

ZERO WASTE EVENTS TASMANIA

GUIDE

WHY IS IT IMPORTANT TO PRIORITISE WASTE MANAGEMENT? AND HOW DOES IT LINK WITH OTHER SUSTAINABILITY PILLARS?

- Items that are thrown away and recycled at events present an ongoing material cost with associated manufacturing resource use of water, energy and materials.
- Managing waste comes at a cost to the event as it requires event staff, bins, skips, collectors, and facilities (landfill/recycling). Reducing waste at events saves purchase cost, staffing cost, collection costs and processing costs.
- Waste at events results in litter which, to varying degrees, can enter the waterways and land, causing negative environmental impacts such as pollution.
- The use and disposal of fossil fuel-based plastics, plus sending organic waste to landfill, increases carbon emissions, contributing to climate change.
- Changing behaviour at events can result in individual and community changes in waste management, resulting in long-lasting, ongoing environmentally positive impacts.

PHASE	STEPS	TEMPLATES
CHANGE THE AGENDA	1. Prioritise Sustainability and Waste Management: Encourage the management team/ Board to assign specific roles, responsibilities, and allocate a dedicated budget for this purpose.	
	2. Asses what types of waste your event is likely to generate and map out: <ul style="list-style-type: none"> • Who will generate the waste (contractors, staff, stallholders, patrons) • When will the waste be generated; before, during, after the event and time of day? Consider the volumes, types and location associated with a specific time. • Can waste be avoided? • Can waste be reused? How? By whom? • Can the waste be recycled or composted? How? By whom? What is important to those who will collect and process it? 	<ul style="list-style-type: none"> a. Waste action plan b. Waste minimisation checklist
PLANNING AN EVENT	3. Establish long-term targets and align them with achievable short-term actions <ul style="list-style-type: none"> • Create long-term high-level targets, for example, reduce waste going to landfill by 80% by [year]. • List the type of actions and initiatives to work towards achieving each target. 	<ul style="list-style-type: none"> c. Planning checklist
	4. Redesign the site infrastructure layout to better manage waste: <ul style="list-style-type: none"> • Consider essential back and front of house services and their locations • Accessibility for staff to site infrastructure • Accessibility for contactors to collection points • Signage 	<ul style="list-style-type: none"> d. ZWET communication and education plan

PHASE	STEPS	TEMPLATES
<p>PLANNING AN EVENT (CONT.)</p>	<p>5. Arrange services with waste contractors:</p> <ul style="list-style-type: none"> • Make direct contact with each collection contractor • Familiarise yourself with and explore the processors at the end destination • Request documentation, data or a report containing information such as recycling, organics, and waste fate, along with a gatehouse receipt • Request data about the quantities of different waste streams including the most common items of waste; waste stream contamination; and any other relevant data • Discuss and agree on improvements that could be made. 	<p>a. Waste action plan</p> <p>b. Waste minimisation checklist</p> <p>c. Planning checklist</p> <p>d. ZWET communication and education plan</p>
	<p>6. Develop a communication plan</p> <ul style="list-style-type: none"> • Communication with Board and staff about the plan • Communication with stallholders about your event's requirements • Communication with contactors about your plan and your event's requirements • Communication with patrons about the plan and approach 	
	<p>7. Define and communicate staff roles, responsibilities, and budget</p>	
<p>MONITOR AND MEASURE THE EVENT</p>	<p>8. Set up site and train staff:</p> <ul style="list-style-type: none"> • Use the site plan to set up the site. • Train staff in the waste management procedures. 	<p>e. Site infrastructure assessment and monitoring tool</p> <p>f. Patron survey</p>
	<p>9. Provide information on good practices to stallholders and patrons:</p> <ul style="list-style-type: none"> • Use the communication plan to inform stallholders, contractors and patrons <p>10. Monitor and measure waste management at the event and capture feedback:</p> <ul style="list-style-type: none"> • Monitor the frequency that bins are filled, the bin types and contamination levels • Take photos of the bins, signs, litter, and packaging • Survey patrons • Ask staff, contractors, and stallholders for feedback 	
<p>REPORT AND REASSESS</p>	<p>11. Measure your resource use:</p> <ul style="list-style-type: none"> • Conduct an audit and/or consolidate data from contractors • Review plans, long-term targets, and budget 	<p>g. Waste audit</p> <p>h. Event evaluation and report</p>
	<p>12. Evaluate with the team</p> <p>13. Generate a comprehensive report on your event and revise your plan by incorporating new targets and actions for the upcoming year</p> <ul style="list-style-type: none"> • Promote & celebrate outcomes 	