

NORTH EAST WASTE FORUM

NEW WAYS WITH LESS WASTE

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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. BIN STATIONS (RECYCLING BINS, WASTE BINS and SKIPS)	
How many Bin Stations are required for public use? (Use Attachment 1 or ask your local Council for guidance)	
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?	

5. PROMOTIONAL ACTIVITIES			
Action	Date/Time	Who	Done (tick)
Letter to Stallholder letter/guidelines outlining packaging requirements and recycling facilities available			
Include Waste Wise message on all printed media including posters, fliers, web, event program			
Write media release and issue to local media			
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			

Ask local council to promote recycling at the event by booking the Greenhouse Performance Trailer			
Prepare Waste Wise add for printed event program			

6. WASTE MANAGEMENT SET UP ON THE DAY OF THE EVENT			
Action	Date/Time	Who	Done (tick)
Attach signage to skips (if required)			
Position bins according to the bin site plan. Bin stations should include one recycling and one waste bin.			
Cover existing street bins or ensure recycling bins are located next to street waste bins			
Monitor stallholders as they set up. Ensure they are aware of recycling locations			
Install banners and other signage			

7. WASTE MANAGEMENT DURING THE EVENT			
Action	Date/Time	Who	Done (tick)
Monitor bin stations... empty when full and ensure bins stay together in their stations			
Monitor stallholder waste and ensure they utilise facilities correctly			

8. 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			
Write media release to promote recycling results			
Evaluation			
Reporting to event organising committee			

OFFICE USE ONLY

9. COUNCIL APPROVAL			
Waste Officer			
Contact ph		Mobile	
Waste Plan Approval Granted			Date