

Sustainable Events

Waste Wise Events Guide



Contents

What is a Waste Wise event?	3
Who should use this guide?	3
How do I create a Waste Wise Plan?	4
Why you should make a Waste Wise commitment	5
Appendix 1: Waste Wise Checklist	6
Appendix 2: Planning the number and placement of bins	7
How do I order bins?	8
How do I get signs for my bins?	9
Appendix 3: Alternatives to Single use plastic	9
Appendix 4: Template letter for Stallholder, Caterer, Venue Staff	10

What is a Waste Wise event?

Waste is a big part of any event and typically comes from construction activity, promotional materials, and food and drinks. You can organise your event to minimise and avoid the waste you create by thinking about what you buy and where it will go.

A Waste Wise event is any event where the organiser/s have identified what kinds of waste there will be and how much waste the event will generate, as well as creating a plan to avoid, minimise, collect and remove that waste.

This guide will outline how you can create a Waste Wise plan for your event, working with event partners, stall holders, caterers and contractors to minimise waste before, during and after your event.

You can read Strathbogie Shire Council's Waste Wise Events Policy here

<https://www.strathbogie.vic.gov.au/tourism/about-events/hold-an-event/waste-wise-events>

Who should use this guide?

This guide has been designed to be used by anybody. However, Strathbogie Shire Council requires all event organisers, vendors, stall holders, council staff and venue owners to use this guide if they hold events or markets in Strathbogie Shire Council owned or managed venues or land, this includes;

- > Council organised events
- > Markets
- > Sporting events
- > Council meetings
- > Festivals and large community events



Did you know?

Australian waste is growing at double the rate of our population.



How do I create a Waste Wise Plan?

A good event waste management plan is a Waste Wise Plan. It will identify the kinds of waste expected, and amount of waste the event will generate. For the plan you will need to calculate how many and where waste bins are required and include purchasing and packaging policies, a waste collection plan, waste education information, and clean-up practices that aim to reduce the amount of waste being sent to landfill. See steps 1-7 opposite.

Your Waste Wise Plan will be as complex or simple as you would like and should reflect the complexity of the event. It could be a multiple page published document that you make publicly available or it could be a 'plan on a page' with bullet points, hand drawn event map and rough estimates.

If the event is ongoing or regular it should be flexible to change over time.

Suggested elements of a Waste Wise Plan:

- 1 **Identify the kinds of waste expected**
(organic waste, recycling, general waste)
- 2 **Estimate the amount of waste the event will generate and calculate how many bins are needed**
(Complete the Waste Wise Checklist (Appendix 1))
- 3 **Map where bins should be placed during event**
(Calculate the number and placement of bins (Appendix 2))
- 4 **Waste collection plan**
- 5 **Waste education plan**
(signage, bin monitors, event promotion)
- 6 **Purchasing and packaging policies**
(internal, contractor or stallholder agreement)
- 7 **Outline clean-up practices**



Did you know?

Australia is ranked fifth highest for generating municipal waste in the world!



Why you should make a Waste Wise commitment

Publicly making a statement of commitment helps get everyone on board and provides a clear message to your stakeholders about what you stand for. It also helps set expectations for people you work with.

By creating a Waste Wise Plan and completing our Waste Wise Checklist (where applicable) you will be provided with a logo jpg you can use on your event promotional material.



Send your plan and checklist to us as a document, image or even a simple email to:

info@strathbogievic.gov.au
Attention: Events Team

STRATHBOGIE SHIRE COUNCIL

recognise this event as

WASTE WISE



Did you know?

87% of event attendees want the event they are attending to be clean and free of litter, and support Waste Wise practices



Appendix 1: Waste Wise Checklist

Here are some things to think about when planning your event

- Provide waste, recycling and organic waste collection bins. Numbers and placement of bins should be calculated and planned using the guidelines in Appendix 1.
Appendix 1 is a guide to calculate and order the correct number and type of bins
- If you rely on your stallholders, caterers, contractors or staff to reduce waste then let them know before the event about Waste Wise events and your expectations from them.
Appendix 2 is a template letter to let stall holders, caterers or contractors know about your Waste Wise event requests
- All single use plastics are banned at events that occur on Council land. This includes:
 - plastic straws
 - plastic water bottles
 - plastic bags, cutlery and food packaging
 - balloons
 - plastic cling wrap
 - merchandise or giveaways that you know won't be used beyond the event.*Appendix 3 lists alternatives for single use plastic*
- Reward attendees for bringing their reusable cups, bags and bottles with discounts to encourage reusable items. For example, make coffees or meals 50c less in reusable cups/cutlery. *If this is something you need to ask of your stall holders, caterer, contractors or staff see Appendix 2*
- Consider how you can avoid food waste, try not to over cater, encourage participants to take home leftovers or even partner with an organisation or community group that collect leftover food and redistributes it to people in need.
- Designate a staff member or volunteer to check for litter during the event and after the event.
- Educate patrons, staff and other attendees about waste. Provide them with appropriate information, signage, and importantly – make it easy with good access to bins in the right places. *Appendix 4 provides links to download bin signage (bins provided by council will have these stickers on them)*
- Reduce the need for plastic water bottles by providing access to tap water. Have a sufficient supply of freely available potable water for staff and patrons. For outdoor events portable 'Hydration Stations' are available for loan from the Strathbogie Events Team
- Include the Strathbogie Waste Wise event logo on promotion and publicity materials. This is a public statement of commitment that your event will be Waste Wise.

A Microsoft Word version of the checklist is available online at:

<https://www.strathbogie.vic.gov.au/tourism/about-events/hold-an-event/waste-wise-events>

Appendix 2: Planning the number and placement of bins

In general, expect a minimum of one litre of waste per person per meal. However, this may vary depending on catering, alcohol availability, number of profile of attendees as well as the waste management minimisation strategies utilised.

As an example: You are holding an event that 1,000 people are expected to attend from 8AM to 1PM. The event will generate food waste, recycling and general waste.

1,000 people
x 2 meal times
**= 2,000 litres of
estimated waste**



Divide 2,000
by 240 litres
(a standard bin)
= 8 bins



Consider which bins you need
(1 general waste, 1 recycle and 1
organic bin at each bin station)
= 9 bins arranged in 3 bin stations

Bins should all be placed next to each other in a row, not back to back or apart. Bins should include information about what goes in each bin that is visible and understandable. This will allow patrons to easily see each of the bins available and choose the appropriate bin.

Bin stations should be placed in accessible points that coincide with movement of people and catch their attention.

Bin stations should be placed where rubbish accumulates. For example, near where people are eating food.

Less bin stations may be utilised if bins are emptied often, especially those bins near food and beverages.

More bin stations may be needed if the venue is large. Research suggested the best distance between bins is between 3 to 14 metres depending on visibility and natural environment (people are more likely to seek out a bin outside rather than inside).



How do I order bins?

Bins can be ordered through Strathbogies Shire Council.

Visit our website for application information at:

<https://www.strathbogies.vic.gov.au/tourism/about-events/hold-an-event/waste-wise-events>

Alternatively, you may choose to use a private contractor to supply bins. Please ensure that these bins will be placed appropriately with signage and information for patrons.

How do I get signs for my bins?

These educational posters will be affixed to event bins ordered via council. If you require extra signage for indoor bins, stallholder or patron information these can be downloaded as PDFs.

<https://www.strathbogies.vic.gov.au/tourism/about-events/hold-an-event/waste-wise-events>

Please note that these should not be altered in anyway and should only be used in Strathbogies Shire as rules and regulations for what can go in each bin is different for different council areas.



Did you know?

An event with too many bins, not enough visible bins or confusing signage will cause more people to litter.



Appendix 3: Alternatives to Single use plastic

Present item	Action	Option 1	Option 2
Plastic plates	Eliminate	Use washable and reusable plates eg Wash Against Waste services	Paper plates or compostable options*
Plastic cutlery	Eliminate	Use washable and reusable cutlery	Replace with natural fibres such as bamboo
Polystyrene cups and takeaway packaging	Eliminate	Use washable and reusable cups, glassware and plates	Replace with natural fibre products, paper bags, cardboard boxes or other compostable options*
Wax lined coffee cups	Eliminate	Encourage patrons to bring their own reusable mug	Use washable and reusable mugs
Stirring stick plastic	Eliminate	Provide several teaspoons which can be washed and reused	Wooden sticks
Coffee cup lids	Eliminate	Use only when requested	
Plastic straws	Eliminate	Do not offer straws	Replace with paper straws
Single serve condiments (tomato sauce etc.)	Eliminate	Replace with bulk dispensers	
Plastic carrier bags	Eliminate	Encourage patrons to bring a bag	Ask vendors to supply paper bags
Wax cardboard boxes	Eliminate	Non-waxed boxes	
Balloons	Eliminate	Flags, bubbles or reusable decorations	
Plastic water bottles	Eliminate	Provide cups, jugs of water or access to tap water.	For outdoor events portable 'Hydration Stations' are available for loan from the Strathbogie Events Team; Encourage patrons to bring their own reusable bottles



*Please note that compostable food packaging needs to be compostable to the Australian Standard 4736-2006 to be acceptable in our green bins. This information should be visible on the packaging.



Did you know?

Setting up a dishwashing station and using washable and reusable items at your event is a great alternative to single use crockery. A dishwashing station reduces waste, is easy to use, hygienic and saves money.

Appendix 4: Template letter for Stallholder, Caterer, Venue Staff

Dear Stallholder/Caterer/Venue Staff

I would like to take this opportunity to let you know that the _____ event will incorporate Waste Wise considerations into every aspect of the event, as such we are asking event contributors to consider their waste outputs during the event and make changes where practicable.

We are asking all Stallholders/Caterers/Venue Staff to address the following requests:

- Stallholder/Caterer/Venue Staff are required to separate their own waste, generated during the event into landfill, recycling and organic waste bins provided.
- All single use plastics are banned at events that occur on Council land. This includes:
 - ◇ plastic straws
 - ◇ plastic water bottles
 - ◇ plastic bags, cutlery and food packaging
 - ◇ balloons
 - ◇ plastic cling wrap

A list of alternatives can be supplied if requested.

- Giveaways should be kept to a minimum, also avoiding single-use items. Acceptable giveaways might be plants, seeds, fridge magnets, recycled paper flyers, stationary, reusable bags
- Reward attendees for bringing their reusable cups, bags and bottles with discounts to encourage reusable items. For example, make coffees or meals 50c less in reusable cups/cutlery

We are committing to be a Waste Wise event and will ensure appropriate bins are available, accessible and well signposted. We have also committed to a number of other Waste Wise initiatives. For more information about Waste Wise events in Strathbogie Shire Council please visit <https://www.strathbogie.vic.gov.au/tourism/about-events/hold-an-event/waste-wise-events>

We would love to hear about any other ways in which you will aim to reduce your impact on the natural environment during the event.

Regards,

_____ Event Team

A Microsoft Word version of this template is available online at:

<https://www.strathbogie.vic.gov.au/tourism/about-events/hold-an-event/waste-wise-events>