

# Mount Barker District Council Event Waste Minimisation Guide



# About this guide....

Ecological Sustainability is one of the three guiding themes in the Mount Barker Community Plan 2020-2035, which articulates Council's approach to the planning and development for the District over the next 15 years, as well as Council's Environment Strategy for identifying environmental pressures, opportunities and options for enhancing and protecting our environment.

This guide also helps to deliver on key actions from the Mount Barker District Council Waste to Resources Management Plan 2018-2025, which provides direction for community and Council in waste management, resource recovery and diversion of waste from landfill as our community continues to grow. A key emphasis of the Plan is to engage the community as an active partner on our journey to a more sustainable waste management future, including waste recovery in public places and, community events and local businesses.

This guide is designed for organisers of small, medium and large events to help run low impact events and maximise their resource recovery from waste generated by the event.

Event organisers and venue managers generally carry most responsibility for waste management initiatives but many other contributors also have a role to play, including clients, performers, patrons, sponsors and associated contractors.

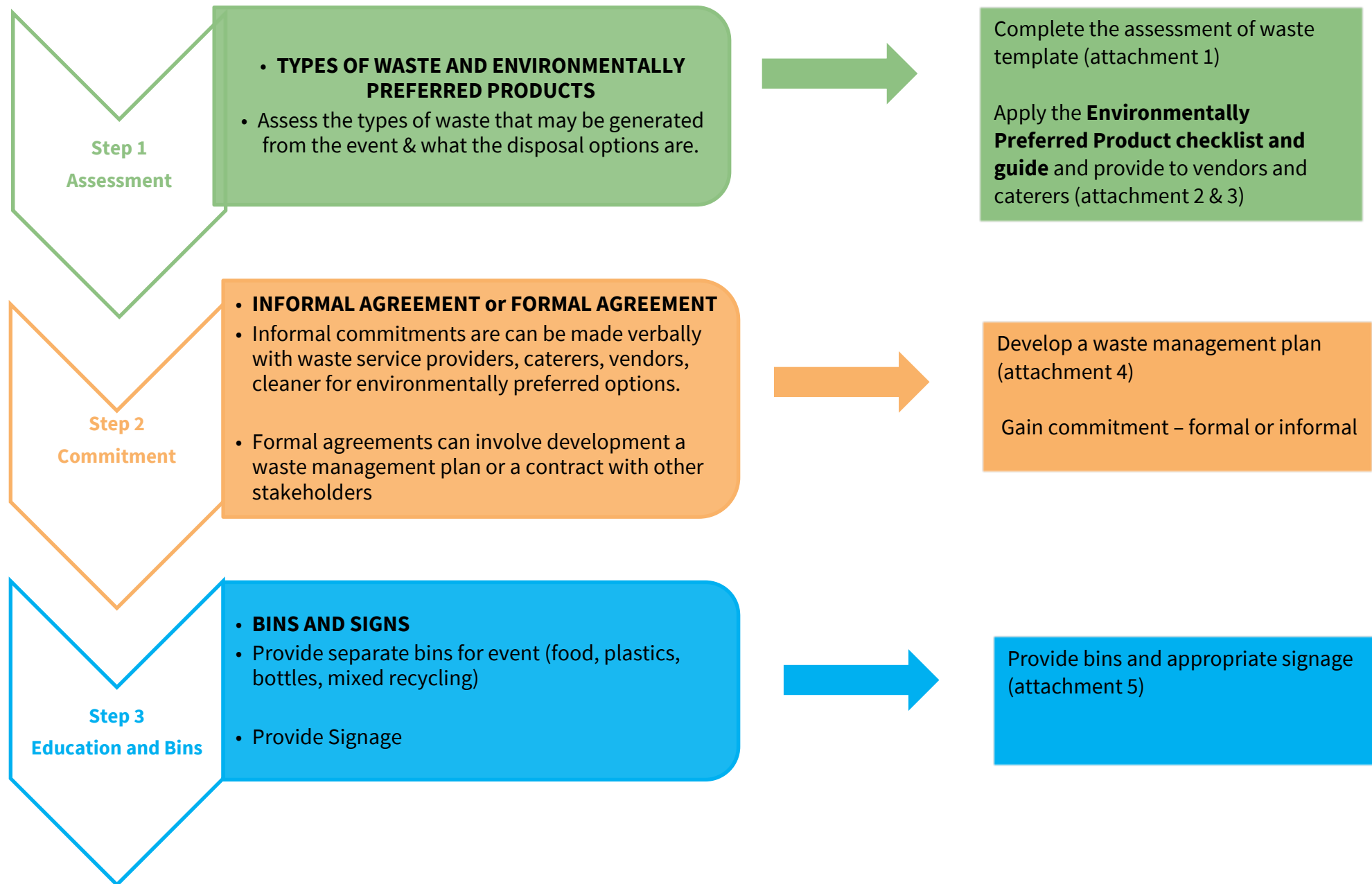
For waste to be reduced at events and venues, all associated key individuals and groups need to set goals and develop actions for waste minimisation. This guide is aimed to reduce the amount of waste going to landfill in three steps:

**Step 1- Assessment**

**Step 2 – Commitment**

**Step 3 – Signage and Bins**

Each Step has a template and /or checklists for you to complete that will help in the waste minimisation journey!



Step 1 Assessment of Waste - Attachment 1

Use this template to assess the types of waste generated and how it is currently managed

| Area<br><br>(Kitchen, stalls etc) | Description of Activities/main functions | Main waste items | Estimated Amount<br><br>(kg, m3 or % of total waste for the area) | Current / proposed waste management | Opportunities to improve waste management |
|-----------------------------------|------------------------------------------|------------------|-------------------------------------------------------------------|-------------------------------------|-------------------------------------------|
|                                   |                                          |                  |                                                                   |                                     |                                           |
|                                   |                                          |                  |                                                                   |                                     |                                           |
|                                   |                                          |                  |                                                                   |                                     |                                           |
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|                                   |                                          |                  |                                                                   |                                     |                                           |

## Step 1 Environmentally Preferred Checklist – Attachment 2

This checklist is used to think about opportunities to avoid, reduce, reuse, recycle and compost.

| Minimise Purchases |                                                                                                                                                   |  |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Minimise Purchases | <b>Is the purchase essential?</b><br>Plan ahead and avoid if possible                                                                             |  |
|                    | <b>Are there any items that can be borrowed / hired?</b><br>Trays, cups, glasses, water bottles/jugs are all available in kitchens/storage areas. |  |
|                    | <b>Can you buy food/drink in bulk to minimise or avoid plastic/waste?</b><br>Individual packaged items produce unnecessary excess waste           |  |

| Environmentally Preferable Products (check attachment 3)    |                                                                                                                                                                                                     |  |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Environmentally Preferable Products<br>(check attachment 3) | <b>Is the product plant based?</b><br>Avoid oil based and chemically lined products.                                                                                                                |  |
|                                                             | <b>Is the product Compostable?</b><br>Completely degrades quickly – choose where possible.                                                                                                          |  |
|                                                             | <b>Is the product Biodegradable?</b><br>Degrades over time, but dependent on product makeup, can result in residual small plastic remaining. 2 <sup>nd</sup> choice where compostable not available |  |
|                                                             | <b>Is this product available locally?</b><br>This reduces energy from transport and supports local businesses                                                                                       |  |
|                                                             | <b>Is this product available from an environmentally responsible company?</b><br>Check their websites and company policies                                                                          |  |

| Sustainable Behaviour |                                                                                                                                                                                 |  |
|-----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Sustainable Behaviour | <b>Can the product be reused?</b><br>Wash and store for later use                                                                                                               |  |
|                       | <b>Can the products be recycled?</b><br>Ensure recyclable products are disposed into the correct bins                                                                           |  |
|                       | <b>Are there any food scraps?</b><br>For larger events, food scraps can be disposed into compostable food bins, otherwise take them home for poultry or in the green waste bin. |  |

## Step 1 Environmentally Preferred Product Guide– Attachment 3

| Requirements           | Best Option                                                                                                                                                                                                                                                                  | Next Option                                                                                                                                               | Avoid                                                                                                                  |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <b>Coffee/Tea Cup</b>  | <p>Are there any <b>reusable</b> items in kitchen/storage areas to borrow or upcycle?</p> <ul style="list-style-type: none"> <li>▪ Mugs</li> <li>▪ Keep Cups</li> <li>▪ Op Shop</li> </ul>  | <p><b>Compostable or Biodegradable cups</b> without chemical lining</p>  | <p>Styrofoam or plastic cups</p>    |
| <b>Cold Drinks Cup</b> | <p>Are there any <b>reusable glasses</b> in kitchen/storage areas to borrow or upcycle?</p>                                                                                               | <p><b>Plant based plastic cups</b></p>                                 | <p>Styrofoam or plastic cups</p>  |
| <b>Straws</b>          | <p><b>Are straws necessary?</b><br/>Avoid if possible.</p>                                                                                                                                                                                                                   | <p><b>Metal or paper straws</b></p>                                    | <p>Plastic straws</p>             |

|                                      |                                                                                                                                                          |                                                                                                                                                                                                |                                                                                                                                                            |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Plates<br/>Bowls<br/>Platters</b> | <p>Are there any <b>reusable</b> items in kitchen/storage areas to borrow?</p> <p>Will <b>napkins</b> suit the purpose?</p>                              | <p><b>Compostable, biodegradable</b> or <b>wood / bamboo</b> for (hot products)</p>                           | <p>Plastic plates</p>                                                   |
| <b>Cutlery</b>                       | <p>Are there any <b>reusable</b> items in kitchen/storage areas to borrow?</p> <p>Is cutlery necessary?</p> <p>Will <b>napkins</b> suit the purpose?</p> | <p><b>Plant based</b> cutlery (starch or recycled wood)</p>                                                   | <p>Plastic cutlery</p>                                                  |
| <b>Bin Liners</b>                    | <p>Is there an <b>existing bin</b> or can you <b>reuse a bag</b>?</p> <p>(keep food and recyclables separate)</p>                                        | <p><b>Compostable Bin Liners</b></p>                                                                        | <p>Plastic Bin Liners</p>                                             |
| <b>Napkins</b>                       | <p>Are there any <b>reusable</b> items in kitchen/storage areas to borrow? (washable napkins)</p> <p>Are napkins <b>necessary</b>?</p>                   | <p>Manufactured from <b>renewable</b> plantation fibres <b>recyclable sources</b> and <b>non-toxic</b></p>  | <p>Napkins from non-renewable or non-recyclable sources or toxic</p>  |
| <b>Drinks/Water/<br/>Food items</b>  | <p>Locally sourced food</p> <p>Minimal packaging</p> <p>Buy in bulk</p>                                                                                  |                                                                                                                                                                                                | <p>Individually wrapped food and drink items</p>                      |

## Step 2 Commitment – Waste Management Plan

A waste management plan is a simple and effective way to reduce the waste we generate at an event or venue. The process brings together all the planning, actions, checking processes and ways to address or correct problems into a coordinated approach. Gain commitment from those involved in the implementation of the waste management plan either formally or informationally.

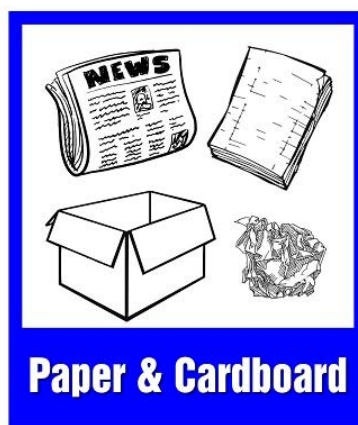
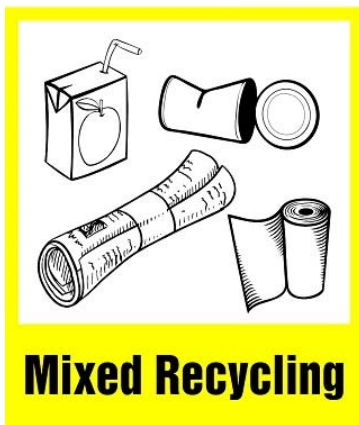
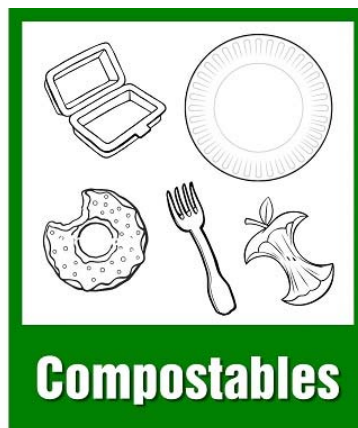
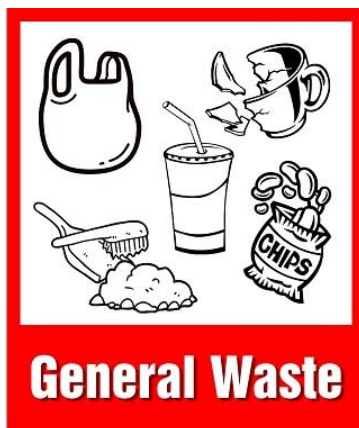
| Step<br>(1,2,3)                    | Action                                   | Measuring<br>Success<br>(how will you know this<br>action has been completed;<br>what will it mean you have<br>achieved?) | Timeframe for<br>Completion<br>(when does the action need to be<br>completed, does it rely on<br>something else being done first?) | Responsibility<br>(who is responsible<br>for doing the action<br>or making sure it has<br>been done?) | Status<br>(use this column<br>to<br>track your<br>progress<br>at regular<br>reviews) |
|------------------------------------|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <i>e.g Step 2 -<br/>commitment</i> | <i>Hold meeting with onsite caterers</i> | <i>Meeting held, verbal<br/>commitment gained</i>                                                                         | <i>February 2019</i>                                                                                                               | <i>Event Manager</i>                                                                                  | <i>Meeting held;<br/>caterers feedback<br/>all positive</i>                          |
|                                    |                                          |                                                                                                                           |                                                                                                                                    |                                                                                                       |                                                                                      |
|                                    |                                          |                                                                                                                           |                                                                                                                                    |                                                                                                       |                                                                                      |
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|                                    |                                          |                                                                                                                           |                                                                                                                                    |                                                                                                       |                                                                                      |

## Step 3 – Signage and Bins

### Signage

Mount Barker District Council can assist you with signage for your bins and help you decide which bins are suited for your event (examples below).

Websites such as Which Bin SA <https://www.whichbin.sa.gov.au/> also has useful tips and advice in regard to signage.



### Bins for Events

**Small events** - less than 20 people or small waste producing events, can utilise existing bins in public places if convenient.

**Medium events** – 20 to 150 people, talk with Council's Events Coordinator as options for supply of extra waste, green, recycle and bottle and can bins is available but pickup is limited to one collection at the completion of the event.

**Large events** - over 150 people or ongoing in nature (ie long weekends / week long events), the best option is for an event waste management company to manage waste at the event. These companies are able to supply the portable and bulk bins to site, organise monitoring and emptying of the bins during and after the event.