

Waste Wise Management Plan for Special Events

Further information, tools and support are available at www.tweed.nsw.gov.au/waste

Once completed please email to waste@tweed.nsw.gov.au

1. EVENT DETAILS			
Name of event			
Date	From:	To:	
Time	From:	To:	
Venue			
Organisation staging the 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	Email
	Event Organiser		
	Event Assistant		
	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 (event organizer to source collection & disposal)	Event organizer to source collection & disposal	YES	NO
If YES, how:			
Biodegradable plates and cutlery (event organizer to source collection & disposal)	Event organizer to source collection & disposal	YES	NO
If YES, how:			
Used Cooking Oil (event organizer to source collection & disposal)	Event organizer to source collection & disposal	YES	NO
If YES, how:			

4. PACKAGING

What packaging initiatives will the event take to reduce waste to landfill (tick)

Recyclable plastics only (plastic bottles & containers)

No plastic bags

No Polystyrene (non-recyclable)

Bio-degradable food ware (plates, bowls, cutlery)

re-useable food ware (plates, bowls, cutlery)

Other:

5. BIN STATIONS (RECYCLING BINS AND WASTE BINS)

How many bins are required for public use? Tweed Shire Council has six recycling and six garbage bins, each appropriately signed for community event use.	
What bins are required for stallholder waste?	
How will bins be secured during event?	
What day and time are bins to be delivered?	
What day and time are bins to be removed?	
Will bins be emptied during event?	
Will bin positions be highlighted on event site map and distributed to stallholders?	
Event waste brochures for stallholders are available on our website www.tweed.nsw.gov.au/waste	
Do you require extra signage for bins & skips? These can be supplied if necessary.	

6. PROMOTIONAL ACTIVITES

Action	Date/Time	Who	Done (tick)
Provide letter to Stallholder / Stallholder Guidelines to each stallholder outlining your event's packaging requirements and recycling facilities available			
Include Waste Wise message on all printed media including posters, fliers, web and 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 during event			

7. WASTE MANAGEMENT SET UP ON THE DAY OF THE EVENT



Action	Date/Time	Who	Done (tick)
Attach any additional signage to bins and skips (if required)			
Position bins according to the bin site plan. Each bin station must include one recycling and one waste bin <u>placed together</u> . (placing recycling bins separately will lead to your recycling becoming contaminated as people use the closest bin)			
Monitor stallholders as they set up. Ensure they are aware of recycling locations and that their packaging complies with the event packaging guidelines.			
Install banners and other signage to promote your waste-wise event.			

8. WASTE MANAGEMENT DURING THE EVENT

Action	Date/Time	Who	Done (tick)
Monitor bins. Ensure bins stay in their positions			
Monitor stallholder waste and ensure they utilise facilities correctly			
Replace full bins with empty bins			
Ensure recycling messages are announced regularly on PA			

9. WASTE MANAGEMENT AFTER THE EVENT

Action	Date/Time	Who	Done (tick)
Collect bins and empty into skips (if required) and place in designated pick up location			
Continue to monitor stallholders as they pack up			
Site clean up			
Thank the waste team			
Assess contamination within recycling bins			
Write media release to promote recycling results			

10. COUNCIL APPROVAL

Waste Officer			
Contact ph	Mobile	Email	
Waste Plan Approval Granted		Date	