

# WASTE WISE EVENTS – BOOKING FORM AND GUIDELINES FOR MINIMISING WASTE AT PUBLIC EVENTS

**Privacy Notification (Privacy and Personal Information Protection Act 1998 – Section 10)** - The personal information that Council is collecting from you on this application form is personal information for the purposes of the Privacy and Personal Information Protection Act 1998 ('the Act'). The intended recipients of the personal information are officers within the Council and any person wishing to inspect the application in accordance with the Local Government Act 1993 or the Government Information (Public Access) Act 2009. The supply of the information by you is not voluntary and if you cannot provide or do not wish to provide the information sought, the Council will be unable to process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the legislation. Council is to be regarded as the agency that holds the information. Enquiries concerning this matter can be addressed to Council by telephoning 4227 7111.

**PURPOSE OF APPLICATION:** This application allows you to book equipment for Waste Wise Events

<b>Office Use Only</b>	Application No	Date	/	/
------------------------	----------------	------	---	---

## APPLICANT DETAILS:

Name	Surname	Given Name
Contact Details	Address	
	Suburb	Postcode
	Phone	Mobile
	Fax	Email
Event Details		

**EQUIPMENT:** Please indicate quantity of the below items

<input type="checkbox"/> Bin Caps – Garbage (Red, max of 60)	<input type="checkbox"/> Overhead 'Recycling Station' signage (max of 15)
<input type="checkbox"/> Bin Caps – Recycling (Yellow, max of 30)	<input type="checkbox"/> Large 'Garbage' stickers for wheelie bin
<input type="checkbox"/> Bin Caps – Compostables (White, max of 10)	<input type="checkbox"/> Large 'Recycling' stickers for wheelie bin
<input type="checkbox"/> Large "Compostable" stickers for wheelie bin	

**Please Note:** If the equipment is needed urgently, please phone 4227 7263. The quantity of poles and bases required will be allocated according to the number of overhead signage you require. The quantity of bin cap stickers required will be allocated according to the number of bin caps and recycling stations you require. When stating the quantities for the large bin stickers, please keep in mind if you will need spare bins for change-over when they are full.

## CHECKOUT:

Checkout Date	/	/	Checkout Time (between 9am to 5 pm)
Return Date	/	/	Return Time (between 9am to 5 pm)

**CONDITIONS:** (Prior to borrowing the equipment, you must agree to the terms and conditions and are subject to the following regulations.)

I will be responsible for the equipment until it is returned to Council. I certify that the equipment will be used for this specific event, during the time it is in my possession. I accept full responsibility for repair or replacement of the equipment (poles, bases and overhead signage and bin caps only) in the event of damage, theft or loss. I understand that any cost for replacement may be charged to me. I also agree to return the equipment by the due time. I agree to contact Wollongong City Council to request an extension if the equipment is to be held longer than expected with the understanding that it is available.

## CONSENT:

I hereby state that the information provided is correct		
Applicant's Signature		Date / /

## BOOKING CONFIRMATION:

Please return form to [mmckeon@wollongong.nsw.gov.au](mailto:mmckeon@wollongong.nsw.gov.au) or Fax 4227 7277 and you will receive an email confirming your booking within 5 working days.

# “Wil. B. Wise for Events”

## Guidelines for Minimising Waste at Public Events



For enquiries, please contact:

Mike McKeon, Coordinator Environmental Programs/Projects  
Wollongong City Council  
Locked Bag 8821  
WOLLONGONG DC NSW 2500  
Phone: (02) 4227 7263 Mob: 0418 420 915  
[mmckeon@wollongong.nsw.gov.au](mailto:mmckeon@wollongong.nsw.gov.au)

Council encourages Event Organisers to increase resource recovery and promote waste minimisation at public events in the Wollongong Local Government Area.

Event Organisers are invited to prepare and submit a waste management plan with the application to hold the event. (A Waste Management Plan template is available from Council).

Front (event attendees) and back of house (vendors) will generate different kinds of waste and volumes.

Front-of-house waste can usually be limited to two main types:

- Drink containers
- Biodegradables (including paper, cardboard and food waste)

Cardboard and paper are usually contaminated with food waste and not usually generated in sufficient quantities front of house to warrant separate disposal. These should be added to the biodegradable or general waste stream.

As a minimum requirement, a waste management plan should address the recovery of back-of-house (vendors) paper/cardboard packaging; the recovery of recyclables from front-of-house (attendees); and general waste collection and disposal.

Event Organisers will need to communicate the waste management plan requirements to all parties involved, including sub-contractors, stall holders, attendees at the event and other individuals.

## GENERAL

- It is ideal that an event waste management plan be completed at least four (4) weeks prior to an event. Submission of a completed copy of Council's standard waste management proforma would be sufficient.
- The Event Organiser is responsible for meeting all costs incurred in relation to waste management.
- Council has 60 garbage and 30 recycling bin caps plus some overhead signage for Event Organisers to borrow and use at events across the Wollongong LGA. Council will try and assist with drop off of bin caps and signage to larger events (if needs require a minimum of 10 recycling stations = 30 bin caps in total). The Event Organiser will need to contact Mike McKeon on 4227 7263 to arrange a suitable time for collection and drop off of items to Council's Central Depot, Montague St, Wollongong, between the hours of 9.30am – 3.30pm weekdays.
- Any damages or losses of equipment must be paid for by the Event Organiser. Booking requests for bin caps and signage need to be directed to Mike McKeon on 4227 7263.
- Council is able to provide waste wise event signage/stickers for bin bodies and bin caps FREE of charge.

## WASTE AVOIDANCE

- The Event Organiser should take appropriate steps to ensure waste is avoided wherever possible. Event Organisers are encouraged to consider offering discounts to people who bring their own container/cup/utensils.
- Polystyrene drinking cups and food containers, plastic knives, forks and spoons, plastic drinking straws and stirrers, must not be used.
- Balloons are not permitted.
- **Event Organisers and all stall holders need to provide:**
  - a) reusable plates, cups, knives, forks and spoons with refundable deposits; and/or
  - b) biodegradable products such as corn starch cutlery, wooden stirrers or cardboard/paper products; and/or
  - c) recyclable products. Recyclable products include all plastic drink bottles, cups and food containers numbered 1 – 6, milk and juice cartons, aluminium and steel cans, glass bottles.
- A local environmental product suppliers list is attached (Attachment A) for stallholders' information.
- Event Organisers should provide stallholders the opportunity to recycle back-of-house paper and cardboard packaging.
- Cigarette butts pose a threat to the environment if washed into waterways. Consider providing special-purpose containers for cigarette butts and promoting their availability.

## PLACEMENT OF WASTE STATIONS

- Event Organisers must take steps to **limit littering and contamination** of bins by considering:
  - the number of bins;
  - placement of bins;
  - the type of bins; and,
  - how they are presented.
- Each of these factors influences how people will use them and whether they will use them correctly.
- The three or more bin types (ie waste/recycling/waste) should be placed together so that patrons face identical choices at each location.
- The bins should be easily identifiable and consistent in appearance and signage. This can be done by fitting the bins with standard bin caps to identify bins (ie red for waste and yellow for recycling) and appropriate and easily identifiable stickers for bin caps and bin bodies (stickers are available from Council FREE of charge).
- While front-of-house bins should be located near food and drink vendors, disposal does not always happen close to the point of purchase. For optimal material recovery bins should be located:
  - at key entry/exit points to event and catering areas;
  - close to where food and beverages are consumed;
  - beside designated pedestrian pathways;
  - on key pedestrian intersections;
  - near high-traffic areas; and,
  - at disposal points such as toilets and car parks.
- As a general rule waste stations should be no further than 10 metres apart.
- In order to avoid confusion, existing stand-alone general waste bins should be converted to a waste station if location is suitable.
- Bins should be placed in areas where there is no likelihood of interfering with queues or walkways.
- **Monitor** bin usage and adjust bin positions as necessary.
- **Placing staff or trained volunteers** at bins can help to reduce the mix-up of waste types. Once a bin becomes contaminated, it can quickly end up filled with incorrect items as people ignore signage and look into bins to see what should go into them. By equipping bin-monitoring staff and volunteers at bins with long-armed grabbing devices or tongs, items placed incorrectly can be easily retrieved and the patrons made aware as to which bin to use and why. SCARF are a local business which can provide bin-monitoring services at an event [www.scarf1.org.au](http://www.scarf1.org.au) (providing meaningful work for refugees).

## WASTE COLLECTION

- It is desirable that products sold, used or distributed at an event to be collected for recycling or composting by the Event Organiser or their agent. Similarly, the collection and removal of any waste generated is the responsibility of the Event Organiser.
- Facilities should be provided for the separation of recyclables, organics (if collecting) and waste. This includes the provision of adequate garbage, recycling and organics receptacles in and adjacent to the event area.
- Separated waste, recyclables and organics must be taken to appropriate, licensed receivable facilities.
- Collection of back of house cardboard and paper – be aware that peak volume is likely to occur at the setup of the event. Designate a special area back of house for placement of material. Assign staff to collect materials as it is generated and remove material to a service area where large skip bins or containers are located.
- Vendors may generate liquid waste (cooking oils and grey water). Ask your waste contractor to provide a drum or receptacle to collect this waste also.

## WASTE EDUCATION

- Public announcements are recommended to be made at hourly intervals where a public address system is available, concerning the re-use, recycling and disposal facilities at the event.
- Approved signage should be placed prominently to inform patrons of the correct usage of recycling, organic and waste facilities. It is important that the signage displayed corresponds with the service that is being offered.
- Recycling station overhead signage and poles are available from Wollongong City Council to assist attendees in locating recycling stations on the day and to discourage litter.
- The use of bin monitors is recommended to assist in educating event goers as to how to use the bin system in place, and to ensure minimal contamination. Increased cost to the Event Organiser can occur if there is a large amount of contamination in the recycling collection bins, due to contents not able to be recycled and ending up in landfill.

## PERFORMANCE REVIEW (TO BE SUBMITTED TO COUNCIL AFTER THE EVENT)

### \*\*\*IMPORTANT\*\*\*

Please ask your contractor for a disposal certificate to be provided from the receiver of the waste material.

Please provide details of quantity of each waste stream collected and the level of contamination and/or problems encountered. Ask the contractor to let you know the approximate level of contamination in the recycling stream.

Type of waste	Tonnes/kilograms/litres collected
Recycling (cans, glass, recycled plastics)	6 x 240 litre bins x 9.3 kg = (55.8 kg)
General waste	3 x 240 litre bins x 21 kg = (63 kg)
Compostable waste	1 x 1.5 m skip bin x 0.75 kg = (750 kg)

### Estimated weights for bins (at full capacity)

240 litre recycling bin = 9.3 kg

3 m skip bin = 1.4 tonne

240 litre garbage bin = 21 kg

1.5 m cardboard bin = 0.4 tonne

1.5 m skip bin = 0.75 tonne

1.5 m commingled bin = 0.8 tonne

## LOCAL 'WASTE WISE EVENT' COLLECTION CONTRACTORS

Cleanaway

Shoalhaven Recycling

Thiess Services

A	B	C			
A	B	C	D	E	F
A	B	C	D	E	F

Phone 4262 3333

Phone 4421 4597

Phone 4272 0300

## LEGEND – WHAT SERVICES CAN YOUR CONTRACTOR PROVIDE

General waste	A
Co-mingled recycling (steel and aluminium cans, glass bottles, milk and juice cartons, plastic bottles and containers numbered 1 to 6)	B
Paper/cardboard packaging – back of house	C
Compostables/organic waste	D
Cooking oils	E
Cigarette butt bins	F

## SUGGESTIONS TO AVOID AND REDUCE WASTE AT SPECIAL EVENTS

### 7 STEPS FOR AVOIDING AND REDUCING WASTE AT EVENTS:

<b>Step 1:</b>	COMMITMENT	Make a commitment to avoiding and reducing waste at your event.
<b>Step 2:</b>	PACKAGING	Eliminate unnecessary packaging. Select materials that reduce waste and litter or are easily recycled.
<b>Step 3:</b>	EQUIPMENT	Match equipment to the packaging material used.
<b>Step 4:</b>	SYSTEM	Match a management system to the equipment and packaging used.
<b>Step 5:</b>	STANDARDS	Where appropriate, use standard signs and equipment to reduce confusion.
<b>Step 6:</b>	COMMUNICATE	Tell caterers, vendors and participants about your program before, during and after the event.
<b>Step 7:</b>	EVALUATE	How effective has your Waste Wise program been?

## ATTACHMENT A

### ENVIRO PRODUCT SUPPLIERS

	A & W Hollier Pty Ltd 1/33-37 Victoria Street, Smithfield NSW 2164 Contact: Arthur Essey <a href="mailto:arthur.essey@awhollier.com.au">arthur.essey@awhollier.com.au</a> Ph: 9684 1922	Corey Wong Packaging Unit 4/45a Princes Hwy Albion Park Rail NSW 2527 Contact: Corey Wong Ph: 4256 0550	Kent Paper Co Pty Ltd 9-13 Hayes Street Balgowlah NSW 2093 Contact: Barry Bennett <a href="http://www.kentpaper.com.au">www.kentpaper.com.au</a> <a href="mailto:info@kentpaper.com.au">info@kentpaper.com.au</a> Ph: 9949 6666	Packaging Direct Australia Pty Ltd 71 Montague Street North Wollongong NSW 2500 <a href="http://www.pacdirect.com.au">www.pacdirect.com.au</a> Ph: 4226 3030	Sydney Packaging Pty Ltd 2b/172 Silverwater Road Silverwater NSW 2128 <a href="http://www.sydneypackaging.com.au">www.sydneypackaging.com.au</a> <a href="mailto:mail@sydneypackaging.com.au">mail@sydneypackaging.com.au</a> Ph: 9737 9377
Envirotray products	*	*	*(Alternative – use Corrish Hinged lid containers)	*	*
Chinet (paper plate/ sugar cane fibre)	*	*	*	*	*
Recycled napkins	*	*	*	*	*
Biodegradable coffee cups	*	*	*	*	*
PET wine glass, champagne glass and beer mug	*	*	*	*	*
PET sandwich triangles, salad containers	*	*	*	*	*
Corn starch bin liners	*	*	*	*	*
Biodegradable cutlery (wooden)	*	*	*	*	*
Wooden stirrers (tea/coffee)	*	*	*	*	*
Paper straws	*	*	*	*	*
Paper chip cups	*	*	*	*	*
Cardboard noodle boxes	*	*	*	*	*
Paper bags (made from recycled paper)	*	*	*	*	*
Chopsticks (wooden)	*	*	*	*	*
Cello bags (100% vegetable)	*	*	*	*	*

**Note:** Kent Paper and Packaging Direct also supply pizza boxes, cardboard trays, paper milk shake and cold drink cups

## ATTACHMENT B

This template has been produced to assist you in preparing a Waste Management Plan for your event. Please forward completed Waste Management Plan with your 'Application for Approval to Stage an Event'.

### SECTION 1 EVENT DETAILS

<b>Name of Event</b>	
<b>Date(s)</b>	
<b>Time</b>	
<b>Address of Venue:</b>	
<b>Anticipated Crowd Size</b>	
<b>Event Activities</b>	
<b>Venue Description</b>	
<b>Venue Crowd Capacity</b>	
<b>Existing Facilities</b>	
<b>Other Relevant Information</b>	

### SECTION 2 STALLHOLDER WASTES (SUMMARY SHEET AND MASTER SHEET)

The materials to be used by all stallholder's needs to be controlled so they suit the Waste Wise Event recycling system.

**(To be completed by each stallholder and then transferred to a master sheet by event organiser. Please only forward the master sheet back to Council.)**

Please insert all materials you will be using at the event including:

- 1 food and beverage containers and wrapping e.g. soft drink bottles, chip cups, serviettes;
- 2 bulk ingredient packaging e.g. food cans, food bottles/jars, boxes;
- 3 bulk delivery packaging and material e.g. cardboard boxes and pallets.

Stall Type	Food or Drink Type	Packaging or Tableware	Material Type	Quantity (estimate where possible)	Other Wastes
eg Hamburger Shop	Hot Chips	Cups and Bags	Paper	5000 Cups and Bags	Food Scraps
	Drinks	Aluminium Cans	Aluminium, Steel	600 cans	
	Hot Dogs	Paper Wrapping	Paper	1000 Papers	Food Scraps
		Bulk Food Packaging	Cardboard	15 boxes	Sticky Tape and Packing Strap
	Milkshakes	Paper Cups, Straws	Cardboard	500 Cups	

## SECTION 3 WASTE STATIONS

Please indicate what waste streams you will be collecting (eg recycling, compostables, general) at each station and the number of stations you will be setting up.

**As a general rule waste stations should be no further than 10 metres apart.**

Please provide:

**1 The number of waste stations that will be provided** eg 15 waste stations

**2 Total bin requirements**

Based on the standard garbage/recycling/garbage bin configuration for 15 waste stations you will need:

240 litre garbage bins = 30

240 litre recycling bins = 15

Bin configuration of the waste and recycling station should be as follows:

garbage	recycling	garbage
---------	-----------	---------

Bin configuration of the waste, recycling and organic/compostables station should be as follows:

garbage	recycling	Organics/compostables	garbage
---------	-----------	-----------------------	---------

## SECTION 4 SITE MAP INCLUDING WASTE STATION LOCATIONS

Bins and waste management equipment must be positioned strategically and regularly maintained.

Please provide a site map with the following details:

- Main landforms, buildings
- Stage, competition area or other attractions
- Drink, food and other stalls
- Toilets
- Eating areas, designated and non-designated
- Public entrances and exits
- Location of waste/recycling stations
- Location of collection point (if applicable)
- Locations of access points for waste collection vehicles

## SECTION 5 PROMOTION OF WASTE SYSTEM/HANDLING

Waste education during the event is important. Communicating waste wise activities during the event will alert the community to your efforts and contribute to their positive perception of the event. Here are some ideas:

ACTION	WHO	DONE (tick)
Write media release and issue to local media		
Arrange for signage		
Educate stallholders of waste system via presentation / flyer/phone		
Script announcements for PA or Master of Ceremonies		

## SECTION 6 WASTE MANAGEMENT (BEFORE AND DURING THE EVENT)

This list of actions is a guide only

ACTION	WHO	DONE (tick)
Bin delivery		
Collection of bin signage and bin caps from Council		
Collection of overhead recycling station signage from Council		
Educate/remind stallholders as necessary		
Master of Ceremonies read announcements re waste		
Monitor waste and recycling bin content quantities		
Arrange collection schedule		
Organise to empty existing bins before event		
Bin monitors – eg volunteers, scouts		
Set up waste/recycling stations		
Disposal/replacement of full bins during the day		
Ground litter collection during the event		

## SECTION 7 WASTE MANAGEMENT (AFTER THE EVENT)

This list of actions is a guide only

ACTION	WHO and WHEN	DONE (tick)
Dismantling of waste stations		
Collection of various material streams		
Monitoring of tonnages collected of waste and recycling		
Nominated facilities for disposal of the various waste streams, eg Recycling to the Materials Recycling Facility		
Clean up of site		

## SECTION 8 CONTACT LIST

Please list people and organisations and their phone numbers who are involved in waste management before, during and after the event. Include also their area of responsibility, eg event coordinator, bin monitor, Council staff.

Name		
Organisation		Phone
Involvement	<input type="checkbox"/> Before	<input type="checkbox"/> During <input type="checkbox"/> After
Area of Responsibility		

Name		
Organisation		Phone
Involvement	<input type="checkbox"/> Before	<input type="checkbox"/> During <input type="checkbox"/> After
Area of Responsibility		

Name		
Organisation		Phone
Involvement	<input type="checkbox"/> Before	<input type="checkbox"/> During <input type="checkbox"/> After
Area of Responsibility		

Name		
Organisation		Phone
Involvement	<input type="checkbox"/> Before	<input type="checkbox"/> During <input type="checkbox"/> After
Area of Responsibility		

**Applicants Name:** .....

**Signature:** ..... **Date:**     /     /

**Title/Company:** .....

Thank you for providing Wollongong City Council with the above information. If you require assistance to complete this document please contact Mike McKeon at Council's Environmental Strategy and Planning section on 4227 7263.

This form must be completed at least four (4) weeks prior to the event being held. Completed forms should be included with your 'Application for approval to stage an event'.

If approved, a signed copy will be returned with your notice of approval.

**Signed Approval:** ..... **Date:**     /     /

Mike McKeon  
Coordinator Environment Programs and Projects