

MAKE YOUR NEXT EVENT

waste wise



TOOLKIT

Thousands of tonnes of waste are generated at NSW events each year, much of which could be recycled or composted instead of being added to landfill, or better yet, avoided altogether.

Major events in NSW have reduced what goes to landfill by 75% through recycling cardboard, paper, food and drink containers, as well as composting. The Waste Wise event grants program is part of our commitment to support our community in our ongoing efforts to reduce what goes into landfill in the Bega Valley.

This toolkit provides practical solutions for event organisers and stall holders in the Bega Valley to be more Waste Wise, because we can have just as much fun without the mess!

IN THE BEGA VALLEY WE AIM TO:

- Minimise single-use waste
- Reduce the amount of FOGO and recycling that goes to landfill
- Minimise contamination of FOGO and recycling bins

Find out more:

Phone Bega Valley Shire Council (02) 6499 2222

Apply online www.begavalley.nsw.gov.au/grants

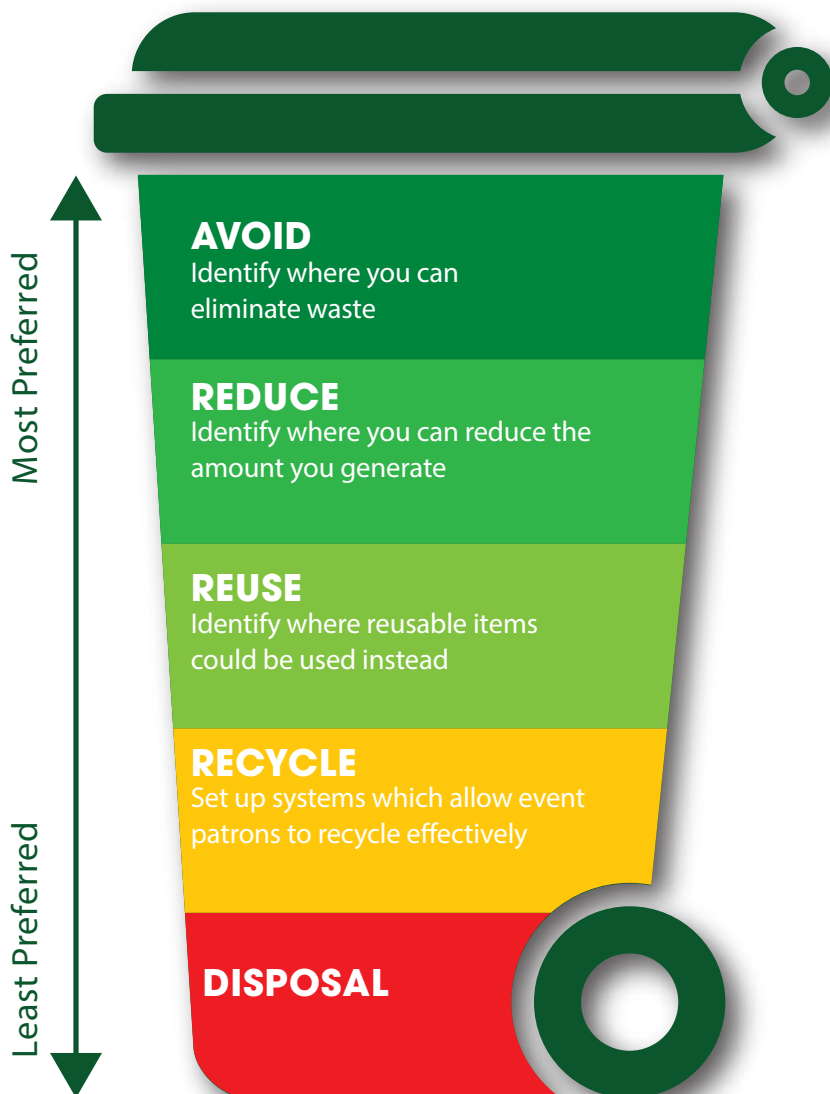


Waste Wise events take responsibility for reducing the waste generated and increasing the amount of waste recovered. This toolkit uses a star rating system with avoidance being the most waste wise option. The better the waste wise action, the higher the star rating!

Council can also help you by providing:

- Educational displays for your bin stations
- Waste Wise Event banners to display at the entrance to your event. This will help remind participants to bring their reusable bags, bottles and cups!

GETTING STARTED:



HOW TO USE THIS GUIDE

- Have a look through our star-rating section for tips on how to be Waste Wise
- Decide which Waste Wise actions your event will aim for and therefore what star rating (and grant size) you are aiming for
- Include the star rating you are applying for in your Waste Wise Event Grant application.

STAR RATING

A higher star rating means your event is more Waste Wise and the more grant funding you are eligible to apply for.

How to get your patrons to

**choose
the right
bin**

If your patrons don't know which bin to put the waste into, your efforts could go to waste. Literally.

When recyclable and compostable items are put in the red bin, they get taken to the Central Waste Facility and put into landfill. When landfill waste is put into the recycling or FOGO bins, the entire bin contents must also be sent to landfill. This unfortunate truth can be prevented with a few simple and effective steps.

The great thing is, research shows 87% of event attendees want an event to support waste wise practices and have well-organised waste and recycling services at the events they go to.

This section looks at how you can help your festival and event patrons Choose the Right Bin! We can help with this too, and we have created some Waste Wise event signage and branding to support your efforts.

**On social media,
remind patrons to
bring reusable
bags, drink bottles
and coffee cups!**

GETTING EVERYONE ON BOARD

Getting your event team on board is integral to a Waste Wise event.

Stall holders, volunteers, staff, contractors, sponsors and suppliers all need to be sending out the same message and supporting each other to achieve your Waste Wise goals.

Gain support with stakeholders by communicating with them early in the planning process and allowing them to plan and purchase everything they need.

Be sure to focus on the positives of being involved. These can include:

- Grant funding to support their changes
- Becoming leaders in the event waste movement
- Reduced costs for bins
- Promotional opportunities through being involved
- Professional and attractive bin stations that will reduce litter
- Using less costs less for stall holders
- Meeting community expectations on sustainable waste wise practices and services

TIP Talk to your distributor and ask for recyclable alternatives to single-use plastics.

TIP Check the free Bega Valley Waste APP for more information on recycling and FOGOing

TIP Local schools and Scout groups often have a 'Green Team' with young people keen to help out and encourage others to be more sustainable. They might be the perfect fit for your Waste Wise volunteer team!

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Download the FREE Bega Valley Waste APP

FOGO YES



All food scraps (including meat and bones), garden waste, and approved FOGO caddy liners.

Recycling YES



Glass bottles/jars, firm plastic bottles and containers, metal cans, clean paper products, newspapers and long-life cartons.

Landfill YES



Items that cannot be reused, recycled or composted. Nappies, foam, soft plastics and plastic bags. Please consider taking soft plastics to Coles or Woolies to be recycled.

Other tips on being Waste Wise

TIP If you have leftover food from your event you can donate this to the Sapphire Community Pantry in Bega, Sapphire Life Opportunities in Merimbula, or Eden Community Pantry. Contact them before your event.

TIP Boomerang bags is a community movement tackling plastic pollution at its source. Local volunteers make reusable 'boomerang bags' to provide a sustainable alternative to plastic bags. Shoppers can then borrow and reuse the bags. Visit boomerangbags.org

1 STAR RATING: ★☆☆☆☆

Eliminate basic single use plastics – these are plastic items you use once and send to landfill

TO RECEIVE GRANT FUNDING FOR A ONE STAR RATING EVENT, YOU NEED TO TICK ALL THE ACTIONS BELOW

- Promote your event as being Waste Wise prior to the event to remind participants to bring reusable coffee cups, drink bottles and bags.
- Use Waste Wise banners at your entrance and signage at your bin stations (Council will provide you with these).
- Have FOGO, recycling and landfill bins at each bin station. Bins must be placed together. We can help you with a bin placement plan.
- Give stallholders and others involved in the event hosting plenty of notice about the changes to being Waste Wise and get a commitment from them all to support the change.
- At the end of the event, you will need to do a simple bin audit and provide this to us. We can help you with how to do this.
- Eliminate single serve items such as sauce, sugar, salt, milk etc. Use a dispenser system instead, for example sauce bottles with pumps.
- Eliminate bottled water (where tap water is available). Have free water stations at your stalls or a water station at a central location. Offer recyclable cups and encourage patrons to bring reusable bottles.
- Eliminate single use plastic and polystyrene at front of house – this includes plastic bags, plastic straws, balloons, coffee stirrers, cutlery, bowls, cups, coffee cup lids, and cling wrap.
- Replace these with a recyclable option for a 1 star rating (reusable options receive a higher star rating).

Council will provide your contact details to Cleanaway.

Cleanaway will be in contact to arrange for the drop off and collection of bins.

Single use or disposable plastic items are often not able to be recycled and are made from plastic which never breaks down. Instead, it breaks up into smaller and smaller pieces.

It is designed to last forever, yet we often use plastic for a few minutes and then throw it away.

With a bit of planning single use items can be eliminated or replaced by better options.

Tips to eliminate single-use plastic

- Replace your single use plastics with recyclable options. You'll know its recyclable if it has numbers 1-5 inside the recycling symbol on the packaging.
- Instead of plastic bags, use paper bags or reuse boxes from back of house,
- Don't offer straws and provide paper straws on request.
- Use reusable decorations or paper decorations that can be put in recycling.
- Use packaging that doesn't require cling wrap. Try cardboard or paper bags.
- Create a seating area at your stall and encourage patrons to slow down, take a seat and enjoy their coffee, lid free.

Recycling is good. Composting is great. Reusable is the very best!

If you can replace your single use items with recyclable or reusable items, you may be eligible to receive a higher star rating!

2 STAR RATING: ★★☆☆☆

Sorting waste and eliminating more difficult single use plastics

For a
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you need to
achieve actions
from the lower star
ratings also.

TO RECEIVE GRANT FUNDING FOR A TWO STAR RATING EVENT, YOU NEED TO TICK ALL THE ACTIONS BELOW

- Nominate at least one person to monitor Bin Station use throughout the event who can move Stations around if needed. The larger your event, the more people you'll need.
- Conduct an inventory of the disposable items patrons will receive at your event, to determine which bin they belong in.
- Get written commitment from stallholders about what items are acceptable at the event.

Having an outline in your agreement with stallholders and vendors about what types of disposable items are acceptable is a great way to make sure everyone is on the same page. Council can provide you with some examples if you need them.

3 STAR RATING: ★★★☆☆

Compostable instead of recyclable. Remember, Recycling is good. Composting is great. Reusable is the very best!

For a
★★★
you need to
achieve actions
from the lower star
ratings also.

TO RECEIVE GRANT FUNDING FOR A THREE STAR RATING EVENT, YOU NEED TO TICK ALL THE ACTIONS BELOW

- Monitor back of house at set up and pack up and observe and report on the types of waste generated – this is to help you improve for next year and will also help Council help events reduce waste.
- Eliminate plastic at front of house or replace items with recyclable options – this includes plastic bags, plastic straws, balloons, coffee stirrers, cutlery, bowls, cups, coffee cup lids, and cling wrap. If you think you can replace them with reusable options that can be washed, that's even better! You may be able to get a higher star rating for this!
- Use decorations that can be reused, repurposed or that create zero waste. For example, fabric bunting, fresh or dried flowers, flags, bubbles, pot plants, candles, lighting displays or lanterns.

SINGLE-USE PLASTICS BAN

Single-use plastics are being phased out in NSW in 2022.

To make sure you are using the right items visit <https://dpe.mysocialpinpoint.com.au/plastics-ban-nsw>

4 STAR RATING: ★★☆☆☆

Back of house focus and sorting waste

For a
★★★★★
you need to
achieve actions
from the lower star
ratings also.

TO RECEIVE GRANT FUNDING FOR A FOUR STAR RATING EVENT, YOU NEED TO TICK ALL THE ACTIONS BELOW

- Have Waste Wise announcements over your PA system or by musicians or speakers to remind participants of your aim.
- Have sorting volunteers moving around bin stations to help patrons choose the right bin. This will reduce recyclable and compostable items being sent to landfill. Once they have your inventory of disposable items they'll be ready to go!
- Encourage stallholders to take home soft plastics like bread bags to be recycled in REDcycle bins at local supermarkets.

Get as creative as you like with your waste announcements.

The aim is to do something audible, brief, positive and fun.

A fun fact, an interesting 'did you know', a reminder to 'don't forget your coffee cups', a 'thank you for recycling correctly'.

Just something to remind patrons of your goal but remember to be positive and upbeat.

Together you're doing a great thing!

5 STAR RATING: ★★★★★

Reusable. Remember, Recycling is good. Composting is great.
Reusable is the very best!

For a
★★★★★
you need to
achieve actions
from the lower star
ratings also.

TO RECEIVE GRANT FUNDING FOR A FIVE STAR RATING EVENT, YOU NEED TO TICK ALL THE ACTIONS BELOW

- The aim of a 5 STAR event is to have absolute minimal amounts going to landfill.
- Use reusable items such as cutlery, bowls, cups, coffee cups.
- Ensure there is no back of house single-use waste being generated i.e. cling wrap, bin liners, or freezer bags.
- Have a wash up station to wash reusable items like plates, cutlery, mugs. This could eliminate single use items altogether. This could be a dishwasher at a nearby facility or simply a sink set up on site. Sorting volunteers can help if washing and bin stations are at the same spot.

Keep an eye on the Bega Valley Waste and Recycling Facebook page where we post regular Business Brags.

Our local businesses have some fantastic ideas on how to be Waste Wise that you can follow at your events!