

# Planning Guide for waste management at your event

This guide provides information to help your team identify and reduce event rubbish and determine the best avenues for recycling or disposal.

## Tips for using this Guide

This guide is based on operations of a regional show hosting up to 25,000 patrons, including entertainers, traders, service providers and volunteers. It is intended as a guide only and written so you can adapt it to suit your own event. A few things to consider:

- Plan – Change is difficult, so plan well in advance
- Identify your stakeholders – who will this involve, who will it impact, who has an invested interest
- Prepare for diversions – unexpected delays can happen, and things can go wrong, so expect a few bumps on the way
- Celebrate all your wins even if they miss the target – you're on the right track, projects like this take time to grow
- Keep it simple – it may be necessary to break down the project over 2-3 years

## Acknowledgement

We acknowledge the support of our sponsors, partners and supporters for the Alice Springs Show

Northern Territory Government

Department of Environment and Natural Resources

Arid Edge Environment Services Alice Springs NT

Central Australian Show Society Incorporated

Alice Springs Commercial Broadcasters

Alice Springs Town Council

Rubbish Collection Service Providers – Youth & Community Centre Boxing Club, Alice Springs Netball Association, Michell Swan R U OK Fundraiser

JJ Richards

AA Signs and Designs Alice Springs

Happy Farmer, Alice Springs

Environbank

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## 1. Find your starting point

Use this section to help you find your starting point and develop your plan.

### What's the problem?

What are you trying to improve/fix? These will become your key objectives

- ☐ Rubbish around the grounds before during and after the event
- ☐ Increasing clean-up costs
- ☐ Not enough bins
- ☐ High volumes going to landfill

### What do you want to do?

Examples are provided to identify the outcomes you want from reducing rubbish to landfill.

- ☐ Provide a clean safe environment for patrons
- ☐ Improve resources and services at event
- ☐ Reduce rubbish to landfill
- ☐ Reduce costs of tip fees
- ☐ Avoid distribution of litter in neighbouring environment
- ☐ Achieve organisational targets/strategy goals
- ☐ Fulfil community expectations to uphold ethical event
- ☐ Uphold pride of community and place
- ☐ Lead by example and encourage community to adopt better practices
- ☐ Comply with applicable legislation

- ☐ Apply for funding to improve resources, facilities

#### Do you have a current Waste policy?

- ☐ Revise or create policy
- ☐ Adopt national policy – more resources, less waste
- ☐ Include policy and objectives in your strategy planning
- ☐ Include in your trader / exhibitor agreements

#### Who are your stakeholders?

List all the key people /interested parties / groups that will be involved and consulted on changes you want to implement

- ☐ Visitors through the gate
- ☐ Traders/vendors
- ☐ Landowner
- ☐ Event Committee
- ☐ Services Providers – rubbish collectors, cleaners, Local council tip,
- ☐ Waste contractors
- ☐ Consultants (Expert Advisers)
- ☐ Sponsors, supporters
- ☐ Council
- ☐ Other operators/organisations
- ☐ Corporate or government funding

### What resources do you need?

- ☐ Liaison officer (volunteer or staff)
- ☐ Committee support
- ☐ Administration support
- ☐ Policy and procedures for waste management
- ☐ 240L bins, Skip bins
- ☐ Rubbish collectors to place, pick up and empty bins
- ☐ Waste contractors
- ☐ Recycling team to separate rubbish
- ☐ Sorting station
- ☐ Promotional material – TV/Radio/Social media/ posters/newsletters/banners/signages/ print material
- ☐ Map with location of back of house collection points for traders/vendors
- ☐ Vendor/traders information material/debriefing/ terms and conditions
- ☐ Support services – Educators to promote recycling on the ground
- ☐ Tender documents for service providers
- ☐ Budget/other Financial support

### Where is your rubbish coming from?

- ☐ Stall holders – cardboard, plastics, single use plastic bags
- ☐ Food vendors – organic waste, plates, cups, cutlery, single use plastic bags, drink bottles, food grade oil
- ☐ Show bag traders - single use plastic bags, wrapping from items inside showbags

- ☐ Bar – drink containers, cans, (glass if allowed at your site)
- ☐ Campers- single use plastic, general waste, organic waste, white goods
- ☐ Entertainers – general rubbish, streamers, balloons, confetti
- ☐ Patrons – what are they bring into your show
- ☐ Animals – organic waste

**What event rubbish do you already have? What can you separate?**

- ☐ Plastic 10c containers/ aluminium cans/ glass
- ☐ Cardboard
- ☐ Organic food/ organic other
- ☐ Waste food oil
- ☐ Other plastics
- ☐ Electrical/white goods waste
- ☐ Cigarette butts

**Consider how to reduce what rubbish is brought into your venue from other groups?**

- ☐ Campers
- ☐ Traders/vendors using single use plastic, packaging materials
- ☐ Food vendors using food grade oil
- ☐ Patron/entertainers
- ☐ Non-Biodegradable cutlery/plates/cups
- ☐ Animal organic waste

**What rubbish do you generate as the organiser?** Do not overlook what you create as the organiser

- ☐ Can you streamline your own operations?
- ☐ Can you reduce print material, switch to LED lighting?
- ☐ Can you set up water-fill stations for patrons and volunteers to access drinking water?
- ☐ Can you use solar power?

**What volumes are you already putting into landfill?**

- ☐ Collate and review past costs from service providers, tip fees etc
- ☐ Get expert help to assess and identify your current situation

**What is your time frame?**

Breakdown the project over two – three years. It's unlikely you will be able to everything at once unless you have an army of volunteers and staff to share the workload of the project/ work full time

- ☐ Year 1 – Work with your traders and community. Identify what comes in, get a feel for the level of support you might already have from traders and patrons by doing surveys
- ☐ Year 2 – Educate traders, patrons using trained educators on the ground
- ☐ Year 3 – Purchase resources – bins and other infrastructure

**Do you need to arrange licences, Fees, Permits, special arrangements?**

- ☐ Access to local tip after hours
- ☐ Licensed operators to operate specialised loan equipment i.e. bin lifter, forklift
- ☐ Council Permits

**Do you need to refer to any other contractual arrangements or other legislative requirements?**

- ☐ Funding agreement
- ☐ Sponsorship agreements

- ☐ Hire Agreements - facilities, buildings and equipment
- ☐ Tender Agreements for service providers
- ☐ Smoke Free Event plan
- ☐ Emergency Planning and Response
- ☐ Emergency Service Providers
- ☐ Security Personnel
- ☐ Waste wise event

**What promotional material will you use for promoting your recycling plan?**

- ☐ Print – newspaper, posters, newsletters, entry tickets, show books, maps, letter drops
- ☐ Digital – TV, Radio, Social media (Facebook, twitter, Instagram) and website
- ☐ Signage for bins – stickers, overhead stands
- ☐ Canvas banners to fencing at entry / exit points
- ☐ Surveys – to engage level of Community support, traders/vendor requirements and level of support

**What documentation do you need to prepare?**

- ☐ Waste Policy
- ☐ Trader terms and conditions
- ☐ Waste Ambassador briefing notes (if using volunteers at bins stations – so there is a consistent message promoted, and so they know how to help patrons separate their waste)
- ☐ Waste Audit and recycling event plan
- ☐ Waste sorting station methodology



- ☐ Brief for signage for banners and other all print and digital material
- ☐ Tenders for service providers
- ☐ Food Waste Collection FAQs and poster for trader/vendor packs
- ☐ How to sort 10c CDL drinking containers for volunteers at sorting station
- ☐ Map of disposal locations

#### Consider what safety measures you need to implement?

- ☐ Pre/post event briefings
- ☐ Shade/ rest area for volunteers/service providers
- ☐ Access to drinking water
- ☐ Hi-vis vests, closed steel cap boots, gloves, (long read gloves with liners for CDL sorting) ear protection
- ☐ Rubbish pickers, radios
- ☐ Hand sanitiser/wipes/gloves/hats
- ☐ Biodegradable bin liners for CDL bins

#### Identify what information do you need to collect for your end report (if funded project)?

- ☐ Project Stakeholders and what their roles will be
- ☐ Where will you place bins for patrons (front of house) and traders/other services (back of house)
- ☐ Where will you set up a sorting station to separate rubbish
- ☐ How will rubbish be weighed (on site or when you take it to the tip)
- ☐ Identity and measure types of rubbish was generated and volumes
- ☐ Calculate contamination rates

- ☐ Calculation of number of containers collected (Separated on site then counted at the local Environbank)
- ☐ Conduct surveys before, during and after the event
- ☐ Use a whiteboard for teams to collect ideas as go and record changes along the way to identify areas for improvement/recommendations

### What is your budget?

- ☐ What can you afford?
- ☐ Do you need financial support through sponsorship or grants?
- ☐ Identify opportunities from sponsors, partner. Are there opportunities for In-kind arrangements?
- ☐ Work well in advance, plan at least 12 months ahead

### Conduct surveys of your audience and traders.

A big part of finding your starting point is looking at how well you are performing and what you can improve.

You can do a self-assessment or ask your customers – patrons and traders. If you are going to ask, be prepared to act.

Sample survey questions have been provided below

#### **Patrons**

You are probably already aware of the basic patterns of behaviour of your patrons attending your event. But we recommend asking them anyway.

For example, we wanted to know how much support we had in our community for recycling at our show, so we did a quick yes/no survey.

Firstly, we told them why we wanted to know what they thought in a brief statement that said:

*The show is committed to reducing our waste to landfill and are currently developing a best practice waste program for our 2019 Show.*

We then asked:

*Is waste management an important consideration to you when you are at the Show and would you separate your rubbish using recycling bins at the Show?*

We got an overwhelming positive 95% result

Your surveys will vary depending on what facilities and resources you have available. We just recommend you engage your audience, to help solve your problem

### **Traders**

We only see many of our traders once a year at show time and they are hard to get on to as they are travelling most of the year, so don't be too disheartened if you get a low response rate to your surveys.

We ran a short survey using the free Monkey survey option before and after our 2019 event. Both surveys generated great feedback and gave us a better insight to what they need. Our traders are small businesses and resourceful, so a short survey to the point will help as we are all time poor. Our survey questions are provided below:

#### **Pre 2019 Show we asked.**

1. What type of waste do you generate at our show?
2. How much of your waste can you recycle?
3. Last year, what waste did you recycle at the Alice Springs Show?
4. Would you be willing to use bins to correctly separate your waste at the Show?
5. Do you currently use biodegradable service ware?
6. Have you already purchased stock for the 2019 Alice Springs Show?
7. Do you have any ideas how to better manage waste at the Show?

**Post 2019 Show we asked:**

1. Do you think the public bins for waste and recycling at the Alice Springs Show were accessible and well positioned?
2. Do you think the back of house recycling stations at the Alice Springs Show were accessible and well positioned?
3. What waste facilities did you need?
4. In In 2020, would you like a map provided of all onsite waste facilities prior to the event?
5. What suggestions do you have for making it easier for you and other stallholders to be Waste Wise at next year's Show? (open ended)

**Collate results**

Depending on your level of subscription for the platform you used for the surveys (Survey Monkey, Google etc) you may need to interpret your results and review comments to see what you can do to improve

Publish all the results - be transparent and identify areas for improvement

Reducing our rubbish to landfill is a community concern.

## 2. Event worksheet

### Event details

Event organiser			
Dates	From	To	Times
	From	To	Times
Address			
Est Attendance numbers			
Stall holder numbers	Food and Drink	Exhibitors	Entertainers
	Animal sections	Campers	Licensed bars

### Key event contact lists

Name	Role/Responsibility	Phone	Email
Consultant	Waste expert and data analysis		
Waste Contractor	Collect skip bins and 240L bins		
Waste contractor	Organic Collection for composting		
Service Provider	Environbank – 10c containers collection and separation		
Service Provider	General Rubbish collectors		
Service Provider	Recycling/separation		
PFES	Police		
	Fire		
	Ambulance		
Town Council	Loan equipment		
Master of ceremonies	Public announcements		
Environbank	Calculations of 10c containers		
Licensing NT	Permits, compliance		
Gambling Office NT	Smoke free event legislation		
Contractors	Various services - collection rubbish, signage, promotions		
Bump In/Out crew	Set up of signage and related equipment		
Cleaners	cleaning		
Cleaners Emu run	Post event final ground inspection		

### Scope of recycling

Identify what you will do at your event

Description	Collection strategy	Collect <i>Tick if Applicable</i>
Cardboard	Dedicated skip bins	<input type="radio"/> Yes <input type="radio"/> No
10c containers	Yellow recycling bins	<input type="radio"/> Yes <input type="radio"/> No
Milk Containers (plastic/Paper)	Yellow recycling bins	<input type="radio"/> Yes <input type="radio"/> No
Organic – Food waste	Traders dedicated organic bins	<input type="radio"/> Yes <input type="radio"/> No
Organic – Animal waste	Section coordinators to use pits	<input type="radio"/> Yes <input type="radio"/> No
Organic – section Waste (Cooking/Agriculture)	Section coordinator dedicated organic bins	<input type="radio"/> Yes <input type="radio"/> No
Used food oil	Traders dedicated bin at food court	<input type="radio"/> Yes <input type="radio"/> No
Biodegradable plates/cups/cutlery	Yellow recycling bins	<input type="radio"/> Yes <input type="radio"/> No
General rubbish	Dedicated red general rubbish bins	<input type="radio"/> Yes <input type="radio"/> No

### Key reduction strategies

Consider what you are brought to your event to reduce waste to landfill

Description	Desired outcome	Tick Applicable	Action required	Person Responsible
Reduce Plastic water bottles	Reduce use of single use plastic	<input type="radio"/> Yes <input type="radio"/> No	Provide locations on grounds for refilling drinking water no charge	
Increase use of biodegradable service ware by traders	Reduce rubbish volumes to landfill	<input type="radio"/> Yes <input type="radio"/> No	Develop policy Develop trader waste specific guidelines Deliver trader education briefing preshow	
Separate recyclable items from rubbish going to landfill	Reduce rubbish volumes to landfill	<input type="radio"/> Yes <input type="radio"/> No	Provide recyclable bins for patrons to separate own rubbish Provide dedicated skip bins for cardboard Update changes to trader terms and conditions Develop promotional material	
Ban use of non-biodegradable products	Reduce rubbish volumes to landfill	<input type="radio"/> Yes <input type="radio"/> No	Develop policy Develop trader waste specific guidelines Provide list of local suppliers to traders	
Separate cardboard	Reduce rubbish volumes to landfill  Cleaner grounds	<input type="radio"/> Yes <input type="radio"/> No	Develop policy Develop trader waste specific guidelines Deliver trader education briefing preshow Supply waste map for all traders identifying back of house recycling Schedule planned pickups for emptying skips	



## Resources

Resource	Task	Source - Contractor / Owned / On site / Loan/ Supplier	Bump in dates	Bump out dates	Budget \$	Actual \$	Person responsible
Consultant	Support services for development of trader guidelines, support, assessment and analysis of event rubbish	Contractor					
Bin stands	Set up in high traffic areas	Owned by Show					
Bin Signage	Signage front of bins	Supplier					
240L Recycled Bins		Loan from Council					
240L Rubbish Bins		Owned by Show					
240L Organic Bins		Owned by Show					
High pressure hose	240L Bin cleaning	Owned by Show					
Waste Contractors	Collection of general rubbish bins	Tender service provider					
	Collection of recycled rubbish bins	Tender service provider					
	Collection of cardboard skip bins	Waste contractor					
	Collection of organic food waste	Waste contractor					
	Collection of used food oil	Waste contractor					
	Collection of animal waste	Section coordinators					
Sorting station	Sort and weigh rubbish	Loan Environbank					
	Bin Lifter	Loan Council					
	Marques for shade/PPE	Owned by Show					
	Rest/meal area	Set up by Tender SP					

### Administrative tasks

Resource	Task	Source - Contractor / Owned / On site / Loan/ Supplier	Bump in dates	Bump out dates	Budget \$	Actual \$	Person responsible
Administration	Tender documents for service providers	Committee/ Admin					
	Recycling policy	Committee/Admin					
	Grant Applications	Committee/Admin					
	Develop map for traders	Supplier					
	Handover of PPE/keys / equipment	Committee / Admin					
	Update trader terms and conditions	Committee/ Admin					
	Update trader applications	Committee/ Admin					
	Letter to stall holders advising changes	Committee/ Admin					
	Update sponsorship prospectus	Committee/ Admin					
	Prepare supplier list for biodegradables	Committee/ Admin					
Traffic management	Prepare traffic management plan for inside grounds	Committee/ Admin					
Bin set up	Map for Set up of bins and bin stations	Committee/ Admin					
	Set up of bins and bin stations	Bump in /Out crew					
Permits & Plans	Traffic Management Plan	Committee/ Admin					
	Emergency Plan	Committee/ Admin					
	Smoke free event	Committee/ Admin					
	Hire contracts	Committee/ Admin					

### Ground Set Up and managing bins

- ☐ Insert a map of your grounds and identify where your bins will be placed
- ☐ Bins should be placed approximately every 15 metres
- ☐ Is a general rubbish bin placed with a recycling bin – to prevent contamination
- ☐ Recycling and general bins should be at
  - entry /exit points,
  - food court areas, and other high traffic areas, where you have seating/tables
  - Near toilets
  - In carparks
- ☐ Identify days/dates and times for all bin collections
- ☐ If you have completed surveys with your traders, you will get an insight on what they need – consultation encourages cooperation
- ☐ Make sure all bins are emptied ready for the next day by 5.30am
- ☐ Identify location sorting station
- ☐ Identify locations for bin compounds
- ☐ Identify location for rest / meals area for services providers
- ☐ Identify locations of banners and other waste specific signage
- ☐ Identify wash bay for cleaning bins post event
- ☐ Identify dedicated smoking areas
- ☐ Conduct trader briefing 1-2 days before event during set up timeframes
- ☐ Regularly empty bins, don't wait for them to be full
- ☐ Does bin signage match bin colour coding – recycling sign on yellow bins etc

## Promotion

Resource	Task	Source - Contractor / Owned / On site / Loan/ Supplier	Bump in dates	Bump out dates	Budget \$	Actual \$	Person responsible
Promotional material	<b>Prepare consistent message in</b>						
	<input type="checkbox"/> TV and Radio Commercials						
	<input type="checkbox"/> Radio interviews						
	<input type="checkbox"/> Surveys/ promotions/giveaways						
	<input type="checkbox"/> Social media posts						
	<input type="checkbox"/> Website update						
	<input type="checkbox"/> Media alerts						
	<input type="checkbox"/> Print material – newsletters, banners, ticket purchases, show book, posters						
	<input type="checkbox"/> Newspaper articles						
	<input type="checkbox"/> MC Public announcements						

### Risk Assessment

In addition to risk assessing your overall event risks identify specific risks for your waste management project and review controls to check they are effective where you cannot completely remove the risk.

RISK ASSESSMENT EXAMPLE				
Name of Event:		Risk Management Team:	RA Date	
Date of Event:		Location of Event:		
Hazards	Risk rank	Control / Actions	Residual Score	Responsibility

### List of potential risks specific for managing waste projects

This list is not exhaustive and a starting point for you to add or delete what is relevant to your own event

Unauthorised access	Emergency Evacuation
Vehicle breakdown	Lack of communication team
Staking into the grassed areas and damaging a water pipe, gas main or electrical conduit. Injured contractor.	Theft /damage of loan equipment
Bins overflowing and litter on the ground.	Slips, trips/falls – general
Lack of parking for waste management vehicles	Volunteer or staff member receives sun burn, heat stroke or dehydration.
Inadequate or faulty equipment	Lack of awareness by patrons of site facilities
Noise complaints from heavy vehicles	Medical emergency
Vehicles driving through public areas causing damage to the site or a collision with a person.	Abusive/threatening persons
Damage to assets from the delivery of heavy equipment /vehicles	Fire/Explosion
Pedestrian and vehicle interaction	Manual handling
Erection of temporary marquee causes an injury to contractor or member of the public.	Extreme weather - Dust / Wind /Work in hot or cold environment
Temporary infrastructure blows away and causes injury to person or equipment	Falls, work at heights / falls at any level
Member of the public injured by accessing equipment such as machinery, generators	Run-away animal enters sorting station
Injury resulting from mechanical aids	Inadequate access to toilets and other facilities
	Inadequate free drinking water supply causing dehydration
	Disease from handling animals and then food/drink items
	Untrained staff and volunteers

Insert mud map of grounds

It helps to thrash out your ideas to identify where everything can go and consider your risks in this planning from day 1.

### Auditing your event waste

We recommend using a consultant from the beginning especially if you have not done this before

Also recommend you have them help you with preparing your waste management plan and direction on

- Setting scope of project and objectives
- Help with surveys to get the information you really need
- Identify, weigh and measure waste
- Recommend improvements
- Educate traders and patrons
- Collate and interpret results in a report
- Promote your event

### Disclaimer

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