

Reth!nk Waste

TASMANIA

A Guide to

Preparing an Event Waste Management Plan

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Every aspect of an event can be designed to minimise waste.

Having an effective waste management plan not only helps meet event patrons' expectations and deliver a safe and welcoming event experience but it can also reduce clean-up times and costs for event organisers.

Good event waste management plans combined with sustainable packaging policies (such as no single use plastic or only compostable food packaging) can also increase your event's chance of receiving sponsorship or grant funding.

Aiming for an event with zero waste is a worthwhile goal. This guide provides a template, checklists and information for Tasmanian event managers to create their own Event Waste Management Plan. It will help avoid, reduce, reuse and recycle waste when planning and delivering any form of public or private gathering.



How to use this Guide

Step 1: Paste the headings in Part A of this Guide into a new document. This will form the outline of your Event Waste Management Plan. Delete any sections that are not relevant so that it matches your event's objectives, size, venue and resources.

Step 2: Use the checklist and tips in Part B to populate each of the headings in the Event Waste Management Plan created in Step 1. This process helps to identify all potential waste streams and consider ways that they can be efficiently minimised and managed.

Step 3: Share your completed Event Waste Management Plan with your local council. They'll help with any additional advice and resources to support managing waste at your event.

Part A: Outline of an Event Waste Management Plan

Copy these headings to create your own Event Waste Management Plan:

- 1. Waste types**
 - a. What waste types are expected to be brought to or generated by your event?
 - b. How will each waste type be managed?
 - c. How can waste types be minimised or avoided at your event?

- 2. Set-up plan**
 - a. How many bins of each waste type are required? Consider bins for event patrons and for 'back of house' including stallholders and event organisers.
 - b. Where will the bins be placed for event patrons and for 'back of house'?
 - c. What signage is needed for the bins? – waste types, directions and locations. This is useful for event patrons and for 'back of house' services too.

- 3. Roles and responsibilities**
 - a. Event organising team – Who are they and how to contact them? What are their responsibilities relating to waste management?
 - b. Bin and waste monitors – Who are they and how to contact them? What are their responsibilities relating to waste management?
 - c. Waste collection – Who are they and how to contact them? What are their responsibilities relating to waste management?
 - d. Clean-up teams – Who are they and how to contact them? What are their responsibilities relating to waste management?
 - e. Stallholders and other event service providers - Who are they and how to contact them? What are their responsibilities relating to waste management?

- 4. Guidelines for stallholders and service providers**
 - a. What waste management services or equipment are required for stallholders?
 - b. What packaging, materials, brands or items are permitted or banned?
 - c. What suppliers are recommended or endorsed by your event?

- 5. Timing**
 - a. When does the waste infrastructure need to be in place?
 - b. When do stakeholder meetings regarding waste management need to occur?
 - c. When does education material and signage need to be completed?
 - d. If audits are being carried out, when will they occur?

- 6. Promoting sustainability**
 - a. How will your sustainable waste efforts be promoted before, during and after the event?
 - b. Is your event eligible for grants or sponsorship to assist with waste best practices?

- 7. Packing up at the end of the event**
 - a. How and when will waste be collected?
 - b. How and when will the site be cleared of litter?

- 8. Assessing waste performance**
 - a. During the event – how will you determine if waste management efforts are going to plan? Review waste management for both public areas and 'back of house' areas by conducting an audit.
 - b. After the event – how will you determine if the event's waste management efforts were successful? Consider how waste was handled in both public areas and at 'back of house'.

Part B: Waste Management Checklist and Tips

Use the waste management checklist and tips below to help complete your Event Waste Management Plan:

1. WASTE TYPES

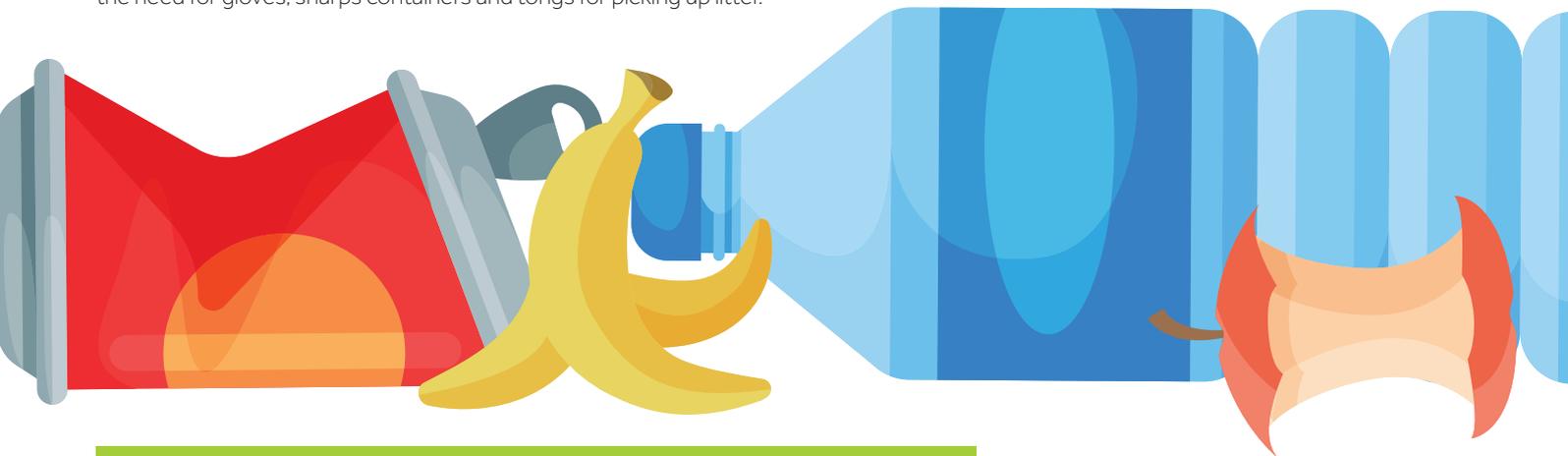
a. WHAT WASTE TYPES ARE EXPECTED TO BE BROUGHT TO OR GENERATED BY YOUR EVENT?

- List as many different waste types as you can imagine being disposed at your event. Each type requires separate bins, methods of handling and/or collection services. Generally event waste can be classified into the below four types. Consider ways to avoid or reduce generating waste in all of these categories:
- **General garbage:** waste that cannot be recycled, reused or sold second hand. Includes polystyrene; some soft plastics; cigarette butts; broken crockery; tissues; streamers and balloons; take away coffee cups; and food packaging contaminated with food scraps or oil. Where possible, design your event to try and avoid generating general garbage.
- **Recyclables:** items that can be converted into new materials and objects via commercial or government recycling services. Includes glass, paper flyers and posters, cardboard, some hard plastics and metal. Specialist recycling services also exist for a range of objects including batteries, electronic waste, plastic bags and chemical containers. Search for your local Council on Rethinkwaste.com.au to find what special waste services are available in your local area. Design your event to try and recover the maximum amount of recyclable materials. This may mean providing bins and instructions to help patrons separate waste types at the event and arranging special delivery or collection of materials after the event.
- **Hazardous materials:** waste with properties that make them dangerous to human health or the environment. Includes medical waste and syringes, tyres, and toxic substances such as cleaning or industrial chemicals. If your event involves hazardous materials, contact your local Council for advice on available services to support safe handling and disposal.
- **Organics:** waste that is biodegradable or compostable. Includes food scraps, event food and beverage packaging, lawn clippings, leaf litter and coffee grinds. In the North and South of the state, arrange to have designated organic waste bins at your event for stallholders and patrons to use that can be collected by Council contractors. Organic collection services are not currently available via local councils in the North West but you can arrange delivery of some types of organic waste to a number of Waste Transfer Stations.
- Provide briefings to event personnel so they understand what waste types belong in which bins and can assist patrons to minimise contamination. Continue to brief new staff as shifts change. Choose the quieter times during the event for briefings, so staff have time to take in the information.



b. HOW WILL EACH WASTE TYPE BE MANAGED?

- Consider how the different waste types will be collected and who is responsible for collection and transport. Are there limitations on waste volumes or methods of transport that you need to consider when planning your bin types, numbers and sizes?
- What is the collection frequency requirements for each waste stream?
- Will waste containers and bins need to be emptied during the event? If so, who is responsible for this task and where are the bin contents stored until removal at the end of the event?
- Will skip bins or extra wheelie bins be required?
- What safety measures and personal protective equipment are needed to ensure secure waste transfer and storage until disposal? Consider the need for gloves, sharps containers and tongs for picking up litter.



c. HOW CAN WASTE TYPES BE MINIMISED OR AVOIDED AT YOUR EVENT?

- Consider all aspects of your event and find ways to positively influence the types and volumes of waste generated. For example:
 - have water coolers and drinking water taps available for people to refill their own water bottles;
 - serve food on compostable paper plates and with compostable bamboo cutlery;
 - make your event a no smoking zone;
 - offer the option to 'eat in' food and drinks using re-usable crockery and cutlery;
 - encourage stallholders to have sustainable packaging and avoid items such as plastic straws;
 - make bulk purchases of event items to prevent excess wholesale packaging;
 - arrange collection of left-over usable food for charities (e.g. Produce to the People, SecondBite, or your local community house);
 - serve beverages in pitchers instead of single serve containers;
 - serve condiments in bulk, not individual packets, where possible;
 - design posters, signs or promotional materials to be reusable by separating dates and other variable information from the main items;
 - have electronic ticketing and information displays rather than printed;
 - make verbal announcements rather than providing printed instructions if relevant;
 - replace decorative items such as paper or plastic confetti with natural alternatives such as rice or petals;
 - use reclaimed or recycled materials for event decorations;
 - use recycled stock for any printed or paper materials;
 - set up an event deposit container scheme to increase the return rates of reusable items;
 - avoid having event giveaways or source ones made from sustainable materials;
 - if needed, source reusable name tags and collect them at the end of the event;
 - if relevant, have RSVPs to enable customised catering and minimise food waste;
 - include reusable items such as an event-branded cup in the entrance fee to reduce the need for single-use containers.

2. SET-UP PLAN

a. HOW MANY BINS OF EACH WASTE TYPE ARE REQUIRED?

Consider bins for event patrons and for 'back of house' including stallholders and event organisers.

- Make a calculation of how many bins will be needed based on the likely waste or recycling to be generated and the number of patrons expected at your event AND the 'back of house' requirements of stallholders and other event contributors.
- If larger or different format bins are needed (such as wheelie or mini skip bins), they can be sourced from hire companies and some Councils.
- Some Councils also loan coloured bin caps for wheelie bins to make it easy for patrons to know which bin is for garbage and which bin is for recycling. For example, the Cradle Coast Waste Management Group have four garbage and four recycling topper lids for 240L bins that can be loaned to Councils in the North West (pictured below).

b. WHERE WILL THE BINS BE PLACED?

- Identify how people are likely to move through your event space and what bin positions are logical, convenient and safe.
- Create a map of your event site or venue and mark the locations where garbage, recycling and other bins will be placed (or where they already exist). Consider the needs of both event patrons and 'back of house' contributors such as stallholders and caterers.
- Ensure your bin positions also enable the contents to be emptied throughout the event if required and easily moved to a position at the end of your event where they can be collected or emptied by your waste transporter.

c. WHAT SIGNAGE IS NEEDED FOR THE BINS? – WASTE TYPES, DIRECTIONS AND LOCATIONS.

- Clearly mark each bin with text and pictures to show what contents can be placed inside.
- If patrons and stallholders receive a site map for your event, include bin locations and types within the key.
- Download and use the free waste type signs available from the Resources page of Rethinkwaste.com.au so your signs are easily recognisable and understood.
- Some events have had success with attaching actual examples of waste materials on boards on the bins to make it very clear what goes where.



- Always place garbage and recycling bins next to each other so it is easy for patrons to make the right choice without having to walk further.
- Think back to previous events you've held or talk to other event organisers for tips on bin placement and waste management during an event.

DOWNLOAD

and use the free waste type signs available from the Resources page of Rethinkwaste.com.au



Cardboard



Cooking oil



Green glass bottles & jars

3. ROLES AND RESPONSIBILITIES

a. EVENT ORGANISING TEAM

- List the members of the event organising team and their contact details.
- What are their waste management responsibilities before the event and at event set-up?
- What are their waste management responsibilities during the event?
- What are their waste management responsibilities after the event and at event pack-up?
- Consider bin sourcing and signage, waste collection service provider engagement, local council liaison and waste management volunteer and staff coordination.

b. BIN AND WASTE MONITORS

- Consider if your event would benefit from having bin and waste monitors. These people are responsible for assisting patrons to select the right bin when disposing waste at the event. They may also be responsible for picking up rubbish and keeping the site free of litter during the event.
- List the bin monitors and their contact details.
- What safety measures and personal protective equipment are needed to enable bin and waste monitors to do their work?
- Monitor bin use during the event and adjust bin locations if necessary to cover high bin usage areas.
- Seek feedback from bin and waste monitors during the event and be flexible with your Event Waste Management Plan if needed to address any unforeseen issues.

c. WASTE COLLECTION

- List the different waste collection services that will remove the different waste types during and/or after your event. Include their contact details for easy reference.
- Note any limitations or requirements for waste collection included in service provider agreements (including bin volumes / capacity and collection times).
- Waste collection service providers may also be a source of additional bins to hire or loan.
- Consider your bin locations and whether bins need to be moved to enable safe and easy access by waste collection service providers.



d. CLEAN-UP TEAMS

- List the clean-up team members and their contact details.
- What are their waste management responsibilities before, during and after the event?
- What safety measures and personal protective equipment are needed to enable clean-up teams to do their work? Are extra garbage bags or wheelie bins required to enable the sorting of clean-up waste?

e. STALLHOLDERS AND OTHER EVENT SERVICE PROVIDERS

- List the stallholders and other service providers and their contact details.
- What are their waste management responsibilities before, during and after the event? Consider responsibilities relating to actions as well as materials or equipment, for example, do stallholders need to bring garbage bags or are they supplied?
- If your event has guidelines for permitted materials, products or packaging, has each stallholder or service provider received a copy and been briefed on your event's waste management objectives?
- Provide stallholders and other service providers with your event site map or venue plan, including the locations of bins and waste storage locations.
- Provide stallholders and other service providers with contact names and details of event volunteers and staff responsible for waste management.



4. GUIDELINES FOR STALLHOLDERS AND SERVICE PROVIDERS



a. WHAT WASTE MANAGEMENT SERVICES OR EQUIPMENT IS REQUIRED FOR STALLHOLDERS?

- Plan to hold a briefing meeting with stallholders to learn about their requirements and brief them on your event's expectations for best practice waste management.
- Consider whether you need a service area with a cardboard recycling skip and waste oil collection drum for stallholders to use. Encourage stallholders to use these facilities.

b. WHAT PACKAGING, MATERIALS, BRANDS OR ITEMS ARE PERMITTED OR BANNED?

- Consider whether your event would benefit from a stallholder participation agreement. Such an agreement could outline the requirements for waste management (and other event participation terms and conditions).
- Create a list of packaging, materials, brands or items that your event is trying to avoid or minimise. Examples may include plastic straws, plastic bags and non-biodegradable glitter.
- Are there any limitations on the volume of waste generated by each stallholder? What minimum waste services will be provided to stallholders by your event and what additional services need to be managed by the stallholder?

c. WHAT SUPPLIERS ARE RECOMMENDED OR ENDORSED BY YOUR EVENT?

- Consider only including stallholders and suppliers in your event that are aligned to your event's waste management objectives.
- Where relevant, list suppliers with good waste management practices or sustainable products and materials that are recommended or endorsed by your event. Include certified compostable product suppliers where possible.

CREATE A LIST
of packaging, materials, brands
or items that your event is trying
to avoid or minimise.



5. TIMING



a. WHEN DOES THE WASTE INFRASTRUCTURE NEED TO BE IN PLACE?

- Consider lead times for hiring or sourcing bins, skips and waste teams. Note delivery times and assist with correct placement based on your site map. Check with the venue to determine when you can have access prior to your event and after your event to allow drop-off and pick-up.

b. WHEN DO STAKEHOLDER MEETINGS REGARDING WASTE MANAGEMENT NEED TO OCCUR?

- Make a list of who needs to be involved and consider how much lead time is needed to conduct briefings so they are ready to perform their roles.
- Consider whether stakeholders also have lead times to source or prepare equipment and materials and factor this in to your overall event planning.
- Stakeholders may include the venue manager, local council, land manager, sponsors, service providers and volunteer crews.



c. WHEN DOES EDUCATION MATERIAL AND SIGNAGE NEED TO BE COMPLETED?

- Decide whether to source template signs or make your own. If planning a recurring event, consider developing signage that can be reused.
- Test the sign designs on event organisers – is it clear what waste goes where? Can they be improved in their content or position at the venue? When should signage be installed on bins and on-site?

d. IF AUDITS ARE BEING CARRIED OUT, WHEN WILL THEY OCCUR?

- Refer to checklist # 8. Consider who will conduct the audit and how much lead time is needed to brief them before the event.
- Consider if any audit activities need to take place during the event and determine most suitable times.
- If audit activities are also taking place after the event, calculate how much time will be needed to ensure there is appropriate access to the venue and other event resources.

6. PROMOTING SUSTAINABILITY

a. HOW WILL YOUR SUSTAINABLE WASTE EFFORTS BE PROMOTED BEFORE, DURING AND AFTER THE EVENT?

- Promoting the sustainability efforts of your event can encourage patrons to 'do the right thing' and minimise waste when at the event site.
- Consider including any waste-related rules or preferences in event promotions such as on the event website or via announcements made during the event.
- If there are items that are banned or discouraged such as bottled water, how will you ensure your event patrons are aware and come prepared with their own reusable bottles and other sustainable items?
- Keep track of your waste minimisation achievements at the event and consider how this can be promoted as a good news story in post-event communications and reports.
- Search online and on social media to get ideas from other event promoters about effective ways to communicate your event's intentions and 'rules' for waste management.

b. IS YOUR EVENT ELIGIBLE FOR GRANTS OR SPONSORSHIP TO ASSIST WITH WASTE BEST PRACTICES?

- Investigate whether your local council, NRM body or other provider is offering grants to community groups or other event organisers.
- Consider whether your event could attract special sponsorship because of its waste management practices.



7. PACKING UP AT THE END OF THE EVENT



a. HOW AND WHEN WILL WASTE BE COLLECTED?

- For each waste type, list who is responsible for collection, transport and disposal.
- Note any special requirements for waste collection and transport, including access to bins, bin numbers or timing.
- List all event decorations and materials that can be reused. Identify who will be responsible for collecting and storing these items at the end of the event.

b. HOW AND WHEN WILL THE SITE BE CLEARED OF LITTER?

- Ensure there are a suitable number of volunteers and/or staff available with suitable equipment during the pack-up process to assist with litter collection and tidy up. How many are required? List their contact details so you can easily coordinate their involvement when needed.
- Identify what bin types and equipment may be required by the clean-up team to allow waste to be sorted into different waste types and handled appropriately, for example to maximise recycling and minimise contamination of recyclables with general garbage.
- Consider how and when the waste collected by the clean-up team will be transported and disposed.

CONSIDER

how and when the waste collected by the clean-up team will be collected, transported and disposed.



8. ASSESSING WASTE PERFORMANCE



a. DURING THE EVENT – HOW WILL YOU DETERMINE IF WASTE MANAGEMENT EFFORTS ARE GOING TO PLAN?

- Identify who is responsible for monitoring waste management during the event and list the tasks that are most important to manage, for example removing litter, emptying bins, helping patrons sort waste and select the right bin etc.
- Set targets related to waste management and encourage volunteers, staff and stallholders to try and meet them.
- List the event's service providers related to waste management and have their contact details handy in case any unforeseen issues arise.

b. AFTER THE EVENT – HOW WILL YOU DETERMINE IF THE EVENT'S WASTE MANAGEMENT EFFORTS WERE SUCCESSFUL?

- Review your Event Waste Management Plan and identify what worked well and what could have been improved. Note some recommendations in preparation for your next event.
- Audit your waste streams split by organics, recycling and landfill so you can identify what worked and didn't work so well and formulate recommendations for next time.
- Consider asking event patrons and stallholders for feedback on the event's waste management practices. What did they find easy or difficult? What are their recommendations for improvement?
- Review your event costs and identify what savings were made through your waste minimisation and management efforts. Consider how these could be improved further next time.
- Consider asking your waste collection and processing service providers for reports on waste tonnage or other measures such as contamination rates. This information can assist with future event waste management planning.



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