



Indigo Shire WASTE WISE EVENT TOOLKIT

This document is a template that you can use to plan and track waste management improvements for your event and confirm compliance to the Indigo Shire Plasticwise Policy. It contains brief guidelines, see the Indigo Shire website for additional resources and links. This template contains suggested actions, you may modify or add other actions. Do not delete any actions, if it isn't applicable to your event note this in the applicable column.

The Basic Actions for Events are the mandatory requirements for an event to access waste support from Indigo Shire for your event. The Plasticwise Compliance Plan (Page 2) is a mandatory requirement for events that are requesting free waste support from Indigo Shire Council. Eligible events that show voluntary compliance with the Plasticwise Policy may have the cost of delivery and pickup of 240L wheelie bins, and collection charges waived by Council. Events that are compliant with the Indigo Shire Plasticwise Policy will have a plan to progressively reduce, and eventually eliminate, single use plastics wherever possible.

THE WASTE MANAGEMENT HIERACHY



Can you...	Ask yourself
AVOID some waste	Do you really need that item or can you eliminate it all together?
REDUCE the amount of waste generated by substituting items	Is there a way to provide less packaging and single use items to customers and visitors? Can you use recyclable packaging (e.g. paper bags) instead of plastic bags? Can you encourage patrons to bring their own cup or water bottle?
REUSE some materials?	Can you reuse materials, signage, packaging, marketing materials and other items? E.g. can you use and wash crockery and cutlery instead of providing disposables?
RECYCLE even more material?	Can you add bins to ensure all recyclable material is separated from refuse? Do all the bins have signage to show what goes into them? Do people need help working out which bin to put it in? Have you thought about and planned for your expected waste streams?
TREAT green waste via composting	If compostable materials are used, collect them to be composted. Approach local community gardens or nurseries who may be interested in receiving the compost. <i>TIP: Some compostable items require industrial, hot compost to break down.</i>

PLASTICWISE COMPLIANCE PLAN

A Plasticwise compliant waste management plan will confirm the actions being implemented by the event to eliminate single use plastics. Events can fill in the below table to show the strategies being implemented by the event to become compliant. If compliance cannot be achieved, you must indicate how you plan to become compliant at your next event, or why that consideration is not applicable or possible for your event. ****You must complete this page to have your waste management charges waived.***

Common Considerations	Action	Suggested Ideal Option	Suggested Alternate Option	Action being implemented by event
Plastic plates	Eliminate	Provide and wash reusable plates	Paper Plates or Biodegradable alternatives (organics bins)	
Plastic cutlery	Eliminate	Provide and wash reusable plates	Replace with natural fibres such as wood or corn starch	
Polystyrene drinking cups	Eliminate	Provide and wash reusable cups Ask patrons to BYO cup	Replace with natural fibre products—un-waxed paper cups, PLA cups or other materials	
Wax lined coffee cups	Eliminate	Provide and wash reusable cups Ask patrons to BYO cup	Replace with non-waxed versions which are commonly available	
Stirring stick plastic	Eliminate	Provide and wash spoons or stirrers	Wooden sticks then collected for the organics bin	
Coffee cup lids	Eliminate	Provide and wash reusable mugs	Collect for plastics bin (separate from cups) and provide only when requested	
Promotional giveaways (balloons, stickers, etc.)	Eliminate	Do not allow giveaways	Natural fibre products only	
Plastic straws	Eliminate	Replace with paper straws	Use only when requested	
Single serve condiments (tomato sauce etc.)	Eliminate	Replace with bulk dispensers		
Plastic carrier bags	Eliminate	Encourage patrons to bring a bag	Ask vendors to supply reusable or biodegradable carrier bags	
Wax cardboard boxes	Eliminate	Non-waxed boxes		
Plastic Water Bottles	Eliminate	Provide a water dispenser or water refilling station Ask patrons to BYO water bottle	Ask patrons to BYO water bottle	
Waste	Separate	Four bins at each station; waste, recycle, organic & soft plastics	Three bins at each station; waste, recycle & organic.	

WASTE MANAGEMENT PLAN - Pre Event Planning

ACTION	APPLICABLE?	DATE	WHO	COMPLETE?
Basic actions required for any event:				
<p>Determine how many bins are needed of each type. Each waste station needs to have a red, yellow and green bin (at a minimum). As a guide you should expect a minimum of one litre of waste per person per meal. For example: 1,000 people x 2 meal times = 2,000 litres of estimated waste. Divide 2,000 by 240 litres = 8 wheelie bins (3 waste, 3 recycling and 3 organic bins) <i>TIP: Identify what type of waste your event is likely to generate. This is likely to involve speaking with your suppliers and vendors.</i></p>				
<p>Submit request to ISC for bins, through the Event Notification Form on the Council website. Please note: You are responsible for the cost of bin delivery and collection for any bins supplied. Only events that have successfully applied for a Tourism Events grant or submitted an approved Plasticwise Compliance Plan (see page 2) will have these fees waived.</p>				
<p>Determine the location of your waste stations. <i>TIP: Think about where food and drink is available for purchase, where people consume items and entrances and exits. Consider the direction that the bins will be approached from. Place bins side by side (not back to back). Place them at least 14m apart.</i></p>				
Optional actions to further improve:				
<p>Organise signage for all bins and all waste streams. You can check out the Indigo Shire website for templates. <i>TIP: Physical examples of waste items can be an effective way to educate the public on which items go into which bins.</i></p>				
<p>Gain commitment from your events team, sponsors, vendors and stallholders and discuss their waste requirements.</p>				
<p>Inform stallholders and caterers of requirements, what is expected and why. You can find a sample letter on the ISC website. <i>TIP: You may like to incorporate a specific clause in any agreement with vendors, outlining the event requirements.</i></p>				
<p>Add waste information to media releases, ticket info and other promotional activities, e.g. reminder for patrons to BYO cups, water bottle and boomerang bags.</p>				
<p>Investigate the suitability of waste reduction trailers, e.g. North East Water Drink Tap water station (book early to avoid disappointment), Dish Pig, or other washing system (subject to Indigo Shire Council Environmental Health Officer approval). <i>TIP: Consider a container deposit scheme for reusable crockery and cutlery. Local pubs or cafes nearby could get involved by washing the items.</i></p>				
<p>Assess the waste that your event is going to create. Are there ways you can reduce this? <i>Tip: Do you need an event program or could you use a digital program, or large posters instead of programs?</i></p>				
<p>Other:</p>				

WASTE MANAGEMENT PLAN - Event Day Setup

ACTION	APPLICABLE?	TIME	WHO	COMPLETE?
Basic actions required for any event:				
Brief all event staff/volunteers on this plan and site waste arrangements.				
Position bins, ensuring all have waste stream signage. <i>TIP: Ensure stallholders are aware of back of house waste facilities.</i>				
Optional actions to further improve:				
Do a clean-up of the site immediately prior to the event. <i>TIP: People are more likely to litter if the venue is already unclean.</i>				
Monitor stallholders as they set up, check they are aware of bin locations and what bin to place their common items in.				
Cover up existing street bins. It is common for event attendees to use street bins rather than event waste stations, even when street bins are full. By covering existing street bins you can encourage proper separation of waste.				
Remove stand-alone bins or group them into waste stations.				
Other:				

WASTE MANAGEMENT PLAN - During Event

ACTION	APPLICABLE?	TIME	WHO	COMPLETE?
Basic actions required for any event:				
Monitor bins during the event. <i>TIP: Don't let bins become overfull, this generates litter. Replace full bins with spares.</i>				
Optional actions to further improve:				
Monitor recycling bins to ensure they are not being contaminated. If there is contamination, remove the bin and replace it with a new bin to discourage further contamination.				
Provide advice to event guests on where to place their waste. You could consider organising a front of house 'green team' to man bin stations and help the public with their bin choice. <i>TIP: Halve Waste provides lots of guidance on what can go in which bin: http://halvewaste.com.au/organics/information-sheets/</i>				
Make waste management announcements/reminders on the PA system (if being used at your event).				
To avoid contamination of recycling bins, remove them before pack up commences. <i>TIP: Most contamination of recycle bins occurs during the clean up after the event has finished.</i>				
Other:				

WASTE MANAGEMENT PLAN - Post Event

ACTION	APPLICABLE?	TIME	WHO	COMPLETE?
Basic actions required for any event:				
Check bins for obvious contamination and rectify where practicable. <i>TIP: Consider establishing a green team to sort waste in correct streams.</i>				
Complete litter clean-up of event area. <i>Tip: If you have staff collecting litter you may like to consider supplying gloves, litter pickers, hand sanitiser or washing basins.</i>				
Collect bins and position them for pickup. <i>Tip: Bins should only be put out for kerbside collection a couple of days prior to the pickup day, so that bins aren't left on the kerb for a week waiting to be picked up.</i>				
Optional actions to further improve:				
Count number of bins for each waste stream. Make sure you check how full the bins are and estimate the amount of waste in each bin so you get an accurate estimate of the waste at the event. <i>TIP: For a more accurate audit of your waste, try weighing the bins and work out the amount of waste this way.</i>				
In your event evaluation report the amount of each type of waste your event generated. <i>TIP: For repeat events, try to improve your waste impact with each event.</i>				
Review: What went well? What can be improved for your next event? <i>Tip: Make sure you get input from all your stakeholders including vendors when reviewing your waste strategy.</i>				
Other:				