



# APPENDIX A

Campaspe Shire Council

# WASTE WISE EVENT PLAN

for two and three star certification

# HOW TO USE THIS FORM

- Please read the *Campaspe Shire Council Waste Wise Events Guide* prior to completing this form.
- One star certification is the minimum requirement for any event that requires waste services from Council or where the event requires waste services (whether obtained from Council or a private waste contractor) and is on Council-owned or managed land. One star certification is obtained automatically by meeting the requirements of the Campaspe Shire Council Event Application Form.
- This *Waste Wise Event Plan* must be completed for any event that wishes to apply for two or three star certification.
- This *Waste Wise Event Plan* forms part of the Event Application Form. It must be incorporated into the overall Event Plan.
- All Council-run events must comply with the requirements for one star certification at a minimum.
- Events must complete and be awarded one star certification before they can progress to two star certification. Similarly, events must complete and be awarded two star certification before they can progress to three star certification.
- Once approved by Council, this *Waste Wise Event Plan* should be copied so that it can remain on site, be referred to and be completed during the event.
- Once approved, Council will issue a Waste Wise Event logo (see page 14 of the *Campaspe Shire Council Waste Wise Events Guide*). This logo can be used in any event promotion or communications related to that event, in order to signify that the event holds 'Waste Wise' status.

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

In addition to the general information page, ONLY ONE SECTION of this form is required to be completed:

- a) two star certification, or
- b) three star certification.

### **DO NOT COMPLETE THE ENTIRE FORM.**

For any assistance in completing this plan, please contact Council's Environmental Projects Officer - Education on 1300 666 535.



**Sections of this plan can be completed electronically. Please download and save this plan to your computer prior to commencing your application. Remember to also save this document during and after completion to ensure your data is saved. You can also print out the plan and complete manually.**

# ★ CERTIFICATION



All events must meet the minimum requirement – one star certification.

One star certification is automatically obtained by completing the Event Application Form.

This can be accessed by visiting [www.campaspe.vic.gov.au/assets/Forms/Form-Event-application.pdf](http://www.campaspe.vic.gov.au/assets/Forms/Form-Event-application.pdf)

The specific requirements are:

1. Include bin station locations in the detailed site plan/event map
2. List the total number of waste and recycle bins required
3. List any other waste facilities required (such as skips or cardboard cages)
4. Request a bin delivery date and location and a bin collection date
5. State whether bins will require an empty during the event and when
6. Gain verbal or written agreement from stallholders to recycle materials
7. Place bins (with caps) on site as per site map of bin locations
8. Check that bins are located in key areas; major entry/exit points, food areas, near existing food areas, near existing litter bins
9. Ensure site is left clean and litter free



**Once one star certification has been obtained, events are encouraged to apply for two star certification. See next page.**

# ★★ CERTIFICATION PLAN



Complete this section prior to the event for a two star certification. Please attach copies of evidence where possible.

## ACTIONS AND RESPONSIBILITIES

When	Details (where required)	Date/time	Person(s) responsible	Done
<b>Verbally communicate Waste Wise aims to stallholders, vendors, sponsors, event site owners, service contractors, waste contractors and Council.</b>				
Pre-event	List: <input type="checkbox"/> stallholders/vendors:  <input type="checkbox"/> sponsors:  <input type="checkbox"/> event site owner:  <input type="checkbox"/> service contractors and waste contractors:			
<b>Consult with stallholders and allow enough lead time for them to prepare for being Waste Wise.</b>				
Pre-event				
<b>Gain verbal commitment or support from the above stakeholders.</b>				
Pre-event				
<b>Targets set for 20-40% recycling and contamination levels &lt;10%.</b>				
Pre-event	<p><b>How did the last event perform?</b> (Refer to the waste assessment conducted after the event).</p> <input type="checkbox"/> N/A (One star certification waste assessment not conducted) <p>Waste diversion _____%</p> <p>Contamination _____%</p> <p>Total waste _____kg or _____litres</p> <p><b>What are the targets for this event?</b></p> <p>Waste diversion _____%</p> <p>Contamination _____%</p> <p>Total waste _____kg or _____litres</p>			

When	Details (where required)	Date/time	Person(s) responsible	Done
<b>Implement at least 2 of the Waste Wise Event promotion and education ideas listed on page 13 of the Waste Wise Events Guide.</b>				
Pre event	Strategy 1:  Strategy 2:  Other:			
<b>Talk to stallholders and contractors regarding minimising and recycling packaging.</b>				
Pre event				
<b>At least two commonly used single-use plastic items eliminated.</b>				
Pre event	Select items to be eliminated: <input type="checkbox"/> Plastic bags <input type="checkbox"/> Plastic straws <input type="checkbox"/> Plastic cups <input type="checkbox"/> Plastic water bottles <input type="checkbox"/> Lids on take-away coffee cups <input type="checkbox"/> Plastic plates and bowls <input type="checkbox"/> Plastic cutlery <input type="checkbox"/> Balloons			
<b>Verbal or written agreement with stallholders to use recyclable packaging at this event.</b>				
Pre event				
<b>Give clear information to stallholders on minimising food waste and avoiding over catering.</b>				
Pre event	Detail actions to minimise food waste:			
<b>Provide the following streams for patrons: general waste and commingle recycling.</b>				
Pre event	<input type="checkbox"/> General waste (red) <input type="checkbox"/> Co-mingled recycling (yellow)			
<b>Provide the following streams for stallholders and staff areas: general waste, commingle recycling and paper/cardboard.</b>				
Pre event	<input type="checkbox"/> General waste (red) <input type="checkbox"/> Co-mingled recycling (yellow) <input type="checkbox"/> Paper/cardboard (blue)* <small>*a paper/cardboard waste stream does not need to be provided if no paper or cardboard is to be used and disposed of at the event</small>			
<b>Remind stallholders that waste and recyclable materials from their stalls are to be taken 'back of house' and not placed in public bins. Cardboard boxes should be flattened.</b>				
Pre event				
<b>Verbal arrangements made for bin servicing (eg: emptying, cleaning and re-positioning throughout the duration of the event).</b>				
Pre event	<input type="checkbox"/> emptying bins			
	<input type="checkbox"/> cleaning bins			
	<input type="checkbox"/> repositioning bins			

When	Details (where required)	Date/time	Person(s) responsible	Done
<b>Maintain a litter free environment.</b>				
Pre event	Identify which of the following you will do: <ul style="list-style-type: none"> <li><input type="checkbox"/> Rubbish pick-up team or team of cleaners working throughout the event</li> <li><input type="checkbox"/> Public announcements to remind patrons to place their rubbish in the bins provided</li> <li><input type="checkbox"/> Staff encouraging patrons to pick up the litter surrounding them</li> <li><input type="checkbox"/> Sufficient signage reminding patrons to place their rubbish in the bins provided</li> <li><input type="checkbox"/> Other. Please identify:</li> </ul>			
<b>Maintain 'back of house' equipment and keep litter free.</b>				
Pre event	Identify which of the following you will do: <ul style="list-style-type: none"> <li><input type="checkbox"/> Rubbish pick-up team or team of cleaners working throughout the event</li> <li><input type="checkbox"/> Communicate with stallholders that it is their responsibility to ensure that their 'back of house' equipment is maintained and their area is kept litter free</li> <li><input type="checkbox"/> Other. Please identify:</li> </ul>			

*For this section allocate the person(s) responsible prior to submitting this Waste Wise Event Plan. Keep a copy of this plan on site during the event and tick the below items once completed.*

<b>Ensure that each waste stream is kept separate and removed by the appropriate collector.</b>				
During event				
<b>Report any recycling station or waste transport issues to the event organiser or delegated person throughout the day.</b>				
During event	Contact person:			

## ATTACHMENTS

**All pre-event sections have been completed**

Submit this completed Waste Wise Event Plan and accompanying attachments to Council.

**OFFICE USE ONLY**

**COUNCIL APPROVAL**  **Date**

**Officer Name**

**Waste Wise Plan Approval and ★★ certification granted**

## MAKING IMPROVEMENTS

Complete this section immediately after the event.

Identify some improvements for the next event.

There are a number of methods of conducting waste assessments, which require different amounts of resources and provide information of differing accuracy. In most cases, a visual inspection of the waste bins and skips will provide a valuable estimate of the volume of each waste type in the bin. Perform a visual inspection of each bin and skip, unless the number of total bins exceeds 10, in which case just select 10 random bins to inspect. Complete the results in the table below:

### Waste Diversion

Waste stream		Quantity in litres or cubic metres*	Percentage
<b>1. Commingled recyclables (bottles, cans and drink cartons)</b> 			<i>(Divide 1. by 3. and multiply by 100)</i>
<b>2. Paper and cardboard</b> 			<i>(Divide 2. by 3. and multiply by 100)</i>
<b>3. Total amount of waste diverted/recycled</b>		<i>(Sum of 1. and 2.)</i>	<i>(Divide 3. by 5. and multiply by 100)</i>
<b>4. Volume of waste to landfill</b> 			<i>(Divide 4. by 5. and multiply by 100)</i>
<b>5. Total waste</b>		<i>(Sum of 3. and 4.)</i>	

\*1 cubic metre = 1,000 litres. Most event bins are 240L. Larger recycling bins are 360L

**Contamination**

Waste stream		Rubbish % **	Recyclables % **
<b>Rubbish</b>			
<b>Co-mingled recycling</b>			
<b>Paper &amp; cardboard</b>			

\*\* the sum of each row should equal 100%

**Tick when completed:**

- Total amount of waste diverted/recycled is 20-40% or greater (refer to row 3 of waste diversion table)
- Contamination levels of co-mingled recycling stream are equal to or below 10%

# ★★★ CERTIFICATION PLAN



Complete this section prior to the event for a three star certification. Please attach copies of evidence where possible.

## ACTIONS AND RESPONSIBILITIES

When	Details (where required)	Date/time	Person(s) responsible	Done
<b>Communicate Waste Wise aims in writing to stallholders, vendors, sponsors, event site owners, service contractors, waste contractors and Council.</b>				
Pre-event	List: <input type="checkbox"/> stallholders/vendors:  <input type="checkbox"/> sponsors:  <input type="checkbox"/> event site owner:  <input type="checkbox"/> service contractors and waste contractors:			
<b>Consult with stallholders and allow enough lead time for them to prepare for being Waste Wise.</b>				
Pre-event				
<b>Gain written commitment or support from the above stakeholders.</b>				
Pre-event				
<b>Targets set for 70% recycling and contamination levels &lt;5%.</b>				
Pre-event	<p><b>How did the last event perform?</b> (Refer to the waste assessment conducted after the event for two or previous three star certification).</p> Waste diversion _____ % Contamination _____ % Total waste _____ kg or _____ litres			
	<p><b>What are the targets for this event?</b></p> Waste diversion _____ % Contamination _____ % Total waste _____ kg or _____ litres			

When	Details (where required)	Date/time	Person(s) responsible	Done
<b>Implement at least 4 of the Waste Wise Event promotion and education ideas listed on page 13 of the Waste Wise Events Guide.</b>				
Pre event	Strategy 1:  Strategy 2:  Strategy 3:  Strategy 4:  Other:			
<b>Talk to stallholders and contractors regarding minimising and recycling packaging. Give clear information on waste minimisation, material permitted and material to be avoided, what is expected and why.</b>				
Pre event				
<b>All commonly used single-use plastic items eliminated.</b>				
Pre event	<i>Refer to items listed in Table 1 of the Waste Wise Events Guide (page 5).</i>			
<b>Written agreement with stallholders that all packaging (food and other packaging) will be recyclable at this event.</b>				
Pre event	<i>Please attach written agreement(s).</i>			
<b>For outdoor events only – organise for (a) portable rehydration station(s) from Coliban Water or Goulburn Valley Water (or some other infrastructure to ensure the provision of freely available potable water for patrons).</b>				
Pre event	How will free drinking water be provided to patrons?			
<b>Give clear information to stallholders on minimising food waste and avoiding over catering.</b>				
Pre event	Detail actions to minimise food waste:			
<b>Have a separate collection system for food organic waste and a method to compost the material. (ie. on-site compost vessel or someone to take material home)</b>				
Pre event	Strategy:			

When	Details (where required)	Date/time	Person(s) responsible	Done
<b>Where appropriate, have a food salvage program in place.</b>				
Pre event	Strategy:			
<b>Provide the following streams for patrons: general waste, commingle recycling and food organics/compostable items.</b>				
Pre event	<input type="checkbox"/> General waste (red) <input type="checkbox"/> Co-mingled recycling (yellow) <input type="checkbox"/> Food organics (green)			
<b>Provide the following streams for stallholders and staff areas: general waste, commingle recycling, paper/cardboard and food organics/compostable items.</b>				
Pre event	<input type="checkbox"/> General waste (red) <input type="checkbox"/> Co-mingled recycling (yellow) <input type="checkbox"/> Food organics (green) <input type="checkbox"/> Paper/cardboard (blue)* <i>*a paper/cardboard waste stream does not need to be provided if no paper or cardboard is to be used and disposed of at the event</i>			
<b>Remind stallholders that waste and recyclable materials from their stalls are to be taken 'back of house' and not placed in public bins. Cardboard boxes should be flattened.</b>				
Pre event				
<b>Written schedule for bin servicing (eg: emptying, cleaning and re-positioning). *attach schedule</b>				
Pre event	<input type="checkbox"/> emptying bins			
	<input type="checkbox"/> cleaning bins			
	<input type="checkbox"/> repositioning bins			
<b>Maintain a litter free environment.</b>				
Pre event	Identify which of the following you will do: <input type="checkbox"/> Rubbish pick-up team or team of cleaners working throughout the event <input type="checkbox"/> Public announcements to remind patrons to place their rubbish in the bins provided <input type="checkbox"/> Staff encouraging patrons to pick up the litter surrounding them <input type="checkbox"/> Sufficient signage reminding patrons to place their rubbish in the bins provided <input type="checkbox"/> Other. Please identify:			
<b>Maintain 'back of house' equipment and keep litter free.</b>				
Pre event	Identify which of the following you will do: <input type="checkbox"/> Rubbish pick-up team or team of cleaners working throughout the event <input type="checkbox"/> Communicate with stallholders that it is their responsibility to ensure that their 'back of house' equipment is maintained and their area is kept litter free <input type="checkbox"/> Other. Please identify:			

For this section allocate the person(s) responsible prior to submitting this Waste Wise Event Plan. Keep a copy of this plan on site during the event and tick the below items once completed.

When	Details (where required)	Person(s) responsible	Done
<b>Conduct an on-the-spot bin audit to note bin usage and contamination for a sample of bins (and take some photos). Make adjustments to services accordingly.</b>			
During event			
<b>Have appropriate Waste Wise supervision of stallholders.</b>			
During event	Supervisor:		
<b>Ensure that each waste stream is kept separate and removed by the appropriate collector.</b>			
During event			
<b>Report any recycling station or waste transport issues to the event organiser or delegated person throughout the day.</b>			
During event	Contact person on day:		

**All pre-event sections have been completed**

Submit this completed Waste Wise Event Plan and accompanying attachments to Council.

**ATTACHMENTS**

**OFFICE USE ONLY**

**COUNCIL APPROVAL**  **Date**

**Officer Name**

**Waste Wise Plan Approval and \*\*\* certification granted**

## POST EVENT ACTIONS AND RESPONSIBILITIES

Complete this section immediately after the event.

When	Details (where required)	Person(s) responsible	Done
<b>Ensure any remaining recyclables and rubbish are collected and transported to the correct destination.</b>			
Post event			
<b>Monitor stallholders as they pack up, making sure rubbish is not dumped.</b>			
Post event			
<b>Ensure any remaining recyclables and rubbish are collected and transported to the correct destination.</b>			
Post event			
<b>Produce an internal and/or public report on your waste management.</b>			
Post event			
<b>Publicise your achievements.</b>			
Post event	Type of media:		

## MAKING IMPROVEMENTS

Complete this section immediately after the event.

Identify some improvements for the next event.

## Event Waste Assessment

There are a number of methods of conducting waste assessments, which require different amounts of resources and provide information of differing accuracy. In most cases, a visual inspection of the waste bins and skips will provide a valuable estimate of the volume of each waste type in the bin. Perform a visual inspection of each bin and skip, unless the number of total bins exceeds 15, in which case just select 15 random bins to inspect. Complete the results in the table below:

### Waste Diversion

<b>Total number of bins at event:</b>	<input type="text"/>	<b>Total number of bins assessed:</b>	<input type="text"/>
<b>Total number of skips at event:</b>	<input type="text"/>	<b>Total number of skips assessed:</b>	<input type="text"/>

Waste stream	Quantity in litres*	Quantity in kilograms**	Percentage
<b>1. Commingled recyclables (bottles, cans and drink cartons)</b> 			<i>(Divide 1. by 3. and multiply by 100)</i>
<b>2. Paper and cardboard</b> 			<i>(Divide 2. by 3. and multiply by 100)</i>
<b>3. Total amount of waste diverted/recycled</b>	<i>(Sum of 1. and 2.)</i>		<i>(Divide 3. by 5. and multiply by 100)</i>
<b>4. Volume of waste to landfill</b> 			<i>(Divide 4. by 5. and multiply by 100)</i>
<b>5. Total waste</b>	<i>(Sum of 3. and 4.)</i>		

\*1 cubic metre = 1,000 litres. Most event bins are 240L. Larger recycling bins are 360L  
 \*\**(litres x density# = kilograms)* # refer to waste volume to weight conversion table on next page

Material	Density litres x density = kilograms or (m <sup>3</sup> x 1000) x density = kilograms
General waste	0.15
Cardboard and paper	0.1
Food/kitchen organics	0.343
Commingled containers (plastic, glass, steel and aluminium cans)	0.063
Aluminium cans - whole	0.026
Aluminium cans - flattened	0.087
Glass bottles - whole	0.174
Glass bottles - semi crushed	0.347
Plastic containers - whole	0.01
Plastic containers - whole, some flattened	0.013

Source: This conversion table has been adopted from Sustainability Victoria's former Waste Wise Events Program (2004-2009) and Victoria's Regional Waste Management Groups.

## Contamination

Waste stream	Rubbish % **	Recyclables % **	Main contaminants
<b>Rubbish</b> 			<input type="checkbox"/> paper/cardboard <input type="checkbox"/> plastic containers <input type="checkbox"/> glass bottles <input type="checkbox"/> drink cans <input type="checkbox"/> other - please list:
<b>Co-mingled recycling</b> 			<input type="checkbox"/> food <input type="checkbox"/> unrecyclable plastic <input type="checkbox"/> other - please list:
<b>Paper &amp; cardboard</b> 			<input type="checkbox"/> food <input type="checkbox"/> unrecyclable plastic <input type="checkbox"/> plastic containers <input type="checkbox"/> glass bottles <input type="checkbox"/> drink cans <input type="checkbox"/> other - please list:

\*\* the sum of each row should equal 100%

### Tick when completed:

- Total amount of waste diverted/recycled is equal to or greater than 70% (refer to row 3 of waste diversion table)
- Contamination levels of co-mingled recycling stream are equal to or below 5%

### Continuous improvement

Key improvements since last year or last event:

Ongoing issues:

Potential improvements for the next event: