SUSTAINABLITY + WASTE

MANAGEMENT PLAN

|  |  |
| --- | --- |
| Event Title | TBC |
| Company | TBC |
| Venue | TBC |
| Dates | TBC |

|  |
| --- |
| Document History |

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| --- | --- | --- | --- |
| Version No. | Date Draft Created | By Whom | Details/Amendment to Draft |
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# EVENT DETAILS

## Event Overview

|  |  |
| --- | --- |
| Name of Event |  |
| Event Venue |  |
| Event Address |  |
| Map Link |  |
| Bump-in Dates/Times |  |
| Event Dates/Times |  |
| Bump-out Dates/Times |  |
| Expected Attendance |  |
| Number of Bars |  |
| Number of Food Vendors  |  |

# CONTACT DETAILS

## Event Management

|  |  |
| --- | --- |
| Contact Name |  |
| Event Role |  |
| Contact Number |  |
| Contact Email |  |
| Web Address |  |

|  |  |
| --- | --- |
| Contact Name |  |
| Event Role |  |
| Contact Number |  |
| Contact Email |  |
| Web Address |  |

## Waste Provider

|  |  |
| --- | --- |
| Contact Name |  |
| Company |  |
| Contact Number |  |
| Contact Email |  |

## Cleaning Provider

|  |  |
| --- | --- |
| Contact Name |  |
| Company |  |
| Contact Number |  |
| Contact Email |  |

# SUSTAINABILITY + WASTE PLANNING

## Introduction

Having an effective waste and sustainability management plan not only helps meet patron 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 event managers to create their own Event Waste and Sustainability Management Plan.

## Reduce, Reuse, Recycle

There are many ways to reduce reliance on single-use elements, to reuse equipment and infrastructure and to recycle that which cannot be reduced or reused. Landfill disposal should be the last option for waste where possible.

Some ideas for sites for reduce, reuse, recycle:

* 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 and provide organic waste bins for these items;
* Promote your event as a ‘waste wise event’
* Make your event a no smoking zone;
* Offer the option to ‘eat in’ food and drinks using re-usable crockery and cutlery;
* Require stallholders to have sustainable packaging and ban 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
* Work to have reusable promotional materials, signage, fence scrim etc that isn’t branded to a particular event or year;
* Use compostable signboard for temporary or one-event-only signage;
* Serve beverages in pitchers or reusable cups instead of single serve containers;
* Run a cup-return system;
* Serve condiments in bulk, not individual packets, where possible;
* Have electronic ticketing and information displays rather than printed;
* Make verbal announcements rather than providing printed instructions if relevant;
* Ban balloons and other plastic items that can threaten wildlife and birds;
* Replace decorative items such as paper or plastic confetti with alternatives such as bubbles or petals;
* Use reclaimed or recycled materials for event decorations;
* Use recycled stock for any printed or paper materials;
* Liaise with other festivals to see if equipment can be borrowed or shared;
* 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;
* Install soft-plastics recycling bins and scissors at the event exit points to allow for disposal and recycling of tyvek wristbands.

## Other tips for running a sustainable event

* Find out how your venue can be accessed via sustainable transport and let your attendees know
* Choose a venue that is accessible by public transport
* Use a local workforce and local suppliers where possible

### Calculating Bin Numbers

The amount of waste generated at your event will vary according to the activities and number of people involved. In general, expect a minimum of one litre of waste per person per meal. However, this may vary depending on catering, alcohol availability, number of profile of attendees as well as the waste management minimisation strategies utilised.

As an example:

* 3,000 people x 2 meal times = 6,000 litres of estimated waste
* Divide 6,000 by 240 litres (a standard bin) = 25 bins = 8 bin stations with 1 general waste, 1 food waste and 1 recycle bin each
* Less bin stations may be utilised if bins are emptied often, especially those bins near food and beverages

### Bin Quantities

|  |  |
| --- | --- |
| Bin Quantities for Site (FOH Bin Stations): | * X x General Waste Bin (Red Bin Cap) 240L
* X x Comingle Recycling Bin (Yellow Bin Cap) 240L
* X x Organics/Composting/Food Waste Bin (Green Bin Cap) 240L
 |
| Skip Quantities for Site (BOH Stations) | * X x General Waste Skip 600L
* X x Comingle Recycling Skip 600L
* X x Paper Recycling Bin Skip 600L
* X x Organics/Composting/Food Waste Skip 600L
 |

## Waste Types

|  |  |
| --- | --- |
| Types of Waste onsite at this Event | * TBC
* TBC
* TBC
* TBC
 |

### Types of Waste:

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. 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, some event food and beverage packaging, lawn clippings, leaf litter and coffee grinds.

## Waste Removal

|  |  |
| --- | --- |
| Methodologies for Removal of Waste at this event: | * TBC
* TBC
* TBC
* TBC
 |

Provide briefings to event personnel so they understand what waste types belong in which bins and can assist patrons to minimize 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.

### Waste Removal

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 are 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.

###

### Event Cleaning Responsibilities

The following indicates who will be responsible for bin emptying, moving bins to collection muster points (as shown on map), moving bins to bin station locations (as shown on map) and litter picking

|  |  |
| --- | --- |
| Pre Event | * Bin Emptying:
* Bin Collection and Resetting:
* Litter Picking:
 |
| During Event | * Bin Emptying:
* Bin Collection and Resetting:
* Litter Picking:
 |
| Post Event | * Bin Emptying:
* Bin Collection and Resetting:
* Litter Picking:
 |

### Event Cleaning PPE

The following table indicates what PPE (Personal Protective Equipment) will be provided to cleaning staff:

|  |  |
| --- | --- |
| PPE | * TBC
* TBC
* TBC
 |

## Bin Placement

### Bin Placement Map

Insert Map Here

## Promotions

### Promoting Event Sustainability

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.

### Bin Signage

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.

## Assessing Waste Performance

### Post Event Assessment

* 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.