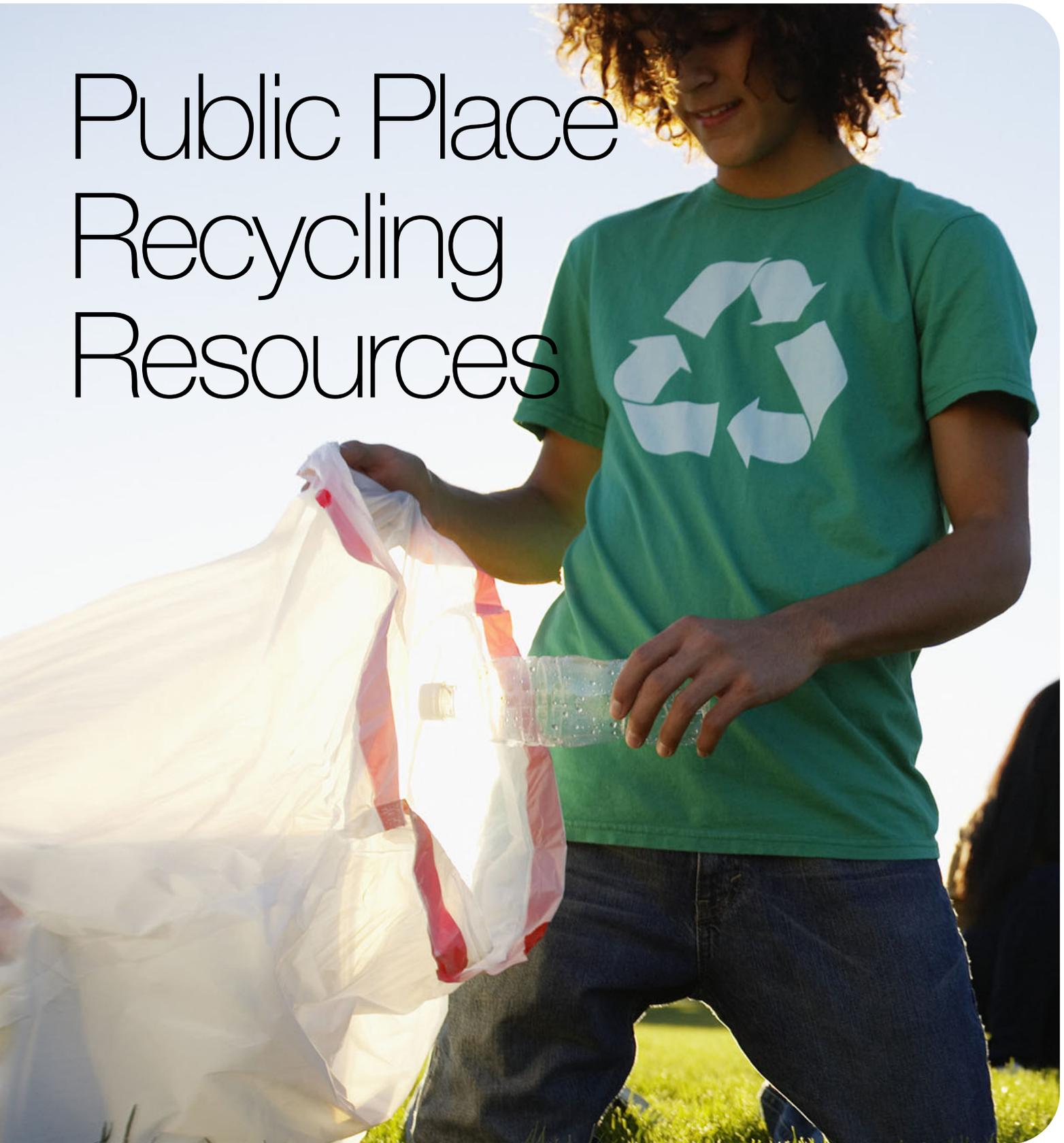


Public Place Recycling Resources



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Note:

Sustainability Victoria's *Away from Home Waste Signage Guidelines* and Sustainability Victoria's *Public Place Recycling Best Practice Guidelines V2* provide detailed information on setting up a bin system, including establishing the correct locations.

1 Resources: Getting Started

1.1 Waste Assessments for Venues: Overview

Assessing your waste – Guidelines

Undertaking a waste assessment is a useful way to determine waste generation and costs. It is also an opportunity to identify issues, set benchmarks and improve on current practices for input into the development of your action plan.

You can determine how much waste your organisation produces via a desktop audit, a visual waste assessment or a physical waste audit.

Desktop audit

Desktop audits are useful for estimating what is being wasted without having to trawl through a bin.

Simply review purchasing records and receipts from your waste or recycling contractors to find out how much waste your organisation generates and the cost, e.g. the quantity of tea, coffee and drinks being served and how much this is contributing to the waste stream.

The accuracy of results is dependent on the availability and detail presented in your records, and will not include items purchased outside of administrative processes.

Visual waste assessment

A visual waste assessment involves inspecting waste bins and skips to estimate the volume of each waste type in the bin (e.g. 30% cardboard and paper, 40% plastic and glass, 10% wood and 20% general waste). Most venues have standard waste streams, and this method is usually sufficient to determine waste generation and waste type.

A visual inspection will also identify the success of any existing recycling programs. For example, it is easy to identify any cardboard and paper in the general waste that could be recovered through the recycling system.

One of the limitations of a visual assessment is that it doesn't allow for compaction of the waste, which impacts on the accuracy of results. However it is less time consuming than a physical waste audit, where everything is weighed.

Physical waste audit

A physical waste audit requires physically sorting, weighing and recording contents of bins/skips into categories. This type of audit is applicable for organisations needing accurate information and/or where waste streams are diverse and hard to visually separate.

Either all bins or a representative sample may be audited, depending on time and labour constraints. Usually audits represent only a 'snapshot in time', therefore care needs to be taken in extrapolating this information to a yearly basis. Plan to do your audit at a time of year and using a sample that will result in a true representation of types and quantities of waste usually generated by your business. Take into account any factors that mean the amount or type is different from the norm.

It is recommended that you undertake a physical waste audit before you commence your PPR program to determine your waste streams. However if funds are limited, it is suggested that a physical waste audit be conducted after three months of a new program being implemented.

NB: Some waste collectors/processors undertake this activity as part of their service. See Waste Assessment for Venues Checklist on page 5.

Occupational health and safety precautions

Do not undertake a physical waste audit unless you have the appropriate protective equipment, such as protective clothing, gloves and glasses. Be aware of needle stick injuries or glass cuts when handling waste, especially health care sector waste. Sharps can be present in any waste stream.

It is also recommended that tetanus and hepatitis immunisations are up to date before undertaking any activity that requires physical handling of waste. Seek professional medical advice if required.

1.2 Waste Assessments for Venues: Checklist

Planning

- Determine which and how many bins are to be audited
- Decide the best time period, e.g. daily or weekly accumulation
- Talk to cleaning staff and waste/recycling contractors about the audit
- To get a true picture of waste generation, audit waste and recycling bins where possible – this will also help determine the success of recycling programs
- Ensure you have a cleanable, safe site to conduct the audit
- Communicate audit time and place to all participants
- Don't tell general staff the time of the audit, as they may change their normal behaviour

Equipment

- First aid kit and access to phone in case of emergency
- Recording sheets and pens (1 per bin/skip) and a folder to keep them safe
- Camera (digital) to record interesting findings
- Safety glasses, protective clothing, water resistant footwear and heavy duty gloves
- Sharps container
- Bin liners or containers to sort waste into
- Paper and pens to label containers
- Scales to weigh sorted waste categories
- Groundsheet
- Stick and tongs to rummage through waste
- do not directly handle the waste
- Broom, mop and shovel for cleaning up
- Disinfectant and water for cleaning

The audit

- Nominate lead auditor
- Make sure every one is aware of OHS risks and location of first aid kit
- No smoking on site
- Audit one bin at a time
- Have one person be note taker/photographer who doesn't handle waste
- Make sure units (kg/litres/volumes) and any other interesting factors are listed
- Collate results on the Waste Assessment for Venues Recording Sheet on page 7

1.3 Waste Assessments for Venues: Waste Recording Sheet

It is suggested that a separate form is used for each bin/skip.

Site:

Date:

Bin use: waste

paper recycling

bottles and cans recycling

commingled: bottles/cans/glass/coffee cups (paper)

food organics

Bin/skip no:

Bin/skip capacity: litres/m³

Collection frequency:

Annual waste/recycling cost:

Waste type	% of bin	Quantity specify litres or kg	Estimated volume/weight per annum
Aluminium cans			
Steel cans			
Glass - bottles and jars			
Other paper products (e.g. paper towels, glossy paper)			
Cardboard			
PET plastic (#1) - soft clear plastic (e.g. bottles/containers, sandwich wrappers)			
HDPE plastic (#2) - cloudy plastic (e.g. milk bottles)			
Polyvinyl (#3) - tough clear plastic (e.g. cordial bottles)			
Plastic film - non-recyclable (e.g. plastic food wrapping, cups, packaging)			
Coffee cups, foam			
Coffee cups, paper			
Construction waste (wood/steel/plastic/bunting)			
Construction waste (plastic/bunting)			
Sponsor merchandising waste			
Food scraps			
Toner cartridges			
Electronic equipment e-waste			
Office refit (e.g. old carpet, phones)			
General waste (list)			
Contamination (list)			
Office paper - single sided			
Office paper - double sided			
Newspapers and magazines			

1.4 Setting Targets – Best and Good Practice

The following chart outlines the key areas and continual improvements for developing an effective public place recycling system at your venue.

Requirements	First Steps	Good Practice	Best Practice
Getting commitment	Commitment from stakeholders <ul style="list-style-type: none"> <input type="checkbox"/> Verbal or written commitments obtained <input type="checkbox"/> Goals set for 15-25% recycling 	Commitment from stakeholders <ul style="list-style-type: none"> <input type="checkbox"/> Written commitments obtained <input type="checkbox"/> Targets set with recycling 50% and contamination <5 % 	Commitment from stakeholders <ul style="list-style-type: none"> <input type="checkbox"/> Written commitments obtained from all stakeholders <input type="checkbox"/> List contractors, cleaners, other <input type="checkbox"/> Targets set with recycling 70% and contamination <2%
	Arrangements for public areas <ul style="list-style-type: none"> <input type="checkbox"/> One recycling stream for patrons 	Arrangements for public areas <ul style="list-style-type: none"> <input type="checkbox"/> Two recycling streams for patrons e.g. commingle/food waste/paper 	Arrangements for public areas <ul style="list-style-type: none"> <input type="checkbox"/> At least two recycling streams and additional recycling streams where appropriate (especially relevant to metro regions)
	Arrangements for ‘back of house’ <ul style="list-style-type: none"> <input type="checkbox"/> One recycling stream for stallholders 	Arrangements for ‘back of house’ <ul style="list-style-type: none"> <input type="checkbox"/> Three recycling streams for stallholders <input type="checkbox"/> List recycling streams and infrastructure provided <input type="checkbox"/> Signage and training implemented <input type="checkbox"/> Monitoring system in place 	Arrangements for ‘back of house’ <ul style="list-style-type: none"> <input type="checkbox"/> At least 3 recycling streams for all stallholder waste implemented where appropriate (relevant to your waste processor’s capability) <input type="checkbox"/> List recycling streams and equipment provided <input type="checkbox"/> Monitoring system: description of monitoring system. This could include bin audits and monitoring from waste processor, e.g. waste streams paper/cardboard, bottles/cans/glass, cooking oil, food waste, wood, steel, banners/bunting/signage, sports specific (e.g. manure)
	Bin placement and management <ul style="list-style-type: none"> <input type="checkbox"/> Set-up staff encouraged to use bins <input type="checkbox"/> Bin Placement Guidelines established <input type="checkbox"/> Verbal arrangements made for bin maintenance 	Bin placement and management <ul style="list-style-type: none"> <input type="checkbox"/> Bin Placement Guidelines used to identify bin locations <input type="checkbox"/> Written schedule for bin maintenance 	Bin placement and management <ul style="list-style-type: none"> <input type="checkbox"/> Bin Placement Guidelines used to identify bin locations <input type="checkbox"/> Written schedule for bin maintenance <input type="checkbox"/> Attach site map with bin locations and copy of bin maintenance schedule <input type="checkbox"/> Bin monitoring system developed <input type="checkbox"/> Provide description of monitoring system
Waste holding facilities <ul style="list-style-type: none"> <input type="checkbox"/> Staff encouraged to use signage according to Signage Guidelines <input type="checkbox"/> Signage on bin caps/skips 	Waste holding facilities <ul style="list-style-type: none"> <input type="checkbox"/> Written agreement to comply with Signage Guidelines <input type="checkbox"/> Written agreement from waste processor/cleaner to maintain holding facilities 	Waste holding facilities <ul style="list-style-type: none"> <input type="checkbox"/> Written agreement to comply with Signage Guidelines <input type="checkbox"/> Written agreement from waste processor/cleaner to maintain holding facilities 	

Requirements	First Steps	Good Practice	Best Practice
	<ul style="list-style-type: none"> <input type="checkbox"/> Verbal or written agreement for holding facility maintenance, including venue hire arrangements <input type="checkbox"/> Written schedule for bin maintenance <input type="checkbox"/> Monitoring system developed for holding facilities 	<ul style="list-style-type: none"> <input type="checkbox"/> Written schedule for bin maintenance <input type="checkbox"/> Written agreement for venue hiring (where relevant) with instructions to separate waste and maintain holding facility 	<ul style="list-style-type: none"> <input type="checkbox"/> Written agreement for venue hiring (where relevant) with instructions to separate waste and maintain holding facility. <input type="checkbox"/> Written schedule for bin maintenance <input type="checkbox"/> Provide description of monitoring system
	<p>Materials transported to recycler</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verbal or written agreement for transport of recyclables to processing facility 	<p>Materials transported to recycler</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written agreement for transport of recyclables to processing facility 	<p>Materials transported to recycler</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written agreement for transport of recyclables to processing facility <input type="checkbox"/> System developed ensuring transport of recyclables to processing facility with a listing of contractor and the facility
	<p>Materials accepted by recycler</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verbal or written agreement to recycle materials 	<p>Materials accepted by recycler</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written agreement to recycle materials 	<p>Materials accepted by recycler</p> <ul style="list-style-type: none"> <input type="checkbox"/> Written agreement to recycle materials with a listing of the contractor and facility.
Minimising and recycling packaging (incl. purchasing)	<p>Avoiding waste</p> <ul style="list-style-type: none"> <input type="checkbox"/> Talking to contractors and staff re minimising and recycling packaging <input type="checkbox"/> At least one disposable packaging item eliminated 	<p>Avoiding waste</p> <ul style="list-style-type: none"> <input type="checkbox"/> At least two disposable packaging items eliminated <input type="checkbox"/> List packaging items eliminated (place into Resource Smart application form) <input type="checkbox"/> Development of packaging policy 	<p>Avoiding waste</p> <ul style="list-style-type: none"> <input type="checkbox"/> Substantial effort to eliminate disposable packaging items <input type="checkbox"/> Development of packaging policy <input type="checkbox"/> No plastic bags offered <input type="checkbox"/> Development of compliance packaging policy and systems in place to monitor compliance <input type="checkbox"/> List packaging items eliminated (place into application form)
	<p>Packaging materials contain recyclable and/or compostable materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Stallholders encouraged to use packaging with recycled content <input type="checkbox"/> Verbal or written commitments obtained 	<p>Packaging materials contain recyclable and/or compostable materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Relevant food packaging to have recycled content (e.g. paper goods) <input type="checkbox"/> Only packaging that can be recycled or composted to be used by stallholders and sponsors <input type="checkbox"/> Written commitments obtained 	<p>Packaging materials contain recyclable and/or compostable materials</p> <ul style="list-style-type: none"> <input type="checkbox"/> Relevant food packaging to have recycled content (e.g. paper goods) <input type="checkbox"/> Provide stallholders with list of suppliers and required packaging <input type="checkbox"/> List packaging items with recycled content <input type="checkbox"/> Stallholders and sponsors to present packaging minimum two weeks before implementation of new program for inspection and sign off <input type="checkbox"/> Written commitments obtained

Requirements	First Steps	Good Practice	Best Practice
Promoting your system	Education/promotion opportunities <ul style="list-style-type: none"> <input type="checkbox"/> Basic promotional activities, e.g. signage for FOH <input type="checkbox"/> Arrangements for waste 	Education/promotion opportunities <ul style="list-style-type: none"> <input type="checkbox"/> Medium level activities throughout the year across different events, e.g. FOH and BOH signage, press release pre/post event, venue information brochures, parent handbooks, form guides etc. 	Education/promotion opportunities <ul style="list-style-type: none"> <input type="checkbox"/> High level activities during the year. <input type="checkbox"/> FOH and BOH signage <input type="checkbox"/> Using volunteers, clubs etc. during season to promote recycling <input type="checkbox"/> Placing WW messages onto event material <input type="checkbox"/> Press release pre/post event
	Arrangements for waste assessment <ul style="list-style-type: none"> <input type="checkbox"/> System developed for obtaining estimates of waste stream volumes and contamination levels 	Arrangements for waste assessment <ul style="list-style-type: none"> <input type="checkbox"/> Written plans for waste assessment(s) or audit <input type="checkbox"/> Attach copies of plans 	Arrangements for waste assessment <ul style="list-style-type: none"> <input type="checkbox"/> Written plans for waste assessment(s) or audit <input type="checkbox"/> Attach copies of plans
	Opportunities for improvement <ul style="list-style-type: none"> <input type="checkbox"/> Commitment to compare outcomes and identify improvements 	Opportunities for improvement <ul style="list-style-type: none"> <input type="checkbox"/> Commitment to compare outcomes and identify improvements 	Opportunities for improvement <ul style="list-style-type: none"> <input type="checkbox"/> Commitment to compare outcomes and identify improvements <input type="checkbox"/> Names of people making commitment
	Reporting <ul style="list-style-type: none"> <input type="checkbox"/> Verbal or written agreement to submit waste and recycling report within one week 	Reporting <ul style="list-style-type: none"> <input type="checkbox"/> Written agreement to submit detailed report (waste recycling, success of education activities) within one month 	Reporting <ul style="list-style-type: none"> <input type="checkbox"/> Written agreement to submit detailed report (waste recycling, success of education activities) within one month <input type="checkbox"/> Name(s) of person(s) making commitment
Application for certification <ul style="list-style-type: none"> <input type="checkbox"/> Form completed and submitted for formal certification of the venue at least two weeks before the implementation of the program 	Application for certification <ul style="list-style-type: none"> <input type="checkbox"/> Form completed and submitted for formal certification of the venue at least one month before the implementation of the program 	Application for certification <ul style="list-style-type: none"> <input type="checkbox"/> Form completed and submitted for formal certification of the venue at least one month before the implementation of the program <input type="checkbox"/> Name(s) of person(s) completing application for certification 	

2 Resources: Contracts and Guidelines

2.1 Catering and Contractor Packaging Policy and Guidelines

Dear [insert contractor name/organisation]
[Insert venue name], along with its venue operators, is aiming to make
[Venue name] a Resource Smart Venue.

Paragraph for caterers As a [caterer/food supplier/canteen operator] you play a large part in making this happen. It is estimated that up to 90% of the waste generated by the general public within venues will be from food and beverage packaging sold by catering contractors. By controlling the food and beverage packaging, the majority of waste at venues may be diverted from landfill.

Paragraph for other contractors As a [contractor] you play a large part in making this happen. It is estimated that a large proportion of waste is generated from packaging and products sold or given away by merchandisers and sponsors. By controlling the packaging, you can help reduce our environmental impact.

One of the key areas in which [insert venue name] can increase recycling and divert from landfill, is in controlling the type of packaging materials entering the waste streams within the venue.

Packaging obligations and recycling: (subject to legal advice)

- (a) The Contractor acknowledges that the Venue has set packaging and waste stream policies listed in the Packaging and Food Ware Materials Principles as amended from time to time. The Contractor shall comply with these policies in providing the Services.
- (b) The Contractor agrees to use products and packaging in all front of house public areas that conform to the Venue packaging and waste stream policies, and to otherwise use recyclable material in accordance with reasonable recycling policies.
- (c) All new packaging will be subject to approval at the direction of the Venue, especially where packaging requires specific branding relating to the Event or Sponsors.

For the purposes of this clause, 'recyclable material' means all commingled materials, including food packaging, which are able to be separated by common industry material waste transfer stations and avoid transfer to landfill.

You will be required to submit a full listing of all the packaging materials you will be using for front of house service.

Please review the attached 'Guidelines for Packaging and Food Ware Materials' for further information.

2.2 Guidelines for Packaging and Food Ware Materials

(to be attached to letter to contractor)

Scope

This specification applies to all product packaging and food ware, including transport and delivery packaging, used at the venue.

Principles

The following requirements are designed to support the venue's Waste Management Strategy for Packaging and Food Ware Materials Principles, and are based on the following:

- The responsibility for minimising packaging and food ware will be shared by all involved in its generation, use and disposal, from the product and packaging manufacturers through to implementation of the three R's (reduce, reuse, recycle).
- Firstly, reduce the need for and avoid particular types and quantities of packaging and food ware waste. Caterers and suppliers will be asked to assess and advise how their products can be packaged differently to reduce waste while still maintaining product integrity. Where agreed, such measures will be implemented by contractors and suppliers.
- Secondly, use packaging that is durable, reusable and (where possible) refillable, and food ware products that can be used many times without any reprocessing or remanufacturing. Examples of reusable items include pallets, ceramic crockery and stainless steel cutlery.
- Thirdly, recycle by ensuring packaging and food ware materials are chosen because of their ability to be reprocessed and the existence of local markets for the resultant materials. Ensure adequate labelling and sorting to support recycling within the venue.

When supplied by the event organiser, a biodegradable stream of material that can be processed in a bio waste or compost facility has the potential to greatly reduce waste normally destined for landfill.

Note that if you wish to implement a bio organic waste stream you need to ensure that you have access to a facility capable of processing either fully commingled or bio organic.

Controls placed on the type and quantity of packaging materials entering venues is an important first step to managing the waste stream, reducing contamination and reducing operating costs. The venue will set the parameters for such controls, as noted below,

and expects catering contractors to support these requirements in their agreements with manufacturers and suppliers.

Requirements

Materials

The following packaging and food ware materials will be allowed into the venue:

- Paper and cardboard
- Fibre bags
- Metal/ceramic
- Biodegradable platters
- PET/HDPE (plastics 1 and 2)
- Aluminium and steel cans
- Liquid paperboard
- Timber or cardboard pallets
- Glass (for use in non-public areas)

The following materials will be avoided by the venue wherever possible (unless noted below):

- Polystyrene
 - Composite containers (e.g. mixed plastics that cannot be recycled)
 - Glass (in public areas)
-

Exceptions

Aluminium foil and cling wrap will be approved where:

- There is no alternative in kitchen preparation and cooking of foods.
- It is the primary packaging for containment of food.

Shrink wrap for packaging may be allowed where it can be proven no viable alternative can be used.

Glass may only be allowed in non public areas, such as back of house and sponsor facilities.

Excessive packaging

Every effort is to be made to ensure unnecessary or excessive packaging is not brought to venues. Where it is considered by the venue management that packaging is unnecessary or excessive, the supplier may be asked to reduce the packaging before it reaches the venue.

Take back

Suppliers may be asked to take back all non-essential packaging upon delivery of product. Some packaging materials may be allowed to be stored on the premises at the discretion of the Venue Manager, where such material will be used to repackage and remove materials during or at the completion of an event.

Example: polystyrene outer packaging for computers etc.

Biodegradable products

It is the venue's intention to encourage the use of biodegradable catering and food ware products, provided they meet functional and cost requirements and their availability can be assured.

2.3 Waste Contractor Clauses for Agreements

[Insert venue name], along with its venue operators, is aiming to make [Venue name] a ResourceSmart Venue.

The Venue management team will manage a number of waste streams at the venue including:

Front of House - general public areas

Recycled waste

Current projections anticipate commingled recycled waste will be in excess of [insert percentage] of the total waste generated in general public areas.

General waste

Current projections anticipate general waste will be less than [insert percentage] of the total waste generated in general public areas.

Back of House - accredited areas

Waste streams and locations

General waste

Recyclable plastics and cans (PET/ HDPE)

Biodegradable waste

Fats and oils

Medical and sharps

Sanitary

Confidential documents for destruction

Cardboard and paper

Construction hard waste

[Insert name of Waste Contractor] agrees to fulfill the requirements of the ResourceSmart program, and confirms its commitment to:

- Deliver the recycling streams (commingled and paper/cardboard, including cardboard collected from the back of house operations where this is collected as a separate stream), to [insert name of recycling facility].
- Deliver residual rubbish stream to [insert name of rubbish facility].
- Transport all recyclable material to a recycling facility within [insert days/weeks].
- Provide dockets to the event organizer as proof materials have been delivered.
- Comply with the Sustainability Victoria Away from Home Waste Signage Guidelines and the Sustainability Victoria PPR Guidelines.
- Provide a written schedule for bin maintenance and monitoring, including skips and incorporating the waste assessment form.

- Provide [insert name of venue] with copies of the waste assessments and an estimation of the contamination levels for each stream.
- Provide [insert name of venue] with weights collected from the venue in the form of weighbridge data for each of the streams:
 - residual rubbish
 - commingled recycling (bottles, cans, glass and clean paper)
 - cardboard and paper recycling (including cardboard collected from the traders back of house where this is collected as a separate stream)
 - [insert other streams]

Penalty clause

Payment of invoices will not be issued until weighbridge dockets have been received.

2.4 Recycling Facility Clauses for Agreements

[insert name of recycling facility] confirms its commitment to:

- Provide the waste contractor of [insert venue] with weights collected in the form of weighbridge data for each of the streams or other methods as agreed:
 - commingled recycling (bottles, cans and clean paper)
 - cardboard and paper recycling (including cardboard collected from the traders back of house where this is collected as a separate stream)
 - within [insert number of days] days of delivery/upon delivery.
- Advise [insert venue name] of the contamination levels accepted by the waste processing unit for the above recycling streams.
- Advise the maximum and minimum number of tonnes that will be accepted at the recycling facility per day/month.
- Date and time of acceptance of recyclables and rubbish streams.
- Advise ALL staff on the sorting line that material from the venue is expected and what items are recyclable (e.g. PET cups)

2.5 Guidelines for Venue Hire

[Insert venue name] is aiming to make [Venue name] a ResourceSmart Venue. The hirer plays a vital role in reducing and recycling waste. As part of the venue hire of [insert venue name] hirers are required to:

- Reduce and recycle packaging by using packaging that can be recycled or composted and/or using non-disposable crockery and cutlery.
- Place recyclable items into the correct back of house recycling and/or composting systems.
- Place any non-recyclable materials into the waste bin.
- Inform people involved in packing up/cleaning the venue what can be recycled and what is waste.
- Avoid using non-recyclable and unnecessary packaging, including polystyrene.
- Prevent litter and keep the area around the venue litter free.

General information of waste management systems

There are [insert number] waste streams.

These are included in the following table [delete streams not in place]

Waste Streams	Waste items	Bin colour/location
Rubbish	Waxed cardboard, polystyrene, shrink wrap, food, chip bags	Green/black bin with red lid
Cardboard	Broken down boxes	
Commingle	Bottles, cans, glass, plastics 1,2,3 and clean paper	Green/black bin with yellow lid
Organics (compost)	Food – vegetables, no meat	
Other		

Other waste streams you may wish to include for larger events at the venue include:

- Manure
- Sand
- Cooking oil
- Steel, wood

The following packaging and food ware materials can be used at the venue:	The following materials will be avoided by this venue wherever possible:
<ul style="list-style-type: none"> • Paper and cardboard • Biodegradable platters • Metal/ceramic cutlery • PET/HDPE (plastics 1 and 2) • Aluminium and steel cans • Milk cartons (liquid paperboard) • Timber or cardboard pallets • Glass (for use in non-public areas) 	<ul style="list-style-type: none"> • Polystyrene • Composite (multiple material) containers • Glass (in public areas)

2.6 Preferable Food Packaging Product Suppliers and Guidelines

A growing number of suppliers are providing packaging that can be placed into the PPR waste streams. This is known as 'preferable packaging'.

Become aware of and use the alternatives

Item	Alternative
Non-recyclable packaging	Packaging that is 100% recyclable or compostable
Plastic film or cling wrap	Cellophane wrap PET sandwich containers
Polystyrene/foam cups	Heavy duty paper cups, ceramic mugs, reusable hard plastic
Plastic straws	Eliminate or replace with paper straws
Plastic or foam take-away containers and 'clamshells'	Heavy duty paper plates, bowls and clam shells
Sugar, sauces and other condiment sachets	Bulk dispensers (where possible)
Plastic cutlery	Corn starch cutlery, reusable cutlery (where possible), wooden stirrers, wooden cutlery, recyclable plastic cutlery
Plastic bags	Ask patrons first if they require one Paper bags
Drink cup covers and disposable food trays	Avoid using if not an OH&S issue
White paper bags	Brown unbleached bags

Suppliers of preferable packaging

- Detpak www.detpak.com Paper products, food pails and a cheaper takeaway range.
- Huhtamaki www.au.huhtamaki.com/ PET sandwich containers and Chinet paper plates.
- Katemaster – available through Bunzl <http://www.bunzl.com.au/catalogue.htm>
- Lombard also have a listing of their paper food packaging range. <http://www.lombard.com.au/store/upload/resources/Ecology%20Flyer.pdf>
- Envirotray Range made from 100% recycled paper, greaseproof lined (available from a number of suppliers).
- Visy Closed Loop www.visyclosedloop.com
- A number of suppliers provide the BIO Plate which they claim to be 100% biodegradable, 100% eco friendly, disposable food service accessories made in India from the frond of the Areca Nut Palm tree. Suppliers sourced from <http://www.greenpagesaustralia.com.au/> under Packaging>Catering Suppliers

Note: The entire ranges of those suppliers listed above may not be preferable packaging. We have listed only a number of the most common items used in venues and for events.

Suppliers of pre-packaged items (e.g. sandwiches)

When outsourcing products from your suppliers, such as sandwiches, ensure that the packaging is able to go into the commingled waste stream. Ask your supplier to confirm the recyclability of the packaging and also check with your waste removalist.

Preferable food packaging products

Item	Description
Bunzl	CORNSTARCH CUTLERY - DESSERT SPOON
Bunzl	CORNSTARCH CUTLERY - FORK
Bunzl	CORNSTARCH CUTLERY - KNIFE
Bunzl	CORNSTARCH CUTLERY - TEASPOON
Bunzl	RESEALABLE BAG LDPE 205X150 50UM
Bunzl	BOWL SUGARCANE 12OZ
Bunzl	CUP SUGARCANE 500ML
Katermaster PET Hinged Lid Containers	
	K/MASTER DOUBLE SANDWICH WEDGE PET
	KATERMASTER MEDIUM FOOD PACK PET
Huhtamaki PET Hinged Lid Containers	
	CLEAR PET CONTAINER DOMED LID 400ML
	CONTAINER PET FLAT HINGE LID 400ML
	CLEAR PET CONTAINER DOME LID 600ML
	CONTAINER PET DOMED HINGE LID 800ML
	CONTAINER PET FLAT HINGE LID 800ML
Envirotray Range	
Available from various suppliers	Burger Box, Hot Dog Box, Pizza Box, Chip Cup, Snack Box Regular and Large, Open Trays in various sizes.
Bunzl	KATERMASTER STIRRERS WOODEN
Detpak	WEDGE TRAY PAPER WHITE 80X80X55
Detpak	BURGER CLAM PLAIN WHITE 106X106X69
Detpak	TRAY FOOD NO4 OPEN TOP 500/CT DETPAK
Detpak	CHIP CONT PAPER WHITE 70X45X90
Detpak	DETPAK #60 BROWN F/F HANDLE CARRY
Detpak	DETPAK 4 CUP DRINK TRAY BROWN BOARD
Detpak	DETPAK FOOD PAIL ROUND BASE 26OZ WHITE PLN
Detpak	DETPAK FOOD PAIL 16OZ SQUARE WITH HANDLE
Detpak	DETPAK FOOD PAIL 8OZ SQ PLAIN NO HANDLE
Detpak	DETPAK FOOD TRAY 95X95X55 PL
Detpak	PAPER CUP COLD WHITE 12OZ/ 340ML
Detpak	8OZ BROWN RIPPLE CUP 1000/CTN
Detpak	CUP RIPPLE-WRAP WHITE COFFEE 8OZ
Detpak	CUP HOT DRINK RIPPLE-WRAP WHITE 4

Item	Description
Detpak	LID TRAVEL/CAPPA - 8OZ HOT DRINK CUP
Visy Closed Loop	PET BEER CUP 425 ml
Visy Closed Loop	PET COLD DRINK CUP 220 ml, 285 ml, 330 ml
Visy Closed Loop	PET WINE GLASS 150ml
Visy Closed Loop	PET CHAMPAGNE FLUTE 125ml
Visy Closed Loop	VISY KNIFE PP WHITE 1000CT
Visy Closed Loop	VISY FORK PP WHITE 1000CT
Visy Closed Loop	VISY DESSERT SPOON PP WHITE 1000CT
Huhtamaki	CHINET 6 3/4 SNK PLATE WH 171MM S
Huhtamaki	CHINET 9 3/4 DIN PLATE WH 247MM SL50
Huhtamaki	CHINET PLATE ROUND LUNCH 8 3/4 WHITE

3 Resources: PPR Infrastructure

3.1 The 10 Key Elements of Best Practice PPR Communication and Education

1. Bins are located in easy to access areas.
2. Bins are located together and side by side.
3. Strong community support for kerbside (household) recycling provides a basis for attracting support for away-from-home and work recycling, i.e. low contamination and effective waste separation.
4. The rubbish bins and other recycling stream bins are clearly differentiated from each other using standard colours, different openings (rosette for permanent recycling) and signage.
5. The colours used to identify the different waste streams are consistent with Australia Standard: i.e. Rubbish = Red and Commingled Recycling = Yellow (putting commingled recycling signage on a red coloured bin, for example, can be very confusing).
6. All signage includes words and images, including the mobius loop symbol for recycling. See Sustainability Victoria Away from Home Waste Signage Guidelines V2.
7. If possible, meet with your key stakeholder organisations to obtain their support.
8. Communicate widely through promotional opportunities such as posters (e.g. shop windows, visitor information centres), school competitions, information on your website, event materials and a media release to local papers when launching new infrastructure.
9. Bin openings are large enough to accommodate what is being sold in the area.
10. The bins or enclosures are locked to avoid contamination.

How these 10 key elements can be implemented is detailed further in:

- Sustainability Victoria's *Away from Home Waste Signage Guidelines*.
- Sustainability Victoria's *Public Place Recycling Best Practice Guidelines V2*. This publication provides detailed information on setting up a recycling system, including establishing the correct locations.

3.2 Bin Types, Sizes and Manufacturers

Venue operations vary widely from large spectator crowds (e.g. football, racing) to active participants (swimming and basketball). Different infrastructure will therefore be required, and will most likely include:

- Permanent infrastructure
- Mobile infrastructure
- A combination of permanent and mobile

Permanent PPR infrastructure

Permanent PPR infrastructure is best when aesthetics are important and a site evaluation has determined the cost feasibility of having a permanent system all year round.



These permanent bins (pictured from rear) highlight their difference with distinguishing stripes.

Bin Capacity: 120 litres,
Dimensions: 58cm x 60cm 117cm high
Weight: 60 kg.

Manufacturer:
Furphy Foundry
www.furphyfoundry.com.au

Mobile infrastructure

The bins shown below are being used in aquatic centres and basketball stadiums because their light frames provide a safer alternative to permanent bins.

Note clear signage on the front. It is recommended that the mobius loop be used, rather than the words 'recycling' and 'waste'. (See Developing Signage on page 23)

Bin Capacity: 90 litres
Dimensions: 50cm x 50cm 110cm high
Weight: 12kg

Manufacturer:
The Container Connection,
www.containerconnection.com.au



Mobile garbage bins (MGBs) are good for seasonal variability where the opportunity to capture recyclables is high in peak periods. Mobile infrastructure is well suited to venues that experience fluctuations in numbers and sites that are subject to seasonal weather.

Note clear signage on front, bins located side by side and mobile bins on concrete footings. NB: Standard colour for the body of a bin is black, not yellow as pictured.

It is recommended that the bin caps be clicked together to reduce the possibility of the caps blowing off in the wind or the cleaners/patrons separating the bins.

MGBs are available from a number of suppliers or ask your local council for assistance.



MFB bins caps are available for 240 litre bins (pictured here) or 180 litre bins. For signage see Section 3 below.

Manufacturer:
SULO MGB Australia, ph: 03 9357 7320,
web: www.sulo.com.au

3.3 Developing Signage

When a rubbish bin and recycling bin are placed side by side without clear differentiating features - such as markings, images and colours - the public will just see two similar bins, not a rubbish bin and a recycling bin. This can result in confusion, high contamination and potential recyclables going into landfill.

Maximise the effectiveness of your PPR system by making it consistent with users' expectations and promoting the correct use of the new PPR facilities.

Signage

Words, images and signals draw attention to the recycling option and inform people of its correct use. Standard colours and clear signage help them to make positive and accurate recycling choices.

Colour

Where bin enclosures must match corporate design schemes or existing bins are different colours, apply the following colour scheme for graphics and signage.

Stream	Bin lid colour	Colour
Commingled recyclables	Yellow	PMS 109
Rubbish	Red	PMS 1807
Food organics	Lime green/burgundy	PMS 375
Paper/cardboard	Blue	Process Blue

Durability

Signage needs to be durable and able to withstand cleaning. Purchasing more durable signage with stronger adhesives means they will last longer and reduce the need for frequent replacement. Ask your bin suppliers for details.

Creating your own signage

Sustainability Victoria has developed a comprehensive resource on away-from-home signage. A range of signage templates are provided which you can download for your venue (both front and back of house), including those for permanent and mobile signage. Downloadable signage templates are available on the Sustainability Victoria website www.resourcesmart.vic.gov.au (enter 'signage' into the search field).

Some examples of the templates are shown below.



4 Resources: Staff and Contractor Training

4.1 PPR Induction Checklist for Staff and Contractors

Employee/Contractor Name

Date:

General introduction

- Explain why a PPR system been implemented
- The target for the PPR program is ____%

PPR infrastructure

- Location of bins (especially important if mobile bins, which can be moved around)
- Why it's important to have bins located together
- Why it's important to have signs facing front and sides
- What can be recycled (list items) front of house
- What 'contamination' means
- What is rubbish (list items) front of house
- Cleaning of bins
- How to replace signage on bins
- Bin liners (clear for recyclables and black for rubbish) to enable each waste stream to be easily identified
- Keys/locks for bins front of house (where relevant)

Back of house operations

- Location of BOH recycling bins
- What is BOH rubbish (list items)
- What can be recycled (list items)

Waste compound

- Keys and locks for bins
- Correct use of equipment (where relevant)
- Days of waste pick up

Monitoring

- Reporting for continuous improvement
- How contamination will be checked
- How to report incidences of high levels of contamination

5 Resources: Promoting Your PPR program

Promoting recycling to your customers and the general public need not be an arduous task. Promotion can be achieved in numerous ways, starting with the correct signage as detailed above. The major venue case studies included in these resources give examples of different venues promoting their programs to a variety of audiences.

5.1 Public Place Recycling Community Case Study: Sunshine Leisure Centre

Brimbank City Council saw an opportunity for the newly renovated Sunshine Leisure Centre to build community pride and enable visitors to practise the same good recycling behaviour they have at home.

The Centre houses a 25m indoor pool with a beach entry, therapeutic indoor pool, crèche, gym, aerobics area, a new 30 seat café and an additional 25m outdoor pool on the way.

The Sunshine Leisure Centre previously had no public place recycling; however awareness of recycling was very high amongst the employees and Centre Management had demonstrated an ongoing commitment to waste minimisation, including the use of recyclable packaging at the new café.

Assistance was sought through the Venues Public Place Recycling project, a joint initiative of Sustainability Victoria and the Alcoa Foundation, and a grant of \$27,850 was secured to implement a bin infrastructure and waste management program.

Implementation of the Public Place Recycling Project

The bin selection and placement had to fit in with the new décor and still be easily recognisable for the public. The bins needed to be practical, easy to use, safe for children and comply with council regulations. Seven interior twin 33L bin stations (fully commingled and rubbish) were installed in convenient locations providing easy access for the public in the interior and exterior of the centre, including bins in the gym, on the pool deck and in the café. In addition to the bin installation, an Enviropole for cigarette butts was placed at the entrance to the Centre. Additional bins will be installed when the outside pool is completed in November 2008.

Bin signage was provided in accordance with Sustainability Victoria's guidelines. Using consistent, colour coding and clear, standardised signage that is easily recognised and understood by the public was found to be fundamental to the correct usage of the bins.

Additional signage was also produced by Brimbank's graphic artists using winning posters created by children of Brimbank for a school competition run by Brimbank City Council. To reach culturally and linguistically diverse target groups, the poster slogans were translated into four different languages (Vietnamese, Italian, Greek and Cantonese).

Together with recycling, the Centre aimed to reduce their volume of waste by reducing packaging and the use of non-recyclable items. Waste Wise packaging is now used in the café where possible, e.g. paper plates, washable crockery cups, recyclable sandwich packaging and recyclable plastic bottles. Foam cups have been replaced with paper cups, and signage is present to remind customers to recycle.

The Centre employees recycle office materials through the use of recycling bins placed in offices. Cleaning product drums are returned to suppliers, and employees actively crush packaging that is recyclable and place it in the recycling stream. Other initiatives included repainting and reupholstering the old gym equipment for use in the gym, weekly pick up of the recycling collection and no paper or plastic bags provided for merchandise.

Promotional activities to introduce the program to the community included an event at the centre to launch the project and a media release and a media alert sent to local media. A poster competition engaged and involved the local school children and the Mayor presented prizes for winners of the competition.



A waste audit was conducted before the Public Place Recycling program was implemented and six months after. The audits looked at total waste generated, the contamination rate of the recyclables and the contamination rate of the general waste with recyclables to help identify any trends and issues with the Centre's recycling system. After the renovations are complete another audit will be carried out to fully measure the success of the program.

Outcomes to celebrate

The community response and comments from users indicate that they are impressed by the appearance of the rubbish bins and appreciate both the cleanliness of the site and the effort that has been made to allow them to recycle drink and food containers.

Based on the success of this project the initiative has been expanded to encompass eight other sites within Brimbank - Operations Centre, Sunshine Office, Keilor Office, Home Help Services, Leisure Services, Library Administration, Sunshine Library and Customer Service Centre. The Public Place Recycling infrastructure and signage developed will also be extended to other Brimbank facilities, including the St Albans Leisure Centre and all the schools and sporting clubs in Brimbank.

5.2 Public Place Recycling Community Case Study: Dandenong Basketball Stadium

Dandenong Basketball Stadium is a multi-sport, multi-court showpiece sports facility in Melbourne's southeast that is used weekly by 7,500 people from 250 affiliated clubs and visited yearly by a massive 676,000 people.

It is also home of powerhouse Women's National Basketball League club the Dandenong Rangers—multiple finalists and two-time championship winners.

So when the stadium, owned by the City of Greater Dandenong, completed an \$8.96m redevelopment in 2006, reducing waste and improving recycling was a critical consideration.

Using a \$30,000 project grant from Sustainability Victoria and the Alcoa Foundation, under the Public Place Recycling for Venues project, the Council installed 30 recycling and rubbish bins throughout the stadium. In a mere six months, the results have been nothing short of outstanding, with the volume of waste recycled by the stadium jumping from 29 percent to 55 percent.

An easy solution

With a brilliant new stadium complete in 2006, the City of Greater Dandenong was now after an equally brilliant recycling solution that was easy to use and understand by stadium staff, users and visitors. The Public Place Recycling project was that solution.

As a first step, the Council undertook a waste audit in February 2007 that revealed a recycling rate of 29.9 percent. A target figure of 39 percent was then established. This figure would, by year's end, be dramatically exceeded, reaching 55 percent.

Bin selection and placement was a key component to the success of this project. Courtside bins, which are located close to spectators, needed to be of a size and type that would not cause injury to players, officials or fans in the event of a collision. Stadium passageways and the canteen eating area are high traffic areas generating the most waste. Eight pairs of 240-litre bins were placed throughout the stadium's passageways and canteen area and ten 90-litre pairs were placed close to the stadium's playing courts.

Rubbish and recycling stickers were placed on all bins to clearly identify their purpose. A product recycling poster was produced for the canteen, clearly indicating recyclables.

A conscious decision was made to source food items whose packaging could be recycled. One immediate decision was made—all polystyrene coffee cups used in the canteen and office areas were replaced with paper cups.

Promoting recycling

With the bin infrastructure in place, a promotional campaign was undertaken. Four thousand people turned out for a Waste Wise day in September 2007 that proved to be tremendously successful.

Activities included a children’s game that involved selecting an item from a bin and shooting it into one of two basketball rings marked ‘rubbish’ or ‘recycling’—with a star Dandenong Rangers player on hand to assist.

Posters featuring Rangers players promoting recycling were placed around the stadium; two roaming performers, ‘Madame Muffin Bag’ and ‘Kerbside Kev’ captivated the interest of children; and participants swapped playing cards that featured a recycling message.

Even the main court’s electronic scoreboard got into the act, displaying the message: ‘Dandenong Stadium is a Waste Wise venue. Please recycle your rubbish in the bins provided.’



5.3 Public Place Recycling Community Case Study: Skilled Stadium, Geelong

Public Place Recycling Community Case Study

Geelong's Skilled Stadium is the pride of Corio Bay and home to 2007 AFL champions, the Geelong Football Club—the mighty 'Cats'. At home games, the ground throbs to the screams and chants of passionate Cats' supporters, with 22,000 fans united as one in willing the team on to victory. But post-match, the scene is somewhat different—Skilled Stadium's stands are awash with litter, the culmination of an afternoon's revelry.

For the ground's owner, the City of Greater Geelong, the litter issue was one problem in need of a solution. Litter collection was costly and non-targeted, with much of the rubbish windblown. A unified approach was established, with the Council partnering Geelong Football Club and the Barwon Regional Waste Management Group. Assistance was then sought through the Public Place Recycling project, a joint initiative of Sustainability Victoria and the Alcoa Foundation, and a grant of \$64,750 secured to implement a bin infrastructure and waste management program.

Launched in August 2007, initial anecdotal results are positive. The new colour-coded bin-system is being used, with bins full after match day, a stark contrast to earlier in the 2007 season when bins were well below capacity. With a full promotional campaign underway, the challenge is on for season 2008 to gauge the success of the new bin system.

A Skillful Solution

Skilled Stadium had a satisfactory back-of-house recycling system, collecting materials from bars and catering facilities. The problem was outdoors, where post-match the stands were completely covered in food and beverage packaging, often blowing out into the main street. The Barwon Regional Waste Management Group (BRWMG) was invited to project manage a solution, in the process strategically extending their Waste Wise events program to working with key regional venues on Public Place Recycling systems..

BRWMG undertook a waste audit of the stadium, collecting data from both the waste removal and recycling contractors. The audit results formed the basis for deciding on appropriate infrastructure at the venue. As a result, 16 paired permanent bin stations and 30 paired moveable bin and cap stations were installed (moveable stations allow for a greater level of flexibility in bin placement, ideal in a facility with a diversity of functions and events). Bins were placed at all exits, alongside food and beverage outlets, and at the entrances and exits of all major ramps and walkways. Signage was installed on the permanent bin surrounds, and Sustainability Victoria's event cap signage was used on the bin caps.

Food packaging was another area examined in the audit, with a recommendation for removing materials such as polystyrene, plastic wrapping and single-serve sachets from the catering areas.

Stadium management has further demonstrated a commitment to the long-term success of the project by changing the cleaning contract, requiring post-match litter be separated into rubbish and recycling.

Promoting to the crowds

The 2008 AFL season will be a true indicator as to the overall effectiveness of the new bin system. From a promotional viewpoint, no stone is being left unturned in ensuring the Waste Wise message is understood by patrons at Skilled Stadium.

When the project was launched in August 2007, it received extensive media coverage. During home games, a short film will be broadcast on the superscreen, with 'Half Cat', the Geelong Football Club mascot, reminding fans "do the right thing, put it in the right bin". This slogan will be used in new stadium signage featuring a high-profile Cats player alongside the new bins. Promotional signage will be installed at all major entrances and beside food and beverage outlets.



Other promotional activities include Half Cat displaying a project slogan flag at half time; PA slogan announcements; and audio grabs to be broadcast by local radio station K-Rock during games. Skilled Stadium signage features high profile Geelong footballer Mathew Scarlet 'doing the right thing'.

5.4 Public Place Recycling Community Case Study: Western Border Australian Football League

Public Place Recycling Community Case Study

Country footy is the glue that binds many rural towns and communities together, and for Western Border Australian Football League clubs Casterton, Heywood and Portland, this is certainly the case. The recreation reserves in all three towns are used extensively by senior and junior football and netball teams, cricket and tennis clubs, and by schools. In peak periods, bins at each reserve are at capacity and there are no bins for recycling.

Identifying an opportunity to improve their waste collection and recycling practises, the Western Border Australian Football League (with active involvement of Casterton, Heywood and Portland football clubs) and the Waste Reduction Group, with the support of the Glenelg Shire Council - owner of all three reserves—successfully obtained a \$58,000 from the Public Place Recycling program.

Since the installation of new waste and recycling bins at each of the grounds, on average 30 percent of waste is now being recycled, which is a tremendous result in a short period of time.

Kicking goals to reduce waste

Education and litter prevention were two key objectives of the PPR program at each of the reserves. Audits looked at the type and amount of waste generated—and found that no recyclables were being diverted.

Ten twin PPR stations were installed at each ground, consisting of a concrete pad with a 'Do the right thing, put it in the right bin' signage. Each station consisted of a red 240L MGB with red bin cap and standard waste disposal signage and a yellow 240L MGB with yellow bin cap and standard recycling signage.

This system was chosen for a number of reasons: it was affordable; the concrete pads allow easy identification, enabling any volunteer to put the bins out in the right location; the bins are easy to move around; and the bin caps are consistent with event infrastructure used in the south-western region.

Choice of locations for the PPR stations were based on the concentrations of people that congregate in various areas, including near the canteen and food stands.

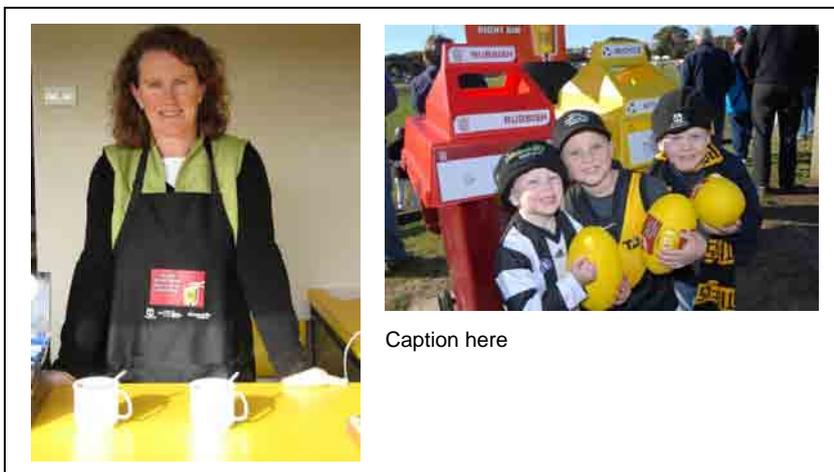
Food packaging was also addressed. Reusable mugs, inscribed with the message 'please return to the canteen' were trialled at each venue's canteen—to investigate eliminating the use of polystyrene cups. And yes, the mugs are being returned!

A cardboard collection trailer built for each of the clubs is now located near the canteen/bar area, where much of the waste cardboard is generated. A trailer was identified as the best option for the clubs, enabling volunteers to take the trailer to the local Waste Transfer Station, as required.

Promoting to the crowds

An extensive promotional campaign was undertaken including press releases on the program objectives and progress updates; weekly advertising in the Western Border Football League publication Western; information on the Western Border Football League website; promotional t-shirts, beanies, caps and mini footballs; themed aprons for canteen staff; and themed pie bags.

Promotional material used at the launches (caps, beanies, T shirts and mini footballs) were well received by patrons on match day with comments: 'the bins look great and really stand out'.



Caption here

On launch day, it was observed that patrons were walking some distance to use a bin station and were taking their time to ensure that the packaging went in the right bin.

Sharing the load

The clubs have recognised that public place recycling can be an effective add-on to their sporting venues and the Western Border Football League is keen to see other clubs introduce the system.

As clubs are run by volunteers with limited time, clear steps and guidance that can be understood by a range of people is needed when introducing a new waste management system..Also, having a group of volunteers responsible for waste management, makes it far easier to share the load and ensures a reliable system for all games.

6 Resources: Monitoring and Evaluation

6.1 Measuring Your PPR Program

Developing an evaluation plan is a key part of monitoring your waste management program and describes the initiatives that contributed to meeting the objectives of your PPR program. Here is an example using the Outcome Hierarchy model adopted by Sustainability Victoria. The following example was developed and used by the Victorian Litter Action Alliance to measure the increase in organisational commitment to litter prevention activities.

OUTCOMES HIERARCHY	OUTCOMES What will change?	INDICATORS What will we observe? (Include targets if any)	DATA SOURCES How will we collect evidence of change? Note: Where possible look for both qualitative and quantitative evidence	REPORTING Who needs to know these results?
Ultimate outcomes The long-term, 'big picture' goal	Increase organisational commitment to litter prevention activities	<ul style="list-style-type: none"> • Increase in funding; (av. 10% by June 2009) • Increase in staff resources: (av. 10% by June 2009) • Increase in staff days dedicated to enforcement (av. 10% by June 2009) 	2009 Litter Prevention Cap Bldg Survey	<ul style="list-style-type: none"> • My immediate managers • VLAA executive members • All Litter Champion identified stakeholders (see VLAA list)
Intermediate outcomes Medium-term <i>changes</i> to behaviour; institutional changes	Gatekeepers: <ul style="list-style-type: none"> • Increase in perceived effectiveness of litter prevention activities • Increased awareness of best practice litter prevention program model • Increased knowledge about costs of litter impacts 	Changing knowledge and beliefs of middle-senior management in 'gatekeeper' positions	<ul style="list-style-type: none"> • Post-forum evaluation • Small sample pre- and post- telephone survey (n=20) • Anecdotal evidence from Litter Champions 	• ditto
Immediate outcomes Short-term participation or response to project activities	<ul style="list-style-type: none"> • 'Gatekeeper' participation in forums; • Media coverage 	<ul style="list-style-type: none"> • Number of managers who attend forums (target = 60) • Media clippings 	<ul style="list-style-type: none"> • Count heads at events • Clippings collected by Litter Champions 	• ditto
Activities (tactics/outputs) Specific activities /services the program will offer to engage participants	<ul style="list-style-type: none"> • 2 forums; • targeted dissemination of Litter Overview booklet • 5 template media releases to councils; 6 media releases to metro and reg. media; 1 backgrounder; 4 feature stories 	<ul style="list-style-type: none"> • Forum invites sent (target =120+) • Booklets mailed (target = 500+) • Number of councils/media outlets that receive media releases 	<ul style="list-style-type: none"> • Count invites, booklets and media releases sent 	• My immediate managers
Needs	What problem is the program trying to address? Lack of middle/upper management 'gatekeeper' support for litter prevention activities	How do we know this is a problem? Evidence from survey of council environment staff	What data have we got to support this? Main barriers to implementation of LP programs were lack of staff resources (73%), lack of funding (62%) and enforcement not seen as a priority (52%)	Data source <i>2006 Litter Prevention Cap Bldg Survey</i>

Source: Adapted from Does your project make a difference? A guide to evaluating environmental education project and programs. Department of Environment and Conservation NSW. November 2004

6.2 Evaluation Framework Explanatory Notes

Outcomes Hierarchy

- **Ultimate outcomes** – long-term impact on the overall problem and ultimate goals (biophysical, social/economic, organisational, communications).
- **Intermediate outcomes** – medium-term changes in individual and organisational behaviours, practices, policies, knowledge and attitudes.
- **Immediate outcomes** - levels and nature of immediate participation; reactions to the outputs/activities by participants/stakeholders
- **Activities/outputs** – specific activities, products or services the program actually offers to engage participants
- **Needs** – priority issues that the program must to respond to: (physical/ catchment issues, social, organisational, communications) based on existing or new information (policies, data, consultation, research).

Evaluation Questions

Once you've collected the information, it's time to *evaluate* it by asking:

- **Appropriateness** (did it make sense?) Did the program address the right issues, was there a need for it? Did the activities address the need?
- **Effectiveness** (did it work?) Did the program achieve the desired objectives/outcomes?
- **Efficiency** (was it cost effective?) Could we have made better use of resources?
- **Process** (was it well managed?) Did the method for making decisions and managing the project ensure it's success.

Indicators

The following questions can be asked to determine if all indicators are worthwhile

- **Are the indicators specific?** Do the indicators accurately focus on the specific outcome being measured?
- **Are the indicators observable and measurable?** Is the indicator something that is readily observable? Will it indicate improvement?
- **Will the indicators enable generalising** from sample data to larger populations? Is the sample big enough to indicate change in the whole population targeted?
- **Are the indicators affordable?** Are resources available to gather the data or the acceptable evidence for the indicators?

Information Sources

Information sources could include such things as:

- **Statistical**
Surveys, audits, checklists and inventories, tests, statistical data.
- **Written**
Diaries, interviews, workshop notes, electronic communication, reflective reporting, minutes, plans, formal documents (policies, agreements).
- **Aural**
Interviews, workshops, focus groups, radio tapes and teleconferences.
- **Visual**
Photography and videos, visual arts, maps and mind maps.

Who will need

Evaluation is a process not a product. It can be used to:

- **Integrate** into all stages of program: designing, monitoring and reflection.
- **Adaptively** manage the project (formative).
- **Communicate/report**, discuss, theorise, redesign (summative).

Standard / Judgement Method

How can we make judgements about success? We can use:

- Stakeholder criteria and approval.
- Accepted standards from benchmarks, other projects and standards.
- Cost-benefit analysis (funding, time, etc).
- Predetermined levels, comparison against benchmark.