

BEING WASTE WISE AT EVENTS

As part of Sustainability Victoria's Waste Wise Program, the Barwon Regional Waste Management Group would like to help you to reduce waste & litter at your next event.

Your event may be eligible to receive free use of the Barwon Regional Waste Management Group's recycling bin caps and assistance from the Barwon Regional Waste Management Group's Regional Education Officer to help plan for waste management at your event.

To be eligible to become a Waste Wise event & use the Barwon Regional Waste Management Group's recycling caps you will need to commit to the following:

- To send the stallholder information sheet (attached) out to your vendors explaining the types of packaging you require them to bring or explain verbally that all packaging must be recyclable and meet the Waste Wise requirements
- Organise for the provision of recycling bins at the event and the removal of the recycling from the event to a recycling facility at the end of the event
- Organise for the provision of rubbish bins at the event and the removal of rubbish generated at the event to a landfill or transfer station at the end of the event
- To look in the bins at the end of the event and record information describing the quantities of recyclables and waste materials created at the event in the final report (template attached).

TIPS FOR SUCCESS

- Make sure recycling bins **ALWAYS** have a rubbish bin beside them – as pictured here
- Inform all of your staff, volunteers and waste contractors that you are a Waste Wise event & ask them to assist in making sure the recycling is kept separated from the rubbish
- Make announcements to inform the patrons that you are Waste Wise & ask them to put the right thing in the right bin
- Ask vendors not to bring polystyrene. This is not recyclable & often ends up contaminating your recycling stream
- Look in the bins at the end of the event and use the assessment sheet to record information for your final report
- Promoting that you are a Waste Wise event in programs or other promotions (logo is available for your use)
- Hang the Waste Wise Event banner at the entrance to the event.



WASTE WISE EVENTS APPLICATION FORM

This application form formally acknowledges your organisation's decision to participate in Sustainability Victoria's Waste Wise program.

Becoming Waste Wise certified means you will be increasing awareness of sustainability issues. Your event will also benefit from the tangible results of reducing, reusing and recycling waste to maximise the full potential of valuable resources.

Details about your organisation

Organisation name:

Primary contact name:

Position title:

Telephone:

Email:

Address:

Details about your event

Event name:

Date(s) of event:

Venue:

Estimated attendance:

Have you previously been certified as Waste Wise? Yes No

How did you find out about Waste Wise?

Do you require a Certificate to confirm the Waste Wise status after the event? Yes No
 Framed **OR** Unframed

Details on your current waste practices

Briefly describe waste management activities already planned for your event:

(e.g. environmental committee, recycling system etc.)

Major issues to be addressed or areas in which waste management can be improved:

(e.g. cost, minimise waste, OH&S, etc.)

Major types of waste:

(e.g. paper, cardboard, bottles etc.)

Event waste reduction action plan

(Select appropriate actions by inserting information, making further additions or removing inappropriate text)

Requirements	Actions	Person responsible	Status timing
<p>Getting commitment and/or improving on last year</p>	<p>List at least three main goals...</p> <p>Goals set for this event.</p> <p>At the (XXXX) event we are looking to:</p> <p><input type="checkbox"/> Improve on last year's set up, to increase recycling and reduce contamination (tick box if applicable)</p> <p>➤ Achieve a XX % recycling rate for recyclables (i.e. % of recyclables sent off for recycling instead of to landfill) A PERCENTAGE MUST BE FILLED IN HERE</p> <p>➤ Achieve under XX % contamination in the recycling bins</p>	<p>Add name of person responsible here</p>	<p>Insert date here</p>
<p>Setting up bin systems that work</p>	<p>Please indicate how many bin caps will be required</p> <p>NB: A bin cap booking form MUST be submitted with this form</p> <p><input type="checkbox"/> A total of XX bin caps are being sourced from XXX</p> <p>➤ Who will provide bins for general waste and recycling and collect the recycling? What facility will the waste and recycling be taken too? (LIST NAME OF CONTRACTOR AND FACILITY HERE).</p> <p>➤ What waste streams will be provided for patrons? LIST STREAMS HERE:</p> <p>➤ What waste streams will be provided for stall holders? (please note that bulk cardboard cannot be placed in the mixed recyclables stream and will need to be collected sperately) LIST STREAMS HERE:</p> <p>➤ How will bins be positioned together to encourage patrons to use them and do so correctly? (LIST THE WAYS HERE: for example, position the bins as bin stations, including one rubbish bin and one recycling bin. Bins are placed side by side, not back to back and not away from each other).</p> <p>➤ Where are recycling and rubbish bins going to be located? (LIST THE WAYS HERE: for example, in areas of high traffic and usage e.g. near food stalls, busy walkways, exit/entry, in main seating and/or activity areas to encourage patrons to use the bins).</p> <p>➤ How will waste be dealt with effectively in areas of high usage? (LIST THE WAYS HERE: for example, a rubbish, recycling and rubbish bin are set up as a station of 3, with the recycling bin placed in the middle).</p> <p>➤ How far apart will bins be placed to lessen the chance of littering? (LIST THE WAYS HERE: for example, 3-15 metres to make it easy for patrons to find the bins and therefore be more likely to use them).</p> <p>➤ How will overflowing of bins and littering be avoided? (LIST THE WAYS HERE: for example, written timetable for emptying bins or bins will be checked frequently during the day and emptied if necessary to avoid patrons being unable to use the proper bins or put off from trying to use the correct bins).</p>	<p>Add name of person responsible here</p> <p>Add name of person responsible here</p> <p>Add name of person responsible here</p>	<p>Insert date here</p> <p>Insert date here</p> <p>Insert date here</p>

Requirements	Actions	Person responsible	Status timing
Minimising and Recycling packaging (incl. Purchasing)	<ul style="list-style-type: none"> ➤ How will you persuade stallholders to minimise the amount of waste produced? <p>(LIST THE WAYS HERE: for example, send out stallholder information packs including packaging agreements, set up separate bins for back-of-house waste and recycling, provide information about recyclable cutlery and crockery –and provide compost facilities for back-of-house, brief stallholders prior to and at the event to remind them that it is Waste Wise).</p>	Add name of person responsible here	Insert date here
	<ul style="list-style-type: none"> ➤ How will you inform stallholders/caterers of plans to introduce recyclable packaging policy at future events / festivals? <p>(LIST THE WAYS HERE: for example, recognise and congratulate the stallholder's efforts, promote the event's Waste Wise certification in media articles before and after the event).</p>		
	<ul style="list-style-type: none"> ➤ What extra bin infrastructure is arranged for 'back-of-house' cardboard disposal? <p>(LIST THE WAYS HERE: for example, extra skips at back-of-house specifically for stallholders).</p>		
	<ul style="list-style-type: none"> ➤ How will the commitment of stallholders be obtained? <p>(LIST THE WAYS HERE: for example verbal or written commitments obtained when stallholders book a stall).</p>	Add name of person responsible here	Insert date here
Promoting your system	<ul style="list-style-type: none"> ➤ How will patrons and staff be made aware that the event is Waste Wise? <p>(LIST THE WAYS HERE: for example, Waste Wise logo will be placed on posters, websites, newsletters and a map after the event has been certified as Waste Wise).</p>	Add name of person responsible here	Insert date here
	<ul style="list-style-type: none"> ➤ Where will Waste Wise Event banners be placed to gain maximum exposure? <p>(LIST THE WAYS HERE: for example, at exit and entry points to ensure patrons see the banners).</p>	Add name of person responsible here	Insert date here
	<ul style="list-style-type: none"> ➤ How will patrons be reminded during the day to dispose of their recyclables and waste correctly? <p>(LIST THE WAYS HERE: for example, check that signage is on all bin caps that are delivered, announcements about recycling over the PA system, roving performers, posters, volunteers stationed at waste stations).</p>		
Monitoring and Reporting	<ul style="list-style-type: none"> ➤ How will estimates of waste stream volumes and contamination levels be obtained? <p>(LIST THE WAYS HERE: for example, waste audits will be conducted by event organisers. You can just visually assess a sample of the bins – you don't need to look in every one!).</p>	Add name of person responsible here	Insert date here
	<ul style="list-style-type: none"> ➤ How will the BRWMG be notified of the waste management systems after the event? <p>NB: a reporting template will be provided by BRWMG after the event</p> <p>(LIST THE WAYS HERE: for example, the event organiser will commit to providing a brief waste and recycling report within one month of the event).</p>	Add name of person responsible here	Insert date here

Your commitment to joining Waste Wise

We wish to join Waste Wise in order to learn how to integrate more effective waste management and resource recovery systems into our event.

We recognise that by achieving Waste Wise certification our event will be making a meaningful contribution to a sustainable future, and by completing this application form we confirm our commitment to:

- Completing the five Waste Wise steps
 - Commitment
 - Developing an action plan
 - Implementing the action plan
 - Monitoring and reporting our results and achievements
 - Building on experience to achieve continual improvement
- Adopting waste and litter minimisation as an important goal
- Completing a waste assessment to identify our major waste streams and practices
- Submitting the action plan to our Waste Wise facilitator in order to achieve certification as a Waste Wise event
- Submit the final report providing information on the Waste Wise achievements of the event within one month of the event.

We understand that all the Waste Wise resources are available for our use, and an experienced Waste Wise facilitator will be available to provide us with guidance and advice throughout the program. **We understand that events that fail to submit a final report will be invoiced for the cost of hiring the events bin caps infrastructure.**

Signature:

Date:

Title/Position in organisation:

(signed by an authorised representative for the event)

BIN CAP BOOKING FORM

Please note: There is no charge for the hire of the events caps, however **events will be billed for the cost of replacing any damaged or missing caps**. The caps are available from either:

- ★ GDP Industries, Slevin Street, North Geelong
- ★ Anglesea Transfer Station, Coal Mine Road, Anglesea
- ★ Don McKays Farm Supplies- Pound Rd Elliminyt

Pick Up Date: _____ Drop off Date: _____

Contact person: _____ Contact Phone: _____

Number of rubbish caps (red): _____

Number of bottle & cans recycling caps (yellow): _____

I would like to borrow the Waste Wise Event Banner (please circle) Yes/No

Applications need to be submitted at least four weeks prior to an event to ensure certification and bin cap bookings can be completed. Forward this completed application to:

Amy O'Brien- Regional Education Officer, Barwon Regional Waste Management Group
103 Roseneath Street North Geelong, 3215

Email: amy.obrien@brwmg.vic.gov.au **Phone:** 5277 9656 **Mob:** 0418 149 068

If providing a hard copy of this form, please ensure the document is double sided.



WASTE WISE EVENT FINAL REPORT

*****To be returned within one month following the event**

To: Regional Education Officer
Barwon Regional Waste Management Group
Fax no: (03) 5277 9979
Email: amy.obrien@brwmg.vic.gov.au

Please fax or email back to the details above within a month of the event taking place.

**Events who do not submit their report within this timeframe
will be invoiced for the cost of bin cap hire at a rate of \$10 per cap.**

Event details

Name of the event: _____

Location: _____

Event Date: _____ Estimated no. in attendance: _____

Waste management infrastructure

No. of recycling bins used: _____ No. of waste bins used: _____

Size & number of other infrastructure used (eg: skips, cardboard trailers etc):

Waste created

You will need to look in the bins at the end of the event and use the assessment sheet over page to gather this information, remember a large wheelie bin is 240 litres.

*Please note: **Contamination** means the wrong thing in the wrong bin, for example rubbish in with bottles & cans or bottles and cans in with rubbish.*

Streams provided (please tick)	Estimated Volume (Litres) or Weight (Kg) collected	% Of the volume that was contamination
<input type="checkbox"/> Paper and Cardboard		
<input type="checkbox"/> Bottles and Cans		
<input type="checkbox"/> Rubbish		

What worked?

What parts of the waste management at the event worked well? _____

What parts of the event waste management could do with improvement next year? _____

How did you promote that you were a Waste Wise Event? _____

WASTE WISE EVENT STALLHOLDER INFORMATION SHEET

As part of the event organising committee's commitment to reducing waste and its impact on the environment, we are asking stallholders and the community to reduce waste and recycle at the **(insert name of event)**.

What is a Waste Wise Event?

A Waste Wise Event is one at which the 3 Rs of waste minimisation (Reduce, Reuse and Recycle) are being practiced by:

- Reducing packaging to a few materials which are recyclable
- Collecting and sorting recyclable materials.
- Preventing litter.

What are the benefits to stallholders?

- Decreased cost by reducing types of packaging.
- Increased competitive edge by participating in Waste Wise Events.

Experience has shown that event goers are prepared to pay extra for food and beverages that are packaged in environmentally friendly material; and will make a conscious decision to purchase from stallholders who use environmentally friendly packaging.

What can you do?

You can help reduce litter and waste by:

- Avoiding unnecessary packaging
- Reusing items where possible.
- Using packaging that can be recycled.
- Using packaging that is made from recycled material.
- Helping with litter control.

Recycling stations with bins will be located at a number of locations around the venue, especially near food areas. These are for use by patrons only. Stallholders' waste materials including flattened cardboard boxes should be placed at the site designated by the event organiser. No waxed boxes please as they cannot be recycled.

The event organiser or Regional Education Officer can provide additional information, but here are some suggestions to get you started:

Being Waste Wise is as simple as 'A-B-C'!

Assess Your Packaging

Look at the types of packing you use at your stall and ask yourself:

- Do I need this type of packaging?
- Can it be recycled at the event?

(PLEASE NOTE THAT PLASTICS CODED 1-7 CAN BE RECYCLED AT THIS EVENT)

Become Aware of the Alternatives

Item	Alternative
Non-recyclable packaging	Packaging that is 100% recyclable
Plastic film or cling wrap	Cellophane wrap
Polystyrene cups	Heavy duty paper cups or reusable ceramic mugs
Plastic straws	Eliminate or replace with paper straws
Polystyrene take-away containers & 'clamshells'	Heavy duty paper plates and bowls
Sugar & condiment sachets	Bulk dispensers
Plastic cutlery	Corn starch cutlery
Plastic bags	Paper bags; ask patrons if they require one
Drink cup covers and disposable food trays	Avoid using

Where can you access Waste Wise packaging?

Byars Flexible Packaging	135 Fyans St. Geelong VIC 3220. Ph: 5229 9998 www.byars.com.au
Bunzel	37-47 Rocco Drv. Scoresby VIC 3179 Ph: 9212 9300 www.bunzl.com.au
Corporate Express	37 Mercer St. Geelong VIC 3220 Ph: 5215 5600 www.ce.com.au
Reward Distribution	38 Leather St. Breakwater VIC 3219 Ph: 5222 3322 www.rewarddistribution.com.au
Bidvest Hospitality Supplies	310 Boundary Rd Breakwater VIC 3220 Ph: 5240 8100 http://www.bidvest.com.au/
Lombards	76 Old Geelong Rd Hoppers Crossing Ph: 8742 7233 www.lombard.com.au

Please note: (Insert Event) has banned polystyrene packaging this year. Stallholders are not permitted to bring polystyrene packaging to the event. Thank-you