



## 2025 WASTE COLLECTION TEAM COMMUNITY GROUP APPLICATION

### 1. About Energy Breakthrough

The Energy Breakthrough (EB) is a unique multiple day youth event held in November in Maryborough annually. The event commenced in 1991, and has been held at the Princes Park Precinct, Maryborough every year since.

The EB attracts in excess of 5,000 participants who camp and participate in the various categories conducted as part of the event. For further information regarding EB please visit [www.eb.org.au](http://www.eb.org.au).

### 2. What is involved

Council is seeking a community group to provide the collection and proper disposal of four-waste streams at EB, ensuring waste is placed in designated back-of-house (BOH) stations, and supporting our goal of a low-waste event.

The Waste Collection Team will be engaged for the next one to three events.

Budget for this component is up to \$5,000 (plus GST), per year (can be negotiated if required).

### 3. Waste Sustainability 2025 and beyond

The challenge for 2025 is to maintain a high level of clean waste diversion without the support of a resource to sort waste BOH. With the support of Resource Smart Schools, EB continues to provide pre-event waste education for schools. At the event student and community volunteers will also provide education on bin use at key bin stations during peak times.

At the event, bins will be colour coded to match the following four-waste streams:

Table 1: Four-waste streams to be collected during the EB event.

Mixed Recycling (yellow bin)	10c Recycling (blue bin)	Food & Organic Waste (green bin)	General Waste (red bin)
<ul style="list-style-type: none"> <li>Clean cardboard and paper</li> <li>Aluminium foil tray</li> <li>Steel cans and aerosols</li> <li>Hard plastic bottles and containers</li> </ul> <p><i>All items should be empty, or food scraped off</i></p>	Empty cans bottles, cans and cartons eligible for 10c recycling (Container Deposit Scheme - CDS)	<ul style="list-style-type: none"> <li>Food scraps</li> <li>Wooden cutlery</li> </ul>	<ul style="list-style-type: none"> <li>Greasy paper and cardboard</li> <li>Soft 'scrunchable' plastic (eg. plastic bags)</li> <li>Plastic coated cardboard (eg. coffee cups)</li> <li>Nappies</li> <li>Dog poo</li> </ul>

The Waste Collection Team will work closely with Council's Event Waste Manager, and the waste education volunteers to ensure event waste is correctly disposed in each stream. The Waste Collection Team will also support the collection of data on contamination and bin use to help with planning and ongoing improvement for waste management at EB.

#### **4. Dates successful applicant required onsite**

Monday 17 – Sunday 23 November 2025

#### **5. Definitions**

**Event Waste Manager** – Central Goldfields Shire Council (CGSC) Staff member who will be the key contact for waste issues during the event

**Team Supervisor** – a member of the Community Group nominated as the key contact for the delivery of this Expression of Interest (EOI).

**Waste Collection Team** – the team of volunteers engaged by the Community Group to manage waste collected at Bin Stations and Camping Waste Stations at the event.

**Shift Leader** – member of the Community Group in charge of a shift during an event.

**Back of House (BOH)** – the waste depot location where the receival skips will be located and the MWB are to be taken to and emptied.

**Mobile Waste Bin (MWB)** – Colour coded 240 L wheelie bins used for the Bin Stations

**Bin Station** – designated public waste disposal site equipped with signage and bins for all four waste streams: Mixed Recycling (yellow bin), 10c Recycling (CDS) (blue bin), Food and Organic waste (green bin), and General Waste (red bin).

**Camping Bin Station** – 1100L general waste and cardboard skips will be provided at campgrounds to accommodate extra waste generation at camping set up and pack-down times.

#### **6. 2025 Energy Breakthrough: 17-23 November**

##### **6.1. Communication**

Council will designate an Event Waste Manager who will be the main contact in the lead up to and throughout the event.

The successful applicant will nominate a Team Supervisor to be the main contact in the lead up to the event.

##### **6.2. Pre-event meeting**

A pre-event meeting will be arranged by the Event Waste Manager to answer any questions, provide an overview of the event locations of the Bin Stations and BOH, and contamination assessments.

Attendance is required from Waste Collection Team Supervisor and key volunteer staff at a minimum.

At this meeting the Waste Collection Team supervisor is to provide an updated volunteer schedule showing the nominated shift leader for each shift and confirm the processes and inductions to be carried out for the volunteers.

### 6.3. Code of conduct

The Waste Collection Team will interact with the public and vendors in a respectful manner (all volunteers must adhere to the Code of Conduct Policy – see appendix A).

### 6.4. Existing public bins

Existing permanent public bins (waste bins in cages) will not be used during the event. The Event Waste Manager will arrange for these bins to be emptied the Monday, prior to the event, and covered with bulka bags.

### 6.5. Locations of Bin Stations

The Event Waste Manager will organise the setup of approximately 15 Bin Stations around the EB site. These Bin Stations will be a combination of the four-waste streams including Mixed Recycling (yellow bin), 10c Recycling (CDS) (blue bin), Food and Organic waste (green bin), and General Waste (red bin), , and some stations may have the additional wash against waste bins

It is the responsibility of the Waste Collection Team to ensure Bin Stations are always kept tidy and well-presented. Any concerns or issues should be promptly reported to the Event Waste Manager. Bin Station locations are not to be changed without permission from the Event Waste Manager.

### 6.6. Back-of-House Stations

The Event Waste Manager will arrange for the delivery and placement of essential equipment and infrastructure for Back-of-House Stations (BOH) operations prior to the event.

- **Setup:** The two centralised BOH waste collection zones will enable the successful applicant to sort waste from public bins into the corresponding large skip bins for collection post the event. Spare wheelie bins will also be stored in the two BOH locations
- **Access:** Restricted to authorised personnel only to ensure proper handling

### 6.7. Emptying of Bins

The successful applicant is required to remove bins from the Bin Stations as they become full and replace them with an empty bin alternative. Colour coded bin liners will be used for Mixed Recycling (yellow bin), 10c Recycling (CDS) (blue bin), and General Waste (red bin). Food & Organic Waste bins are to be physically swapped over. Bin stations must be maintained in a neat and tidy manner – litter within 3 meters of the bins must be picked up.

Bins are to be monitored and emptied in line with the peak times to ensure that they are not overflowing. Different bin liner colours will be used (corresponding to each waste stream), and these are to be kept separated at the BOH. Maintaining waste separation Front-of-House and BOH is imperative.

The Waste Collection Team Supervisor will be responsible for the Occupational Health and Safety of the volunteers, including provision of safety equipment (e.g. gloves) and ensuring appropriate processes are communicated.

#### 6.7.1. Bin Stations

- The bins must be maintained less than  $\frac{3}{4}$  full. Collect bin, replace and return bin to the BOH
- General Waste (red bins), Mixed Recycling (yellow bins) and 10c Recycling (CDS) (blue bins) may contain colour coded bin liners
- All bins may be wheeled back to the BOH if this provides easier means of transport.
- Food & Organic Waste (green bins) must be wheeled back to the BOH locations and swapped out.
- Waste Streams must be kept separate. Skip Signage will be provided by Event Waste Manager
  - General Waste (red bins) dispose into the General Waste skip
  - Mixed Recycling (yellow bins) dispose into Mixed Recycling skip
  - Food & Organic Waste (green bins) dispose into the Food & Organic Waste skip
  - 10c Recycling (CDS) (blue bins), will be emptied by another party (to be determined)

#### 6.7.2. Camping Bin Stations (General Waste and Cardboard Recycling 1,100 L bins)

- There will be a number of locations that will have General Waste and Cardboard Recycling skips for the campers. These locations will be marked on the map.
- It is the Waste Collection Team's responsibility to inspect the bins and report back to the Event Waste Manager the status of the bins.
- It is the Waste Collection Team's responsibility to remove any waste stored around the bins, so they are maintained in a clean space.

#### 6.7.3. Management of Peak Times

- The Waste Collection Team needs to ensure sufficient resources to manage the Bin Stations during peak times – this includes meal times and the periods of time where the campers are setting up or packing up.

Table 2: High Traffic Times Schedule during the EB event

	Track 2	Track 2 camping	Princes Park Oval	EB Central	Track 1	Jubilee Oval
<b>Tuesday</b> 12 pm to 4 pm		Schols arrive	Schools arrive			
<b>Tuesday</b> 4pm – 8pm						
<b>Wednesday</b> 9am – 8.30pm	2pm – 4 pm			9am-6pm	6pm -8:30pm	
<b>Thursday</b> 9am – 8pm						Schools arrive
<b>Friday</b> 9am – 9:30pm	9am-5pm		Schools depart			
<b>Saturday</b> 9am – 8pm					24-hour event	

Sunday 9am – 3pm		Schools depart				Schools depart
Sunday 3pm						

**After event** – collect all bins from the Bin Stations (except for one on Jubilee Oval) and return to BOH area.

	Camping Arrive/Depart
	Meal Times

**Commented [JW1]:** Primary schools arrive on Tues and leave on Friday (camping in Princes Park, Caravan Park and Track 2)  
Secondary schools arrive on Thursday and leave on Sunday (camping Caravan Park, Jubilee Oval and Track 2)

### 6.8. Contamination assessments

Three visual contamination assessments will be completed for each stream each day. This will be completed BOH and will help monitor how well patrons are sorting their waste at the Bin Stations. Knowledge gained from these assessments will influence education strategies for future events and track progress towards the event’s waste reduction goals.

Training for contamination assessments will occur during the pre-event meeting.

### 6.9. Pre-Event Activities and Equipment

Table 3: Dates and tasks assigned to each group during the EB event.

Date	Task
Pre Event	<p>Equipment</p> <ul style="list-style-type: none"> <li>Bulka bag covers (for permanent bins) - CGSC</li> <li>Coloured Bin Liners - CGSC</li> <li>Back of House signage – CGSC</li> <li>Skip bins (Back of House) – Waste Recyclers of Victoria - WRV</li> <li>Skip bins (Mobile 1100 L) - CGSC</li> <li>Cardboard Recycling and General Waste 1100 L skip (for campers only) signage - CGSC</li> <li>Map detailing all bin and BOH locations - CGSC</li> <li>Provision of record sheets for contamination – CGSC</li> </ul>
Monday 17 November 2025	Meet with Community Group to discuss delivery and safety requirements - CGSC and Waste Collection Team
Monday 17 November 2025	<ul style="list-style-type: none"> <li>Set up of bin stations – Asteria Services</li> <li>Set up Back of House – skips arrive, signage deployed</li> <li>Cover the permanent public bins (waste bins in cages) – bulka covers – Asteria Services</li> </ul>

## 7. Pricing Schedule

To be completed by Community Group.

Table 4: Dates and tasks assigned to each volunteer during the EB event.

Date	Task	*No. of volunteers	No. of hours
Monday 17 November 2025	<ul style="list-style-type: none"> <li>Attend pre-event meeting, including training for waste collection - Waste Collection Team Supervisor to provide safety briefing to volunteers</li> </ul>		
Tuesday 18 November 2025 4pm - 8pm	<ul style="list-style-type: none"> <li>Regular patrols of the event site</li> <li>collecting and replacing full bins with empty bins (either replacing liners or returning bins to BOH)</li> <li>transferring waste collected to BOH and emptying into the corresponding skip.</li> <li>Contamination audit (visual) 3 times</li> </ul>		
Wednesday 19 November 2025 9am – 8:30pm	<ul style="list-style-type: none"> <li>Regular patrols of the event site</li> <li>collecting and replacing full bins with empty bins (either replacing liners or returning bins to BOH)</li> <li>transferring waste collected to BOH and emptying into the corresponding skip bins.</li> <li>Contamination audit (visual) 3 times</li> </ul>		
Thursday 20 November 2025 9am – 8pm	<ul style="list-style-type: none"> <li>Regular patrols of the event site</li> <li>collecting and replacing full bins with empty bins (either replacing liners or returning bins to BOH)</li> <li>transferring waste collected to BOH and emptying into the corresponding skip bins.</li> <li>Contamination audit (visual) 3 times</li> </ul>		
Friday 21 November 2025 9am – 9:30pm	<ul style="list-style-type: none"> <li>Regular patrols of the event site</li> <li>collecting and replacing full bins with empty bins (either replacing liners or returning bins to BOH)</li> <li>transferring waste collected to BOH and emptying into the corresponding skip bins.</li> <li>Contamination audit (visual) 3 times</li> </ul>		
Saturday 22 November 2025 9am – 8pm	<ul style="list-style-type: none"> <li>Regular patrols of the event site</li> <li>collecting and replacing full bins with empty bins (either replacing liners or returning bins to BOH)</li> <li>transferring waste collected to BOH and emptying into the corresponding skip bins.</li> <li>Contamination audit (visual) 3 times</li> </ul>		
Sunday 23 November 2025 9am – 3pm	<ul style="list-style-type: none"> <li>Regular patrols of the event site</li> <li>collecting and replacing full bins with empty bins (either replacing liners or returning bins to BOH)</li> <li>transferring waste collected to BOH and emptying into the corresponding skip.</li> <li>Contamination audit (visual) 3 times</li> </ul>		

	<ul style="list-style-type: none"> <li>After event - collect bins from the Bin Stations (except for one on Jubilee Oval) and return to BOH area.</li> </ul>		
<b>TOTAL COST YEAR 1 (2025)</b>		\$	
<b>TOTAL COST YEAR 2 (2026) (Optional)</b>		\$	
<b>TOTAL COST YEAR 3 (2027) (Optional)</b>		\$	

\*Number of volunteers including the Waste Collection Team Supervisor and the Shift Leader for each shift

## **Appendix A**

### **Code of Conduct: A guide for Contractors, Consultants, and Suppliers**

Central Goldfields Shire Council (CGSC) is committed to providing a structure that ensures ethical behaviours by its contractors, consultants and suppliers.

This code of conduct is focused on the achievement of a professional and productive work culture, characterised by the absence of any form of unlawful or inappropriate behaviour.

#### **1. Contractors, Consultants and Suppliers Responsibility**

Breaches of the Code could jeopardise your working relationship with council and compromise the council officer dealing with you.

When dealing with council in your capacity of contractor, consultant or supplier, it is expected that you comply with the Principles of Councils Code of Conduct.

These Principles Include:

##### **1.1 Compliance with relevant laws**

Contractors, Consultants and Suppliers (onwards called CCS) must comply with all Federal and State laws, Local Laws, and regulations.

##### **1.2 Conflict of Interest**

CCS must avoid conflicts of interest and disclose interests where necessary.

##### **1.3 Council Information**

CCS must not use confidential or any other Council information (this includes documents and electronic data) to gain an improper advantage for themselves or any other person. Council information is not to be used in any way that may cause harm or detriment to any person, body or Council. This includes any improper disclosure or use of any confidential Information.

**Confidential Information** means any confidential information relating to the business of the Council that comes to the knowledge of the CCS. CCS must ensure they manage all Council information in accordance with the Privacy and Data Collection Act (2014).

##### **1.4 Gifts and Hospitality**

All Council staff have an obligation to act impartially and with integrity including being aware of actual and potential conflicts of interest. This is particularly important in the context of staff receiving gifts or hospitality from external parties including CCS. CCS should not offer Council officers any inducements, gifts or hospitality. Council officers must comply with the CGSC Gift and Hospitality Policy.

##### **1.5 Council Resources**



CCS may only use council property, facilities, resources, and/or equipment in accordance with the terms and conditions of their contract.

#### **1.6 Equal Employment Opportunity Principles**

CCS are expected to actively encourage a workplace atmosphere that is free from discrimination, harassment and unfair treatment and protects human rights in accordance with the Victorian Charter of Human Rights and responsibilities.

#### **1.7 Compliance with Lawful Orders/Directions**

CCS are required to comply with any lawful order or work direction given by any person authorised to make such an order or work direction. Any doubts as to the propriety or legality of an order or work direction should be referred to the nominated Council Officer (refer clause 4).

#### **1.8 Honesty, Integrity and Fairness**

CCS are expected to maintain the highest standards of honesty, integrity and fairness, and perform their duties on that basis.

#### **1.9 Drugs and Alcohol**

CCS must not attend for duty affected by intoxicating substances (i.e. drugs, alcohol etc.) and must not consume intoxicating liquor or drugs whilst on duty.

#### **1.10 Duty of Care – Health and Safety**

CCS will take reasonable care to ensure their own health and safety as well as that of any other person who may be affected by acts or omissions in the workplace. CCS are required to adhere to the OH&S Act (2004), regulations and any succeeding legislation.

#### **1.11 Human Rights**

CCS must ensure that their decisions, advice and actions properly consider the rights set out in the Victorian Charter of Human Rights and Responsibilities and respect the human rights of others.

#### **1.12 Breaches of Code of Conduct**

Any breaches of this Code of Conduct should be notified to the nominated Council Officer.

#### **1.13 Outside employers or business by staff:**

It is essential that CGSC staff do not engage in outside employment on business that could raise a conflict of interest. CCS who deal with Council are not permitted to offer Council staff outside employment or business proposals of any kind.

## **2. General Conduct**

CCS must avoid behaviour that could constitute an act of misconduct or misbehaviour. You should therefore avoid conduct that:

- breaches the Local Government Act
- is an abuse of power or otherwise amounts to misconduct
- causes, comprises, or involves intimidation, harassment or verbal abuse
- causes, comprises/ or involves discrimination, disadvantage or adverse treatments
- causes, comprises, or involves prejudice in the provision of service to the community

CCS must act lawfully, honestly and exercise a reasonable degree of care and diligence.

### **3. Corruption, maladministration or serious and substantial waste**

CCS must report such instances to CGSC Procurement Manager.

### **4. Breaches**

It is everyone's responsibility (including CCS) to not only act in accordance with Councils Code of Conduct but also to report any breaches of the code immediately.

CCS should report any breaches to CGSC Procurement Manager.