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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 Waste Wise Management Plan consists of 7 steps to work towards a Waste Wise Event. The NSW Government has produced a Toolkit which is available online which will assist event organisers complete this form: www.environment.nsw.gov.au/education/WWE_Home.htm

EVENT DETAILS

Name of Event		
Date	From:	To:
Time	From:	To:
Venue		
Organisation Staging Event		
Anticipated Crowd Size		

Event Organiser	Name	
	Telephone	
	Mobile	
	Email	

Waste Management Organiser	Name	
	Telephone	
	Mobile	
	Email	

Step 1 Commitment

For a Waste Wise Event to be effective you need to gain commitment from all parties involved. Including management, organisers, stall holders, council, waste contractors and visitors. The following checklist will remind you of your commitments.

ACTION: Commitment checklist	WHO	WHEN
Communicate with management about Waste Wise Event ideas and gain commitment.		
Identify stakeholders of a waste management plan and invite stakeholder input.		
Advise stakeholders of your requirements and expectations.		
Develop a Waste Management Plan.		

Step 2 Packaging

The packaging used at events must match the facilities provided for waste reduction and recycling to ensure maximum recovery of materials and avoidance of waste.

ACTION: Packaging checklist	DETAILS	WHO	WHEN
Prepared stallholder guidelines for event.			
Sourced suppliers of alternate packaging materials.			
Conducted a packing audit of stall holders and arranged for them to provide green alternatives.			
Encouraged reusable packaging to reduce waste.			
Encourage waste avoidance in stallholder guidelines.			
Informed stallholders of packaging guidelines.			
Gained commitment from stallholders to comply with packaging guidelines and/or considered taking a bond to ensure compliance.			
Assigned responsibility for checking compliance.			

Step 3 Equipment

Check out the NSW Waste Wise Event Toolkit for information on different collection equipment.

www.environment.nsw.gov.au/education/WWE_Home.htm

Equipment checklist	DETAILS	WHO	WHEN
Source waste volumes from previous events to assist in planning number and types of bins.			
Gather feedback on whether bins at previous event were well positioned and which areas filled up first.			
Identify waste types expected.			
Identify clearly which materials or containers you will target for recovery in recycling or organics bins			
Identify contractors with access to retrieving recyclables and waste and compare prices.			
Identify local contractor or on-site process for composting organic waste (if applicable).			
Match recovery equipment (ie bins/skips) to waste materials listed above; use information from previous events (complete table below).			
Arrange for bin delivery and pick up. Advise contractors of the need for collection results of waste volumes/weight by types.			

Steps 4 & 5 Management Systems and Standard Signage

Getting the management systems right is essential to achieving good results in the recovery of materials and low contamination of recyclables and compostable materials.

The tables below will assist you in assigning responsibilities for different tasks.

NO	SIZE OF BIN/SKIP	EQUIPMENT TYPE	SUPPLIER of BINS/SKIPS	WHEN DELIVERED	WHEN REMOVED

Management Systems Action Plan

(Put N/A against ideas not applicable to your event type or situation)

ACTION: <i>Prior to event</i>	DETAILS	WHO	WHEN
Decide on position for bins, drums and skips. Consider peak flow when planning bin collection.	Mark on a site map		
Design and organise printing of stickers for different bins.			
Position stickers on bins.			
Organise storage area for waste collection equipment.			
Set targets for resource recovery. For example: Aim to recover 80% cans and PET bottles.			
Consider providing baby care facilities with separate collection for disposable nappies and sanitary items.			
Organise <i>bin ya butt</i> collection points around the site.			
Source volunteers to help with recycling sorting and education.			
Train volunteers to help with recycling sorting and education, including OH&S briefing.			

ACTION: <i>Day of Event</i>	DETAILS	WHO	WHEN
Assign responsibility for emptying bins and how bins will be replaced when full.			
Consider securing examples of container types accepted in each of the bins to the front & lid of bins.			
Assign responsibility for positioning bins.			
Remove or cover up existing site bins OR ensure existing bins are have consistent signage with event bins.			
Install other Waste Wise Event signage eg. Banners, stickers on food vans, entry signage.			

ACTION: <i>Post Event</i>	DETAILS	WHO	WHEN
Arrange for staff & volunteers to decontaminate bins.			
Assign responsibility for post event site clean up team.			
Thank everyone involved.			
Ensure that waste, recycling and organised have been picked up as arranged.			
Clean bins and put equipment away.			

Step 6 Communication and Promotion

Communicating the message about waste avoidance and recycling schemes will considerably improve resource recovery rates and education of participants. List the activities to be conducted prior to and during the event to promote waste minimisation. Consider the ideas below or add your own.

ACTION: <i>Prior to event</i>	DETAILS	WHO	WHEN
Write media release promoting the Waste Wise Event initiatives and issue to local media			
Arrange for Waste Wise Event signage			
Prepare script announcements for MC or PA announcer			
Include waste minimisation initiatives on all flyers/posters/brochures/web site for the event			
Arrange for local council, community groups, regional waste group (North East Waste Forum) to publicise recycling and waste minimisation at event			
Consider inviting a famous face to promote your system			
Consider a competition to raise awareness on the day or children's activities with a waste minimisation message.			
Organise for street theatre with a recycling education theme			
Consider printing T-shirts for waste staff and volunteers to wear with the waste wise message on the back			
Consider promotional printed mugs, cups and bags to emphasis the re-use message rather than throw away.			

ACTION: <i>During event</i>	DETAILS	WHO	WHEN
Arrange for regular announcements over the PA promoting the recycling initiatives.			
Schedule street theatre during peak flow and food consuming hours.			

Step 7 Evaluation

ACTION	DETAILS	WHO	WHEN
Arrange for bin audits at the end of the event.			
Collect waste figures for volumes/weight of different waste (this includes recycling and organics) streams.			
Check with waste contractors on contamination levels; record and compare against targets.			
Collect feedback from stallholders.			
Collect feedback from waste management team.			
Record recommendation for next years/months event.			
Advertise results to the media, staff, stallholders and participants at the event to encourage improved participation in the waste minimisation schemes			
Complete Waste Wise Management Evaluation form and returned to council.			