

Event Toolkit

Working together for a healthy, connected shire



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Introduction

Mount Alexander Shire welcomes the wide range of diverse events held across the region. These include festivals, exhibitions, fairs, agricultural shows, bike road races, markets, celebrations, large sporting events and concerts.

To assist event managers, we have designed this comprehensive Event Toolkit. This toolkit guides event organisers through relevant permits and approvals and how to access marketing and logistical support from Council. It also provides organisers with helpful information on running safe, successful and sustainable events.

Please read this document thoroughly to prepare for your event. We will then work proactively with you to provide support and advice.

If you have read all the information contained in this toolkit and have further queries, please contact the Venues and Events Team at Mount Alexander Shire Council on 5471 1700 or via email at events@mountalexander.vic.gov.au

What is an event?

An event is classified as any planned activity where any open area (fenced or unfenced), structure (permanent or temporary), roadway, venue or facility will contain a number of persons greater than normally found in that area or location at one time.

This toolkit applies to events that are open to the general public. The event may be organised by a public or private entity.

It is your responsibility to ensure that you have a clear understanding of your intended event, and that you provide the necessary information and documentation to Council in a timely manner.

Event enquiry

As soon as possible, please contact the Venues and Events Officer and provide the following information:

- Name of event
- Date/s
- Time/s
- Location
- Responsible organisation or committee
- Is this group not for profit?
- Event organiser contact details including name, email and mobile number
- Expected number of attendees/participants
- Short description of the event

The Venues and Events Officer will then contact you to discuss your event.

Online event registration

If you already have all required event information, please complete the online [event registration form](#). You must complete your event registration at least 12 weeks prior to the event.

As part of your event registration you may be required to apply for relevant Council permits. This may include but is not limited to:

- Camping, temporary signage and road use permits
- Place of public entertainment and siting permits

Other permits or approvals from state and federal government authorities (such as VicRoads or Parks Victoria) may be required and need to be applied for directly with the relevant agency.

Permit requirements

Your event may require permits from various departments within Mount Alexander Shire Council and external organisations. Please see the table below for more information.

If you are unsure of what permits your event may require, complete the online event registration form and we will be able to ascertain which permits you may require and let you know

Mount Alexander Shire Council				
Permit type	Department	Description	Time frame	Link to form or further info
Place of Public Entertainment (POPE) and/or Siting Permit	Building Services	Permit for temporary building structures	Allow at least a month before your event	POPE Form Siting Permit Form
Road closure	Local Laws	Permit for temporary road closures of a Council managed road, also need to provide a traffic management plan	Allow at least a month before your event	Event related road closures form
Temporary signage	Local Laws	Permit for advertising signage on a Council managed road or land	Allow at least 2-4 weeks prior to your event	Advertising signage for events form
Camping	Local Laws	Permit to camp on public or private land	Allow at least 2-4 weeks prior to your event	Camping form
Registration on Streatrader	Environmental Health	Registration of temporary or mobile food stalls	Allow at least 1-2 weeks prior to your event	Streatrader website
Fundraising activities such as raffles and food stalls	Local Laws	Permit to collect monies for the purpose of fundraising on a Council managed road or land	Allow at least 2-4 weeks prior to your event	Fundraising form
Place of Public Assembly	Planning Services	If you are holding the event on private land	Up to 6-12 Months	Planning permit form

External organisations				
Liquor License	Victorian Commission for Gambling and Liquor Regulation (VCGLR)	Required for events where alcohol is to be sold	2-3 months to prior to your event	<u>Temporary limited license form</u>
Open fires or fireworks	CFA	Exemptions for the use of open fires or fireworks at events during total fire ban periods	2-3 months to prior to your event	<u>Fire danger period permits information</u>
Fireworks	Worksafe Victoria	Approval for Fireworks	2-3 months to prior to your event	<u>Notification on intention to discharge fireworks form</u>
Road closures	VicRoads	Permit for road closures on VicRoads declared roads	2-3 months to prior to your event	<u>Map of declared roads</u> <u>Application to conduct a non-road activity on a highway information</u>

Occupancy permits and temporary structures

An Occupancy and/or Siting Permit may be required to use land or buildings for 'Public Entertainment', or to erect a temporary structure such as a marquee, seating stand or stage.

All event organisers must complete the event registration form online to enable Council officers to evaluate if an Occupancy and/or Siting Permit is required for your event.

Once reviewed an officer will then contact you requesting you to complete a more specific form and possibly provide further information. Each Occupancy and Siting Permit will require payment of the relevant

fee with lodgement of the application before processing can occur.

If you plan to occupy outdoor spaces greater than 500m², you may require an occupancy permit from a Building Surveyor.

However this is unlikely if the event organiser is deemed a 'community-based organisation' as long as the event is expected to attract less than 5,000 patrons at any one time.

For more information, please visit the Building Services webpage [here](#).

Location

Venue selection is extremely important to the success of your event. The site that you select should match the expectation of size and have the capability to house the infrastructure your event will need.

Council owned or managed land and buildings

Will you be holding your event on land you think is publicly owned? If the event is to be held in a park, garden or reserve, this is likely to be the case. If unsure, check with the Venues and Events Officer, they can direct you to the appropriate authority.

Mount Alexander Shire Council offers a range of venues for hire that cater for a variety of functions, events and activities. The venues are available for hire to community groups, schools, businesses and for private use. Whatever your needs, there is a space suitable for you. Costs may apply for use of this land, and fees will vary, depending on the chosen venue.

Please note that that a site meeting with the Parks and Gardens team may be requested by the Venues and Events Officer to make sure that the site is suitable and meets your event's needs and requirements. The more complex your event, the more likely it is that a meeting will be requested. In other cases, the Parks and Gardens team may request some further information from you.

For more information, please visit the Venues webpage [here](#).

Private land

If you plan to hold your event on private land, we recommend getting permission in writing from the owner and also checking on the zoning with a planning officer as various restrictions may apply and in most cases you will require a planning permit.

For more information, please visit the Planning Services webpage [here](#).

Acknowledging our Traditional Owners

The Dja Dja Wurrung people are recognised as the first peoples of Mount Alexander Shire. As Traditional Owners, the Dja Dja Wurrung have been custodians of the land and waters for many centuries and continue to perform age old ceremonies of celebration, initiation and renewal.

At all council events and functions the following statement is read to acknowledge Mount Alexander Shire Council's Traditional Owners.

We invite you also to read a statement at your event, we have included an example below, however we encourage you to personalise it.

"I would like to acknowledge that we are meeting on Jaara country of which the members and elders of the Jaara Jaara community and their forebears have been custodians for many centuries and have performed age old ceremonies of celebration, initiation and renewal. We acknowledge their living culture and their unique role in the life of this region."

Please note that if your event is being held in Barfold then the Traditional Owners are the Taungurung people not Dja Dja Wurrung.

For more information, please refer to this [guide](#).

Public liability insurance

All events held within the Mount Alexander Shire must have appropriate Public liability insurance cover. You will need to obtain and submit a current copy of your Certificate of Currency along with your event registration. This certificate must:

- Be in the name of the Event Organisers
- Name the event
- Cover the event dates
- Provide coverage for at least \$10M

If you are not insured, there are many ways you can gain appropriate cover for your event:

- Contact your existing insurer and request your event be added to your current coverage.
- Insurance quotes for larger scale events or festivals (where Councils insurance cannot be used) can be obtained from www.communityinsurance.net.au
- City Rural Insurance Brokers offer insurance through Regional Arts Victoria. The scheme is available to practising artists who are subscribers of Regional Arts Victoria www.rav.net.au

Council has a Public Liability Insurance policy that covers not for commercial gain hirers of Council owned or controlled facilities. The insurance is for all casual, ad hoc and regular hirers of these facilities, provided use occurs no more than 52 times per annum (per hirer) at a cost of \$21 (fee as at 2022, reviewed annually).

This cover is also available to commercial entities whose small scale standalone, events derive no monetary gain, or not-for-profit organisations conducting fundraising events where a cover charge may apply.

Cover does not extend beyond the hirer to any other parties involved in the event activities

Emergency management

Public events must give consideration to how they will respond in the case of an emergency.

All event organisers should have an Emergency Management Plan (EMP), which considers:

- Event venue, layout, activities, duration and anticipated attendance
- Types of possible emergencies e.g. fire, medical emergency and threatening behaviour
- Emergency preparation and testing
- Roles of personnel responsible in emergencies and evacuations
- Methods of communication with the public and officials
- Specific emergency response procedures including evacuation procedures
- Access and evacuation routes
- Emergency services meeting points
- Ambulance and emergency vehicle loading areas
- An incident control centre
- Arrangements for additional emergency services personnel

Your EMP must be submitted via email events@mountalexander.vic.gov.au or as part of our online event registration form. It will then be distributed to Victoria Police and other emergency services for their review.

Should modifications be required, you will be notified and asked to resubmit your plan, incorporating recommendations.

If you don't already have a plan, refer to our EMP template in the appendix.

Risk management

Risk management is an integral part of responsible event management. Event organisers must comply with all Health and Safety Legislation that is applicable to the running of an event.

Further information is available from Worksafe Victoria's [website](#).

Undertaking a risk assessment and preparing a Risk Management Plan (RMP) prior to conducting an event ensures that risks are identified, evaluated controlled and documented. The completion of the assessment using prompts listed in your RMP will also enable you to fully develop and enhance your logistical planning. If you don't already have a plan, refer to our RMP template in the appendix.

Extreme Weather

If your scheduled event date falls on a CFA declared Code Red Day, then it is recommended that the event be cancelled or postponed. Please refer to the 'CFA Guidelines for Conducting Small Events and Gatherings in High Fire Risk Locations' document on our [website](#).

You should include an inclement weather plan within your RMP which outlines the course of action in the event of wet weather or extreme heat/wind on the day of the event.

Crowded Places

Crowded places such as major events will continue to be attractive targets for terrorists. Our law enforcement and intelligence agencies are well-equipped to detect and disrupt plots, and they have a strong history of stopping terrorist attacks.

Major event operators have the primary responsibility for protecting their sites, including a duty of care to take steps to protect the people attending from a range of foreseeable threats, including terrorism.

The objective of the strategy is to protect the lives of people working in, using, and visiting crowded places by making these places more resilient to terrorism. The strategy's accompanying supplementary materials will assist event organisers to implement protective security measures. To view the strategy and accompanying materials, visit the Australian National Security [website](#).

Stakeholder notification

To minimise any impact on stakeholders including emergency services, formal communication is required and will help you have a successful event.

It is good to include the following in your letter or email:

- Name, date and location of your event
- The purpose of the event
- The expected number of patrons
- Activities being conducted
- Likely disruptions to residents and businesses with respect to noise, transport and road closures
- A contact number for further information

Refer to our sample letter template in the appendices of this document.

COVID-19

With events opening back up, we wanted to ensure you were across the current Victorian State Government requirements.

If you are planning on running a public event, please refer to the below information and to the guidelines available on Victorian State Government's coronavirus [website](#).

If you have any further questions, please don't hesitate to contact the Venues and Events team.

Accessibility

People with varying abilities form a significant proportion of the community. Good access to and within an event, and a welcoming attitude from event organisers will help your event run smoothly and will attract many more people.

The Disability Discrimination Act (DDA) considers it illegal for public places (including events) to be inaccessible to people with a disability.

Accessibility guidelines are available on the council [website](#).

Council also has ramps and hearing loops available for free use for community groups, refer to our [website](#) for more information.

Information sharing

Use plain English on printed material and ensure that it is available in large print. Ensure that signage uses the international access symbol and is available to indicate accessible parking, toilet facilities, ramps and exits.

Getting around

Ensure you have adequate accessible parking and drop off points, including a map showing where they are and accessible facilities.

Have tactile indicators and colour contrasts on changes to floor levels with clear lines of travel to all facilities like car parks, toilets, picnic areas and playgrounds.

Handrails on stairs and slip resistant floors and doors that are easy to open and close not only ensure people with access requirements can easily move around but also means in the unlikely event of an emergency people will be able to easily evacuate.

Comfort facilities

Accessible toilets should have a wash basin, grab rail and a lock, and not be used for storage.

An area with shade, free water, a power point for recharging wheelchair and scooter batteries, room for prams and wheelchairs, along with facilities for assistance animals e.g. water and shade should be included on all site plans.

Communication

Hearing impaired people are at particular disadvantage if your event has many public speakers and major presentations.

Having a hearing augmentation system (hearing loop), good lighting, reasonable noise levels and captioning on any audio visual material are some things you can do to ensure your event is accessible for any hearing impaired attendees.

Include phone numbers for the National Relay Service (NRS) on all event marketing material.
133 677 – TTY/voice calls
1300 555 727 – Speak & Listen

Companion card

Companion Card promotes the rights of people with a disability, who require a companion, to fair ticketing at events and venues. The Companion Card is for people with significant permanent disability who can demonstrate that due to the impact of the disability they are unable to attend most community activities or events without attendant care, and that need is life-long.

It is free to register your event as Companion Card friendly.

For further information, visit the Companion Card [website](#).

Noise

Events often create noise levels much higher than normal, due to music amplifiers, generators and crowds, amongst other factors. It is important to minimise disruption to local and surrounding residents and businesses.

Noise requirements may be included in a planning permit or liquor license. Where these permits are not in place, the following times - stipulated by the Environment Protection Authority (EPA) - should be adhered to:

- Monday to Thursday before 7am and after 10pm
- Friday before 7am and after 11pm
- Saturday and public holidays before 9am and after 11pm
- Sunday before 9am and after 10pm

In line with EPA legislation, amplified music or loud noise (including noise associated with activities, rides and human voices) cannot be projected in an open area to the public before 12 noon and after 11pm or after 10pm for activities which last for more than five hours on Friday and Saturday and after 9 pm Sunday to Thursday.

Noise inside the allowed times can still create a nuisance, depending on the level of noise. If planning a night event you may need to consider the level of noise expected and organise quieter activities later at night.

If your event is considered to be generating offensive noise, you may be issued with a warning or fine.

Failure to comply with the warning may lead to the event being closed down.

Further information is available on the Environmental Protection Authority (EPA) [website](#).

Fireworks

If you plan to incorporate pyrotechnics or fireworks into your event, we will require a completed 'Notification of Intention to Discharge Fireworks form', available from WorkSafe Victoria, indicating compliance with the Dangerous Goods Act 1985. You can download the form via the Worksafe website [here](#).

Council requires the event organiser to provide advance written notification to residents of event related noise (i.e. music, fireworks) and road closures; this would ideally involve a letterbox drop to neighbouring residents, as well as advertisements on event notice boards and in the local newspapers. The CFA must also be notified, this can be done by calling 5430 2200.

Security

Have you considered the need for security personnel at your event? This could be above and beyond the requirements from a liquor licensing perspective depending on the nature of your event.

Security makes sense to protect cash handlers at gates or in administration offices/tents, to monitor infrastructure, conduct overnight patrols, and assist with emergency evacuations if required.

Power and gas

Electrical and gas equipment, particularly of a temporary nature, can pose safety risks. Adequate controls should be in place to protect the public from such risks; again, this is the event organiser's responsibility.

Hazards may include:

- circuit overload resulting in excessive temperatures and fire risk
- missing or damaged insulation
- temporary exposed wiring i.e. strung in trees covering walkways
- liquids, dusts and vapours mixing with electricity
- unauthorised, inadequate modifications to equipment
- missing labels or warning signs

All portable electrical appliances, tools, extension cords, power boards and residual current devices (RCDs) must be tested and tagged showing the date tested and the future date for re-testing.

An industry code has been developed to define the method and practice of safe storage of LPG used for catering purposes in marquees in Victoria.

First Aid

It is the event organiser's responsibility to provide appropriate duty of care for all attendees and arrange trained first aid operators to attend the event. For small events this could be having a first aid certified volunteer present or for larger events contact your local branch of St John Ambulance to discuss options.

In line with the new regulatory requirements for First Aid in Victoria, Organisations and individuals contracted to provide First Aid services now require a First Aid licence issued by the Department of Health

The Department of Health has published a list of licensed First Aid Providers on its website at

<https://www.health.vic.gov.au/patient-care/first-aid-services>

Engaging an unlicensed First Aid provider carries additional risk to public safety, and may affect insurance cover for events. Authorised Officers employed by the Department of Health may visit an event at any time to ensure that the First Aid provider in attendance is licensed.

Please contact the Department of Health at NEPTFirstAidRegulation@health.vic.gov.au if you have further queries.

Car parking

When booking a venue, the event organiser should consider car parking requirements for patrons. We recommend developing a car parking plan and consulting with other nearby venues or landowners if extra parking is required.

Food and drinks

If food is being served or sold at your event, the temporary or mobile food premises must be registered with [Stretrader](#).

If you are a community group providing food service and are unsure about your obligations visit this [website](#) for further info.

For more information, please visit the Environmental health webpage [here](#).

For information on how food or drink vendors can reduce their impact on the environment, refer to our Waste Wise Events section.

Toilets

Sufficient toilet facilities for the expected number of attendees at an event must be provided. For small events, public toilets may be adequate but larger events may require the hire of additional toilet units at the event organiser's expense.

Number of toilets required at an event:

- One toilet for every 200 patrons
- One unisex accessible toilet is required for every 100 patrons
- One washbasin for every 200 persons
- If alcohol is served, an additional two toilets will be required for each 200 patrons

We recommend using composting toilets for any portable toilets that may be required, refer to the Waste Wise Events section for further information.

Toilet locations should be:

- well marked and lit (including surrounding area) if night usage is expected
- serviced (including pump-out of portables) on a 24-hour basis during the event (vehicle access is obviously necessary)
- located away from food storage and food service areas.

In determining the number of toilets to be provided for particular events, the following criteria should be considered:

- the duration of the event
- the type of crowd
- whether or not the event is pre-ticketed (crowd numbers known)
- staggering finishing times where there are multiple functions
- the weather
- whether or not alcohol will be consumed.

Waste and recycling bins

If waste or recycling bins are required for your event there are several options available to event organisers, we have listed these below:

Hire bins through a commercial contractor -

Bins are delivered to your site for the event and then collected and disposed of for a fee (actual price dependent on contractor used). Event organisers are required to contact their desired contractor and make payment directly.

Council Event Bins -

Council has 20 x 240lt bins and 2 x 240lt organic bins available for event use.

Event organisers can use these bins for no charge if they agree to collect and return them. They are available for collection from the Castlemaine Civic Centre.

Once the bins have been used the event organiser can then transport them to the Castlemaine or Maldon Waste Facility for emptying. This does incur a fee.

Correctly sorted bins will be charged at the following:

- Commingled recycling – no cost*

*Must contain only recyclable material, contaminated bins will be charged as per disposal of general waste fees.

- General waste - \$10 per 240lt bin
- Organic bins can be emptied at compost or worm farms*.

*Depending on the amount of organic waste you have this could be done at the worm farm located in the Community Garden (back of Community House building), this would need to be organised with the Community House prior to the event.

If you wish to take advantage of this option please email events@mountalexander.vic.gov.au at least a month prior to your event as we have limited numbers available and waste facilities require prior notice, otherwise charges may apply.

Event plan

Event Management Plans can help ensure the success of your event. An effective plan should include important information about the event, key contact details (event organising committee, entertainers, suppliers and emergency services), budget, marketing strategy, a running sheet and Risk Assessment including a site map.

Refer to our template in the appendices of this document.

Site plan

Your site plan should be clear, and identify all aspects of the event including the event itself, equipment, activities, permanent and temporary infrastructure, fencing, exists, generators or power supply, amenities, parking, pedestrian and vehicle access, water, emergency access, licensed areas, food vendors.

Running sheet

A running sheet sets the timing of the sequence of events so that you, your event co-organisers, volunteers and other stakeholders know what is happening and when. A good running sheets includes timelines including bump in/bump out, events timings and program details.

Contact list

A contact list is necessary and should outline all the key contacts for an event, including but not limited to staff, volunteers, contractors, stakeholders and public authorities. It is also essential to include any emergency contact details.

Grants

You may be eligible to apply for funding to support your event.

Mount Alexander Shire Council allocates funds each year to support events in the local community that align with the goals in our Council Plan 2021-2025 and other strategic directions

The program offers two funding streams:

- Small grants (Annual, up to \$3000)
- Quick Response Grants (open all year until budget exhausted up to \$500)

The Events Grants program provides a transparent and equitable process for local groups and organisations to seek funding and in-kind support from Council.

The Events Grant program aims to provide support to events that;

- Foster community, economic and/or cultural development in the Mount Alexander Shire
- Consider impacts on the environment and surrounding community
- Are accessible, inclusive and welcoming of everyone
- Are safe and compliant

Refer to the [Event Grants Program Guidelines](#) for details on how to apply and details on what can and can't be funded.

Promotion

Online event calendar

Mount Alexander Shire is keen to assist event organisers with promoting their community events in our online event calendar.

Complete the event details including description, date, time, venue and contact details and upload a high res compressed image (no more than 200gb) on our [website](#).

Your request will then be automatically sent to us for approval and will be uploaded to the website within 5 days.

Event boards

There are 12 event boards available for community use to promote events throughout the shire. There is no cost to have your signs on display, however the cost to produce the sign, install and remove are the responsibility of the event organisers. Please note your event must be not-for-profit.

View more info and locations of all events boards throughout the shire [here](#).

Box office

Sell your tickets online and in person 7 days a week through Mount Alexander Box Office.

Tickets listed through our box office may be purchased online at any time or at our Visitor Information Centre, which is open 9.00am to 5.00pm every day of the year (excluding Christmas Day).

We are able to provide customers with a consistent point of contact. They know they can always call / attend our Box Office to retrieve their tickets, book tickets, ask questions etc.

We are able to gather the necessary information about our customers to ensure

their visit to the event is a pleasant one – this is mainly for customers who have access requirements. We make notes of this and ensure that the event organisers know about any requirements on the day.

We can provide a one-stop-shop for the community to see what is on in the shire and buy tickets anytime.

Our fees are relatively low compared with other booking services and fees paid to the Shire will be invested in the local community.

Fees and charges:

50 cents per ticket + 3% of total sales (25 cent credit card fee if applicable)

Free events can still be ticketed and listed on the website. There are no fees for this.

We recommend venue hirers build the fees into their ticket prices.

Our fees include listing the event on our tourism and Council website and making sales over the counter from the Visitor Information Centres which is open daily (including public holidays).

To list your event, simply complete our [online application form](#) and attach an image.

Visit the online box office [here](#).

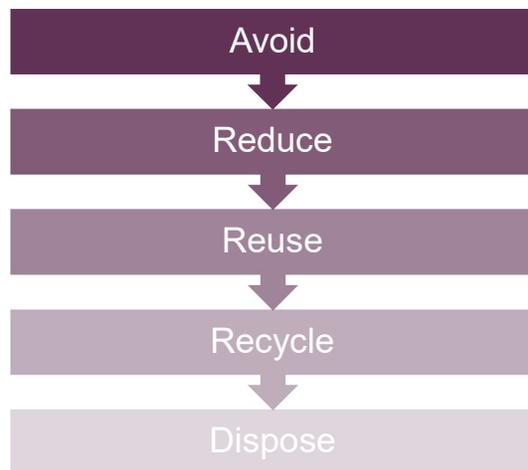
Waste wise events

A waste wise event has waste reduction and diversion from landfill as a priority. By implementing some changes to the way you run your event this not only benefits the environment but can also save your event money.

Waste hierarchy

Through a little planning and using the waste hierarchy shown below you can become a waste wise event.

Most preferable



Least preferable

AVOID

The most effective way to make a difference is to avoid bringing the waste into your event in the first place.

- Provide an alternative to bottled water, such as free access to water to refill BYO reusable bottles through use of the Coliban Water Trailer.
- Don't buy individual products with unnecessary packaging, including cling wrap, plastic film or similar that are usually used in the distribution and transport of food or goods.

- Have a washing station set up near food stalls staffed by volunteers. This will easily reduce the amount of single-use plates, bowls, cups, cutlery and food containers being used, sold or distributed. The Wash Against Waste Trailer is a portable option or most large venues will have sinks or dishwashers.



- Speak to your coffee van before the event to ensure they don't use single-use coffee/hot drink cups and lids. Work with our local group Boomerang cups to have alternatives available, this happens at our Farmers Market every month and is easy with the popularity of keep cups as well.
- Ban balloons, glitter and other types of confetti, they won't be missed and the animals and parks and gardens team will thank you.
- Always encourage attendees to bring their own reusable items to your event by including a line in the advertising material similar to shown below and then stall holders play an important role by allowing people to use them

**This is a waste wise event
BYO bottles and coffee cups**

REDUCE

Where you can't avoid the use of single use products, you need to make it as easy as possible for attendees to dispose of items correctly.

- Appoint a waste wise supervisor who will ensure that you have the right number of bins, they are located where they are needed and with easy to read signage. Refer to sample action list in the appendix for further information.
- Where bins are required, display signage to ensure attendees can dispose of items in the correct manner, ensuring waste segregation and reduced contamination. Taking time to install easy to read signs will save you hours picking up litter and sorting after the event.
- Have separate bins/containers for food waste and organic material at the event site so they can then be disposed of to a location such as a worm farm, compost heap or a facility designed for composting, easily diverting them from landfill.
- Make sure that your bins actually match the type of products your event will be producing. For example, if the event is mainly selling drinks in cans, include pictures of cans; or if juice boxes are your thing, include the picture of these items on your signs.
- Make sure you leave the event site in the same condition that it was found in. For small events, this may involve a post event clean up conducted by the organising committee. For larger events, event organisers may be required to engage a waste provider to assist with waste management during and after the event, such as larger skips in the back of house

area. If the Council is required to organise for a clean-up of the site after the event, an invoice for the cost of cleaning will be directed to the event organiser.

REUSE

- Plan to reuse your event materials including event signage, promotional banners and flags. Instead of specific dates for signage, include something like this:

NAME OF EVENT
THIS WEEKEND
VENUE NAME

This also saves you money having them reprinted again next year when dates change.

Have you thought about?

Sustainable transport

Limited transport options are available for travel around the shire. Depending on your venue location you may need to transport people to your event or promote public transport options for people coming to area. The Council encourages event organisers to promote sustainable transport options where possible. Check out an overview of transport in this shire [here](#).

Council has mini buses available for hire through the Community Wellbeing area for community groups/organisations that are not for profit. The bus is not available for private bookings by individual community members. For more info contact a Council Officer on 5471 1797.

Toilet facilities

Where additional portable toilets are required at an event, use a waterless compostable type. This means placement on your site is more flexible and the impact on the environment is minimised.

Make the swap - Alternatives to single use items

Current item used	Action	Best option	Next best option
Plastic plates	Eliminate	Use washable and reusable plates	Replace with paper plates and place in composting bin once plates are clean
Plastic cutlery	Eliminate	Use washable and reusable cutlery	Replace with natural fibre cutlery like bamboo and place in composting bin
Polystyrene cups and takeaway packaging	Eliminate	Use washable and reusable cups, glassware and plates	Replace with natural fibre products like non-waxed paper cups, paper bags and cardboard food boxes that can be composted
Wax lined coffee cups	Eliminate	Encourage patrons to bring their own reusable mugs	Use washable and reusable mugs
Stirring stick plastic	Eliminate	Provide several teaspoons that can be washed and used again	Replace with natural fibre sticks like bamboo and place in composting bin
Coffee cup lids	Eliminate	Do not offer lids	Use only when requested and replace with compostable type
Plastic straws	Eliminate	Do not offer straws	Use only when requested and replace with compostable or washable type
Single serve condiments	Eliminate	Replace with bulk dispensers	n/a
Plastic bags	Eliminate	Encourage patrons to bring their own reusable bags	Provide reusable option for when requested
Wax lined cardboard boxes	Eliminate	Use non-waxed boxes	n/a
Balloons and confetti	Eliminate	Use other reusable items such as bubbles or candles	n/a
Plastic water bottles	Eliminate	Encourage patrons to bring their own reusable bottles and have free access to water	Provide reusable option for when requested to vendors

Resource contacts

Wash Against Waste Trailer

This trailer can be hired by event organisers running catering-based events, who are looking for a crockery solution that adds to patrons' enjoyment and is good for the environment. The trailer supplies quality melamine crockery and stainless steel cutlery for stallholders' food and drink requirements. Used crockery collection stations are set up throughout the venue and volunteers collect that crockery from around the event site, wash it on site to Health Department hygiene standards and return back to stallholders for the next patrons.

The trailer holds 250 complete crockery and cutlery sets and has adequately catered for events with over 2000 patrons.



Book the trailer [here](#).

Coliban Water Trailer

A portable unit with eight drinking fountains and taps is available for no cost via Coliban Water. Smaller units are also available.



Book the water stations [here](#).

Plastic Bag Free Castlemaine

An initiative run by Plastic Bag Free Castlemaine and the Hub Foundation Boomerang Cups and Bags enables a better choice for shoppers. They can provide stations where attendees who haven't come prepared with reusable cups and bags can borrow some for use at the event.



Contact Plastic Bag Free Castlemaine via email [here](#) or visit their website [here](#).

Composting Toilet Systems

Providing waterless composting toilet products and services that offer sustainable, safe, and hygienic systems to treat human waste, save water, and produce a usable compost end product. Check out their products [here](#).



Reusable cups

There are many options for events that require cups suited for alcoholic and cold drinks. New and emerging companies offer hire services that take the work out of having a reusable option for bars.

Check out some of them below:

- [Globelet](#)
- [Better Cup](#)



Organic waste containers

Available for your food and organic waste are 2 wheelie bins that can you can use for no cost. If you agree to collect and return them from the Council office and empty the contents at an agreed site. To have them at your event to divert food waste away from landfill, just [Email](#) the Venues and Events Officer for more details.

Real life examples

Check out the links below for some stories on how some events have already been making some big changes.

- [Queenscliff music festival war on waste](#)
- [Melbourne primary school fete wages war on waste with range of recycle, re-use solutions](#)
- [Mornington Peninsula Events to have plastics ban](#)

Bin signage

Council can provide some signage and bin caps for you to attach to rubbish, recycling and food bins. [Email](#) the Venues and Events Officer for more details.

View samples below:

370mm x 120mm signs for above bins



370mm x 250mm signs for base of bins

