



## Event Waste Co-ordinator Volunteer Role Description

### INTRODUCTION

The role of the Waste Co-ordinator is an important job on the day of the event. Event organisers are often too busy once an event starts to pay attention to the waste management. To improve the outcomes of your recycling and ensure the event waste management plan is implemented it is recommended that events nominate a waste co-ordinator.

It is important that the Waste Co-ordinator has a clear understanding of what materials can be recycled at the event and the steps to take to maximise recovery of materials and reduce contamination.

### WHAT IS A WASTE WISE EVENT?

A waste wise event is one that takes responsibility for Waste Management by adopting sound purchasing and packaging policies, waste and recycling collection services and clean up practices.

Special events are particular in their temporary nature, which generate a high volume of disposable materials. A waste wise event will aim to divert the maximum amount of material from being sent to landfill by implementing recycling. Waste reduction is also achieved through early communication with stallholders to ensure they minimise packaging used and choose packaging that is either biodegradable or recyclable.

### MAJOR OBJECTIVE

To ensure the implementation of the Waste Management Plan for the event.

### SKILLS REQUIRED

- Ability to organise and direct volunteers
- Ability to follow and implement the waste management plan
- Moderate level of fitness required
- Good communication and organisational skills
- An enthusiasm for waste reduction is desired!



### RESPONSIBILITIES

#### Lead up to Event

- 1) Ensure the Waste Wise Management Plan (WWMP) has been submitted and approved by Council.
- 2) Carry out the steps outlined in the WWMP to ensure the waste and recycling systems are organized for the event
- 3) Arrange for bin signage from council

### **Before the Event on the Day**

- 4) Set up bins on the event site at least one hour prior to the event start. Use the Bin Placement Plan to locate the position of the bins. When using separate waste and recycling bins always position a waste and recycling bin together. Leaving a recycling bin on it's own is not recommended as it increases the likelihood of contamination.
- 5) Ensure that bins and skips are all signed clearly. Signage should be located on the lids and sides of bins to increase the correct use of the bins
- 6) Talk to stallholders to ensure they are aware of recycling facilities and what they can put in which bin.
- 7) Position Waste Wise Events banner near entry to event site to inform participants of your Waste Wise practices at the event.

### **During the Event**

- 8) Monitor bins at peak meal times to ensure they do not over fill. Empty bins when full or swap with bins that are empty. Ensure that recycling and waste bins stay together in their stations.
- 9) Listen for PA announcements informing participants to utilize the recycling bins correctly. If announcements are not being made at hourly intervals talk with event organiser to remind them.
- 10) Monitor stallholder waste and ensure they use facilities correctly.

### **After the Event**

- 11) Collect bins and empty into skips if required.
- 12) Monitor contamination in bins and record on "Bin Monitoring Sheets". (Download Bin Monitoring form from [www.northeastwasteforum.org.au](http://www.northeastwasteforum.org.au) under waste wise events/ waste audits)
- 13) Continue to monitor stallholders as they pack up and ensure they dispose of their waste and recycling into the correct bins.
- 14) Remove any litter from the site.
- 15) Ensure bins are locked together or located out of public viewing if remaining on site over night.

### **Within 2 weeks after Event**

- 16) Ensure that bins have been emptied and removed from the site.
- 17) Complete Waste Management Plan Evaluation and return to Waste Management Section of your Local Council. (Download Evaluation form from [www.northeastwasteforum.org.au](http://www.northeastwasteforum.org.au) under waste wise events/ Planning a Waste Wise Event

## **ORIENTATION/TRAINING**

The North East Waste Forum may be available to provide assistance and support in the lead up to the event. Training may be able to be provided on the day if organised through the North East Waste Forum.

## **TIME AND PLACE**

The tasks will be carried out at the site of the event.

The position requires a dedication of:

- 2 hours prior to the day of the event
- 1.5 hours on the day of the event, before the event starts.
- Support required during the event will depend on the number of people and size of the event site. For small community events (up to 1000 people only 1 hour would be required during the event)

- 1-2 hours at the end of the event
- 1 hour post event to complete report

## **COMMITMENT**

A commitment to be involved in the event planning and implementation on the day of the event is essential.

## **ON-THE-JOB SUPERVISION**

The position is supervised by the Event Organiser.

## **BENEFITS**

- Free entry into the event
- A meal and coffee and tea will be provided
- Training in Waste Management at Events

## **FURTHER INFORMATION**

NSW DECC Waste Wise Events Program: [www.environment.nsw.gov.au/wastewiseevents/](http://www.environment.nsw.gov.au/wastewiseevents/)

Zero Waste Australia (SA): [www.zerowaste.sa.gov.au](http://www.zerowaste.sa.gov.au)

Sustainability Victoria Waste Wise Events Program : [www.sustainability.vic.gov.au](http://www.sustainability.vic.gov.au)

North East Waste Forum Waste Wise Events Project: [www.northeastwasteforum.org.au](http://www.northeastwasteforum.org.au)