

WASTEWISE

events guide



How to make your event  
WASTEWISE

Department of **Environment and Conservation** NSW



**The Department of Environment and Conservation NSW** acknowledges the assistance of Zero Waste South Australia, Sustainability Victoria, The Australian Food and Grocery Council and the Waste Wise Events Guide Reference Group in the development of this guide.

This document may be reproduced in whole or in part for study or training purposes or for wider community use, provided the source is acknowledged and provided no commercial usage or sale of the material occurs. Reproduction for purposes other than those given above requires written permission from the Department of Environment and Conservation NSW.

#### Disclaimer

The Department of Environment and Conservation NSW has made all reasonable endeavours to ensure that the contents of this document are factual and free of error, omission or inaccurate information. The Department of Environment and Conservation NSW shall not be liable for any damage or loss that may occur in relation to any person taking or not taking action on the basis of this document.

#### Published by:

Department of Environment and Conservation NSW  
59–61 Goulburn Street  
PO Box A290  
Sydney South 1232

Ph: (02) 9995 5000 (switchboard)

Ph: 131 555 (environment information and publications requests)

Ph: 1300 361 967 (national parks information and publications requests)

Fax: (02) 9995 5999

TTY: (02) 9211 4723

Email: [info@environment.nsw.gov.au](mailto:info@environment.nsw.gov.au)

Website: [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

---

[www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

---

ISBN 978 1 74122 390 3

DEC 2007/56

February 2007

Printed on recycled paper

Copyright © Department of Environment and Conservation NSW February 2007

# CONTENTS

	PAGE
<b>INTRODUCTION</b>	<b>2</b>
What is a Waste Wise Event?	2
Why be Waste Wise?	3
How to use this guide	3
Laws that relate to being Waste Wise	4
Useful links	4
 <b>BEFORE THE EVENT</b>	<b>5</b>
Planning your Waste Wise event	5
Gaining commitment	7
Promoting your Waste Wise Event	9
Dealing with stallholders and contractors	10
Minimising packaging	12
Planning and managing bin stations	13
Before the Event Checklist	18
 <b>DURING THE EVENT</b>	<b>20</b>
Setting up	20
Monitoring bin usage	21
Communicating the message	24
On-the-spot evaluation	26
Starting the clean-up	27
During the Event Checklist	29
 <b>AFTER THE EVENT</b>	<b>31</b>
Finishing the clean-up	31
Evaluation and reporting	32
After the Event Checklist	36

		PAGE
<b>ATTACHMENTS</b>		<b>38</b>
<b>1</b>	Waste Wise Plan Template	38
<b>2</b>	Policy statements for Councils	42
<b>3</b>	Clauses for stallholder/vendor contracts	44
<b>4</b>	Pre-event media release template	45
<b>5</b>	Pre-event letter to stallholders/vendors	46
<b>6</b>	Guide to developing a bin placement plan	49
<b>7</b>	Signage, bin caps and skips	51
<b>8</b>	Waste Wise handout for your event team	52
<b>9</b>	Waste Wise promotion on the day	55
<b>10</b>	PA Announcement during a Waste Wise Event	56
<b>11</b>	Survey of stallholders/vendors	57
<b>12</b>	Survey of event attendees	58
<b>13</b>	Calculating recycling and waste amounts	59
<b>14</b>	Post-event media release	61
<b>15</b>	Waste Wise Event Report	62
<b>16</b>	Environmental Benefits of Recycling Calculator	67
<b>17</b>	Flowchart	68

# INTRODUCTION

As a result of the great events that happen in NSW every year, thousands of tonnes of waste are generated, often ending up in landfill or as litter polluting our streets and waterways. The waste is a loss of resources, as at least 60% of the material could be recycled. We can reverse this mountain of waste and reduce the environmental impact of events by working towards making every event in NSW a Waste Wise Event!

This Waste Wise Events Guide is an easy to use tool for event coordinators, venue managers, land owners and council officers involved in either coordinating or issuing approvals for big and small events. The guide will help establish waste avoidance strategies and practices that can be easily implemented by council officers and event organisers to address waste generation at events across NSW. By making your event Waste Wise, it will reduce the environmental impacts it causes, increase the levels of recycling and avoid creating waste from the beginning. While events come in all shapes and sizes – from the Big Day Out to neighbourhood street fairs – the principles of event waste reduction, management and recycling are the same. This guide contains proven waste avoidance and resource recovery strategies that have been thoroughly tested over time. It contains checklists, templates and sample documents that will make the jobs of Council Officers and Event Organisers easier.

## WHAT IS A WASTE WISE EVENT?

A Waste Wise Event is designed so that garbage is minimised and recycling is maximised. A Waste Wise Event involves planning and implementing waste avoidance strategies that encourage stakeholders and vendors to minimise the use of non-reusable and non-recyclable catering products and packaging. It has a bin system that encourages and makes it easy for attendees and stallholders to recycle and dispose of waste materials responsibly.

A Waste Wise Event is achieved by

- Adopting policies that encourage sustainable purchasing practices
- Working with vendors and suppliers to use recyclable and biodegradable packaging
- Having good signage and placement of bin stations to make recycling easier for attendees
- Implementing bin systems designed and managed to maximise the recovery of recyclable materials from vendors and attendees, as well as reducing littering
- Using effective clean-up practices
- Evaluating the success of your Waste Wise Event to identify areas for improvement

The principles and practices contained in this guide have been around since before the Sydney Olympics in 2000 and have been updated to reflect a greater understanding of the challenges and opportunities of making an event waste wise. Waste Wise principles are supported by 87% of the general public, who now expect recycling at events.

## WHY BE WASTE WISE?

It is good economic and environmental sense to make all events waste wise. A Waste Wise Event benefits councils, event organisers, the public and the environment by reinforcing sustainable behaviour.

**Councils** that have policies on waste reduction and resource recovery at public events are more likely to meet their community's environmental expectations. Your Waste Wise Event can impact on the behaviour of stallholders and attendees in a positive way by reinforcing at home recycling practices. Attachment 2 is a template policy that councils can adopt or tailor to suit their own needs.

**Event organisers** save money by reducing post-event clean-up costs and the amount of waste sent to landfill, and generate goodwill among the public. Providing recycling and reducing litter enhances the reputation of the event, making it more attractive to tourists and other visitors.

**The public** benefits by being able to attend a clean and tidy event. 87% of attendees are supportive of Waste Wise practices and want well-organised waste and recycling services and the event that they are attending to be clean and free of litter.

**The environment** benefits from a more sustainable use of resources, the avoidance of waste and litter, a decrease in material going to landfill, and the use of materials that are less environmentally damaging. Decreasing the quantity required of single use catering products and packaging materials, decreases the environmental impact of the event by reducing the amount of greenhouse gas emissions, water and energy used in the production process.

## HOW TO USE THIS GUIDE

This easy to use guide has been developed for councils, other landowners and managers, and event organisers. It sets out the planning of a Waste Wise Event in three stages:

BEFORE THE EVENT	
DURING THE EVENT	
AFTER THE EVENT	

Within these stages there are useful steps to follow, tips and suggestions for who you may need to involve or what assistance you may need. Each stage has a checklist and useful tools that can be used, such as sample planning documents, surveys and media releases. They are available in an easy to adapt format for your event from:

[www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

## LAWS THAT RELATE TO BEING WASTE WISE

There is a range of State and Federal legislation that has an impact on waste management at events in public places.

### NEW SOUTH WALES ACTS

*Waste Avoidance and Resource Recovery Act 2001*

*Protection of the Environment Operations Amendment Act 2005*

*Local Government Act 1993*

*Disability Services Act 1993*

*Occupational Health and Safety Act 2000\**

*Explosives Act 2003 and the supporting Explosives Regulation 2005*

*OHS Amendment (Dangerous Goods) Act 2003*

*and the supporting OHS Amendment (Dangerous Goods) Regulation 2005*

### FEDERAL ACTS

*Environment Protection Biodiversity Conservation Act 1999*

### STANDARDS

*NSW Food Authority: Food Handling Guidelines for Temporary Events:* regulations covering markets and specific temporary food events across NSW, including laws on donating leftover food.

[www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

\* All event managers, regardless of whether they are running a specific Waste Wise Event, should be aware of their responsibilities under the Occupational Health and Safety Act and associated regulations, to ensure that their event is safe. Key areas to consider include: risk management and control measures; traffic management; use of mobile plant (such as fork lift trucks); dangerous goods and explosives (fireworks); crowd management, and an emergency management plan. If team members are required to pick up litter or handle waste it is important to provide appropriate personal protective equipment (PPE) such as gloves, litter collection implements, etc. At no time should team members be required to handle needles.

For further information and copies of state legislation:

[www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

### USEFUL LINKS

[www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

Department of Environment and Conservation NSW

[www.zerowaste.sa.gov.au](http://www.zerowaste.sa.gov.au)

Zero Waste South Australia

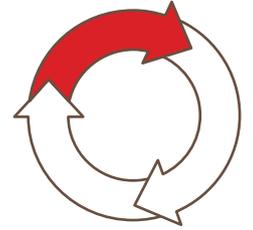
[www.sustainability.vic.gov.au](http://www.sustainability.vic.gov.au)

Sustainability Victoria: Waste Wise Program

# BEFORE THE EVENT

## PLANNING YOUR WASTE WISE EVENT

Being Waste Wise should not be an 'add on' to event implementation; it should be an integral part of your event plan. It is important to have waste avoidance and recycling objectives incorporated into each stage of the event planning process and to specify the strategies that will be used to achieve them.



### WHAT TO DO



- Prepare a Waste Wise Plan using Attachment 1: Waste Wise Plan Template. Outline your Waste Wise aims and how they are to be achieved. This document should be referred to throughout the event management process.
- Incorporate the Waste Wise Plan into your event plan, so it becomes an integral component of all levels of the planning process.
- Set achievable goals in your Waste Wise Plan. For your first event set goals that are clearly achievable, such as implementing recycling systems to collect drink containers. At your second Waste Wise Event, set your goals a little higher, such as using recyclable and compostable packaging for selling food. The aim is to gradually establish a Waste Wise 'culture' and incrementally build on your previous successes; where Waste Wise planning becomes integral to event management.
- Nominate one or more members of your team who will be responsible for the implementation of the Waste Wise Plan.
- Check if there are laws, council policies or guidelines relating to events and waste management at your chosen location before proceeding with the Waste Wise Plan. You will need to ensure compliance with any council conditions, particularly if the event is to occur on council-managed public land. Let the council know about your Waste Wise goals – they may be able to help with resources or support.





You will probably encounter resistance along the way if you are asking stakeholders to do something differently. There may be hesitation and confusion among caterers, stallholders or suppliers about implementing Waste Wise practices. This can be worked on with them over time (see 'Gaining commitment' below). Attachment 6: Pre-event letter to stallholders, is information you can give to stallholders to help raise their awareness and gain their support.

**wise  
words**

Has a similar event to yours been organised as a Waste Wise Event? The event coordinator will probably be happy to talk to you about their achievements, barriers they faced and how they solved them. Ask for a copy of their Event Report and other information if possible.

Waste Wise Event strategies can be incrementally introduced each time your event takes place. Start by collecting easy to recover materials such as cans and bottles, then stepping up each year or event occurrence to include another strategy until the whole event is reducing the amount of materials generated and potentially recovering all recyclables, including organic materials.

The decision whether or not to collect food waste for composting (organics recycling) should be made during the planning stage of the event. If you would like to collect food and biodegradable packaging for composting, find a commercial composter early in your planning to then involve them in implementation. You could either add a third bin to the bin stations with appropriate signage or investigate Zero Waste Events which only have two bins: Recyclables and Compostables.



## GAINING COMMITMENT

Gaining commitment from all key stakeholders is critical to achieving a successful Waste Wise Event. Once everyone involved in the event understands and commits to minimising and avoiding waste, reducing litter and implementing resource recovery practices, the rest becomes easier.

### WHAT TO DO



Communicate and gain support for your intentions to host a Waste Wise Event with your relevant stakeholders by focussing on the benefits of being involved. Your key stakeholders will most likely be:

Event success requires consultation and planning.

- **Councils.** Most events in NSW are held on council-managed public land. Your local council can help achieve Waste Wise aims for an event through policy initiatives, waste management and resource recovery experience. By doing this the council will be more able to fulfil community expectations and give positive reinforcement to their residents by mirroring the at home recycling behaviour when away from home.
- **Event site owners.** The benefits to them of a Waste Wise Event can easily be explained, such as reduced costs for waste management, a positive environmental image, and public acceptance of recycling strategies. The site owners may need to establish the costs and benefits of running their site differently – from social, economic and environmental perspectives. Once gained, the commitment from the site owner can be formalised by putting some Waste Wise clauses in your contract/agreement with them.
- **Sponsors** can gain promotional benefit, and are attracted to events that send a sound environmental message. They need to be made aware of exactly how their brands will be enhanced by being involved with or endorsing a Waste Wise Event. It's wise to check whether the landowner has a policy about sponsors or branding. Be careful of sponsors whose products may not be consistent with Waste Wise aims.
- **Stallholders and vendors'** commitment can be gained by inserting a short standard clause in their agreement, permit or contract that commits them to using certain materials for packaging and to following Waste Wise procedures (Attachment 3). They need to be informed early of the goal to minimise waste and packaging, and their expected compliance with the Waste Wise aims. The businesses could even develop their own Waste Wise Plan for their operations throughout the event. Using less costs less.



- **Waste service contractors** will usually be private contractors, but may be council's own staff. They are critical to the success of your Waste Wise Event. The best way to gain commitment to Waste Wise aims is to insert a short standard clause in their contract/agreement (Attachment 3: Clauses for contracts). Included in this should be a commitment to providing accurate data of quantities taken to both landfill and recycling facilities, probably in the form of a weighbridge receipt. (Check what data is available at no extra charge.)
- **Other service contractors**, including businesses supplying fencing, portable toilets, power supply, sound systems or marquees, need to fully understand the Waste Wise aims of the event. It is advisable to negotiate a mutually agreeable clause in the agreement or contract for waste avoidance well in advance (Attachment 3: Clauses for Contracts).
- **The public** will respond positively to a well organised Waste Wise Event. Mention the benefits of being Waste Wise in all promotional material through clear communications and signage during the event. Messages of encouragement and support will have a positive impact by reinforcing their at home Waste Wise behaviour. It may also be worth conducting a survey during the event (Attachment 12: Survey of Event Attendees) to gauge their commitment to being Waste Wise.



**Be aware** of stallholders and contractors who have trouble keeping to their waste wise obligations as outlined in their agreements. Suggest a bond, and educate them on what their Waste Wise commitments are. Words of encouragement and support also work well.

### wise words

**Have your** team members keep each other on track by working in pairs to improve their motivation about achieving Waste Wise goals. Communicate with them regularly to see how they are going. Have your own partner, who is committed to Waste Wise aims, that you can delegate tasks to.



Providing support to Stallholders at Sydney in Bloom



## PROMOTING YOUR WASTE WISE EVENT

As part of your general promotional activities, promote the event as Waste Wise. This will improve the event's environmental image and communicate the message to potential event attendees. Promoting the event as Waste Wise can also increase its attractiveness to potential sponsors.

### WHAT TO DO



Use all possible opportunities to promote the event as Waste Wise:

- Add Waste Wise information to all literature, media releases, programs, tickets, posters, etc. There is no specific logo to use – the phrase 'Waste Wise' is the important thing.
- Issue a media release and distribute advertising material about the event's Waste Wise aims (Attachment 4).
- When placing pre-event promotional advertising, negotiate the insertion of post-event editorial as well.
- Seek to obtain the endorsement of a well-known local identity or icon to promote the event and its environmental initiatives.
- Have Waste Wise Event promotional signs and banners displayed throughout the site (Attachment 9).
- Have everyone in the event team – staff, volunteers and others – spread the Waste Wise message by word of mouth. Give them a few points to remember (Attachment 8: Waste Wise handout for your event team) so the message is consistent.
- Use street theatre to promote being Waste Wise.
- Use signs around your site, particularly just above head height, to remind people to recycle.

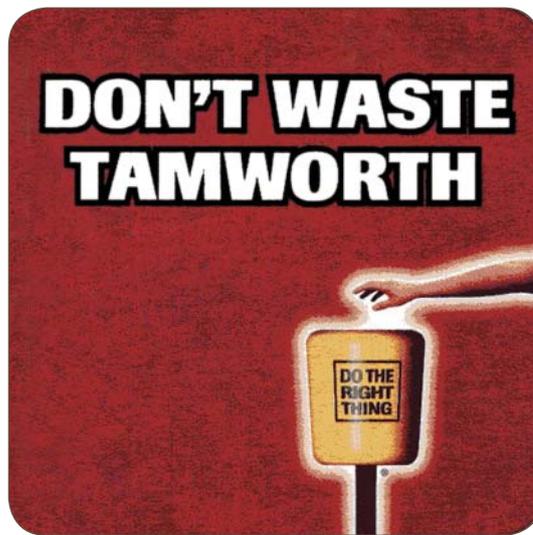


Image courtesy of AFGC

Coasters were used to promote the Waste Wise message for the Tamworth Country Music Festival





Ensure that a consistent and clear message about being Waste Wise is communicated in all of the promotional material of your existing campaign.

### wise words

Be careful about how much you promise you will achieve. Be clear and concise about how much your event will be Waste Wise, as there are different levels of commitment, i.e. container recycling, waste avoidance, biodegradable food containers, composting, zero waste, etc.

Develop a Waste Wise communications strategy or add it to your existing strategy. Keep the messages simple, clear and consistent.



## DEALING WITH STALLHOLDERS AND CONTRACTORS

It is important to clearly communicate the Waste Wise message to suppliers, stallholders and contractors early in the planning stage of the event, so that they are aware of the requirement to minimise packaging and can purchase appropriate materials. Stallholders and contractors are the major contributor to the quantities of waste generated at events, most of which is catering and packaging materials.

### WHAT TO DO



- Communicate with stallholders and contractors as early as possible in the event planning process to make them aware of the Waste Wise aims. Talk with them about how and why you are asking them to change their packaging and waste disposal habits.
- Incorporate a specific Waste Wise clause in contracts/agreements signed with stallholders and contractors (Attachment 3: clauses for stallholder/vendor contracts).
- Find out what types and quantities of materials that stallholders and contractors are likely to use and sell, then add this to the Waste Wise Plan. (Attachment 1: Waste Wise Plan template)
- Provide information on the types of materials allowed on the event site (Attachment 5: List of acceptable materials), including a list of supplier contacts for your area if possible. Over time, develop your list of reliable suppliers.

- Speak with the waste services contractor or council collection staff about the Waste Wise strategies. Discuss the type of system needed and use Attachment 6: Guide to developing a Bin Placement Plan, to calculate the number of bins required (see 'Planning bin stations' below). Most contractors will only deliver bins to the event site then collect them later, so it will probably be the responsibility of your event team to place them appropriately. The contractor must place skip bins in the correct location.
- Provide a copy of your Bin Placement Plan (Attachment 6) to all stallholders, particularly highlighting back-of-house facilities.



Communicating with stallholders as early as possible at Sydney in Bloom



Seek stallholders' cooperation, as their active participation will have a big impact on your Waste Wise outcomes. Also let them know there is a risk that if they don't actively participate they may not be invited to participate in future events.

wise words



Remind stallholders that one of your team members will be monitoring the stallholder area at times throughout the event (During the Event checklist).

Watch for ambush marketers who turn up at your event without prior permission. They often sell gimmicky goods that will impact on the effectiveness of your Waste Wise efforts. You have a right to ask them to leave the site with their goods.



## MINIMISING PACKAGING

Minimising packaging is a fundamental component of waste avoidance at your event, as packaging is typically the largest type of waste material generated. Effectively avoiding and minimising packaging makes other elements of the Waste Wise strategy easier; it reduces the likelihood of large amounts of packaging waste and litter, reduces contamination of the recycling and increases resource recovery rates.

There are many ways that packaging can be minimised. For example, food vendors could use bottled sauces with pump tops, only provide straws when requested and use serviettes instead of food containers where possible. Be careful not to ask food vendors to compromise safe food handling practices. Check this at

[www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

Minimising packaging is a cost effective practice for food vendors as it costs less to use less.



**Watch for** stallholders who use the public's bin system instead of the system provided for them.

**wise  
words**

**Remember** 'less in less out'. Minimise packaging coming on site to greatly improve the ability to minimise and avoid waste.

**Polystyrene** is not easily recyclable and should be avoided where possible.



### WHAT TO DO



- Check with your waste contractor which recyclables are accepted before setting the list of recyclable materials for stallholders. Not all recycling facilities accept the same materials for recycling, however most accept glass, PET plastic, paper and cardboard and aluminium.
- All stallholder agreements should include a requirement to take active steps to minimise the amount of packaging they use and sell, using materials that are recyclable or compostable where possible. In practice, there will be times when stallholders will have a valid reason for using materials such as polystyrene boxes (bulk food storage); if so, they should be required to take these materials with them at the end of the event as they are re-usable. (Attachment 5: Pre-event letter to stallholders.)
- Give advance notice to stallholders about the specific types of packaging that will be allowed at the Waste Wise Event to give them as much lead-time as possible to buy appropriate packaging.

- Check if the local council has a list of local suppliers who sell recycled content or compostable or recyclable packaging.
- Appoint a team member for liaising with vendors about being Waste Wise.
- You may wish to ban glass from your event for safety reasons. As well as informing vendors, you could also use a sign at the entrance to your event to inform the public what is allowed onsite.

## CASE STUDY

snap  
shot

All meals are served on re-useable plates and patrons are encouraged to 'do their bit' by returning the reusable plates to collect their \$1 plate deposit. Patrons are required to initially purchase a souvenir drinking goblet for \$3 which is unbreakable and reusable, to sample the various wines.



MANLY COUNCIL FOOD AND WINE FESTIVAL

## PLANNING AND MANAGING BIN STATIONS

Careful placement and effective management of bin stations will have a big impact on the success of your Waste Wise strategies. Without the right number of bin stations, properly identified with clear signage and strategically placed, the other Waste Wise strategies could fail. Good bin placement, signage and communication will guide people to separate waste from recyclables, thus reducing the contamination of materials in the recycling bins. Planning and managing bins is an integral part of your Waste Wise Plan (Attachment 1). The Waste Wise Plan should then be incorporated into your event plan.



Planning bin stations for the Tamworth Country Music Festival

Image courtesy of AFGC

### LOCATION, LOCATION, LOCATION...

Good bin management is about correctly estimating the number of bin stations needed, and placing them in the most appropriate positions. A pre-event site check will be of assistance when planning the number of bin stations that will be needed.

A bin station is made up of one or more recycling and waste bins, each appropriately labelled with standard signage. These stations should be strategically placed at a number of locations around the event site, especially near stall areas. The bin station sites should be clearly marked on the event site plan. Front-of-house bin stations are in areas accessible to the public and are for use by event attendees only. Back of house bin stations are usually in areas not accessible by attendees. The site plan you give to the waste contractor and stallholders should show the location of bin stations and back-of-house recycling.





## BIN SIGNAGE AND CAPS

The Department of Environment and Conservation NSW has developed standard signage for recycling, available at:

[www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

Bin signage stickers can be downloaded from the website then forwarded to a printer for production.

If possible, arrange for signs for above the bins as well, so that they are clearly visible from a distance. The public can then easily see where their nearest recycling station is, rather than littering.

Bin caps are often a good way to make bins more visible, and to prevent large objects being placed in the bins. Single bin caps such as those in the photo are the recommended option for use at public events to minimise manual handling problems. For more information, see Attachment 7: Signage, Bin Caps and Skips.

One of the many available recycling stickers, and a single Yellow Bin Cap



## SKIP BINS FOR BACK OF HOUSE RECYCLING AND WASTE

Three cubic metre skip bins are commonly hired for larger events for the use of stallholders/vendors in the back of house area. At smaller events, standard 240 litre wheelie bins will probably be sufficient for back-of-house recycling and waste. In either case, stallholders and vendors must use the designated back-of-house bins only.

Skip bins in place for back of house waste and recycling



Image courtesy of AFGC

## ESTIMATE THE NUMBER OF BIN STATIONS NEEDED

It is advisable to place bin stations between 3 and 14 metres apart in main event areas if possible, as beyond this distance more littering starts to occur. The number of catering and stallholder areas, and expected public attendance, will also influence the number of bin stations required.

## PLAN BIN STATION PLACEMENT

Waste and recycling bins should be placed together as a bin station so that people are given identical choices at each location, which encourages correct bin use and minimises contamination. The bin stations should be easily identifiable and consistent in appearance. Stations can be either two bins (one garbage, one recycling) or three (garbage, recycling, garbage). Never place a recycling bin on its own; always have it as part of a station with a garbage bin.

Another option is to fit the bins with bin caps, if available (Attachment 8: Signage, Bin Caps and Skips). If there are street bins in the event site, they should be covered or incorporated into a bin station to avoid confusion.

Consider factors such as where people gather (high-traffic areas, stalls, entertainment areas, etc).



**Research suggests** placing bin stations between 3 and 14 metres apart, as beyond this distance more littering starts to occur. In densely crowded areas, bin stations should typically be placed closer together than events that have broad open spaces.

**wise words**

**Link in** with existing structures and systems if possible. For example, using an existing recycling collection can make waste collection much easier.



Place bin stations:

- at event entry and exit points (so attendees see available options for disposal when they arrive)
- at accessible points that coincide with the movement of people
- away from where there are likely to be queues, so they are not an obstruction
- for the convenience of the user rather than just the collector
- where they can be effectively emptied and serviced.



Many councils will require a waste management plan (i.e. your Waste Wise Plan) to be submitted by event organisers if the event is to take place on council-owned land. Bin station placement should be included in this plan.

**snap  
shot**

## CASE STUDY

Keep it very simple and place the bins where they are easy to use. We only had about 12 recycling bins at our event but they were placed close to the beverage tent and this seemed to work.

BALLINA RACES, BALLINA SHIRE COUNCIL

## ALLOCATE STAFF

Have a dedicated Waste Wise Manager onsite to monitor bin usage and coordinate extra bins or move bins from quieter to busier areas where necessary. Place staff/volunteers at bin stations to help reduce contamination of recycling bins (give them a long handled grabber so that they can remove contamination from the recycling bins).

## ARRANGE BACK-OF-HOUSE BINS

Ensure that there are sufficient back-of-house recycling facilities available so that stallholders don't need to use front-of-house bin stations. Stallholders tend to generate a large amount of cardboard, particularly during set up, so a collection facility specifically for cardboard will probably be required (don't forget to request that they flatten the cardboard!). It is worth putting effort into back-of-house recycling because it is often easier to control than front-of-house, producing successful recycling outcomes.

Cardboard  
recycling  
skip bin



Image courtesy of AFGC

## BE AWARE OF SPECIAL TYPES OF WASTE

Cigarette butts pose a threat to the environment even though they are small. Consider providing special-purpose containers for cigarette butts and promoting their availability. This is preferable to having people butt their cigarettes on plastic bins or throwing them on the ground, to potentially end up in our waterways. It will hopefully save the tedious task of picking up butts during post-event clean-up too!

Disposable nappies are a waste that needs to be considered, especially for events that attract families or run for a full day or longer. Providing a baby-changing facility with special bins for nappies and other related items will allow people with young children to feel their needs are being met. Promoting the availability of the facility will also encourage its use. It is advisable to provide these facilities if your event budget allows. Otherwise encourage people to place disposable nappies in plastic bags prior to disposal, in the garbage bin only, for health reasons.

Liquid waste, such as oil and washing up water, will also require special consideration. To avoid vendors disposing of their liquid waste inappropriately, calculate how much will be produced so that you can order drums for disposal. Let your vendors know that all liquid waste must be disposed of in the drums you have provided.



**Litter breeds** litter! If enough bins are well located, regularly monitored and emptied you can avoid the 'avalanche effect' of littering that occurs when bins are full.

**wise words**

**If you're** organising a street festival, check the date for waste collection from local businesses, to ensure that the shopfronts do not place their bins on the footpath for collection during your event.

**If using** wheelie bins without bin caps, ensure that the bins stay together as a bin station by using a rope, chains or ties and have the recycling bin lid closed and the waste bin lid open. For even better results, use recycling bins with rosettes in the lid.

**For outdoor** events where smoking is not restricted, a bucket or plant pot full of sand makes a good cigarette butt receptacle. It is advisable to have a sign about 1.2 metres high so that people will see it and realise that the container is for cigarette butts only, not waste. You could also hand out personal butt bins at the entrances to the event site.





Download a copy at [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

**before** the event

## checklist

### PLANNING

- Write Waste Wise Plan (incorporating bin placement sites)
- Gain permits for displaying signs
- Incorporate Waste Wise Plan into overall event plan
- Set achievable goals
- Delegate roles and responsibilities to members of your event team

### GAINING COMMITMENT

Communicate Waste Wise aims to:

- Council
- Event Site Owners
- Sponsors
- Stallholders/Vendors
- Waste Services Contractors
- Other Service Contractors
- Attendees
- Other Stakeholders

### PROMOTION

- Add Waste Wise message to media releases, programs, tickets, etc
- Use all possible avenues available to promote event as being Waste Wise
- Issue media releases and advertising material
- Obtain endorsement of a well-known identity

### DEALING WITH STALLHOLDERS AND CONTRACTORS

- Determine what types of materials will be used or sold, and in what quantities
- Give clear information on materials permitted
- Consult with waste collection contractor
- Have stallholders and contractors sign an agreement/contract specifying Waste Wise requirements
- Inform stallholders and contractors what is expected and why
- Comply with existing council or other relevant policies

### MINIMISING PACKAGING

- Specify acceptable and unacceptable materials in stallholder agreements/contracts
- Consult with stallholders; allow enough lead-time for them to prepare for being Waste Wise
- Arrange Waste Wise supervision of stallholders during event

### PLANNING BIN STATIONS

- Decide what type of bin stations is needed
- Develop bin placement plan as part of overall site plan
- Allocate roles to team
- Arrange back-of-house garbage and recycling systems
- Develop strategies for special types of waste (cigarettes, nappies, etc)

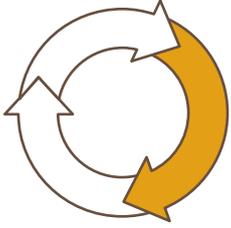


**before** the event

**attachments**

ATTACHMENT TITLE	NO.	PAGE
Waste Wise Plan Template	1	38
Policy Statement for councils	2	42
Clauses for stallholder/vendor contracts	3	44
Pre-event media release template	4	45
Pre-event letter to stallholders	5	46
Guide to developing a Bin Placement Plan	6	49
Signage, bin caps and skips	7	51





# DURING THE EVENT

Follow through on your Waste Wise Plan and communicate the Waste Wise aspects of the event to attendees. This will enhance the environmental achievements of the event and increase the level of resource recovery.

## SETTING UP

As the event is being set up, talk with staff/volunteers about how Waste Wise strategies will be incorporated into the day's activities.

Bins dropped off in one spot and waiting to be moved



*Image courtesy of AFGC*

## WHAT TO DO



- Before the start time of the event assemble the team for briefing about the Waste Wise strategies for the event:
  - Everyone's roles
  - Review the Bin Placement Plan (Attachment 6)
  - Have spare copies available of the Waste Wise handout for event team members (Attachment 8)
- Bin stations should be in place around the site according to your Bin Placement Plan. Bins might have been dropped off in one place, so will need to be moved to their appropriate locations before the event by your staff.
- Have a team member allocated to monitor stallholders to advise each of them how to use the bins correctly, so that good habits are established early in the day.
- Put Waste Wise promotional banners and signs in place.
- Ensure all bin stations are secured together and that all signage is consistent.



Be flexible with the Waste Wise Plan. As with any plan, it pays to have an alternative if things change on the day.

wise words

Some of your stakeholders will probably not be happy with the bin placement on the event site. In this case, explain the reasons behind the placement. In the interests of maintaining good relationships with stakeholders, a minor relocation may be advisable.

You might like to try closing recycling bin lids and leaving waste bin lids open. Some event organisers have found that this decreases contamination of the recycling bins, as only people who are aware of recycling will lift the lid. If recycling bins are available with small round holes in the lid (rosettes), they are recommended as the small opening only allows for beverage containers.



## MONITORING BIN USAGE

Regular monitoring of the event site will help identify whether things are going well or if adjustments are required. Monitoring should cover both back-of-house (stallholders) and front-of-house (public), and is best done by designated team members. Regularly walking the event site your self is also advisable as you can then easily identify any areas that may need adapting and make any necessary changes.

### WHAT TO DO



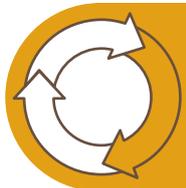
#### DELEGATE TASKS

Rely on the event team to be your eyes and ears. Delegate areas of the event to different members of the team, such as:

- Stalls
- Back-of-house
- Entertainment areas
- Bin stations

Give staff/volunteers the responsibility for managing their delegated areas and have them report back to you or your designated Waste Wise Manager.

Briefing the team at Sydney in Bloom



## MONITOR STALLHOLDERS

Have one or more people dedicated to monitoring stallholders during the event. Rather than criticising stallholders, the idea is to remind them how to use the bin systems correctly. Check that they are:

- Using only permitted materials as per their signed contract/agreement
- Using back-of-house waste and recycling collection points
- Separating waste types

The flow of back of house waste streams alters over the course of the event:

- Cardboard will be produced in bulk when stallholders are setting up, and again when they are packing up.
- Food will mainly be disposed of at the end of the day. It is the responsibility of stallholders to dispose of these materials correctly, particularly food vendors, as they must adhere to specific health regulations. If you are an independent event coordinator, either the local council should be able to advise you on this matter or refer to the *NSW Food Authority's Food Handling Guidelines for Temporary Events* at

[www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)

- Liquid waste, such as oil and washing up water, may also be disposed of at the end of the event. To avoid vendors disposing of their liquid waste inappropriately, calculate how much will be produced so that you can order drums for disposal. Let your vendors know that all liquid waste must be disposed of in the drums you have provided.

snap  
shot



### CASE STUDY

All of the stall-holders at our event were briefed and sent letters a couple of times prior to the event regarding the use of recyclable containers. Despite these efforts, we did have one stallholder who was not using recyclable containers. I personally talked to each stallholder and when this was brought to my attention, I just mentioned that it would be a shame if they could not get the correct containers by the following night as they would not be allowed to set up their food stall (as it was a waste wise event). The next night they had the right items!

VIVA LA GONG FESTIVAL, WOLLONGONG CITY COUNCIL

## MONITOR BINS

Front-of-house waste will be generated throughout the event, with peaks during meal times. Take this into account when planning the collection or swap-over of bins. As part of the monitoring:

- Adjust bin locations if required
- Exchange or empty bins when necessary
- Ensure bins and bin sites are clean and tidy at all times
- Ensure bins do not obstruct access for emergency vehicles



Image courtesy of AFGC

Avoid the public moving bins by securing them

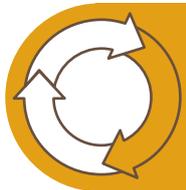


**Quickly replace** contaminated recycling bins with clean ones. It also helps if some uncontaminated recycling is already placed in the replacement bin as people often look into a bin to see what it contains before placing their materials in to it.

**wise words**



**Watch for** bins being moved by stallholders (for their use) or the public (to stand on). This is best avoided by securing the bins with chains, rope or nylon ties to secure them together. If this is not possible then monitoring is particularly important.



**Be aware** of litter accumulating at a particular spot. Placing an additional bin station close by or shifting one from another area that has not had much use can reduce this problem.



## COMMUNICATING THE MESSAGE

Promote the Waste Wise message continually throughout your event.

### WHAT TO DO



#### WORKING WITH THE PUBLIC

- Make regular public announcements explaining why the event is a Waste Wise Event and how to use the bins correctly. (Attachment 10 – PA Announcement during a Waste Wise Event).
- Promote Waste Wise practices to the public wherever possible. Have team members communicate with people near entrances and main bin stations, particularly at meal times.
- For a family-oriented event, consider having a Waste Wise ‘character’ walk around encouraging people to use the bin stations correctly. You could also incorporate street theatre with a Waste Wise theme.
- Use Attachment 12: Survey of Event Attendees to generate discussion, raise awareness and get quotes for inclusion in reports and media releases.

#### snap shot



#### CASE STUDY

Last year, we asked the announcer at the races just to say, ‘The cup you are drinking out of is recyclable’. This simple announcement really seemed to work – we collected two full 3m<sup>3</sup> skip bins of uncontaminated PET cups! In previous years the bins had been quite contaminated. We will try this public announcement again this year.

BALLINA RACES, BALLINA SHIRE COUNCIL

#### WORKING WITH THE MEDIA

- Show media representatives key aspects of your Waste Wise event.
- Arrange short interviews for the media with a range of people at the event, e.g. your self, staff, volunteers, stallholders, attendees.
- Encourage involvement of a well known local or public figure
- Take a record of all media representatives you and others have spoken to so that you can follow them up after the event for a story. Ensure all media relations and publicity staff associated with the event are briefed in advance to be able to communicate the Waste Wise aspects of the event to the media.
- Check with media outlets to ascertain if they have environment reporters on staff. If so, target them for Waste Wise Events stories.

- Ensure that you have a Waste Wise spokesperson available to speak to environment reporters, who will often seek more in depth information on waste issues than generalist reporters.
- Encourage local broadcast media to present a segment of their show from the event site, particularly for events in regional areas.



Promoting the Waste Wise message at the Big Day Out in Sydney

Image courtesy of AFGC



Have answers prepared in advance for any comments or anticipated questions, such as 'it all just goes to landfill anyway'. Attachment 8: Waste Wise Handout for your Event Team, outlines some of the key benefits of recycling and how it happens.

**wise words**



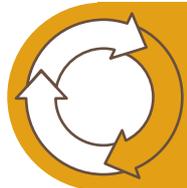
**CASE STUDY**

**snapshot**

The Council has adapted the WWE template documents to suit our own events and have added the Council logo. We have our own waste character called 'Will be' and he is used for all of our Waste Wise messages.



WOLLONGONG CITY COUNCIL





## GENERAL STATISTICS

Record the following as you walk around, using Attachment 13 to help you estimate waste volumes:

- Number of attendees at the event
- Volume of beverage containers/recycling (e.g. '240L bin half full = 120L')
- Amount of cardboard and paper collected (e.g. Estimate volume in a skip in cubic metres)
- Amount of material to be sent to landfill (general waste)

At this stage general answers will suffice, such as '2 full skip bins of cardboard'. After the event you can generate more accurate statistics by asking contractors to supply copies of or information from receipts from the weighbridge at the landfill or recycling facility. You will need to add to their contract that they will provide you with the collection data post event or it will prove difficult to obtain. Note, however, that in some cases the data they give you may not be just waste and recycling from your event alone if they are disposing of waste from other sources as well, so your own onsite estimates will always be valuable.

## SURVEYS

If possible, have some team members conduct surveys of stallholders (at a time when they are not overrun with customers) and attendees (Attachments 11 and 12: sample surveys). It works better if team members ask the questions and write the answers, rather than giving the survey to the stallholder or attendee to fill in themselves.

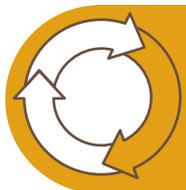
## STARTING THE CLEAN-UP

There are many benefits to maintaining a clean event site. It reduces the occurrence of litter and presents a positive image to event attendees, reinforcing good binning behaviour.

### WHAT TO DO



- Start the clean-up whilst the event is still going unless there is an Occupational Health and Safety or public liability risk.
- Look for litter 'hot spots' that occur as people are leaving. It may be necessary to move some bin stations to these new locations as the direction of people traffic changes.
- Consider placing some bin stations just outside the exit points in order to capture material as people are leaving. In many cases event co-ordinators are now being made responsible for cleaning the 'zone of influence' around the boundary of their event.
- If certain bin stations are not being used, consider moving them to a collection point, ready to be taken away by the waste services contractor or re-locate to busier areas.





**wise  
words**

Consider making an announcement just before the public leave the event (e.g. before final stage performance). Thank attendees for supporting your Waste Wise activities and recycling correctly. This is a good opportunity to announce how much has been recycled and diverted from landfill (if you have the figures or estimates by then!). Congratulating attendees on their efforts often reinforces positive behaviour for the next event.

The Benefits of Recycling Calculator will give you some great figures on the environmental savings you have made; greenhouse gases, water and energy saved. Download from the Department of Environment and Conservation NSW web site

[www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

Attachment 16: Environmental benefits of recycling sample calculation, for quick calculations on the day.



Staff sorting recycling  
back of house



Image courtesy of AFGC

Download a copy at [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)



## checklist

during the event

### SETTING UP

- Assemble team and brief them on the Waste Wise aspects of event
- Delegate areas to team members (stalls, back of house, entertainment areas, bins)
- Advise stallholders how to use bins correctly
- Have one or more people dedicated to monitoring stallholders
- Place bins around the site according to the bin management plan
- Set up Waste Wise promotional banners and signs

### MONITORING BIN USAGE

- Adjust bin locations as necessary
- Exchange or empty bins where necessary
- Ensure bins and bin sites are clean and tidy
- Ensure access/egress ways for emergency vehicles remain clear
- Monitor stallholders and back-of-house recycling areas

### COMMUNICATING THE MESSAGE

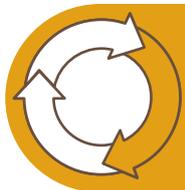
- Regularly make Waste Wise public announcements
- Have staff promoting Waste Wise practices whenever possible
- Consider street theatre with Waste Wise theme, or a Waste Wise character
- Target environment reporters where applicable
- Have a Waste Wise spokesperson briefed and available for interviews
- Make note of media contact details for follow-up
- Arrange photo opportunities for media
- Talk with and encourage stallholders
- Take media around the event
- Take some photos, ensuring you obtain the written consent of the participants, to distribute to media that was unable to attend

### ON-THE-SPOT EVALUATION

- Note how bins are being used overall
- Compare use of waste bins and recycling bins
- Note which bins are used most and least
- Take photos of both positive and negative event aspects
- Record statistics and other information on amount of waste generated

### STARTING THE CLEAN-UP

- Look for new litter hot spots as people are leaving
- Consider placing bin stations at exit points



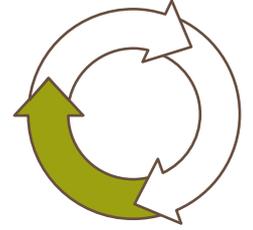


during the event

attachments

ATTACHMENT TITLE	NO.	PAGE
Waste Wise handout for your event team	8	52
Examples of Waste Wise Promotions on the day	9	55
Sample PA Announcement	10	56
Survey of Stallholders	11	57
Survey of Event Attendees	12	58
Calculating Recycling and Waste Amounts	13	59
Environmental Benefits Of Recycling Calculator	16	67

# AFTER THE EVENT



## FINISHING THE CLEAN-UP

The event site should be left in the same, or even better, condition as it was prior to the event. Depending on the size of the event and its structure, it will be the task of the team and/or the waste services contractor to ensure this is achieved.

### WHAT TO DO



- Check that stallholders are leaving their sites clean as they pack up and have removed all materials brought onto site. During the pack-up, make sure they continue to use the facilities that have been provided, as this is a common time for vendors to dump their rubbish beside bins, instead of separating materials into the proper receptacles, in their hurry to leave.
- Watch for any changing trends in binning behaviour by attendees as they are leaving and move bin stations if necessary.
- If site clean up is not part of the waste service contract, provide staff/volunteers with bags, gloves, etc. Have them monitor the site and collect litter, including in the 'zone of influence' around the event site (the area immediately around the event site that often gets littered as people leave).
- Check with waste service contractors that all collected materials have been, or will be, delivered to the correct recycling facilities.
- Consider holding a post event function for your event team and volunteers to celebrate the Waste Wise achievements of the event, provide them with feedback and show appreciation of their efforts.



## EVALUATION AND REPORTING

All the work put into designing, implementing and managing your Waste Wise Event needs to be evaluated and recorded for future reference. A report on the event is a really important and beneficial tool for your self and will help with planning your next event. The report should discuss the positive aspects and any issues, as well as the lessons learnt. It is also a good time to identify areas of potential improvement that can be implemented at future events. Consider what benefits have been gained and how they can be publicised.

### WHAT TO DO



#### ASSESSING WASTE AND RECYCLING LEVELS

Find out how much material was successfully diverted from landfill. Part of this information can be obtained from your waste service contractor, if providing it was included in your contract with them. It is up to you to specify the type of information required from them, such as: contamination rates of recycling, quantities of materials and recyclables in the waste bins, amount of recyclable material sent to a recycling facility, etc. The figures collected during the event, in your On-the-Spot Evaluation using Attachment 13: Calculating recycling and waste amounts, can also be used.

Keep an eye out for stallholders dumping their rubbish



Images courtesy of AFGC

Starting the clean up at the Big Day Out in Sydney





Clean up at the Big Day Out in Sydney

Image courtesy of AFGC

## POST-EVENT ASSESSMENT

If your team did not have time to conduct a short survey of attendees, stallholders and vendors during the event (Model Surveys - Attachments 11 and 12), make a brief call to your main event stakeholders (stallholders, vendors, organisers, council) to get some anecdotal feedback. This will allow you to measure their attitudes towards your Waste Wise aims. It will also show where adjustments to the plan can be made for a better result at the next event.



Auditing bin contents and removing contamination from recycling

Image courtesy of AFGC



## EVENT REPORT

Within one week, while the event is still fresh in your mind, produce an Event Report (Attachment 15: Waste Wise Event Report). Your Report should evaluate the success of the event, what was achieved and what could be improved.

You could also assess:

- The viability of future Waste Wise programs
- The impact of communications programs and the need to change the focus of such activities (to address issues such as contamination of recycling bins)
- Media follow-up

Information gathered can then be used in a cost/benefit analysis.

To add some picture graphs to your report to show the environmental benefits of materials recycled from your event, use the Benefits of Recycling Calculator (Attachment 16). It is an interactive spreadsheet: enter your recycling quantities into it and the environmental benefits are calculated; greenhouse gases, water and energy saved; and presented in picture graphs that you can add to your report.

## PUBLICISING ACHIEVEMENTS

When publicising the event:

- Send a media release (Attachment 14 – Post-event media release) to follow up and promote the event's achievements. Local and regional newspapers are most likely to run the story, rather than larger metropolitan newspapers.
- When you are pitching your media release, call the local paper and tell them how much was diverted from landfill. Include relevant statistics, interesting observations or quotes from stakeholders or attendees. Make sure that permission has been obtained prior to using quotations.
- Be sure to follow up media contacts that were at the event. They are the ones most likely to generate an article on the event, and will need facts and figures to include in their article.
- Consider asking your local paper if you can provide an article rather than just a media release. Local newspapers will often accept articles largely unchanged, particularly if they are pressed for time and need to fill column space. When pre-event promotional advertising was organised, insertion of post-event editorial should have been negotiated as well.
- Give copies to the media of any positive correspondence received, checking beforehand that the author is happy for their comments and/or name to be passed on to the media and published.

The event achievements should also be reported to:

- The community
- Sponsors
- Stallholders
- Venue owners
- Event owners/council
- Vendors and suppliers, in order to acknowledge their support and input
- DEC, which may use the information to produce a case study. Case studies are a significant point of reference for any one who is planning an event. It is also a great way to promote your event to others and publicise your achievements.



Sydney in Bloom  
festival at The Domain





Download a copy at [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

after the event

## checklist

### FINISHING THE CLEAN-UP

- Check stallholders are leaving their sites clean and as tidy as possible
- Have staff pick up litter if this is not part of the waste service contract (provide appropriate personal protective equipment)
- Check with waste service contractor that collected material has been or will be delivered to correct recycling facilities

### EVALUATION REPORT AND PUBLICITY

- Assess waste and recycling levels, contamination of recycling bins and litter
- Follow up media contacts noted during the event
- Send media release to newspapers
- Inform the local newspaper(s) how much was diverted from landfill, and provide articles if possible
- Give the media copies of positive correspondence received, with the proviso that the author approves their letter or name being provided to the media
- Inform sponsors, stallholders, site/venue owners, event owners/council, vendors, suppliers and DEC of event achievements
- Produce a full Event Report for future reference and interested stakeholders



after the event

attachments

ATTACHMENT TITLE	NO.	PAGE
Survey of stallholders/vendors	11	57
Calculating recycling and waste amounts	13	59
Post event media release template	14	61
Waste Wise Event Report	15	62
Environmental Benefits of Recycling Calculator	16	67





attachment

1

# 1 | WASTE WISE PLAN TEMPLATE

Download working copies at: [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

## 1 EVENT DETAILS

Name of event	
Event Date(s)	
Time	
Venue and address	
Anticipated crowd size	
Event activities	
Venue description	
Venue crowd capacity	
Existing facilities, i.e. toilets, bins, etc	
Other relevant information, i.e. number of years run, company organising event	

## 2 CONTACTS LIST

NAME	ROLE/POSITION	CONTACT DETAILS





attachment

1

... cont'd

## 1 | CONT'D

### 5 PROMOTIONAL ACTIVITIES

ACTION	DATE/TIME	WHO	DONE (TICK)
Write media release and issue to local media			
Arrange for signage (translations if necessary)			
Inform stallholders about Waste Wise requirements			
Script announcements for MC to read out during event			
Ask local council, community group, environmental organisation to host a stall to promote recycling at event if possible			
Other:			

### 6 SETTING UP ON THE DAY OF THE EVENT

ACTION	DATE/TIME	WHO	DONE (TICK)
Attach labels and caps (if used) to bins			
Remove stand-alone bins or pair them into bin stations			
Cover up existing street bins			
Set up bin stations at predetermined locations and link them together			
Monitor stallholders as they set up			
Final check of bin station location and signage			
Other:			



attachment

1

... cont'd

## 7 ACTIVITIES DURING THE EVENT

ACTION	DATE/TIME	WHO	DONE (TICK)
Monitor bin stations			
Waste Wise announcements by MC			
Monitor waste and recycling bin content quantities during day			
Monitor back of house during event			
Monitor back of house as stallholders begin to pack up			
Begin to clean up and collect unused bins			
Conduct surveys of stallholders and attendees			
Other:			

## 8 ACTIVITIES AFTER THE EVENT

ACTION	DATE/TIME	WHO	DONE (TICK)
Final clean-up			
Continue monitoring stallholders as they pack up			
Evaluation			
Write assessment report			
Other:			

## 9 ATTACHMENTS (e.g. Bin Plan, Briefing notes, Phone interviews)

Details:



attachment

2

## 2 | POLICY STATEMENTS FOR COUNCILS

Download working copies at [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

### [NAME] COUNCIL WASTE WISE EVENTS POLICY

#### 1 INTRODUCTION

Each year in [Name] Council's local government area (LGA) a range of special events are held in public places to celebrate the diverse social, cultural and sporting aspects of our community. This policy document has been formulated to provide a framework for best practice waste management strategies (Waste Wise strategies) to support events held in the LGA and fulfill community expectations that they will be held in a sustainable manner.

Council has adopted an Environment Policy that sets environmental goals and commits to better manage our environment. Council is also committed to waste management at events being carried out within the framework of Council's Integrated Waste Management Strategy. The four broad aims of the strategy are:

- Waste avoidance
- Environmentally safe waste disposal
- Effective resource recovery
- Excellence in customer service

#### 2 POLICY STATEMENT

[Name] Council will promote and facilitate resource recovery and best practice waste management at all events that are held within the LGA, particularly for events held on council land, while continuing to fulfill community expectations of environmentally sustainable strategies.

#### 3 PRINCIPLES

All events should comply with the environmentally sustainable objectives of [Name] Council and the principles of the *Waste Avoidance and Resource Recovery Act 2001*. These events must also project a positive environmental message via the implementation of responsible waste avoidance and resource recovery strategies.

#### 4 OBJECTIVES

The objectives that flow from this policy are to ensure that:

- Waste avoidance and resource recovery strategies are incorporated as an integral part of special event core planning processes.
- A completed Waste Wise Plan is submitted for all events that require permission from council and/or to be held on public land.
- The amount of waste generated by an event is reduced or recovered as recyclable materials.
- Event organisers and their stakeholders are required to implement sustainable purchasing and waste avoidance strategies.
- Event stallholders, vendors and caterers are required to use recyclable and biodegradable packaging without compromising public health and safe food handling regulations.
- Resource recovery systems (bin stations) are implemented effectively at all events within the LGA.
- Public events are used as educational opportunities to raise community awareness on waste avoidance and resource recovery issues.



attachment

2

... cont'd

## 5 STRATEGIES

### [NAME] COUNCIL WILL:

- Have a set of criteria to be incorporated into approvals for applications to hold events, especially on council managed public land.
- Provide advice and assistance for event organisers and their stakeholders on waste management and avoidance guidelines, guiding them to the Waste Wise Events website of DEC.

[www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

- Work cooperatively with event organisers and their stakeholders to facilitate the purchasing of recyclable or biodegradable packaging materials and the implementation of this policy.
- Where appropriate, assist with the implementation of effective collection systems for the recovery of recyclable materials and waste.
- Where appropriate, provide supplementary resource recovery and waste management facilities or advice for special events held by community groups and other organisations.

## 6 RELATED POLICIES

- Council Environment Policy
- Council Integrated Waste Management Strategy
- [Insert others as appropriate, i.e. Integrated Stormwater Management Plan]

## 7 RELEVANT LEGISLATION

- *Waste Avoidance and Resource Recovery Act 2001*
- *Occupational Health and Safety Act 2000*
- *Occupational Health and Safety Regulation 2001*
- *Protection of the Environment Operations Act 1997*
- *NSW Food Act 2003*



attachment

3

## 3 | CLAUSES FOR STALLHOLDER/VENDOR CONTRACT

Download working copies at [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

**Disclaimer:** Though the wording of this text has been approved by the Department of Environment and Conservation NSW, no responsibility can be taken by the Department for alterations made to the text and for the application of the text to particular contracts and agreements. All text should be legally checked as part of checking the contract or agreement as a whole.

### COMPLIANCE WITH WASTE WISE REQUIREMENTS

The Stallholder/Vendor agrees to comply with the Waste Wise requirements of this event as specified by the Event Organiser [or insert name of event organiser]. Specifically the Stallholder/Vendor agrees to:

- use approved materials as specified by the Event Organiser; this may include but is not limited to food and beverage containers, packaging for goods used, and materials used in producing food and other wares
- use the correct bins and/or waste skips for recycling and waste disposal
- use only bins designated for use by stallholders/vendors (not bins designated for use by attendees)
- not leave waste beside bins or in any other place that will create litter.

## 4 | PRE-EVENT MEDIA RELEASE TEMPLATE

Download working copies at: [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)



attachment

4

### [NAME OF EVENT] BECOMES WASTE WISE/GOES GREEN

Date:

This year's [name of event] will be a cleaner and more environmentally friendly occasion thanks to a new commitment to event waste reduction.

The organisers, [name] working with [list partners by name or e.g. traders, suppliers and cleaning contractors], are committed to reducing the amount of waste going to landfill by encouraging recycling [and composting] at the event.

It is anticipated that over [number of people] will attend the event on [date].

Recent surveys show that 87% of event participants support the introduction of recycling and waste reduction programs at public events.

[Name] from the [event] said today, "In the past our waste was piled together and just went to the tip. This year, a large percentage will be successfully recycled because of the program.

As part of the Waste Wise Events we have also focussed on waste reduction. This will not only help from the environmental perspective by not creating unnecessary waste, but also keep costs down for participating businesses, stall holders, organisers.

The public will notice two obvious things at [name of event]. Where possible, all items sold by [stalls, traders, shops etc] will be in environmentally friendly recyclable containers or wrap.

There will also be colourful recycling stations placed throughout the [grounds, street, event, etc]. These special stations will guide attendees in dividing waste into recyclable groups. [In fact, the recycling stations themselves are half recycled 2 litre plastic recycled milk and juice bottles.]" [he/she] continued.

[Name] said that the result of all the behind the scenes effort will be a litter free [event type], a pleasant environment for the public to enjoy all the attractions, and the knowledge that they have organised environmentally friendly outcomes.

For further information: Contact/title Ph



attachment

5

## 5 | PRE-EVENT LETTER TO STALLHOLDERS AND VENDORS

Download working copies at: [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

Modify the recyclable and non-recyclable lists and select the correct stickers (from the DEC website) to reflect the arrangement with your waste collection contractor.

### ATTENTION ALL STALLHOLDERS AND VENDORS

#### [EVENT NAME] IS A WASTE WISE EVENT

[Event name], to be held on [date], is a Waste Wise Event. In accordance with your event contract/agreement, you must:

- Use only the approved packaging and materials (see back of sheet)
- Use correct bins and skips

Pay particular attention to these requirements when you set up and close down. There will be event staff walking around the event making sure you place materials in the correct bins.



#### RECYCLABLE AT THIS EVENT

PUT IN THE YELLOW LID BIN



#### NOT RECYCLABLE AT THIS EVENT

PUT IN THE RED LID BIN

- Aluminium cans
- Steel cans
- Glass bottles, jars
- Liquid paperboard (e.g. 1 litre milk carton)
- Cardboard
- PET plastic containers (clear plastic with 1 in a triangle on underside)
- HDPE plastic containers (opaque plastic with 2 in a triangle on underside)

- Aluminium foil wrap and trays
- Polystyrene
- Shrink and cling wrap
- Plastic plates and cutlery
- Tetra paks (e.g. fruit juice, long life milk)
- Waxed cardboard boxes

Thank you

[Name]

Event Coordinator



attachment

5

... cont'd

## SAMPLE PRE-EVENT LETTER TO STALLHOLDERS

WOLLONGONG CITY COUNCIL'S VIVA LA GONG FESTIVAL | 29-31 OCT

### CASE STUDY

snap  
shot

Ensure you have sufficient time to communicate to the stallholders. Everyone needs to be on board and sending out the correct messages.

WOLLONGONG CITY COUNCIL, VIVA LA GONG



Dear stallholder/exhibitor

The Viva La Gong Festival will place a large emphasis on environmental issues this year, particularly about managing and reducing waste. The '3 day street party' will be conducted as a 'waste wise event'. This will be the first of many waste wise events that will be held in the Wollongong Local Government Area.

Wollongong City Council, together with the organisers of Viva La Gong, will be implementing a waste management program throughout the Viva La Gong festival to enable you to recycle as much of your waste as possible.

To help make this a successful waste wise event, all stallholders and exhibitors taking part in the Viva La Gong festival must use only environmentally friendly products and packaging when conducting their business. This means using food trays, coffee cups, cutlery, etc, which are able to be composted or recycled at the end of their life.

You may currently be using packaging or cutlery which falls into these categories. Compostable items are made from paper and cardboard material (not gloss or heavily coloured), wood, sugar cane or corn starch, for example. Recyclable material includes any items which you currently place in the back section of your recycle bin at home. This includes aluminium and steel cans, all coloured glass bottles and jars, milk and juice cartons and plastic bottles and containers.

Please find attached a list of enviro product suppliers and an extensive list of the items they can supply.

There will be four different types of waste receptacles at the venue. These will be for cardboard and paper, recyclable drink bottles and containers, food waste and compostable products and one for general garbage. Garbage is material that is not recyclable and will include items such as food waste and pizza boxes in the festival areas where there are no waste receptacles for food waste and organics.

It is important that you put only the types of material in the bins as indicated by the signs, otherwise the materials will not be able to be recycled. A full description of what can be recycled is also provided in the attached brochure. Refer to the list to see which items can be placed in the back section of the yellow lid recycling bin. No paper or cardboard is allowed in this bin.

There will be a wool bale on a metal stand provided for stallholders' use only to enable collection of cardboard and clean paper. All clean cardboard containers must be flattened before placing them in the bales. Remove all sticky tape and plastic wrap. Only clean paper is acceptable.



attachment

5

... cont'd

## 5 | CONT'D

Recycling stations will be set up around the grounds of the festival and will be clearly labelled and visible to the public. The majority of the recycling stations will collect recyclables and garbage only. However, the recycling stations within the Food and Wine fair area will also collect organics and compostables.

At the event, you will be issued with a site map so you can see where your nearest recycling station is placed. It would be helpful to share this information with your staff so that they also know where to take their recycling and garbage.

We look forward to having you on board this year to assist us in managing the waste generated from this event wisely and diverting as much as we can from landfill. We can make a difference in our local environment by working together and managing our waste wisely.

Should you require any assistance on how to become a 'waste wise' stallholder, or clarification on what can and cannot be recycled or composted please contact Council's Waste Promotion Coordinator, XXXXX on phone XXXXX.

## 6 | DEVELOPING A BIN PLACEMENT PLAN



attachment

6

Creating a Bin Placement Plan, by thinking carefully and strategically about the location of your bin stations, will optimise the recovery of resources at your event. The Bin Placement Plan is an event site plan with the bin locations highlighted on it. The information on the plan should indicate the location and type of bins as they are to be placed on the event site. The bin placement plan also allows you to delegate the placement of bins to your event team or waste services contractor and allocate bin monitors.

### INFORMATION REQUIRED

#### THINGS TO CONSIDER WHEN DEVELOPING YOUR BIN PLACEMENT PLAN INCLUDE:

- Event site
- Venue/site constraints
- Expected crowd size
- Access
- Types of materials that will be brought on site
- Bin serviceability
- Crowd behaviour
- Stallholder/vendor locations

Most of this information will already be in your Waste Wise Plan.

### CALCULATING HOW MANY BINS ARE NEEDED – FRONT OF HOUSE

A rule of thumb for waste generation at events is one litre per person per meal. However there are variables, such as the type of catering facilities, whether or not there will be alcohol at the event, the crowd profile and the types of activities that are available. For example, at events such as food and wine festivals, the amount of waste generated per person is often higher.

For example, you estimate that you will have 15,000 people at the event, which will run over two meal times from mid-morning to evening. The formula to calculate approximate waste generation would be as follows:

- $15,000 \text{ people} \times 2 \text{ meal times} = 30,000 \text{ litres of estimated waste}$
- $\text{Divide } 30,000 \text{ by } 240 \text{ (a standard wheelie bin is } 240 \text{ litres)} = 125$
- You will need 125 bins
- There are 2 bins at each bin station (1 recycling, 1 waste) so you will need approximately 63 bin stations

**Note:** If you service bins during the event, you will require fewer stations than this. Also, you will need to monitor the bins placed in areas where beverages are being consumed, as they will fill quicker than bins in other areas of your event site.



attachment

6

... cont'd

CASE STUDY

snapshot

Bin monitors are essential for the best results! Think about ways to get people to use the correct bin; perhaps give them a raffle ticket to win a \$500 shopping spree at the local shopping centre.

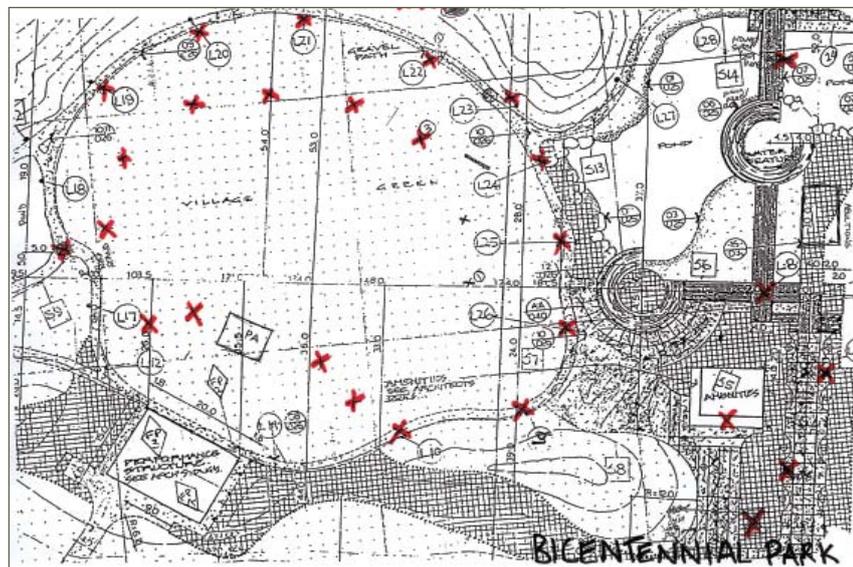
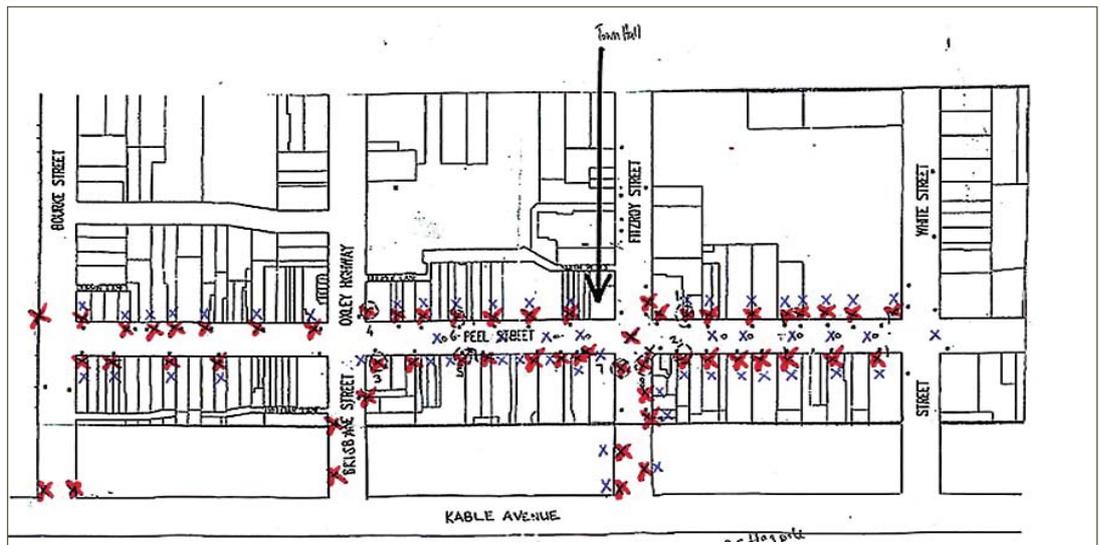
SHELLHARBOUR CITY COUNCIL, AUSTRALIA DAY BREAKFAST BY THE LAKE



**CALCULATING HOW MANY BINS/SKIPS ARE NEEDED – BACK OF HOUSE**

This will depend on the information given to you by stallholders when you created the Waste Wise Plan. Skips come in various sizes, from 3m<sup>3</sup> upwards. The choice of skip/s will depend on how much is needed and how much space is available.

**SAMPLE BIN PLACEMENT PLANS**



Images courtesy of AFGC

## 7 | SIGNAGE, BIN CAPS AND SKIPS

This attachment shows the types of bins used, what signage should be on them, and what bin caps can be added to them (optional).



attachment

7

### BIN SIGNAGE

High-resolution Standard Recycling Signs for bin stickers can be downloaded from the DEC website:

[www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)

to provide to your printer to produce sticky labels for bins.

### BIN CAPS

Bin caps are a good way to make your bins more visible, and to prevent large objects being placed in the bins. In the past large triple-bin caps were sometimes used, however, in practice they are not easy to use as they were found to be too heavy for waste workers to lift and remove. Single bin caps were found to be more practical as they can be easily removed by only one staff member.



Recycling bin  
– yellow bin cap  
and yellow sticker

### SKIPS FOR BACK OF HOUSE RECYCLING AND WASTE



Skips are for the use of stallholders/vendors at large events. At smaller events the standard 240L wheelie bins may be sufficient for back-of-house recycling and waste. In either case, stallholders must use the designated back-of-house bins only.

Recycling skip for back  
of house area

*Images courtesy of AFGC*



attachment

8

## 8 | WASTE WISE HANDOUT FOR YOUR EVENT TEAM

Modify the list of recyclables as required, to reflect the arrangement with your waste collection contractor.

Download working copies at [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

### BEING WASTE WISE

Thank you for being a part of our Waste Wise Team. To spread the message to the general public so they understand why we are implementing Waste Wise strategies, we have compiled this sheet so you will have answers ready when people ask you questions.

#### 'WHAT IS A WASTE WISE EVENT?'

At a Waste Wise Event, the aim is to reduce the environmental impact the event will have. It is different from other events because it has a well-planned recycling system to encourage everyone (attendees and stallholders) to be Waste Wise. It means working with stallholders before the event about their packaging too. A Waste Wise Event is usually a cleaner event, because bins are well placed, effectively managed, and emptied before they overflow. This makes for less litter.

#### 'DOESN'T ALL THE STUFF COLLECTED GO TO THE TIP ANYWAY?'

Attendees and stallholders often think this, but the answer is no. Recycling at this event will be taken to a recycling centre via a Materials Recovery Facility (MRF, pronounced murf), and only waste will go to landfill. Sometimes recycling bins get contaminated with waste, but if the contamination rate of the recycling bins is low enough it will still be accepted at the MRF, because it is sorted. On rare occasions contamination will be too high and the recycling will go to the tip. This is particularly rare at Waste Wise Events because a lot of effort is put into good bin signage and educating attendees and stallholders about correct bin use; we want everything collected for recycling to be recycled!

#### 'DON'T THEY JUST STOCKPILE RECYCLING AND NEVER USE IT?'

Recyclable materials are a desirable and marketable resource – it's now a big business so they are definitely used. For instance, it's much cheaper for drink companies to recycle plastic for bottles or aluminium for cans than to make them from raw materials. Recycled materials are even exported overseas.

Have a look at page 54 to see what happens when recycling leaves an event.



## WHY BE WASTE WISE? THE LEGAL BACKGROUND

Apart from having a cleaner event and more recycling, being Waste Wise is strongly supported by legislation. For example, the *Waste Avoidance and Resource Recovery Act 2001* aims to:

- encourage the most efficient use of resources
- reduce environmental harm
- avoid unnecessary resource consumption
- encourage reuse, reprocessing, recycling and energy recovery
- minimise the consumption of natural resources
- ensure that industry shares with the community the responsibility for reducing and dealing with waste.

## WHAT CAN BE RECYCLED AT THIS EVENT?



- Aluminium cans
- Glass
- PET plastic bottles and cups – marked with a 1 in a triangle (PET bottles are usually clear)
- Milk cartons (liquid paperboard)
- HDPE plastic bottles – marked with a 2 in a triangle (e.g. milk bottles)
- Cardboard

## WHAT WON'T BE RECYCLED AT THIS EVENT?

While most materials can be recycled somewhere, it is best to check with a local recycling contractor what they accept. Materials that may not be used at this event include:

- Polystyrene cups
- Cling wrap or plastic packaging
- Plastic bags
- Cable ties
- Waxed cardboard boxes (carrots or lettuce are packed in these)

Check with your Event Manager whether your event is going to have food (organics) recycling; Food-contaminated paper products can go in the organics recycling bin if the answer is yes, otherwise it goes in the garbage bin.



attachment

8

... cont'd

### WHAT HAPPENS WHEN RECYCLING LEAVES AN EVENT?

Recyclable materials collected are delivered to a Materials Recycling Facility (MRF).



Materials are then sorted into categories, e.g. plastic, aluminium cans, glass, cardboard.



Materials are put into bales, ready for transport.



Materials are manufactured into new products. This is much cheaper than creating them from raw materials.



Products like these are used by attendees at events or elsewhere. All these materials can be recycled and manufactured into new products, again and again.



Images courtesy of the National Packaging Covenant. Murfy Recycling Education Program.

# 9 | EXAMPLES OF WASTE WISE PROMOTION ON THE DAY



attachment

9



Troy Cassar-Daley

Images courtesy of AFGC





attachment

10

## 10 | PA ANNOUNCEMENT DURING A WASTE WISE EVENT

Download working copies at: [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

Include the following text at designated intervals in the MC notes, or provide it on a separate sheet to the PA announcer or MC.

### TO PA ANNOUNCER/MC

Please make the following announcement:

- once every hour during the event
- once every half-hour in peak times.



We at \_\_\_\_\_ (event name) are trying to help the environment by hosting a Waste Wise Event. So before you dispose of your waste, check the signs at the recycling stations and place things in the right bins. Do your bit for the environment today and remember to recycle wisely.

\_\_\_\_\_ **is a Waste Wise Event.**



Thank you

\_\_\_\_\_  
*(your signature)*

\_\_\_\_\_  
*(your name)*

FROM EVENT ORGANISER

# 11 | SURVEY OF STALLHOLDERS/VENDORS

Give this survey to one or more of your team members and ask them to take it round to stallholders during the event. Team members should ask the questions and fill in the survey, not leave it with a stallholder for them to do themselves. Stallholders should only be approached during quieter times of the day.

Download working copies at: [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)



attachment

11

## STALLHOLDER / VENDOR SURVEY

**1** Are you aware that this is a Waste Wise Event?

Yes  No

**2** What does a Waste Wise Event mean to you? (Open-ended response)

---

---

**3** Were you a stallholder or vendor at this event last year?

Yes  No

**4** What types of packaging did you use last year? (Open-ended response)

---

---

**5** This year, the event organisers would have contacted you to let you know which types of packaging are acceptable to use. Do you remember being contacted?

Yes  No  Don't know

**6** What types of packaging are you using this year? (Open-ended response)

---

---

**7** Have you used the recycling stations at this event?

Yes  No  Don't know

**8** Do you think recycling stations at this event are accessible and well positioned?

Strongly agree  
 Agree  
 Neutral  
 Disagree  
 Strongly disagree

**9** Do you think recycling stations are clearly identified?

Strongly agree  
 Agree  
 Neutral  
 Disagree  
 Strongly disagree

**10** Do you think signage on recycling stations clearly shows what can be recycled?

Strongly agree  
 Agree  
 Neutral  
 Disagree  
 Strongly disagree

**11** Do you think the garbage bins at this event are accessible?

Strongly agree  
 Agree  
 Neutral  
 Disagree  
 Strongly disagree

**12** What suggestions do you have for making it easier for you and other stallholders to be Waste Wise at this event? (Open-ended response)

---

---

---



attachment

12

## 12 | SAMPLE SURVEY OF EVENT ATTENDEES

Give this survey to one or more of your team members and ask them to fill it out during the event, seeking answers from event attendees. Your team member should ask the questions and fill in the survey, not ask attendees to do this themselves. This survey could be incorporated into a broader survey about the event.

Download working copies at: [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

**1** Are you aware that this is a Waste Wise Event?

Yes  No

**2** What does a Waste Wise Event mean to you? (Open-ended response)

---

---

---

**3** Have you used the recycling stations at this event?

Yes  No  Don't know

**4** Do you think recycling stations at this venue are accessible and well positioned?

Strongly agree  
 Agree  
 Neutral  
 Disagree  
 Disagree  
 Strongly disagree

**5** Do you think recycling stations are clearly identified?

Strongly agree  
 Agree  
 Neutral  
 Disagree  
 Disagree  
 Strongly disagree

**6** Do you think signage on recycling stations clearly outlines what can be recycled?

Strongly agree  
 Agree  
 Neutral  
 Disagree  
 Disagree  
 Strongly disagree

**7** Do you have any complaints about how rubbish and recycling is organised at this event? (Open-ended response)

Yes  No

If yes, what complaints?  
(Open-ended response)

---

---

---

**8** Do you have any suggestions for making it easier for you and other people to be Waste Wise at this event? (Open-ended response)

---

---

---

# 13 | CALCULATING RECYCLING AND WASTE AMOUNTS

The information generated using this attachment is useful when writing your event report.

Download working copies at: [www.environment.nsw.gov.au/wastewiserevents/](http://www.environment.nsw.gov.au/wastewiserevents/)



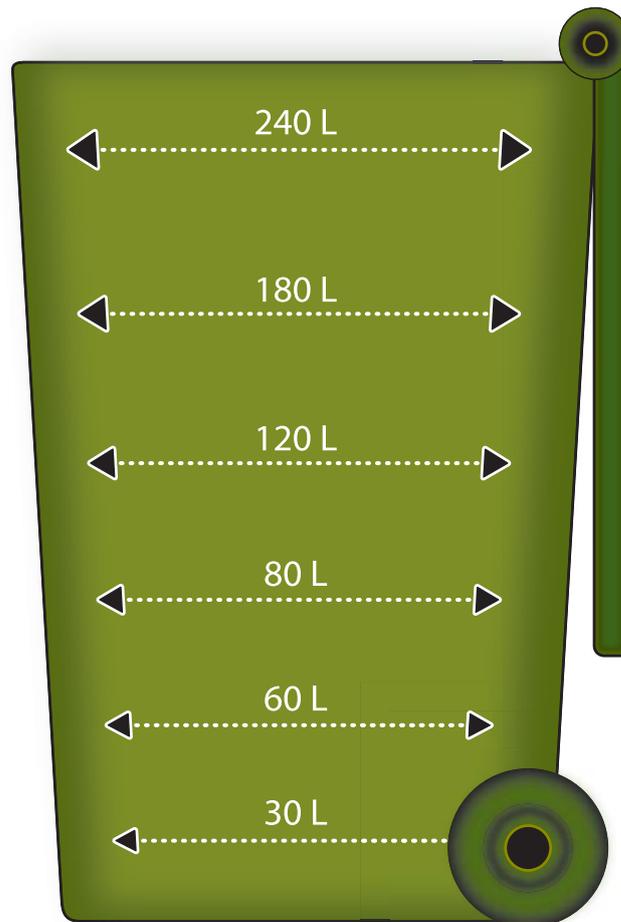
attachment

13

## HOW TO ASSESS QUANTITIES IN A 240 LITRE BIN

To estimate the quantities of materials in a wheelie bin you need to estimate how full it is as part of its 240 litre capacity. This graphic provides you with a guideline on how to estimate the volume of materials in these bins.

full	= 240 L
$\frac{3}{4}$ full	= 180 L
$\frac{1}{2}$ full	= 120 L
$\frac{1}{3}$ full	= 80 L
$\frac{1}{4}$ full	= 60 L



## HOW TO ASSESS QUANTITIES IN SKIPS

To report the amount of cardboard or other materials placed in a skip, it is easier to estimate it in square metres. Most skips for cardboard are 3 cubic metres in size. Apply a similar calculating method to the one shown above (though you will often find most skips are completely full of cardboard by the end of the day).

## COLLATING THE INFORMATION

As you or your team members walk around the event towards the end of the day, do these calculations for each bin or skip and add them to the following 'waste calculation sheet'. (Be careful to take note, during the day, of how many bins have been emptied and add amounts from these bins to the total.) Finally add up all amounts.



attachment

13

... cont'd

13 | CONT'D

### WASTE CALCULATION SHEET

<b>EVENT</b>	<b>DATE</b>
--------------	-------------

<b>NAME OF TEAM MEMBER DOING COUNT</b>
--

<b>NUMBER OF BINS</b>
-----------------------

Number of recycling bins		Number of waste bins	
Number of recycling skips		Number of waste skips	

*(If you are counting only a percentage of overall bins/skips, indicate how many you are counting)*

<b>VOLUMES IN BINS</b>
------------------------

Volumes in recycling bins
---------------------------

--

--

--

Volumes in waste bins
-----------------------

--

--

--

Volumes in recycling skips
----------------------------

--

Volumes in waste skips
------------------------

--

Volumes in bins/skips emptied during the day
--

--

--

<b>TOTAL ESTIMATED RECYCLED VOLUMES</b>
---

--

<b>TOTAL ESTIMATED GARBAGE VOLUMES</b>
--

--

# 14 | POST-EVENT MEDIA RELEASE

Download working copies at: [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)



attachment

14

## [NAME OF EVENT] GETS CLEANER

The [name of event] was a cleaner and more successful event this year than in the past, with [xxxx] tonnes of material recycled, saving it from going to landfill.

Through introducing the new Waste Wise Event activities, an estimated [units, tonnes etc] of [aluminium, cardboard, plastic bottles and others] were taken away by [name of contractor] to be recycled to make new products.

“Comparing it to previous years, when everything would have ended up at the tip, it has been a great success for the environment,” said the event spokesperson [name].

Because of Waste Wise Event activities the site was virtually litter free. “I think the bright, easy to use recycling stations reminded people to do their bit and use the bins appropriately. I noticed lots of kids giving their parents a hand!” said [name].

“Most of the traders/stallholders also did their bit and cooperated by using recyclable packaging and containers. Using recyclable products make it easier to close the loop and make the event as environmentally sustainable as possible.

Assistance provided by [list those who had an effect on the Waste Wise program including suppliers and contractors] really convinced us that the [name of event] is now well and truly Waste Wise,” said [name].

For further information: [name and contact phone number]



attachment

15

## 15 | WASTE WISE EVENT REPORT

Download working copies at: [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

### WASTE WISE EVENT REPORT

- Event Name
- Date Held
- Event organiser
- Sponsors

### INTRODUCTION/OVERVIEW OF EVENT

- Type of event
- Approximate attendance
- Types of activities or entertainment offered

### BEFORE THE EVENT

Brief overview of what was done before the event to prepare it for being Waste Wise, including:

- Overall approach and planning carried out
- Promotion
- Working with stallholders/vendors
- Packaging
- Planning bin stations for front of house and back of house

### DURING THE EVENT

Brief overview of the event day:

- Monitoring of bins and waste generally
- Working with stallholders/vendors
- How the Waste Wise message was publicised
- Problems encountered and how they were dealt with

### AFTER THE EVENT

Outline of what was achieved and learned, such as:

- Reduced litter
- Amounts of recyclables diverted from landfill
- Feedback from attendees and stallholders/vendors
- Suggestions for improvements in future



attachment

15

... cont'd



Be precise – a short report (2-3 pages) will communicate more clearly and win more ‘converts’ than a long one.

wise words

Include photos in your report of both positive and negative aspects of waste management at the event.

Email your report to the local council and DEC to be used as a resource for other event organisers.



## 2005 MANLY FOOD AND WINE FESTIVAL EVENT REPORT

### BACKGROUND

Council implemented a fully re-usable plate system for the first time at this year’s Food and Wine Festival. In all, 21 staff were directly involved with the operation, 17 casuals on each day as well as the Waste Policy and Waste Education Officers supervising and co-ordinating the service. The Manager Human Services and Facilities and Manager Facilities were both involved in keeping a constant supply of money to the refund stalls. In addition, there were approximately 120 volunteers working on other waste minimisation initiatives over the weekend.

A stock of approximately 20,000 plates was available at commencement. Based on the number of plates hired by the restaurants, 19,350 meals were sold over the weekend on re-usable plates.

A \$1 refund system operated this year.

Following is a comprehensive report on the operation of the plate return system.

### OPERATION OF THE \$1 RE-USABLE PLATE REFUND SCHEME

Participation in the re-usable plate scheme was compulsory this year. Stalls were required to ‘hire’ plates from Council at a charge of \$2 per plate. This was done by signing off for the plates at a designated point throughout the festival. At the end of the weekend, they returned unused plates to that same point and paid for only those they had used.

Attendees purchased their meal on re-usable plates from the restaurants’ stalls. The plate could then be taken to a plate refund stall, and exchanged for a \$1 refund.

Based on the estimated number of crates now in storage, approximately 1,800 plates were either taken home by attendees, lost, or deposited in garbage bins on the day.



attachment

15

... cont'd

## 15 | WASTE WISE EVENT REPORT

### RE-USABLE PLATE STALL – REFUND STALLS

On Saturday these stalls were located at the Raglan Street end of the festival, the Wentworth Street end of the festival and at The Corso. On Sunday, the Raglan Street stall was not in operation as too few plates were returned to that stall on Saturday to justify its continued operation. This meant that more staff were available at the busier stalls for Sunday.

Staff numbers varied throughout the day. To begin with, 9 staff were rostered on to the stalls, with this increasing to the full 17 staff by 12.30 pm. This was again tapered down after the busiest times.

A roster system was developed prior to the festival. The roster attempted to ensure adequate time for lunch breaks during non-peak periods.

### MONEY SUPPLY AND EXCHANGE CONTROL SCHEME

No person reported missing out on receiving their refund during this year's festival.

Whilst staff on the plate stalls did occasionally run low on change, there was only one instance when change ran out completely (only at one stall). This was at the Corso Stall on Saturday. At this point, one of the staff took some change from the Wentworth stall to cover until supplies were replenished.

### WASHING BY THE HOTELS

Three local hotels were invited to participate in the on-site washing scheme. In exchange for their participation, the fee for stall hire at the festival was waived. The hotels involved were the Radisson Hotel, the Manly Pacific Hotel and the Steyne Hotel. Each Hotel was assigned to the closest plate refund stall. They would take dirty plates from that stall, and return them to that stall clean.

### WASHING BY PAGES HIRE (EXTERNAL WASHING FACILITY)

Pages Hire returned 2,386 (washed) plates on Sunday morning and 8,115 (washed) plates after the festival.

### DURING THE FESTIVAL – WASTE TEAM HOURS

During the festival the Waste Policy Officer worked approximately 20 hours as Supervisor of the Re-usable Plate operation (9 hours Saturday, 11 hours Sunday). The Waste Education Officer, worked approximately 20 hours monitoring Waste Compliance, providing Compost demonstrations and assisting managing the Re-usable Plate operation (10.5 hours Saturday, 9.5 hours Sunday)

The Waste Co-ordinators vehicle was available to assist with set up.

### COMPOST

As in previous years, three bins were provided at each bin station; one for recyclable bottles and cans, one for garbage and one for compostable food waste.

The materials in the compost skips were examined by the Waste Policy and Waste Education Officers late on Saturday and, after contacting the Manager Waste Services, it was reluctantly agreed that the levels of contamination were far too high (visual approximation of as much as 40% by volume contaminated) to send to a composting facility. On Sunday, the situation remained the same and random inspection of bins revealed that contamination was again too high to compost the waste collected in the food waste bins.

**TONNAGES OF WASTE**

<b>MATERIAL</b>	<b>2005</b>	<b>2004</b>
(COMPARISON)		
Compostable	0.00	0.86
Co-mingled containers	6.56	7.00
Paper/cardboard	~1.00	1.25
Garbage	3.44(2)	3.42
<b>Total</b>	<b>11.00</b>	<b>12.53</b>
Diversion from waste	68.73%	72.71%

<b>NB</b>	<b>1</b>	All figures in tonnes.
	<b>2</b>	'Garbage' figure for 2005 includes material from both garbage bins and compost bins. Material from compost bins was added to garbage due to high contamination.
	<b>3</b>	The total weight of 'garbage' and 'compostables' handled in 2005 was 19.63% lower than that experienced in 2004.
	<b>4</b>	The amount of compostable material unable to be processed due to excessive contamination is estimated at approximately 650 kg.

**DISCUSSION**

Overall the operation ran quite efficiently. With the change only running out at one stall on the Saturday (for a very short period of time), there were no instances of Council being unable to provide the refund to any attendee.

There was sufficient staff on hand to minimise the need for queuing up for a refund, and to keep dirty and clean plates moving to their respective destinations.

A problem for staff working over the weekend was that the number of crates available over the weekend was too low. This was due to the fact that the 30 spares ordered were needed to cater for the lime and orange plates that did not fit 100-to-a-crate. As a result, significant time was spent by several members of the team constantly chasing up crates from the restaurant stalls, who had taken to using them as seats, eskies, storage containers and food preparation tables.



attachment

15

... cont'd

## 15 | CONT'D

Another issue raised by staff working on the plate stalls involved people in volunteer uniform. At least two persons wearing the 'Great Taste Less Waste' shirt repeatedly brought large stacks of dirty plates (20+) hoping to collect the refunds. Early on, some plate stall staff paid over the corresponding refunds, but this was ceased after it became evident that these 'volunteers' were telling attendees to hand over their plates and that they could later go and collect their refund from the stall. Staff were then required to explain to many unhappy attendees that they could not offer a refund without exchanging a plate in person.

Council currently has in storage approximately 18,200 plates. Thus, approximately 1,800 plates were 'lost' from the system over the weekend. Many attendees were seen wrapping a number of plates up to take home, and both the Waste Policy and Waste Education Officers sighted numerous plates in the food waste (compost) and garbage bins. It is likely that these two scenarios are accountable for most plate losses.

### THE WASHING PROCESS

The washing done by the Pages Hire company on the Saturday night was well done and efficient. As per the Council's request, all crates had been washed before placing cleaned plates back in, and the plate numbers were correctly counted.

### COMPOST

The decision to send the waste collected in the compost bins to landfill was reluctantly made after the Waste Policy and Waste Education Officers inspected the waste on Saturday afternoon. They made contact with the Manager Waste Services and discussed the available options. At that point, the materials collected were significantly contaminated, both officers agreeing that the level was in the range of 35–40% contaminated (by volume).

The most noticeable contaminants were bottles and cans, plastic cutlery from Corso takeaway establishments, festival plates and some plastic bags. The red bins were checked at random intervals throughout Sunday by the Waste Policy and Waste Education Officers, and it was believed that the contamination rates were still close to 40% in most bins.

There are likely two main reasons for the high level of contamination of the food waste bins. Due to the large crowds and very busy nature of the day, it is impossible for bin station volunteers to prevent all contaminants from being deposited in the food waste bins. Further, there were occasions when bin stations were unmanned, during which times contamination would have been especially high.

### OVERALL WASTE TREND

Whilst the compost was sent to landfill, affecting the overall diversion rate for the festival, the total putrescible waste was actually 19.63% lower than in 2004. In that year, putrescible waste (compostable and garbage) totalled 4.28 tonnes. This year that total was 3.44 tonnes. The two other recyclable streams – co-mingled containers and paper/cardboard – were marginally lower than the amounts collected in 2004.

# 16 | ENVIRONMENTAL BENEFITS OF RECYCLING SAMPLE CALCULATION

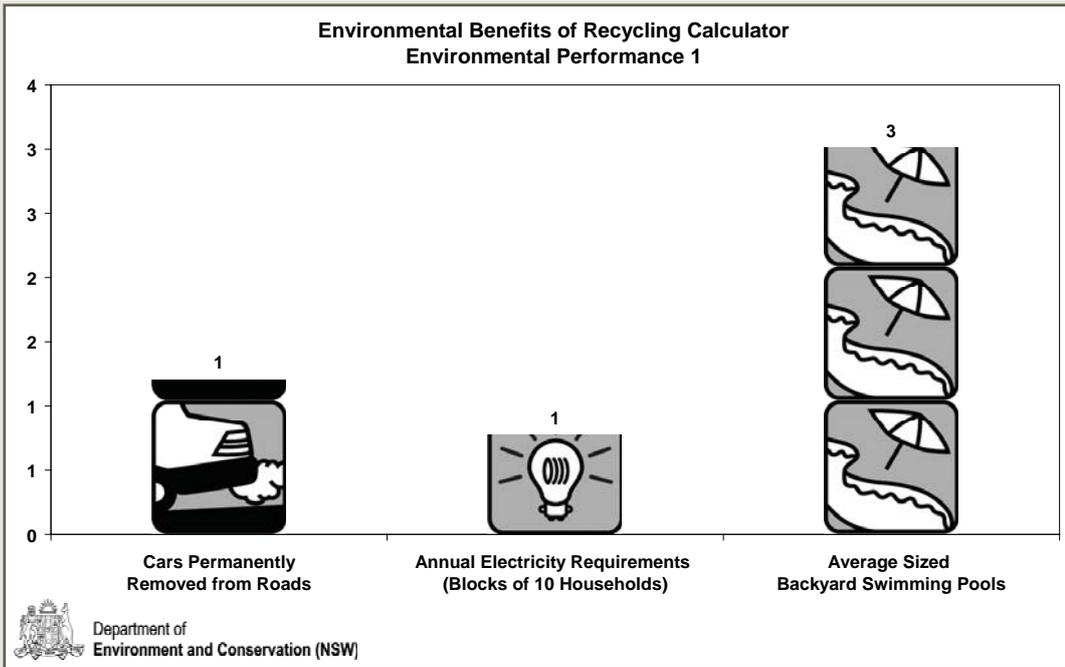
The Environmental Benefits of Recycling Calculator can be downloaded from the DEC website: [www.environment.nsw.gov.au](http://www.environment.nsw.gov.au)



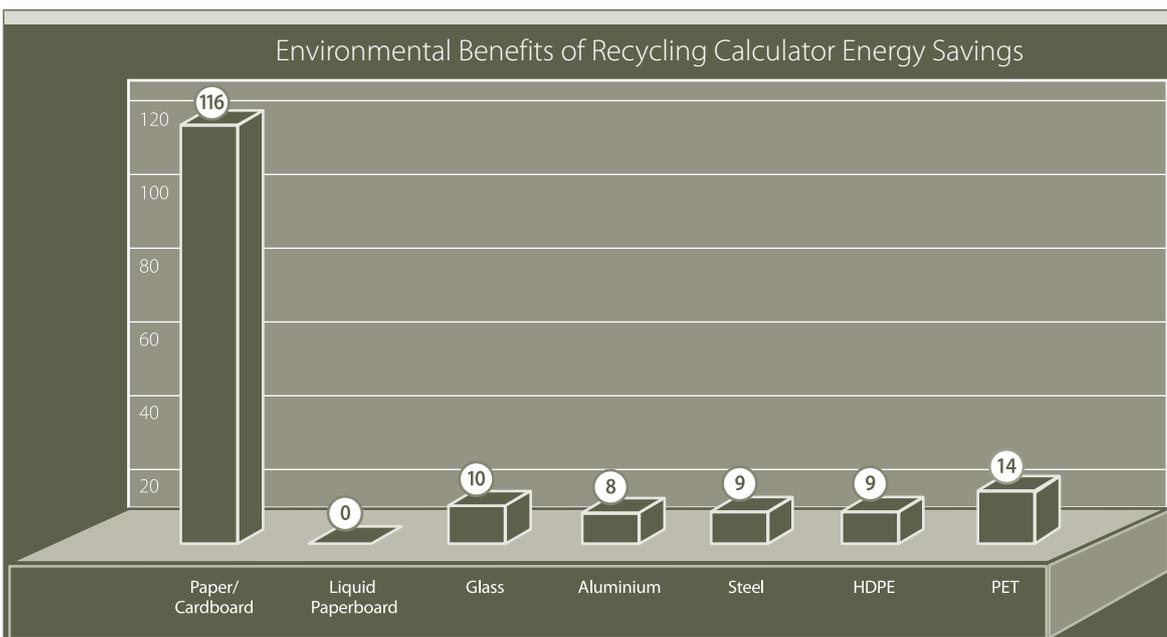
attachment

16

The Calculator allows you to enter an amount for either mixed recyclables or specific materials, such as paper and cardboard, glass, steel, aluminium, PET and HDPE. For example, if you entered 10 tonnes of Recycling into the calculator it would generate environmental performance tables and graphs for you to show that 1 car would be permanently taken off the road, 1 block of 10 houses' energy requirements and 3 backyard swimming pools worth of water would be saved.



These figures can be pasted into another document, such as your Event Report.



This is an example of the type of table that the calculator can generate for you. Savings can also be calculated for Water, Landfill and Greenhouse Gases too.

# FLOWCHART

Download working copies at: [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)



1 INCORPORATE WASTE WISE PLAN

2 SET ACHIEVABLE GOALS

PLAN BACK AND FRONT OF HOUSE SYSTEMS

9

PLAN BIN STATIONS

8



10 SETTING UP

11 BRIEF TEAM ON EXPECTATIONS

ON THE SPOT EVALUATION

18

COMMUNICATE THE WASTE WISE MESSAGE

17



19 START CLEAN UP

20 DELEGATE ROLES

CELEBRATE!

27

COMMUNICATE RESULTS TO RELEVANT STAKEHOLDERS

26



3 DELEGATE ROLES

4 GAIN COMMITMENT

MINIMISE PACKAGING

PROMOTE WASTE WISE AIMS

COMMUNICATE WITH RELEVANT STAKEHOLDERS

12 REMIND STALLHOLDERS OF WASTE WISE OBLIGATIONS

13 PLACE BINS

MONITOR BIN USAGE AND ADJUST LOCATIONS AS REQUIRED

16

MONITORING

15

SET UP WASTE WISE SIGNAGE

14

21 MONITOR STALLHOLDERS LEAVING SITES

22 ASSESS WASTE AND RECYCLING LEVELS

PREPARE EVENT REPORT

25

OBTAIN RECYCLING DATA FROM COLLECTION CONTRACTOR

24

MONITOR LITTER LEVELS IN AND AROUND THE SITE

23

our environment *it's a living thing*