

# Information Sheet

## A simple guide to managing waste, generated at events

By Householders' Options to Protect the Environment (HOPE)

(Updated September 2003)

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### **Introduction**

In keeping with HOPE's charter *to raise awareness of, and encourage active participation in, waste minimisation and the conservation of energy and resources*, we present this Information Sheet to help event organisers better manage wastes that are generated at their events.

HOPE Toowoomba is using EcoRecycle Victoria's booklet *Waste Wise Events* as the source document for this Information Sheet. *Waste Wise Events* details a comprehensive 7 step process and is "Australia's first fully integrated waste, litter reduction, recycling and education program, which provides direction and support to event organisers."

### **The 7 Steps**

1. **Commitment** - Those responsible for organising an event need to be committed to the full process. Include special clauses on waste minimisation strategies in any contracts, permits and agreements that may be needed for the event.
2. **Packaging** - Selecting materials that reduce waste and litter, and can be recycled. Identify packaging items that may be used at the event – and ensure that participating stallholders and vendors adhere to your directives.
3. **Event Equipment** - Match equipment requirements to the packaging materials permitted to be used. Select the right type of equipment – e.g. wheelie bins; recycling stations or a trailer with a cage – to suit your event.
4. **Management System** - Match the management system to the equipment and packaging already determined. Make sure you organise the positioning of equipment and ensure that the equipment is cleared and maintained frequently throughout the event. (Yes ... emptying bins regularly to avoid overflows!)
5. **Standard signage** - Use 'standard' signage (e.g. recyclables only, rubbish only) where possible. Signs, which are easily understood, help the public to separate recyclables from waste items AND reduce contamination of recyclables.
6. **Communication** - Inform caterers, vendors and participants of your waste management program before, during and after the event. Promote your event as being *wise to waste and litter!*
7. **Evaluation** – How effective was your waste management program? You will need to have statistics on the number of drink containers, for example, which were recycled; so you can quantify the success of your waste management plan. Include anecdotal evaluation also – it's great to hear a comment such as "this event was fun - and it was good to have recycling bins all around the place".

(continued overleaf)

## References

EcoRecycle Victoria, (1999) **Waste Wise Events**

## Acknowledgements

HOPE Toowoomba thanks EcoRecycle Victoria for permission to use the '7 step process' as contained in *Waste Wise Event* booklet.

Thank you to Jane Pollard and Mary Ondrus for providing text for this Information Sheet.

## Contacts

For basic questions on recycling, contact Householders' Options to Protect the Environment, ph 07 4639 2135, email: [HOPE\\_Toowoomba@yahoo.com.au](mailto:HOPE_Toowoomba@yahoo.com.au)

Refer to your local council for waste management and recycling facilities and strategies in your area.

For in depth information on the 7 step process, visit EcoRecycle Victoria's Webster at [www.ecorecycle.vic.gov.au](http://www.ecorecycle.vic.gov.au)



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