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Waste Wise Management Plan for Special Events

Local councils on the North Coast with the assistance of the North East Waste Forum are working with events to achieve waste reduction and recovery and improve planning of waste management at events.

The NSW Government has produced a Toolkit which is available online which will assist event organisers complete this form. Look for the Waste Wise Events links at www.environment.nsw.gov.au

1. EVENT DETAILS

Name of Event			
Date	From:	To:	
Time	From:	To:	
Venue			
Organisation Staging Event			
Anticipated Crowd Size			
Event Activities			
Existing Facilities (toilets, bins, shed etc)			
Number of participating Stallholders	Food:	Drinks:	Other

2. CONTACT LIST

Name	Role/Position	Phone
	Event Organiser	
	Waste Manager	

3. STALLHOLDER WASTE

Expected Waste	Suggested strategy to recover recycling	Commit to recover (circle)	
		YES	NO
Cardboard boxes	Cardboard skip	YES	NO
Aluminium cans	Co-mingled recycling 240L Bin	YES	NO
Paper cups	Co-mingled recycling 240L Bin	YES	NO
Milk containers (plastic and paper)	Co-mingled recycling 240L Bin	YES	NO
Glass bottles	Co-mingled recycling 240L Bin	YES	NO
Plastic bottles	Co-mingled recycling 240L Bin	YES	NO
Steel cans	Co-mingled recycling 240L Bin	YES	NO
Food scraps	Organics bin	YES	NO
Biodegradable plates and cutlery	Organics bin	YES	NO
Used Cooking Oil	Drum with screw lid	YES	NO

4. PACKAGING - What packaging initiatives will the event take to reduce waste to landfill (tick)

- Recyclable plastics only (check with your council)
- No plastic bags
- No poppers (generally non-recyclable)
- No Polystyrene (generally non-recyclable)
- Bio-degradable food ware

Others _____

5. BIN STATIONS (RECYCLING BINS, WASTE BINS and SKIPS)

How many Bin Stations are required for public use? (Use Developing a Bin Placement Plan at www.northeastwasteforum.org.au under waste wise events/Planning a Waste Wise Event) to calculate the number of bins required)	
What bins are required for stallholder waste?	
When will bins be delivered?	
How will equipment be secured?	
When will bins be emptied?	
When will bins be removed?	
Highlight bin stations on event site map and distribute to stallholders? (Use Developing a Bin Placement Plan from the website to assist)	

6. PROMOTIONAL ACTIVITIES

Action	Date/Time	Who	Done (tick)
Letter to Stallholder letter/guidelines outlining packaging requirements and recycling facilities available (Download Stallholder Letter from www.northeastwasteforum.org.au under waste wise events/ Information for Stallholders)			
Include Waste Wise message on all printed media including posters, fliers, web, event program (Download Waste Wise Event Add from www.northeastwasteforum.org.au under Waste Wise Events/ Promoting your Waste Wise Event)			
Write media release and issue to local media (Download Media Release from www.northeastwasteforum.org.au under Waste Wise Events/ Promoting your Waste Wise Event)			
Arrange council event bins which are provided with bin signage. Ask council for additional signage for skips if required.			
Arrange for council Waste Wise Event banner			
Prepare script announcement for PA (Examples available at www.northeastwasteforum.org.au under Waste Wise Events/ Promoting your Waste Wise Event)			
Ask local council to promote recycling at the event by booking the Greenhouse Performance Trailer			

7. WASTE MANAGEMENT SET UP ON THE DAY OF THE EVENT

Action	Date/Time	Who	Done (tick)
Attach signage to skips and/or bins (if required)			
Position bins according to the bin site plan. Bin stations should include one recycling and one waste bin.			
Monitor stallholders as they set up. Ensure they are aware of recycling locations and that their packaging complies with the event packaging guidelines.			
Install banners and other signage			

8. WASTE MANAGEMENT DURING THE EVENT

Action	Date/Time	Who	Done (tick)
Monitor bin stations... empty or remove bins when full and ensure bins stay together in their stations			
Ensure recycling messages are announced regularly on the PA			

9. WASTE MANAGEMENT AFTER THE EVENT

Action	Date/Time	Who	Done (tick)
Collecting bins and emptying into skips			
Continue to monitor stallholders as they pack up			
Site clean up			
Thanking the waste team			
Monitoring contamination (Download Bin Monitoring sheet from www.northeastwasteforum.org.au under waste wise events/ waste audits)			
Write media release to promote recycling results			
Complete Waste Management Evaluation Form and return to Council. (Download Evaluation form from www.northeastwasteforum.org.au under waste wise events/ Planning a Waste Wise Event)			

OFFICE USE ONLY

10. COUNCIL APPROVAL

Waste Officer			
Contact ph		Mobile	
Waste Plan Approval Granted			Date