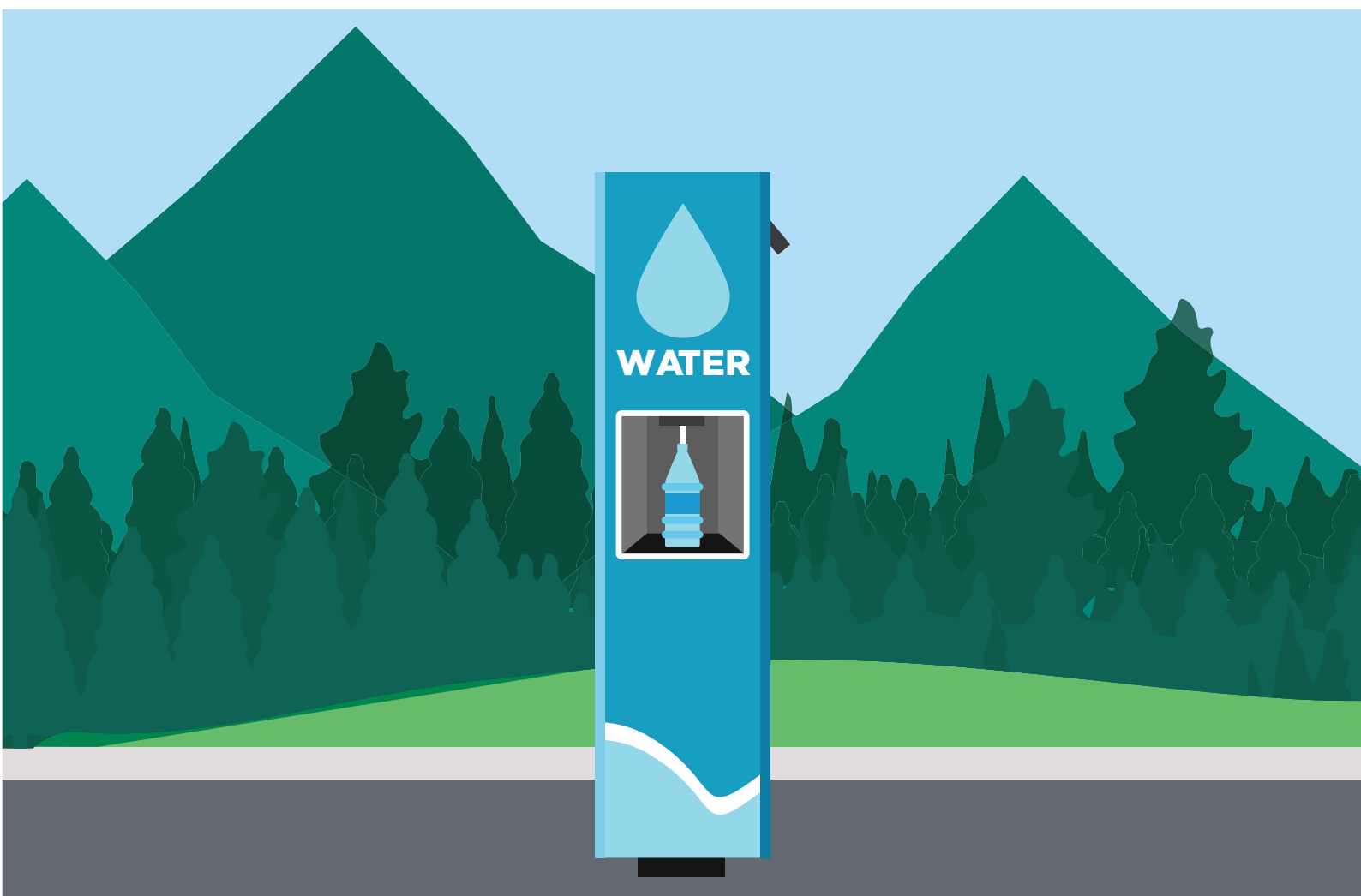
MINIMUM REQUIREMENTS:	OTHER OPTIONS:	TIPS:
<ul style="list-style-type: none"> <li>✓ Coffee cups – accept BYO cups and consider offering an incentive for people using them or disincentive for those not.</li> <li>✓ Water bottles - encourage people to bring their own refillable water bottle. Consider selling reusable bottles and avoid the use of single-use plastic bottles.</li> <li>✓ Plastic cups – where possible use reusable options, consider if people could purchase or pay a deposit for one.</li> <li>✓ Bags – if bags are offered only provide reusable ones. Remember lightweight plastic shopping bags have been banned since 1st November 2019.</li> <li>✓ Straws – avoid the use of straws. If requested sell reusable ones or provide paper options (storing them out of sight).</li> </ul>	<ul style="list-style-type: none"> <li>✓ Water – provide a water station for people to refill their own water bottles (refer to the resources list for where to source one).</li> <li>✓ Food wares, such as plates, cups and cutlery - encourage people to bring their own where possible or offer reusable ones; people could purchase or provide a deposit for the use.</li> <li>✓ Condiments - consider avoiding single use condiments (i.e. salt and pepper, sauces, sugar sachets) (where appropriate and ensuring food safety requirements are met).</li> <li>✓ Single use handouts and merchandise - avoid all single use handouts and merchandise (i.e. balloons, plastic toys).</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use ribbons, bubbles and decorative plants as alternative decorations to balloons and streamers.</li> <li>✓ Store straws and condiments behind the serving area, only provide if asked.</li> <li>✓ Learn about alternatives to single use plastics and products. Research them online or refer to <a href="http://www.alpineshire.vic.gov.au/waste-wise-events">www.alpineshire.vic.gov.au/waste-wise-events</a>.</li> <li>✓ Only provide lids on hot drink cups when requested.</li> </ul>



### 3. Avoid single use plastic and products: continued

#### MINIMUM REQUIREMENTS CONTINUED:

- ✓ Balloons – avoid the use of balloons. No balloons can be released outdoors.
- ✓ Polystyrene cups and products – do not use. Use 100% compostable or recyclable products as an alternative.
- ✓ Stirring sticks – provide and wash spoons or stirrers or provide wooden sticks (which can be collected for an organics bin).
- ✓ Course markings (i.e. bunting and barrier tape) – where possible utilise reusable options, roll them up and keep them for next time. Non-reusable course markings must be removed from the site and disposed of in the most sustainable way possible.



# 'WASTE WISE' EVENT MANAGEMENT IN THE ALPINE SHIRE

**4. Recycle right** – avoid contamination. It is a Council requirement that recycling and general waste to be landfilled be removed separately.

MINIMUM REQUIREMENTS:	OTHER OPTIONS:	TIPS:
<ul style="list-style-type: none"> <li>✓ Provide adequate number of recycling bins for event attendees. Recycling bins must be paired with general waste bins; there must be the same number of each.</li> <li>✓ Monitor recycling bins at your event to ensure the correct use. Make announcements if patrons are not recycling right.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Use waste volunteers to roam your event to assist patrons with correct disposal of waste and recyclables.</li> <li>✓ Increase the amount of reusable products used/ supplied to reduce the amount of recyclables generated.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Empty bins throughout your event (as needed) to prevent bins overflowing and causing incorrect disposal.</li> <li>✓ When planning your event, consider vendors' recycling requirements (in addition to patrons' recycling needs). Consider providing a skip bin for vendors so they can recycle right.</li> <li>✓ During the clean up at the end of your event, ensure only recyclable items go into the recycling bin.</li> </ul>

**PLACE LID IN RECYCLING BIN**



**PLACE CUP IN  
GENERAL WASTE BIN**

## 5. Maintain a litter free event – A litter free space helps your event look and feel better.

MINIMUM REQUIREMENTS:	OTHER OPTIONS:	TIPS:
<ul style="list-style-type: none"> <li>✓ Monitor litter for the duration of your event. Move bins/ place additional bins in a particular area if litter is a problem. Make sure bins are kept in pairs (general waste and recycling).</li> <li>✓ Plan for how patrons will safely dispose of cigarette butts. Consider handing out personal butt ashtrays.</li> <li>✓ Leave your event site clear of all litter at the event conclusion.</li> <li>✓ Hard to clean up waste, such as confetti, is not permitted.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Consider using volunteers to monitor waste at your event and to help place waste and recyclables in the correct bins.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Consider moving bins to car parks and exits at the end of your event to encourage correct waste disposal as patrons leave the event.</li> </ul>

## 6. Review and submit a waste evaluation

BASIC REQUIREMENTS:	OTHER OPTIONS:	TIPS:
<ul style="list-style-type: none"> <li>✓ Complete a waste evaluation at the conclusion of your event, using the provided template from Council. Evaluations must be submitted to Council.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Review your waste plan and note down comments and ideas for your next event. Continually learn and take steps to avoid waste at your event.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Talk to Council if you would like help to complete the waste evaluation to identify opportunities for making more positive changes next time you hold your event.</li> <li>✓ Research waste wise events and being plastic wise online. Learn from other events.</li> </ul>

# 'WASTE WISE' EVENT MANAGEMENT IN THE ALPINE SHIRE

## FOOD WASTE

While Council does not currently offer an organics bin service for food waste, there are still actions you can take to minimise food waste going to landfill. Cater as accurately as possible, take RSVPs if you can. Arrange for food waste to be collected and composted, consider speaking with a waste contractor and/or local community garden or farmer.

## SINGLE-USE PLASTICS – WHAT ARE THEY AND WHY ARE THEY ARE PROBLEM

Single use plastics are disposable items generally only used once - think straws, plastic water bottles, take away coffee cups, plastic utensils, balloons. *"Plastics, when they enter our environment, break up into smaller and smaller pieces, becoming micro-plastic – it does not biodegrade"* (Sustainability Victoria, 2018). Micro-plastics can pollute the environment, enter our waterways and when ingested by animals, can cause serious harm and death.

Plastics also easily become litter and when sent to landfill, contribute to greenhouse gas emissions and climate change. Even plastics labeled biodegradable or degradable can pose problems for the environment.

For more information on plastics and choosing the right type visit Council's website for more information at [www.alpineshire.vic.gov.au/waste-wise-events](http://www.alpineshire.vic.gov.au/waste-wise-events).



# FREQUENTLY ASKED QUESTIONS

## Do I need to submit a waste plan for our event?

**Yes.** All events held on Council owned or managed land and facilities must submit a waste plan to Council to receive an event permit or to book a Council facility. The complexity of the waste plan will be different depending on the size and nature of the event and if food vendors will be involved. The event permit application has the questions that comprise your waste plan.

## Can food and drink be served in cups and containers provided by customers?

**Yes.** As long as the cups and containers are clean and fit for the intended use, Victorian Food safety regulations do not prohibit food businesses from serving food or drink in a container provided by a customer. For more information refer to [www.foodstandards.gov.au](http://www.foodstandards.gov.au) clause 9.

## How do I wash reusable cups, cutlery and crockery to comply with the Food Standards Code?

Information on cleaning and sanitising eating and drinking utensils is available in A Guide to the Food Safety Standards, 3rd edition (2016), appendix 6. Council's Environmental Health Officers can provide advice as well.

## Can takeaway coffee cups be put into Council recycling bins?

**Paper cup – No.** Paper cups have a waterproof lining (made from plastic or wax) and need to be put in the general waste bin.

**Plastic lid – Yes.** Plastic lids can be recycled.

**Compostable cup and lid – No.** Compostable cups and lids can be sent to a commercial composting facility or need to be disposed of in the general waste bin.

## Can disposable plates and cutlery be put into Council recycling bins?

**Plastic plates and cutlery – Yes.** As long as there is no food left on them, they can be recycled.

**Plastic cups – Yes.** Plastic cups can be recycled as long as they are completely empty.

**Polystyrene cups – No.** Polystyrene cups need to be disposed of in the general waste bin.

**Bamboo plates and cutlery – No.** They can be sent to a commercial composting facility or need to be disposed of in general waste bin.

## Can I hire a portable water bottle refill station?

**Yes.** Locally, the Myrtleford and District Landcare and Sustainability Group have a portable water bottle refill station for hire. To find out more and check availability contact Steve (at the Myrtleford Cycle Centre) (03) 5752 1511, Clare on 0439 488 378 or Glenda on 0447 650 403.

North East Water offer three options for water station hire for events. Visit [www.newater.com.au/what-we-do/sponsorship](http://www.newater.com.au/what-we-do/sponsorship) to find out more.



# MORE RESOURCES

- ✓ Visit Council's website [www.alpineshire.vic.gov.au/waste-wise-events](http://www.alpineshire.vic.gov.au/waste-wise-events).
- ✓ Connect with local groups\* providing support and education about minimising waste and single-use plastic.

## **Upper Ovens Sustainability Group:**

The group has developed a toolkit to help event organisers plan and consider waste reduction and waste avoidance. Linked to the toolkit is a resource library of reusable items (i.e. mugs, cutlery, plates, cups) available for loan by other event organisers to help avoid the use of single use items. Visit [sustainableupperovens.org.au](http://sustainableupperovens.org.au) or contact [info@sustainableupperovens.org.au](mailto:info@sustainableupperovens.org.au).

## **Myrtleford and District Landcare and Sustainability Group:**

The group has a water refill station available for hire. For more information contact Steve (at the Myrtleford Cycle Centre) on (03) 5752 1511, Clare on 0439 488 378 or Glenda on 0477 650 403.

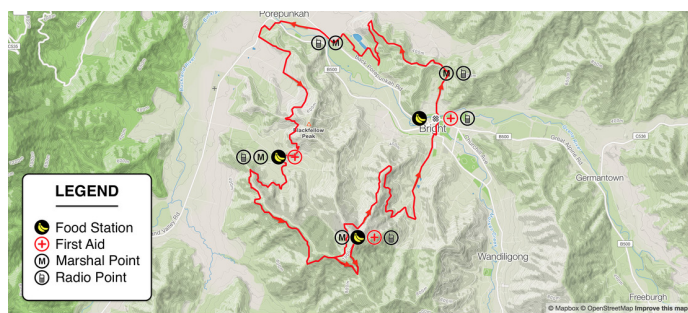
\*If you are a local Alpine Shire community group and provide resources to assist event organisers to plan and deliver events that avoid and reduce waste please contact Council.

## **Sources:**

Alpine Shire Council recognises a range of online resources used to develop this guide as well as conversations with staff from other Local Government Areas.

Surf Coast Shire Council, The Boomerang Alliance, WA EPA, Ecorecycle waste wise toolkit, Zerowaste Scotland, Zero Waste EU, Sustainability Victoria, National Waste Policy, Clean up Australia.

# CASE STUDIES




## 5ZERO – BRIGHT BREWERY

**What:** A totally sustainable social bike challenge. All proceeds go to Alpine Community Plantation to help build and maintain the local bike trail network.

**The challenge:** To help people shift their mindset about the use of self-navigation techniques to make their way around the course.

**The solution:** Entrants traditionally rely on course markers like signage and bunting to navigate their way around the course. 5Zero asked their entrants to shift their thinking and use technology (Strava) and flour arrows on gravel roads to guide them around the course.

**Benefits:** Zero impact - no paper maps, zip ties, bunting, or signage. Also at a minimal cost and a much easier clean-up for organisers. Entrants congratulated 5Zero on doing things differently and some supported the event because of its zero-waste ethos.

 *As creative as you are in getting your event off the ground – put as much focus into your waste....”*




## MAKE IT BAKE GROW IT MARKET

**What:** A local produce and craft market where all items are hand-made or hand-grown. This market has on average 1,000 visitors and 69 stall holders.

**The challenge:** Reducing the biggest waste item at the market – take-away coffee cups, most of which are consumed on-site.

**The solution:** The market works with the Sustainable Upper Ovens group who offer a Cup Library at the market. The Cup Library provides visitors with a cup washing service for free or donation. This reduces waste to landfill and in turn educates visitors to reuse or bring along their own reusable cup.

**Benefits:** With the cup library in place, up to 150 cups were not sent to landfill at a single market. The Cup Library is available to other event operators looking to reduce their waste.

 *Our sustainably-minded customers help to bring about change with our stallholders by helping them look to reduce waste or look for alternatives, like the Cup Library.”*





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