



Queensland

Sustainable

Events Guide

W a s t e

A step-by-step guide to running sustainable
events in Queensland

Acknowledgements

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Sustainable Events (Waste)

To run a sustainable event, many issues need to be addressed, including energy, transport, water, and health; however the Sustainable Events Guide (Waste) has been specifically developed to deal with waste issues only.

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Queensland, with its balmy climate, hosts thousands of diverse outdoor events each year. In the past, these events have generated tonnes of waste, the majority of which has ended up in landfill. Recyclable materials have been a significant part of this waste stream and are a valuable lost resource.

The events industry is building sustainable events management recycling practices that reduce the waste sent to landfill and recover and re-use the planet's ever depleting natural resources.

Find out more on how you can preserve our environment:

- www.derm.qld.gov.au/recycle
- www.derm.qld.gov.au/ecobiz
- www.afgc.org.au/psf/
- www.environment.gov.au/settlements/waste/covenant

Climate change

Climate change is a major environmental concern facing our world today.

Unfortunately, there is so much information and mis-information that the whole issue can become confusing and the magnitude can make us feel helpless.

The most important thing everyone needs to know is you can make a difference!

One thing to do is get informed about the issue. Visit <http://www.climatesmart.qld.gov.au> for more detailed information and fact sheets.

Definition: 'sustainable event'

Sustainable [adj.]:

1. Able to be sustained.
2. Designed or developed to have the capacity to continue operating perpetually, by avoiding adverse effects on the natural environment and depletion of natural resources: a sustainable transport system; sustainable forestry.

–sustainability [n.]

–sustainably [adv.]

Event [n.]:

1. Anything that happens or is regarded as happening; an occurrence, especially one of some importance.
2. Something which occurs in a certain place during a particular interval of time

Source: Macquarie dictionary

What is a sustainable event?

A sustainable event takes measures to minimise its environmental impact by adopting best management practice in recycling and waste, purchasing and packaging options, and cleanup regime.

This can be attained by:

- providing a bin infrastructure system that is clearly signed and strategically placed to make it easy for people to Do the Right Thing; Use the Right Bin.
- providing a bin servicing and litter collection regime that encourages everyone to keep the site clean.
- allocating designated smoking only areas with 'butt out' facilities and infrastructure to assist smokers to Butt it, then Bin it.
- working with stallholders and food vendors to achieve recyclable and biodegradable packaging only.

Who has the *Sustainable Events Guide (Waste)* been designed for?

The *Sustainable Events Guide (Waste)* has been specifically designed for event organisers and managers but can also be used by waste contractors, local councils, and waste educators.

Why run a sustainable event?

It makes sound economic, environmental, and social sense to run sustainable events.

There's no future in running an unsustainable event!

What are the advantages of running a sustainable event?

Advantages for local councils

- Reducing waste to landfill.
- Fulfilling expectations of community by leading the way in recycling.

Advantages for event managers

- Saving the cost of sending waste to landfill.
- Saving the cost of cleanup crews during and after the event: a clean site means people are more inclined to keep it clean, which will reduce the cleanup time.
- Fulfilling public expectations of an ethical event.

Advantages for waste contractors

- Being seen as leaders in sustainable waste management.

Advantages for the public and community

- Acknowledging the growing community support for 'green' or sustainable events.
- Engendering pride of community and place.

Advantages in complying with the law

- Avoiding fines and embarrassment to both to the public and organisers of the event.

Events should comply with the new Queensland Health laws regarding smoking in outdoor areas, as well as council agreement to return sites to a clean, litter-free state.

Advantages for the environment

- Reducing waste to landfill.
- Reducing pollution of waterways either directly or through stormwater pollution.
- Reducing litter entering the terrestrial environment.

Apart from these environmental advantages already discussed, decreasing single-use non-degradable products will decrease water, materials, and energy production and therefore reduce greenhouse gas emissions.

The Triple Bottom Line and the success of your event.

The triple bottom line has its history in the Our Common Future Report published in 1987 by the World Commission on Environment and Development. At the 1992 Earth Summit, hundreds of companies signed up to the Business Charter for Sustainable Development drafted by the International Chamber of Commerce.

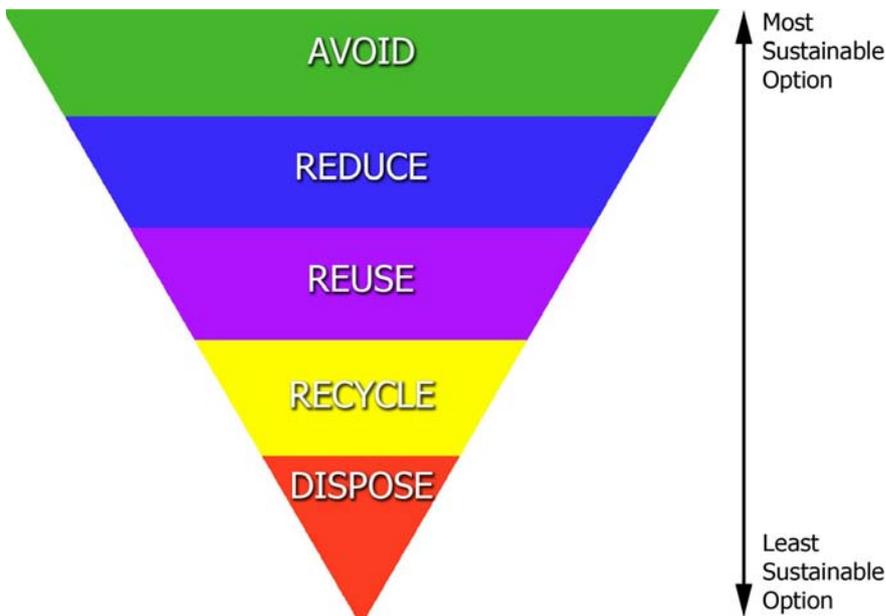
The triple bottom line can be defined conceptually as economic prosperity, environmental quality, and social justice (Elkington, 1998).

The Waste Hierarchy

Most of us understand and take part in recycling. Although it is more complex and challenging, avoiding waste should be the ultimate goal.

The Waste Hierarchy Model shows how waste should be managed in order of priority.

Figure 1 Waste Hierarchy Model



Avoid

- Don't produce waste in the first place. If you avoid using products in the first place, it can save you time and money and, most importantly, it can drastically reduce the amount of waste you produce.

Reduce

- Reduce the amount of waste you throw away.
You save landfill space, raw materials, natural resources, and money.

Re-use

- Select items that can be used repeatedly in the same form.

Recycle

- Re-use the materials from which an item is made to produce new items that save space in landfill, raw materials, and money.
Food waste, for example, can be recycled by turning it into compost.

Dispose

- Dispose of waste thoughtfully.
Discarding waste into landfills is the least sustainable option.

How does the *Sustainable Events Guide (Waste)* work?

The *Sustainable Events Guide (Waste)* is a one-stop guide to running more environmentally successful events in Queensland.

The guide is divided into seven sections:

- **Section 1:** preparing for a sustainable event and the benefits to not only your event, but to the local council, the larger community, and, ultimately, the environment.
- **Section 2:** using the BInS™ model— a best management guide to bin infrastructure at public events produced by the PSF. The BInS™ model has been successfully used since 2003 by events such as the Tamworth Music Muster and the Brisbane Riverfire.
- **Section 3:** fulfilling your legal obligations regarding smoking at your event: a step-by-step guide to setting up and maintaining outdoor smoking areas.
- **Section 4:** ensuring your preparation works on the day: guidance to make the public aware of your sustainability status as well as waste monitoring and service regimes.
- **Section 5:** important post-event issues.
- **Section 6:** case studies of successful events Woodford Folk Festival, QLPA Butt Free Woodford, and Island Vibe Festival.
- **Section 7:** templates for your event and a glossary of industry terms and useful links.

1.1 Occupational Health and Safety

All event managers, regardless of their sustainability status, should be aware of their responsibility for workplace health and safety in relation to the Environmental Protection Act 1994 <http://www.derm.qld.gov.au/register/p00682aa.pdf>

Key issues to consider include:

- risk management
- site safety during set up
- traffic management
- crowd management
- dangerous goods and explosives (Fireworks)
- emergency management plan.

1.2 Developing a task team: who to involve

The enthusiasm and creativity of the people involved bring events to life year after year.

Your sustainable event task team will probably be made up of employees, contractors, and volunteers. Each group of people in your team will have different skills and expertise, interests, and levels of commitment. The important thing is that all members be briefed of the sustainable event's program and that all work together to achieve this.

Your team could consist of the following:

- Event organiser or director: has an overview of the whole event.
- Site manager: works with the waste manager to place bins and smoking only areas.
- Site waste manager: liaises with the waste contractor; manages cardboard balers and glass recyclers.
- Waste contractor: delivers and services bins according to needs. See section 2.2.
- Stalls coordinator: manages food vendors and catering suppliers.
- Programmer: includes sustainable event's status in the program through media and MCs during the event.
- Security: deal with smoking in bars and eating and drinking in smoking only areas.
- Volunteer coordinator: liaises with departments and manages volunteers.

1.2.1 Sustainable volunteers

With boundless energy and diverse interests and skills, people come from all walks of life to volunteer their time to make your event possible.

- Give your team a name; it will assist in engendering a feeling of camaraderie.
- Give your team a costume and they'll become your champions for the cause—and have a lot of fun while performing their duties!
 - *Green Crusaders, The Clean Team, Litter Busters, Butt Hunters.*
- Keep volunteers well informed of the sustainable event's status.

It is likely that volunteers will be asked questions regarding the waste-management practices of the event.

To help answer questions, we have compiled a list of those that are most commonly asked (section 7.2).

It is also important that volunteers have been given a site induction including workplace health and safety and have the proper training for their job. This is particularly important when dealing with waste and litter departments.

Volunteers should be aware before the event that appropriate clothing be worn to reduce risk and cover the event committee as to duty of care.

1.3 Gaining commitment from key stakeholders

A key stakeholder is anybody who may have influence, or an interest, in the outcomes of your project.

Put another way, a key stakeholder is someone who effects or can be affected by your event. Gaining their commitment from the start is essential.

Waste management stakeholders could include:

- Event organiser
- Office of Liquor and Gaming Regulation - Liquor licensing
- Local council
- Waste contractor
- Existing site cleaning and maintenance staff
- State Emergency Services (SES)
- Funding bodies and sponsors
- Neighbouring properties.

See section 7.3 for a template of suggested key stakeholders. There is room at the bottom of the list to insert any other stakeholders you identify.

1.4 Liaising with stallholders

Stallholders, food venues, and bars are the major contributors to the amount of waste produced on-site.

In order for them to understand the ethics of a sustainable event and order appropriate materials in time, engage them early.

Stallholder Application Forms should:

- reflect the ethics of your sustainable event
- outline the types of products allowed onsite
- incorporate a sustainable event clause.

Below is an excerpt from Woodford Folk Festival's stalls recycling policy. See section 7.4 Full recycling policy for stall holders (Woodford Folk Festival):

The [event's name] Environment Policy promotes the capturing of all recyclable waste materials, encourages the use of recyclable or biodegradable materials and the investigation of implementing practices that minimise the waste stream.

The contribution and commitment of past and current Stall Holders in adhering to this Policy is an ongoing part of the [insert event's name] continuing success.

You are required to comply with the following Recycling Requirements in accordance with this Policy. Your compliance greatly reduces the amount of non recyclable/biodegradable waste from the Event/ Festival Site.

The signing of the attached contract signifies your acceptance of the following requirements.

Include with the Stallholder Application Form a request for the type and amount of packaging to be generated from each stall: recyclable glass and plastic bottles, containers, packaging. This will give you an idea of the infrastructure capacity required and the frequency with which you will need to service stalls.

Items to be excluded from the site could include:

- polystyrene cups
- non-recyclable plastic eating utensils
- non-recyclable drink bottles
- non-biodegradable drinking straws (particularly pre-wrapped)
- pre-packaged sugar
- condiments in single-serve packaging
- promotional literature

See section 7.5 for a list of Sustainable Products

1.5 Site mapping

Once your venues, bars, and stalls have been included on your site map, you can scope the bin stations and smoking only areas. You will need to place your bins and smoking only areas in appropriate positions to have the best chance to capture waste and recycling, and reduce littering.

Once the site has been set up, re-scope the bin stations and smoking only areas, and make sure your ideas work on site as well as the site plan. Factors to be aware of include:

- Are the bin stations and smoking only areas accessible for emptying (particularly bins being emptied by vehicle)?
- Are the bin stations in high pedestrian traffic areas?
- Are the smoking only areas at least four metres away from venues, bars, food and drink areas?
- Are the smoking only areas at least 10 metres away from children’s play areas?

1.6 Sustainable Events Waste Action Plan

The Sustainable Events Waste Action Plan (section 7.6) will ensure that you contact all relevant people prior to the event and that you have minimal unexpected issues to deal with during the event.

The Sustainable Events Waste Action Plan has been designed in three parts:

- **Part 1:** issues to address prior to your event.
- **Part 2:** event set up and during the event.
- **Part 3:** after the event.

2.1 Why the need for a waste management plan?

You can provide as many bins as you want at an event; the big test is ensuring that the system is convenient and easy to use. Simple systems will allow your visitors to do the right thing: recycle easily and dispose of their rubbish properly, which will reduce the amount of litter on the ground during and after an event.

Before you start, you must ask yourself what the event should achieve. For example you may want to reduce litter or maximise recycling. Be realistic: achieving 100% recovery without any contamination will be almost impossible.

Other factors to consider when planning your system is bin numbers, positioning, and signage, what materials are we going to recycle?

2.2 How to assess waste infrastructure

You will need to provide bins to help collect recyclables and to reduce the levels of litter. Providing recycling bins at the event will also reinforce a positive message to your patrons that the event is managing its waste sustainably. It's important to make sure that the systems work correctly.

Waste and recycling services may be supplied by your local council or you can choose to use a private waste management company. For a full list of local service providers, look in the Yellow Pages or on internet for 'Waste Management' in your region.

Work with your waste management company to ensure that:

- you have adequate bins and that the frequency of emptying is suitable for your event.
- they can easily access the collection areas to service the recycling and waste bins, during and after the event.

2.2.1 How many bins will I need?

If you have organised the event before, you may already know the number of bins required for the event. If not, try asking previous organisers how many bins they had: did they have enough or too few?

If it's a new event, try to calculate the expected attendance and use the following rule:

One person = approximately one litre of waste or recycling per meal per day.

Talking with your waste contractor is also advisable; they can help you to consider a variety of issues such as OH&S, frequency of collection, and the best place to store recycling and waste to make it easy for them to service the bins.

It is likely that you will be provided with mobile garbage bins—240 litre wheelie bins—by your waste

contractor. These bins are excellent for containing material and easy to move around; just remember that once a bin is full, it can become heavy and difficult to move about. It is advisable to empty or replace bins at a maximum of 75% capacity.

Speak with the waste contractor and professional OH&S personnel to reduce the chance of accidents at the event.

2.2.2 What recyclables are we going to collect?

Recycling at your event will probably require you to collect recyclables in a co-mingled form: all mixed in together, similar to your home 'yellow' recycling bin. Providing too many bins and options for the public will only confuse them and increase the levels of contamination.

The choice of what to collect will come down to what your waste contractor can accept for recycling. Most events choose to recycle food and beverage containers, such as plastic and glass bottles, aluminium, and steel cans.

Some waste contractors will also accept waste paper in the co-mingled recycling. Discuss the options with your waste contractor.

2.3 Recycling management plan: Events

When developing a recycling management plan, many issues have to be addressed. Below is a list of questions to consider for your event:

2.3.1 Ownership

- Who will be taking ownership of the recycling system?

2.3.2 Waste contractor

- Have you contacted your waste contractor to see if they will provide a recycling service in addition to the existing waste service?

2.3.3 Materials Recycling Facility (MRF)

- Have you checked to see if the MRF used by your waste contractor accepts recycling collected in plastic bags?
- What levels of contamination does the contractor's MRF accept?

If the MRF does not accept recyclable materials contained in plastic bags, there are two options to ensure the recycling collections do not get rejected.

Those servicing the bins can either:

- use clear plastic bags and empty the recyclable materials from the bags into the skip or allocated container at the back of house
- replace full recycling bins (moved to back of house for collection) with empty recycling bins.

2.3.4 Attendees

- How many people will be attending the event and how many bins will you need (assume one litre of waste or recycling generated per person per meal)?

2.3.5 Bin positioning

- What are the patterns of movement by the public across the site; where should bins be located? See section 2.5.

2.3.6 Recyclable materials

- How will the volume and weight of packaging sold affect the size and number of waste and recycling bins required?
- What recyclable materials will be targeted?

2.3.7 Vendors

- Where will the bins be placed to service the vendors at the events; what recyclable materials will be targeted?
- How will you communicate recycling system to the vendors: who will have this responsibility?
- Are vendors obliged to nominate a preference for either reusable items or disposable items that are recyclable?
- Will vendors display signage promoting the appropriate waste disposal behaviour at the point of sale?
- Have vendors been made aware of any on-site recycling services and agreed to participate in diverting materials appropriately to these services?
- Have vendors made their staff aware of their commitment to participate in any recycling services?

2.3.8 Cleaning staff

- Have cleaning and catering staff and contractors been alerted to your plans: do they understand what is required of them and what their role is to be?
- Who will communicate how to operate the recycling system to staff?
- Is there a communication plan in place between vendors and cleaners to ensure that adequate services are provided during the event or the event preparations?
- Can recycling bins be effectively emptied and serviced by the waste contractor; where will the recycling be located for collections?

- Who will maintain the bins i.e. cleaning at the end of the event?
- Who will organise the return of bin caps and signage to the Council?

2.3.9 Data collection

- Who will liaise with the waste contractor?
- Who will receive the invoice from the waste contractor and ensure that it demonstrates data for the volume of materials recycled?

2.4 Bin caps

Most regional councils in South East Queensland have a supply of bin caps funded by the Department of Environment and Resource Management. Call your individual council for more information on how to access bin caps.

2.5 Positioning bins for optimum use

When considering where to locate bins, think about how people will be moving about your site. Locating bins in easy to access locations will help people to dispose of their waste correctly, recycle more, and reduce the levels of litter.

For example, people may purchase food, unwrap it, and leave its packaging at or near the food stall. They may carry a drink container around the site while drinking it and then leave it elsewhere. Therefore, making waste and recycling bins visible from key points around the site is crucial for an effective recycling system.

Generally, people will make only one trip to dispose of their waste, so the nearest bin will typically be used. A littering behaviour study completed in 2001 for the Beverage Industry Environment Council identified distances people were prepared to walk to a bin in various location:

Table 1 Distance a person will walk to a bin rather than litter

| Location | Distance in metres |
|------------------|--------------------|
| Mall | 3 |
| Market | 3 |
| Shops | 4 |
| Event / Festival | 6 |
| Public Building | 7 |
| Park | 9 |
| Roadside | 17 |
| Beach | 19 |

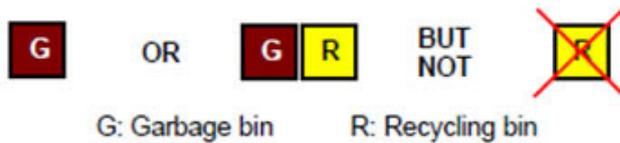
Source: Littering Behaviour Studies 4, Beverage Industry Environment Council, 2001

Placing a waste bin immediately next to every recycling bin will help minimise contamination (figure 2).

However, this does not mean that you need to place a recycling bin with every waste bin. In some cases it may not be possible to place both a waste and recycling bin due to space limitations or a higher possibility of contamination (outside fast food outlets that do not sell recyclable containers). In these instances, it is better to place a single waste bin.

- Make sure that your chosen location does not impede the public's egress in the event of an emergency.

Figure 2 Suggested bin configuration: waste only, or waste and recycling, but never recycling alone



Source: BEIC (2001).

Try to locate bins in or near to where people will consume and dispose of materials. This is not necessarily where they have bought the item. Bins are best located close to:

- toilets
- eating areas
- bars
- smoking only areas
- car park
- entrance and exits.

2.6 Pre-festival bin infrastructure: Checklist.

Section 7.7 provides a checklist for recycling at events.

Queensland has the most stringent smoking laws in Australia. This can make it difficult for event organisers to gain co-operation, particularly from interstate attendees. A strong understanding of our laws and a good butt-free event plan will offer the best chance of running a successful program.

3.1 Smoking at your event and the law

Queensland's tobacco laws are among the most significant anti-smoking reforms in Australia.

In Queensland, since 1st July 2006, 100% of enclosed areas must be non-smoking. This includes structures such as marquees, sheds, and caravans.

An area is deemed enclosed if it has a ceiling or roof and is completely or substantially closed in.

If food or drink is served at your event, it is likely that your event will be classed as an 'outdoor eating or drinking place' under Queensland's tobacco legislation. This means that there must be no smoking anywhere at the event, except in 'outdoor smoking only areas' where no food or drink may be taken or consumed. Outdoor smoking only areas must also comply with the law.

\$200 on-the-spot fines will be issued to anyone found smoking in a no-smoking area.

Visit the Queensland Health website www.health.qld.gov.au/tobaccolaws/ or contact the tobacco laws service at the Government call centre on 13 13 04, 8am–5pm, Mon–Fri for more information about your legal obligations.

3.2 Butt litter and the environment

In Australia alone, it is estimated that 7 billion butts are littered annually.

While it is acknowledged that this figure is difficult to quantify, we do know that 23 billion cigarettes were consumed nationally in 2002. If we assume that 50% were smoked outdoors, studies show that the propensity to litter is around 59% – making the estimated butt littering figure around 7 billion.

Whether this figure is somewhat higher or somewhat lower really doesn't matter. What is important is that there are a lot of butts being littered!

Cigarette butts have consistently made it into the top 10 items picked up in the Clean Up Australia Day Rubbish Report since it started in 1990. In 2008, littered butts were the most commonly found item during the clean up for the 13th year running!

According to the Keep Australia Beautiful National Litter Index 2008-09 Annual Report, cigarette butts are undeniably still the most pervasive litter item nationally.

http://www.kab.org.au/files/NLI/6584_-_kab_-_nli_-_report_-_2008-09_-_july_09_-_final.pdf

Butts may only be small, but they are still very important when it comes to the litter stream because what they lack in size they more than make up for in number.

Source: www.buttfree.org.au

Why are these littered butts a problem?

- Littered butts have environmental impacts on waterways, soils, and habitats.
- Littered butts release toxic emissions (e.g. nicotine and pyrene leach within one hour of exposure) into water and soil as they decompose.
- Sediment contamination studies in Sydney indicate butts as a significant contributor to sediment pollution (10%).
- Butts can have negative effects on habitats when ingested by wildlife and as contributors to ecological degradation.
- Littered butts pose fire risks (there is significant variation in published estimates).
- Under controlled conditions, one butt creates 7.5 litres of biohazardous water for crustacean found in freshwater environments.

3.3 Changing butt littering behaviour

The challenge of changing littering behaviour at events requires a multifaceted approach including awareness, education, infrastructure, and enforcement.

Key factors to achieving a butt-free event:

- clear signage and butt bins at all entrances to the festival
- clearly signed and defined outdoor smoking only areas
- appropriately placed disposal facilities
- regular butt litter collection
- encouragement (in the form of Butt Hunter volunteers)
- reinforcement by security guards.

3.4 Smoking only areas

When devising your site map, you may wish to establish smoking only areas. The number of smoking only areas will depend on the nature of the event, the size of the site, and the number of patrons expected.

Before designing your smoking plan for your event, you will need to have read and understood Queensland's tobacco legislation and make sure that the positioning of smoking only areas complies with legal distances away from entrances (four metres) and children's play areas (10 metres).

If your event is classified as an 'outdoor eating or drinking place', legislation states that there is to be no food or drink consumed at a **smoking only area** at an outdoor venue.

Note: smoking only areas are different from Designated Outdoor Smoking Areas (DOSAs) which may be established only at a permanent hotel, club, or casino.

3.4.1 Designing your smoking only areas

How you manage smoking only areas can affect littering behaviour as well as determine whether you are complying with your legal obligations. For example, by law, smoking only areas must be:

- unenclosed
- at least four metres from an entrance to an enclosed place
- at least 10 metres from children's playground areas.

Back stage

When planning your smoking only areas, include a small area behind each stage for the use of performers and road crew.

Consistent signage

- Strategically placed butt bins and signage at event entrances will give patrons a clear message of your policy and expectations before they enter the site. This also offers patrons an appropriate place to butt out before they enter the event.
- Consistent signage also helps smokers to easily identify smoking areas throughout the site.
- All bars and food areas should have no-smoking signage. Signage is available from the tobacco laws service at the government call centre, 13 13 04, 8am–5pm Mon-Fri.

Signage content

To meet Queensland government's legislative requirements that no food or drink be taken into smoking only areas, signage must include the following information:

'Smoking only area: *Food and drink must not be consumed in this area.*'

Tear-drop banners for both your event site entrances and smoking only areas are available from QLPA www.qldlitter.com

3.4.2 Setting up your smoking only areas

- Set up smoking only areas at least four metres from entrances and at least 10 metres from children's areas.
- Achieve a well defined smoking only area by setting up temporary fencing and displaying consistent, high-set signage so that smokers can easily find smoking areas throughout the site.
- Position butt bins in each smoking only area and at the exit to the area.
- Add seating to smoking only areas.
- Add shelter: it makes the area usable during rainy weather, thus minimising smoking under awnings and in toilets.

3.5 Enforcing a smoke-free policy

Unfortunately, not everyone does the right thing and occasionally a patron will smoke in a prohibited area. Bars are the most frequently abused areas. Bar staff and volunteers should be aware that smoking is not permitted within four metres of a bar area.

The obligations of bar staff to avoid penalty if a person is smoking in a no smoking area are:

- to tell the person who is smoking to stop.
- to advise them that it is against the law not to follow your direction.
(Failure to do so will incur fines of \$200 to smokers and a \$1000 per person fine to the event organisers.)
- to immediately cease serving food and drink to the person smoking if they do not comply.

If the patron does not comply with staff directives, they should hand the issue to security staff: paid professionals who are trained to deal with such situations.

Before the event, advise security staff that dealing with smokers is one of their duties.

3.6 Monitoring and cleaning of smoking only areas

To gauge the success of a smoking only area's position, monitor the amount of people using each smoking only area and check how many butts are in the butt bins. If one area is not attracting smokers, be flexible enough to move it to a better position after observing crowd flow.

If butt litter is present in your smoking only areas, you will need to reposition butt bins, add extra butt bins, and/or add windproof ashtrays if using tables. Make sure that any littered butts are picked up by your servicing team so that it isn't seen as acceptable behaviour.

Regularly empty and clean butt bins to encourage smokers to use them. No-one likes touching dirty waste bins: the same applies to patrons using butt bins.

Put together a cleaning kit for your team. This could contain cotton and disposable gloves, bucket, tongs,

spray cleaner, and cloth.

3.6.1 Data collection

If you are collecting data, put butts in numbered bags; one for each bin.

If there is only a small number of butts, count each butt; however, if you have a large number, an average measure is 50 butts equals approximately 30 grams. This can vary depending on whether the butts are wet or dry.

3.6.2 The team

Depending on the size of your event, you will need a person or group to:

- set up smoking only areas
- monitor and clean smoking only areas
- bump out and clean the equipment.

During your event, consider having your team dressed in themed street-theatre costumes. Importantly, it also gives your team an opportunity to have some fun while raising awareness of the butt-free expectations of your event. (See section 3.7.1)

For a volunteers' information template see section 7.2.

3.6.3 Cleaning up littered butts: Litter breeds litter

An area that has littered butts indicates to smokers that it is common practice and acceptable behaviour to drop their butts on the ground.

To discourage littering, frequently pick up all littered butts in smoking areas. This way, smokers are more inclined to follow the common practice of placing butts in butt bins provided.

3.6.4 Getting the message out

When designing your website and event program, consider including a 'conditions of entry' section stating your on-site smoking policy. Below is an example.

Condition of Entry: Smoking

'For the consideration of others and to comply with the law patrons are asked to only smoke in the outdoor smoking only areas. Failure to do so could result in on the spot fines and being asked to leave the site.'

Identify smoking only areas on your program, site map, and website so that smokers can easily find them. Brief security guards and bar staff so that they can direct smokers to the designated areas.

3.7 Raising awareness of smoking only areas and butt litter

3.7.1 “Edu-tainment”: Street theatre - smoking

Street theatre is a great way to get your message out in a positive, non confronting way.

Smokers are much more readily engaged when talking to a comical costumed character than being told what to do by someone with an official shirt.

Street-theatre characters can also service butt bins and pick up any butts found littered. Provide volunteers with a pair of barbeque tongs or similar to reduce the risk of back injury.

Your event can develop a theme to engage volunteers, use costumes provided by the QLPA, or hire a team of professional 1940s-style Butt Hunters: www.qldlitter.com/mobile.php

See also section 4.3.

3.7.2 Master of Ceremony’s messages

Your MC is a great resource to reinforce your smoking policy to patrons in between event acts.

For example:

“For the consideration of others, and to comply with the law, patrons are asked to smoke only at the outdoor smoking only areas and use the butt bins provided. These areas can be easily identified by the [description] banners.”

For more messages, see section 4.2.

3.8 Butt-free events

The QLPA www.qldlitter.com offers the following services for your event:

- consultation on the scope, design, and set up of your butt-free event
- tear-drop banners (for the entrance and smoking areas)
- mobile stainless-steel butt bins with signage
- temporary fencing in the form of electric fencing poles and rope
- pop-up marquees
- Queensland Health 'no smoking' and 'smoking only area' signage
- street-theatre troupe, The Butt Hunters: 1940s-style safari hunters who will supervise your butt-free event program
- Butt Hunters costume hire
- waste auditing table, templates, scales, safety gear, first-aid kit, and equipment.

Did you know?

Selling prohibited and restricted smoking products

Since 1 July 2007, it is against the law to display or sell implements or components of instruments used for smoking illegal drugs.

Any retailer selling or displaying prohibited smoking implements such as ice pipes and bongs will be liable for a \$400 on-the-spot fine, or a court fine of \$14,000.

Tobacco hookahs are culturally permissible; however, no more than three can be displayed and laws apply in terms of how and where they may be used. On-the-spot fines of up to \$400 apply.

Contact the tobacco laws service at the Government call centre (13 13 04) for more information.

4.1 Monitoring and cleaning bins

Waste and recycling systems need regular monitoring to ensure that they operate correctly. Your team will play an integral role in identifying problems early and resolving them quickly.

Having a dedicated person from your team manage the waste and recycling at an event will ensure that the system operates smoothly.

Typical monitoring should include:

- regularly emptying waste and recycling bins to avoid overflow, congestion, and contamination of recyclables
- preventing collected recyclables from mixing with waste prior to collection
- keeping waste and recycling bins clean and presentable
- returning bins that may have been moved by the public or vendors to their original position
- moving unused bins to areas where high levels of litter is being generated
- promptly cleaning up litter: litter attracts other litter
- replacing or removing any damaged bins to prevent injury to the public.

4.2 Raising awareness of waste and recycling

4.2.1 Master of Ceremony's messages.

Your MC fulfils a significant role in communicating the sustainability message throughout the event.

Simple reminder messages, particularly when patrons are leaving an area after an act, reinforce the sustainable events message. For example:

- "This is a sustainable festival/event"
- "before you leave, please..... "
- "Do the right thing; use the right bin"
- "Please remember that this is a butt-free site...."

In section 7.8, you will find an MC's announcement and message templates, which you can use to fill in your events details and add any specific messages that you may wish to reinforce.

Remember when copying the template to keep the text large so as to be easily read by MCs while on stage.

4.2.2 “Edu-tainment”: Street theatre – waste and recycling

Street theatre offers a non confronting, humorous avenue for getting your sustainable event message heard.

You can create your own characters relevant to your event, or use the street-theatre troupe specifically developed to deal with waste reduction, the Waste Mob (section 7.9).

5.1 Auditing waste produced from your event

Firstly, you need to ascertain what information you want to gather, what budget you have, and for whom you have to undertake the audit and collate the information.

Some funding bodies require certain information and have a format that you may need to follow.

There are a number of methods that can be used to assess waste produced and recycling diverted at your event. A comparison of audit types is available in section 7.10.

- Waste contractor waste audit: usually for major events
- Professional waste audit: during/ post event
- In-house waste audit: during/post event

You will need to be aware of occupational health and safety issues.

It is strongly recommended that:

- all auditors undertake a waste auditing training course
- all auditors have appropriate immunisation e.g. tetanus and hepatitis (see doctor for assessment of immunisation required)
- all auditors wear protective clothing such as overalls, boots, goggles, chemical gloves, and aprons.
- first-aid equipment is accessible.

Even with all precautions followed there is still the risk of a needle stick injury.

5.1.1 Visual-only waste audit

A visual inspection undertaken at time of servicing will provide an estimate of waste collected. The waste and recycling audit templates provided in section 7.11 will give a breakdown of percentages and total litres.

5.2 Post-event site cleanup

Post-event site cleanup is an important aspect of any event, regardless of its size or duration. To ensure that the site on which the event is held is left in exactly the same condition in which it was found (or better!), it is a good idea to design and implement a post-event site cleanup plan. This plan may form a sub-section of your waste management plan and can often be a local council requirement.

The key questions in section 7.12 can be used as a guide to managing post-event cleanup and creating your plan.

5.3 Cleaning and returning waste management equipment

After the event, clean all equipment and/or hire equipment and either return it or store it for collection.

It is important to assign people to cover this as lost, damaged, or dirty equipment will normally incur an extra fee and is not a good image for your future events.

5.4 Post-event evaluation

Once your event is over, you're done, right? **No way!**

To gauge the success of your event, you will need to undertake post-event evaluation. For example:

- Email post-event evaluation to all key stakeholders.
- Hold a debriefing meeting with all key stakeholders.
- Review and collate any feedback surveys you distributed at the event.

5.5 Sustainable volunteers

People volunteer for many different reasons. Whether it is to gain skills, be part of a team, or simply to meet people, all volunteers give up their time to be a part of your event.

It is much easier to have return volunteers than training new ones each year. It also shows that they are happy to come back again as they enjoyed the experience of the last event.

Some ways that you can build continued volunteer support for future events:

- Involve your volunteers in the post-event feedback process; they often have great input and will feel valued for providing it.
- Show your appreciation: a good way is to have a post-event volunteers' barbeque or party.

The following case studies have been included as examples of successful initiatives undertaken by committed organisations.

6.1 Island Vibe Festival 2008

Island Vibe Festival 2008 was held on North Stradbroke Island (Minjerrabah) on the weekend of 24th–26th October. While Island Vibe boasts a lineup of prominent musicians and artists, the festival's philosophies also place significant importance on the Indigenous and local community and the protection of the natural environment. The *Island Vibe Sustainability Strategy* provides a framework to guide festival coordinators towards festival more sustainable festive and thus the protection of the natural environment.

The festival's environmental philosophies are based on the principles of reduce, reuse, recycle; restore and replenish; promote and educate. These philosophies are embedded into all aspects of festival development and implementation. In 2009, a Sustainability Coordinator was employed to ensure that the various sustainability initiatives, as outlined in the *Island Vibe Sustainability Strategy*, were implemented and achieved.

The *Island Vibe Sustainability Report* (section 7.13) reflects the outcome of these initiatives and serves as the basis on which the festival can aim to increase its sustainability in the years to come.

6.2 Woodford Folk Festival Waste and Recycling Report 2008/2009

Woodford Folk Festival is an annual six-day event held from 27th December to 1st January. The festival caters for a daily population of 20,000 people living on site with full camping facilities. It is equivalent to a town the size of Nambour. The festival has over 40 restaurants and 15 bars.

The waste management and recycling results from the *Woodford Folk Festival Waste and Recycling Report 2008/2009* (section 7.14) demonstrated the continuing commitment of the festival's management committee to achieving high recovery levels for recyclables and minimising landfill disposal.

6.3 Woodford Folk Festival - Butt Free Woodford Report 2007/2008

The Butt Free Woodford Program was initiated at the 2007/2008 Woodford Folk Festival to address cigarette butt litter on the festival site and to comply with the new Queensland Health smoking regulations.

The challenge of facilitating behavioural change on such a large scale as Woodford Folk Festival required a multifaceted approach to encompass the many issues and personalities involved in butt littering. The key factors to achieving change were:

- clear signage at all entrances to the festival village
- 'no smoking' signs at bars
- clearly signed and defined smoking only areas
- appropriately placed disposal facilities
- regular butt litter collection
- incentives (free personal ashtrays)
- encouragement (Butt Hunter volunteers).

A full report of the butt-free event is available in section 7.15.

7.1 Information: Glossary of industry terms

(available online: <http://www.qldlitter.com/acronyms.php>)

| | |
|-----------|--|
| AS | Australian Standard |
| AFGC | Australian Food & Grocery Council |
| ANZECC | Australia & New Zealand Environment Conservation Council (now EPHC) |
| BIEC | Beverage Industry Environment Council (now PSF) |
| Blns | Bin Infrastructure Systems (BIEC) |
| BFA | Butt Free Australia (formally Butt Littering Trust) |
| DERM | Department of Environment and Resource Management (formally DPI) |
| DPI & F | Dept Primary Industries & Fisheries |
| EIS | Environmental Impact Statement |
| EMP | Environmental Management Plan |
| EMS | Environmental Management System |
| EPP Waste | Environmental Protection (Waste management) Policy 2000 |
| EPP Water | Environmental Protection (Water) Policy 1997 |
| ER | Environmental Requirement |
| ESD | Ecologically Sustainable Development |
| HDPE | High Density Polyethylene |
| KAB | Keep Australia Beautiful |
| KABQ | Keep Australia Beautiful Queensland |
| LDPE | Low Density Polyethylene |
| LGAQ | Local Government Association Queensland. |
| MRF | Materials Recovery Facility |
| NRM | Natural Resource Management |
| PSF | Packaging Stewardship Forum |
| PE | Polyethylene |
| PET | Polyethylene Terephthalate |
| PIN | Penalty Infringement Notice |
| PP | Polypropylene |
| PPR | Public Place Recycling |
| PSF | Packaging Stewardship Forum (formally BIEC) |
| QESSI | Queensland Environmental Sustainable Schools Initiative |
| QWEG | Qld Waste Educators Group |
| QLPA | Queensland Litter Prevention Alliance Inc |
| QWaLC | Qld Water & Landcarers Inc. |
| SEQHWP | South East Queensland Healthy Waterways Partnership |
| SQID | Stormwater Quality Improvement Device |
| TBL | Triple Bottom Line (Economic prosperity, environmental quality and social justice) |
| TDPA | Totally Degradable Plastic Additives |

7.2 Information: questions for cleanup teams

(contact QLPA for electronic version)

Thank you for being a part of the [enter name of event] Sustainable Event Team.

As a member of the team it is likely you will be asked questions regarding the program. To better enable you to deal with the public we have listed the most commonly asked questions.

Doesn't the recycling just go to the dump anyway?

This is probably the most often asked question.

No.

Contents of the recycling bins will be taken by a separate truck to Materials Recovery Facility or MRF where it will be sorted before being sent to a recycling centre.

What about contamination of waste in the recycling bins?

The MRF will accept a small amount of contamination. If the level is too high however that particular load will be sent to the waste dump. Correct bin placement and configuration, clear, consistent signage and messages will lessen the likelihood of contamination.

What items can be recycled at the event?

- aluminium cans
- steel cans
- glass
- cardboard and newspaper
- plastic bottles and cups with 1-6 in a triangle.

What items are not recyclable

- polystyrene cups and food containers
- cling wrap
- cable ties
- plastic cutlery
- plastic bags
- waxed cardboard (fruit & veg boxes).

Why can't I smoke outside the bar/ food area?

Queensland law deems it illegal to smoke within four metres of any enclosed area and 10 metres from children's play areas.

Who's going to catch me?

Inspectors regularly attend events to ensure smoking laws are adhered to.

\$200 on-the-spot fine for the smoker or fines of up to \$2,000 may be issued by a Magistrates Court. Events' organisers also could be fined \$1,000 per person caught smoking.

Can I smoke walking around the event site?

No.

To minimise confusion and to best keep smokers and non-smokers happy, smoking is only allowed in the designated areas.

7.3 Template: Key stakeholder contact list

(contact QLPA for electronic version)

| Sustainable Event - Key Stakeholder Contact List | | | | | |
|--|--------------|----------------------|-------|-----------------|--|
| Name of organisation | Contact name | Their Role/ Im- pact | Email | Contact Details | |
| Event organiser | | | | | |
| Office of Liquor and Gaming Regulation | | | | | |
| Council | | | | | |
| Waste Contractor | | | | | |
| Cardboard Balers | | | | | |
| Glass recyclers | | | | | |
| Existing site maintenance & cleaning staff | | | | | |
| Services | | | | | |
| State Emergency Services | | | | | |
| Police | | | | | |
| Ambulance | | | | | |
| Funding Bodies | | | | | |
| Sponsors | | | | | |
| Neighbouring properties | | | | | |
| Neighbouring/ adjacent businesses | | | | | |

7.4 Information: Full recycling policy for stall holders

(contact QLPA for electronic version)

Food Stall Holders

Recycling Policy and Requirements

(Please read carefully and do not hesitate to contact the Stalls Coordinator with any questions.)

The [event name] Environment Policy promotes the capturing of all recyclable waste materials, encourages the use of recyclable or biodegradable materials and the investigation of implementing practices that minimise the waste stream.

The contribution and commitment of past and current Stall Holders in adhering to this Policy is an ongoing part of the [event name] continuing success.

You are required to comply with the following Recycling Requirements in accordance with this Policy. Your compliance greatly reduces the amount of non-recyclable/biodegradable waste from the Festival site.

Signing the attached contract signifies your acceptance of the following requirements.

1. Food Serving Products

All stalls must provide patrons with:

- Plastic Cups P.E.T Level 1 – 6 for cold drinks.
- Biodegradable/recyclable plates, bowls, food trays (eg. Paper, cornstarch, fibre)
- Biodegradable/recyclable cutlery (eg. cornstarch, bamboo)
- Biodegradable Hot Cups

It is preferable that Stalls minimise the amount of napkins/serviettes and straws.

2. Organic Waste Collection

The allocation and collection of Organic Waste bins is a free service available to all Food Stalls.

All food waste (excluding meat/fish products), paper, and cardboard can be collected by Festival Garbology throughout the Festival.

Please email [contact email] before [date] if you would like an Organic Waste bin for your stall.

3. Oil Collection

All oil used in cooking can be collected by Festival Garbology as a free service during the Festival.

Please email **[contact email]** before **[date]** if you would like this service for your stall.

4. Bins

General Waste Bin(s) and the Recycling Bin(s) need to be placed on the street by 5.30 am daily for collection by Festival Garbology.

Full bins must not be left on the street after this time.

If you miss the early morning collection or your bins are overflowing at any time, please empty into the nearest industrial skip and/or recycling station.

Large amounts of cardboard can be deposited in the central collection area.

Please do not hesitate to contact the Stalls Coordinator with any questions.

7.5 Information: Sustainable product database

(Available online: <http://www.qldlitter.com/events.php>)

Queensland

Biome Living

2 Latrobe Tce
 Paddington QLD 4064
 Ph: 1300 301 767
 Order online: www.biome.com.au

Palm leaf plates and bowls. Distributor for Bamboo Ware. Bamboo plates, bowls, cups and cutlery.

Bunzl Ltd.

www.bunzl.com

Eagle Farm
 Unit 1, 46 Eagle View Place, Eagle Farm QLD 4009
 PO Box 1316, Eagle Farm QLD 4009
 Tel: (07) 3850 9100 Fax: (07) 3850 9150

Mackay
 10 Michelmores Street, Paget Mackay QLD 4740
 PO Box 226, Mackay QLD 4740
 Tel: (07) 4952 4277 Fax: (07) 4952 4661

Portsmith
 5 Owen Close, Portsmith QLD 4870
 PO Box 6931, Cairns QLD 4870
 Tel: (07) 4051 2388 Fax: (07) 4051 0867

Townsville
 9 - 13 Toll Street, Bohle Townsville QLD 4818
 Tel: (07) 4729 3700 Fax: (07) 4774 5050

Biodegradable napkins, Envirotray and snack boxes, Chinet paper plates, biodegradable coffee cups, wooden stirrers, bamboo forks,

spoons and knives, corn starch bin liners, paper bottle carry bags.

Detpak

Unit 3, 370 Nudgee Road Hendra
 Queensland 4011
 Tel: (07) 3606 4420
 Fax: (07) 3606 4421
www.detpak.com/asp

Paper cups, plates, bowls, other containers. Cornstarch/PLA and wooden cutlery.

Go Vita Margate Health and Organics

Shop 8B Margate Village
 270 Oxley Ave
 Margate QLD 4019
 Ph: 07 3283 8677

Distributor for Bamboo Ware. Bamboo plates, bowls, cups and cutlery.

Lombard the Paper People

Slacks Creek 3399 Pacific Hwy Qld
 Tel: (07) 3290 6066
 Fax: (07) 3290 2099
www.lombard.com.au
 Email: slackscreek@lombard.com.au

Paper cups, plates, bowls, other containers. Wooden Cutlery.

Merino Pty Ltd.

26-48 Platinum Street
 PO Box 2261
 Crestmead QLD 4132
 Ph: 1800 622 018
www.merinoptyltd.com.au

Paper plates/bowls

Nutriente

162 Kitchener Road
Hendra QLD 4011
Ph: 07 3256 1021
www.nutriente.com.au

Distributor for Bamboo Ware. Bamboo plates, bowls, cups and cutlery.

Organics Australia Online

www.organicsaustraliaonline.com.au
PO Box 753
Paddington QLD 4064
Ph: 07 3367 8185

Distributor for Bamboo Ware. Bamboo plates, bowls, cups and cutlery.

Signum

46 Yarraman Place, VIRGINIA 4014
Phone: +61 7 3623 9200
Fax: +61 7 3216 5933
Email: kelvins@signum.com.au
www.signum.com.au

Cornstarch/PLA cups, plates, bowls, other containers.

The Green House Environment Shop

55 Spence Street
Cairns QLD 4870
Ph: 07 4031 8787
Email: greenhouse55spence@hotmail.com

Distributor for Bamboo Ware. Bamboo plates, bowls, cups and cutlery.

Victoria**Visy Closed Loop**

232 Albert Road, South Melbourne VIC 3205
Tel: (03) 9684 4600

www.visyclosedloop.com

Burger boxes, hot dog boxes, pizza boxes, chip cups, snack boxes, Envirotrays, biodegradable coffee cups.

BSB Packaging Ltd.

5 Wadhurst Drive Boronia Vic. 3155
Tel: (03) 9801 9255
www.bsbpackaging.com

Biodegradable napkins (recycled), biodegradable coffee cups, cornstarch cutlery, wooden stirrers, cornstarch bin liners, cornstarch straws, biodegradable lunch trays, lids, salad bowls.au.

Australian Capital Territory**Earth Basics**

301 Canberra Avenue Fyshwick ACT 2609
Tel: (02) 6280 4128
Fax: (02) 6280 4736
Toll Free 1300 364 128
www.earthbasics.com.au

Paper food pails, sugarcane fibre plates and bowls, paper cups with cornstarch coating, PLA starch cups, ripple wrap hot drink cups, cornstarch cutlery, cornstarch straws, wooden stirrers, paper towels, serviettes, Envirotrays, Pizza trays, chip cups.

South Australia**Adelaide Bag and Packaging Pty Ltd.**

340 South Road Croydon Park SA 5008
Tel: (08) 8346 5733

Recycled biodegradable napkins, biodegradable bags, Envirotray and snack boxes, Chinet paper plates, biodegradable

coffee cups, wooden biodegradable cutlery stirrers, paper bottle carry bags.

Galipo Food Company

PO Box 2448 Dry Creek 5094
Unit 5 Commercial Court Dry Creek SA 5094
Ph 08 81682000
Fax 08 84682030

Paper cups, plates, bowls, other containers.
Cornstarch/PLA and wooden cutlery.

Mick Savill Packaging

87 Research Road Pooraka SA 5095
Tel: (08) 8349 7889
www.micksavill.com.au

Envirotray and snack boxes, Chinet paper plates, biodegradable napkins, biodegradable coffee cups, paper plates.

Northland Distributors Pty Ltd.

5a Thomas St Cavan SA 5094
p: (08) 82624481

Paper cups, plates, bowls, other containers.

Pak-rite

13 Crompton Road, Mt Barker SA 5251
AUSTRALIA
PO Box 663, Mt Barker SA 5251
Phone: 08 8398 2872
Fax: 08 8398 2873
Email: sales@pak-rite.com.au
www.pak-rite.com.au

Biodegradable napkins, Envirotray and snack boxes, Chinet paper plates, biodegradable coffee cups, biodegradable cutlery and stirrers, biodegradable lunch trays, lids and salad bowls, paper bottle carry bags, drink cup trays.

New South Wales

A & W Hollier

33 Victoria St Smithfield NSW 2164
(02) 9725 5520
www.awhollier.com.au

Paper cups, plates, bowls, other containers.
Wooden Cutlery.

Biofilm

Level 2, 37 Bligh Street Sydney NSW 2000
Tel: (02) 8257 3338
www.ausasialink.com

Biodegradable knives, forks, spoons, straws, biodegradable bags.

Biopak

Suite 3 Level 4 Block D, 12-24 Talavera Rd,
North Ryde, NSW 2113
Telephone: +61 2 8877-5959
Fax: +61 2 8877-5999
Email: info@biopak.com.au
biopak.com.au

Sugarcane plates, bowls, Argo resin palm fibre trays.

EBA Bio Products

1/1 Beach Street Kingscliff NSW 2487
Tel: (02)6680 3630
www.ebabioproducts.com.au

Importer/wholesaler of 100% biodegradable, disposable bio plates made from pressed palm sheaths.

Ecolifestyle: Bamboo Ware

P.O Box 7052 Alexandria, NSW, 2015.

(02) 8399 2376
 Toll Free: 1300 884 702
 Email: info@ecolifestyle.com.au

Distributor for Bamboo Ware. Bamboo plates, bowls, cups and cutlery.

Environmental Enterprises

25 Colonial Street
 Campbelltown NSW 2560
 Ph 02 4620 9248
 Fax 02 4620 9948
 Email: tao@ispdr.net.au

Paper cups, straws. Cornstarch/PLA cups, cutlery, straws, garbage bags/liners. Sugarcane Fibre cups, plates, bowls.

Kent Paper

Po box 41 Spit Junction 2088
 9-13 Hayes St Balgowlah NSW 2093
 (02) 9949 6666
www.kentpaper.com.au

Paper cups, plates, bowls, other containers.

Natureware Pty Ltd.

PO Box 338 Wahroonga NSW 2076
 Tel: (02) 9499 8009
 Fax: (02) 9487 3282
www.natureware.com.au

Clear bio-plastic cups with lids, biodegradable bowls, plates, food trays, straws, cutlery.

Sydney Packaging

Unit 2B, 172 Silverwater Road, Silverwater, NSW, 2128
 Phone 02 8737 8444
 Fax 02 8737 8484
www.sydneypackaging.com.au

Has an enviro range but most products are

not specifically environmentally friendly. Paper cups, other containers, PLA garbage bags, wooden Cutlery.

Visy Closed Loop Recycling

Level 1, 101-111 William Street, Sydney 2000, NSW
 Tel: + 61 2 9331 0433
 Fax: + 61 2 9331 0537
www.visyclosedloop.com

Paper cups, other containers.

New Zealand

Potatopak New Zealand

34 Inkerman St Renwick Marlborough
 Tel: +64 (0)3 572 8977
 Fax: +64 (0)3 572 8978
www.potatoplates.com

Potato starch trays, cutlery, plates, bowls, and punnets.

Western Australia

Na:Pac

Unit 3/8 Villanova St Wanneroo WA 6065
 Phone: 08 9404 8657
 Email: sales@napac.com.au
www.napac.com.au

Sugarcane and reed plates, container + lids, snack packs and hamburger clams.

7.6 Template: Sustainable events action plan

| [Insert name of event] Action Plan | | Pre-event planning | |
|--|--|--------------------|-------------------|
| Job | | Person responsible | Date completed by |
| Refer to the Sustainable Events Guide section 1: Before the Event | | | |
| | Identify key stakeholders and inform all of Sustainable Events Status | | |
| | Determine and write Sustainable Events policy/ including use of bio degradable food and beverage containers for inclusion on stallholders conditions | | |
| Policy | Write Sustainable Events policy for inclusion on event program | | |
| | Write Smoking policy for inclusion on program | | |
| | Prepare waste and smoking messages for MCs to read out between acts | | |
| | Determine number of bins required (see 2.2) | | |
| | Source contractor to deliver, service, and collect waste and recycling bins. | | |
| | Order extra skips for bump out if required | | |
| Bin Infrastructure | Source and order waste and recycling bin caps | | |
| | Scope and map bin stations onsite | | |
| | Organise crew to set up bins using Bins@model | | |
| | Organise crew to service and clean bins during event | | |
| | Organise litter cleanup crew. | | |
| | Source cardboard bale provider for back of house and stallholders | | |
| | Organise team to pick up litter | | |
| | Organise team to clean bin caps | | |
| | Organise pick up/ return of bin caps | | |
| Compost bins | Organise compost bins | | |
| | Source someone to take compost eg (worm farm) | | |
| | Organise pick up of compost | | |
| | Source Butt out bins/signage/ fencing for Smoking Only Areas | | |
| Smoking Only Areas | Organise deliver or pick up of infrastructure | | |
| | Scope and map Smoking Only Areas | | |
| | Organise team to clean butt out bins during the event | | |

(contact QLPA for electronic version)

| [Insert name of event] Action Plan | | During the event | |
|--|--|--------------------|-------------------|
| Job | | Person responsible | Date completed by |
| Refer to the Sustainable Events Guide section 2 & 3 | | | |
| Event set up | Safety orientation and explanation of Sustainable Event ethics for all workers | | |
| | Supervise team in the set up of waste and recycling bins using Bins@ model | | |
| | Set up back of house cardboard bales | | |
| | Supervise team to set up Smoking Only Areas See (section 3). | | |
| | Position compost bins behind stalls if using | | |
| | Check stallholders are using biodegradable products and are aware of recycling (and compost if using). | | |
| | Brief security staff as to their role to redirect smokers to Smoking Only Areas | | |
| Refer to the Sustainable Events Guide section 4: During the event | | | |
| | Supervise crew for bin servicing. | | |
| | Regularly check bin station positioning and relocate underused bin stations. | | |
| | Check bins and reposition if high contamination. | | |
| | Check amount of contents and service when no more than 3/4 full. | | |
| | Check stallholders are using biodegradable products and are correctly disposing of recycling, waste, and compost if using. | | |
| | Ensure stallholders are aware of bump out requirements. | | |
| Audit | Audit waste to ascertain success. (section 5). | | |
| Litter control | Supervise litter cleanup crew. | | |
| | Identify litter hot spots and send cleanup crew. | | |
| Announcements | Brief MCs to remind patrons of sustainable events' issues such a recycling, using bins, and Smoking Only Areas. (section 3.7, 4.2, and 4.3). | | |
| Survey | Supervise survey of visitors. (section 4.4). | | |

(contact QLPA for electronic version)

Appendixes

Appendixes

| | | After the event | |
|---|---|--------------------|-------------------|
| | [Insert name of event] Action Plan | Person responsible | Date completed by |
| Refer to the Sustainable Events Guide section 5: After the event | | | |
| | Supervise bump-out crew for the following tasks: | | |
| Bins | Bins to collection station before waste contractor pickup time. | | |
| | Clean bin caps for return | | |
| | Clean butt out bins for return | | |
| | Site cleanup including peripheral site areas. | | |
| Litter clean up | Final Emu Parade of site to ensure that small items such as cigarette butts and cable ties are not left behind. | | |
| Celebration | Organise worker's party to acknowledge volunteers and celebrate success of your sustainable event. | | |
| Section 5.4: Post-event evaluation | | | |
| | Collate audit | | |
| | Collate survey of visitors | | |
| Evaluation | Conduct post event evaluation | | |
| | Organise debriefing meeting for key stakeholders | | |
| | Present audit, survey, and evaluation results at a debriefing meeting for stakeholders | | |
| Prepare for next event | Using audit, survey, and evaluation results, write up plan for improvement for the next event. | | |

(contact QLPA for electronic version)

7.7 Checklist: Recycling at events

(contact QLPA for electronic version)

- Is a waste bin paired with a recycling bin?
This is to ensure recycling bins do not get contaminated with general waste.
- Are recycling and waste bins located near
 - entrances and exits
 - tables
 - walkways and high traffic areas
 - toilets
 - other utilities
 - car parks.
- Are bins placed side-by-side, not back-to-back? |*This avoids confusing people who will approach the nearest bin. Consider the direction that people are most likely to approach the bins from. Always place the waste bin closest to the approach to reduce waste contamination in recycling bins.*
- Are vendors provided with their recycling bins prior to the event to use when they are setting up?
These bins may need to be larger than the event bins to account for increased cardboard volumes or cardboard bales.
- Are the yellow bin caps on the recycling bins and the red caps on the waste bins?
- Are the bins being regularly emptied to avoid overflow, congestion, and contamination of the recyclables?
Establish a routine to remove bins or bags to storage areas for collection when necessary.
- Are bins less than 75% full?
Full bins generate litter on the ground and generate servicing difficulties when using bin caps. (If servicing using the bag system—leaving bins in place and lining the recycling bins with clear bags for removal when full.)
- Does the waste contractor's Mixed Recycling Facility accept materials for recycling contained in clearbags?
If in doubt, empty bags containing recyclables into the recycling skip. This will help to ensure that recycling is not rejected.

7.8 Template: MC announcements

(contact QLPA for electronic version)

A lot of the rubbish you throw out here today/tonight can be recycled.

Just look for the bins with the yellow tops.

Recycling bins are here for you to use at the [Event].

If you're not sure what you can put in the recycling bins, check the guide on the bin.

All your aluminium cans, plastic cups, and bottles can all be recycled here at the [Event].

Just look for the yellow bin tops.

Did you know, recycling saves energy and water and reduces the amount of rubbish going to landfill? You can help the environment by recycling at the [Event].

Just look for the yellow bin tops.

Recycling bins are here for you to use at the [Event].

Please do the right thing and use the right bin.

Did you know recycling just one aluminium can saves enough energy to run a television set for three hours? You can help the environment by recycling right here at the [Event].

Just look for the yellow bin tops.

Did you know recycling one glass bottle saves enough energy to power a washing machine for 10 minutes? You can help the environment by recycling right here at the [Event].

Just look for the yellow bin tops.

Did you know recycling just one plastic bottle saves enough energy to power a light bulb for 30 hours? You can help the environment by recycling right here at the [Event].

Just look for the yellow bin tops.

Did you know recycling plastic cups saves 88% of the energy used to produce plastic cups from raw materials? You can help the environment by recycling right here at the [Event].

Just look for the yellow bin tops.

Did you know recycling one tonne of paper or cardboard saves 30,000 litres of water? You can help the environment by recycling right here at the [Event].

Just look for the yellow bin tops.

The Waste Mob is back in town!

Street theatre with an environmental message.

Direct from the great dance halls of London and Imbil these 1940's stars are on a comeback tour to highlight recycling and waste issues.

Michael Recycle and Greeta Garbo use vampishly revamped songs from the '40s inspired by Cab Calloway and Billy Holiday to spread the word that waste is just a load of old rubbish and recycling is really quite hip.

Watch as Michael's zany recycle cycle turns waste into amazing new recycled items!

With their interactive game show, jokes, and their whimsical wit The Waste Mob will wow the crowds whilst encouraging them to:

'Do the right thing

Use the right bin.'

(Current EPA recycling campaign)

"Waste could be so wonderful; if we only knew what to do with it!" Greeta Garbo



Greeta Garbo and Michael Recycle spreading the recycling word in a town near you.

Michael Recycle, dressed in his bright yellow zoot suit and his partner the glamorous Greeta Garbo are now available for performances to selected clientele*.

'Don't let their wit go to waste!'

For street theatre with ethics

call *The Waste Mob*:

0409 721 456

or email: leisa@qldlitter.com

Price on application

The Waste Mob is a program of the



www.qldlitter.com

*** Selected clientele**

Shopping Centres

Conferences Festivals

Events

Markets

Schools

7.10 Information: Audit comparison

| Type of audit | Advantages | Disadvantages |
|---------------------------|---|---|
| Waste contractor | <ul style="list-style-type: none"> No health and safety issues = no liability Professional service = professional data No mess No time or energy for organisers | costs incurred |
| Waste audit- professional | <ul style="list-style-type: none"> Professional service = professional data No health & safety issues = no liability No mess No organising volunteers/ equipment etc. | costs incurred |
| Waste audit- internal | <ul style="list-style-type: none"> Cost effective | <ul style="list-style-type: none"> find volunteers or paid staff train auditors ensure auditors are immunised Access auditing equipment Post audit clean up of equipment and area estimate only |
| Visual audit | <ul style="list-style-type: none"> cost effective Don't need specialised training Don't need Tetanus and Hepatitis immunisation | <ul style="list-style-type: none"> time & energy to coordinate only as accurate as the person auditing need to collate information |

Appendixes

Visual audit: Recycling bins

| Bin number | Bin capacity # litres | % full * see table | % full x bin capacity = number of litres | % Recycling | Type of recycling | % Waste in recycling stream | Types of waste contamination in recycling stream * see below |
|---------------------------------------|-----------------------|--------------------|--|-------------|--------------------------|-----------------------------|--|
| Total volume waste to landfill | | | | | | | |
| Table % full | | | | | | | |
| empty = 0% | | | | | Type of recycling | | Type of waste contamination |
| 1/4 full = .25% | | | | | Glass | | Food waste |
| 1/2 full = .5% | | | | | Plastics 1-6 | | Non recyclable plastics -soft |
| 3/4 full = .75% | | | | | Cardboard/ paper | | Non recyclable cutlery/crockery |
| full = 1% | | | | | Aluminium cans | | Polystyrene cups/ plates/ boxes |
| | | | | | Tin | | Other |

(contact QLPA for electronic version)

7.12 Checklist: Cleanup after an event

(contact QLPA for electronic version)

By addressing the following questions prior to your event, the post-event cleanup will be strategically completed. This will make the job easier and ensure that your event's waste and recycling program is a success from beginning to end.

Question:

What is the total area that needs to be included in the post-event cleanup plan?

Remember to take into account peripheral site areas.

Answer:

Question:

How long do I have for bump-out and site cleaning?

Answer:

Question:

How much waste, recyclables, and cardboard do I predict to be generated during bump-out?

Answer:

Question:

How many extra bins and skips will I need for bump-out and post-event cleanup?

Answer:

Question:

How many volunteers will I need for bump-out and post-event cleanup?

Make sure you have a good team of volunteers for post-event cleanup, as it is often a demanding job. It is also a good idea to have a new team dedicated specifically to this task.

Answer:

Question:

Are the stallholders and vendors aware of the cleanup strategy, and have I liaised with them in regards to what to do with their post-event waste and recyclables?

Answer:

Question:

Do I need to clean the hired waste infrastructure (bins, bin caps, butt-out bins, etc.) before they are returned to the waste contractor?

If the answer is yes, ensure that you have an adequate number of volunteers dedicated to this job.

Answer:

Question:

Who is picking up my industrial skips and when are they picking them up?

Answer:

Question:

Does this give me enough time to complete post-event site cleanup?

Answer:

Question:

Where are my skips being delivered?

Are my waste, recyclables, and cardboard going to be disposed of appropriately?

*If you have contracted a waste provider to service your skips, these questions should have been answered in your contract. However, if you are hiring industrial skips from a private contractor who is not waste specific, then you must research where the waste and recycling is going to be delivered. Many local waste transfer stations **do not** recycle; recycling skips need to be taken to a dedicated recycling station such as VISY.*

This is a very important question to ask, because after all that hard work you want to make sure that your recyclables are actually recycled!

Answer:

Question:

Who is picking up my industrial skips and when are they picking them up?

Answer:

Question:

When site bump-out is complete do I have a small team of volunteers to perform a final emu pick up of the site to ensure that items like cigarette butts and cable ties have not been left behind?

Answer:

7.13 Report: Island Vibe Sustainability report



Sustainability Report

Kate McBean

25th November 2008

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9.0 Conclusion and Recommendations

1.0 Introduction

Island Vibe 2008 was held on North Stradbroke Island (Minjerrabah) throughout the weekend of the 24th, 25th and 26th of October. While Island Vibe boasts a line up of prominent musicians and artists the

festival's philosophies also place significant importance on the indigenous and local community and the protection of the natural environment. The Island Vibe Sustainability Strategy provides the framework by which festival co-ordinators can be guided towards increasing the sustainability of the festival and thus the protection of the natural environment.

The festivals environmental philosophies are based on the principles of reduce, reuse, recycle; restore and replenish; promote and educate, with these philosophies embedded throughout all aspects of festival development and implementation. This year a sustainability coordinator was employed to ensure that the various sustainability initiatives, as outlined in the Island Vibe Sustainability Strategy, were implemented and achieved.

This sustainability report is a reflection of the outcome of these initiatives and serves as the basis on which the festival can aim to increase its sustainability in the years to come.

2.0 Attendance Numbers

Home Beach oval, the location of the Island Vibe festival, has a maximum carrying capacity of 4500 people. Island Vibe organisers believe that a truly sustainable festival needs to acknowledge the carrying capacity of the land on which the event is held and allow time for the ecosystems to recover post the event. Therefore, while the third annual Island Vibe event achieved record attendance numbers, a limit to the growth of the festival will be applied due to the carrying capacity of the land and the philosophies of festival organisers.

The following numbers are the approximate maximum attendance figures throughout the three days of the festival:

- Friday 2689
- Saturday 3704
- Sunday 2804

3.0 Waste and Recycling

The Queensland Environmental Protection Agency (EPA), as part of their Public Place Recycling Program (PPRP), contributed significant time and resources to the development of the waste and recycling initiatives adopted at this year's festival. The PPRP assists festival organisers with waste management by providing the appropriate waste and recycling infrastructure (bin caps) and by helping to facilitate on site bin and signage placement to maximise bin usage and to promote the 'do the right thing – use the right bin' message of the program. Private contractors were also employed to deliver and service other necessary waste infrastructure.

The main objective of the waste and recycling program was to increase the amount of recyclable materials captured at the festival and reduce the amount of landfill waste that was generated. The bin caps provided by the EPA also served to reduce the amount of contamination that ended up in the recycling bins.

3.1 Waste Infrastructure

The following infrastructure was used to manage the waste and recyclable material generated by the festival:

- 80 x 240L wheelie bins
- 40 waste bin caps
- 40 recycling bin caps
- 1 x 7m recycling skips
- 2 x 3m³ waste skips
- 1 x 1.5m³ waste skip

While the waste component of the festival was managed successfully, the necessary skip size for both the collection of waste and recyclable materials was underestimated. To overcome this underestimation, all of the skips required additional services throughout the weekend of the festival. The 7m recycling skip was serviced twice by a private contractor from the Island who delivered the recyclables to VISY for recycling. The 2 x 3m³ waste skips were both serviced twice by JJ Richards and the 1.5m³ waste skip that was used for bump out was serviced once, also by JJ Richards. Cardboard generated by the festival was delivered to the Brisbane City Council (BCC) Chandler Refuse Disposal Centre.

3.2 Waste and Recycling Generated

Figure 1 illustrates that the total amount of recyclable materials generated by the festival was equal to 1980kg, the total amount of waste generated by the festival was approximately equal to 2025kg (13.5m³) and the total amount of cardboard generated by the festival was equal to 200kg. In addition two cages were filled with aluminium cans as a fundraising initiative by SE rescue. The contribution of these cans to the recyclable weight generated has been omitted.

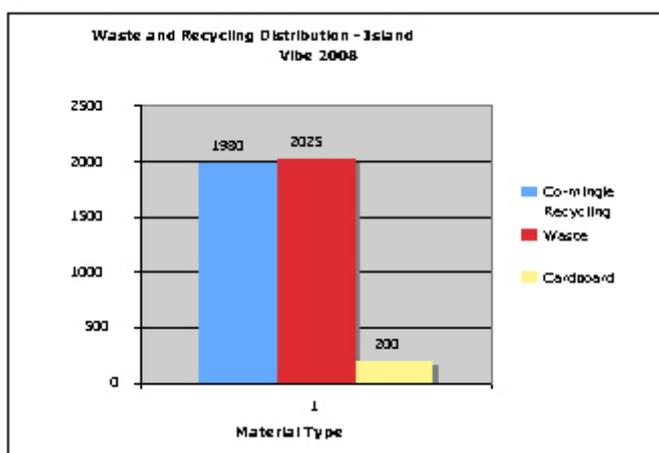


Figure 1. Waste distribution of the Island Vibe Festival.

3.3 Contamination

Volunteers were responsible for scouring the recycling skip for contamination when emptying the bins.

There was little contamination in the recycling skip and the majority of contamination was removed during this process. The bin caps provided by the EPA were extremely effective at preventing contamination from entering the recycling stream. However, both of the waste skips did have a considerable amount of contamination. The bin caps for the waste materials were less effective in terms of preventing recyclable materials from entering the waste stream.

4.0 Water

A grey water management system implemented at the festival collected a total of 2500L of grey water, which was removed from the site by Lees Liquid Waste Services and delivered to a Wastewater Treatment plant.

5.0 Energy

As outlined in the Island Vibe Sustainability Strategy a combination of both renewable and non-renewable energy must be used to power the festival. Renewable energy, in the form of bio-diesel, was supplied by Eco Tech and was used to fuel three generators that ran continuously throughout the duration of the event providing power to cold rooms, dvd players, sound systems and more. A total of 600L of bio-diesel was consumed, in comparison to 200L, which was consumed at the 2007 Island Vibe festival.

The total amount of non-renewable energy that was consumed throughout the duration of the event was 465kWh. The consumption of 465kWh is responsible for the production of 450kg of carbon dioxide. Island Vibe 2007 consumed 300kWh of non-renewable energy and produced 290kg of carbon dioxide. (conversion rates are based on 1kwh of energy from a coal powered plant = approximately 966grams of carbon dioxide)

6.0 Compost

Approximately 3m³ of organic matter – a combination of food scraps, hay bails and cardboard - was generated by the festival and donated to a local resident which will be used in the production of a community vegetable garden. Last year the festival collected approximately 1.5m³ of organic matter.

7.0 Environmental Advocacy, Arts and Education

The presence of various environmental organisations at the festival satisfied the criteria of promoting an atmosphere of environmental awareness and education. Organisations that participated included Sea Shepherds, Surfers for Cetaceans, Still Wild Still Threatened and Rainforest Rescue. The recycled art workshops were a great success and the patchwork quilt will be on display on the Island throughout the year and at next year's festival.

8.0 Community Revegetation

Through the sale of \$3.00 eco tickets Island Vibe raised \$930. This money is being donated to Youth Link to aid the development of a community garden. Several members of Youth Link have begun the development of plans for the garden, which is being supported by the local council and hopes to be

developed in conjunction with the local school. The monies donated to Youth Link will go towards the development of this project.

9.0 Conclusion and Recommendations

The sustainability objectives of the festival were successfully achieved through the implementation of the initiatives outlined above. Island Vibe’s environmental philosophies to reduce, reuse, recycle; restore and replenish; promote and educate were honored on many levels of festival development and implementation. This success is a source of inspiration for further development of the festival’s sustainability in the coming years. The following recommendations offer guidance to improve the logistical operation of the festival and to increase the festivals sustainability:

- Increase the capacity of the waste and recycling skips
- Increase the capacity of the grey water holding containers
- Improve the cardboard collection and disposal system
- Work with the Jamaican Food Stall to ensure that an appropriate grey water system is in place
- Attach a water meter to the mains water pump
- Employ more volunteers for waste management
- Buy a biodiesel pump
- Increase the presence of renewable energy
- Improve the compost system
- Increase the presence of sustainable transport.

7.14 Report: Woodford festival recycling report 2008-2009

Woodford Folk Festival Garbology Report 2008/09

The Waste Management and Recycling results for the 2008/09 Woodford Folk Festival again demonstrated the continuing commitment of the Festival Management to achieving high recovery levels for recyclables and minimising landfill disposal.

Our Partnership with the Environment Protection Agency (now DERM), commenced at The Dreaming festival in 2008 again delivered excellent results.

The Signage, bin caps and banners supplied by the EPA through the auspices of Julie Jones, Senior Project Officer, delivering a clear unambiguous message to our patrons regarding choices in litter disposal.

The EPA also distributed 6000 reusable recycling bags, containing recycling information for campers. These recycling bags quickly became a sort after item with their distinctive black livery and QFF and EPA logos.



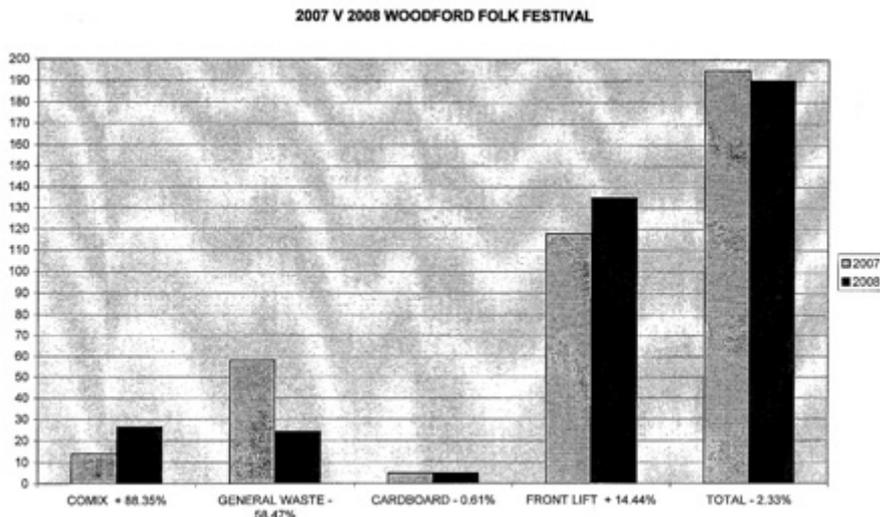
Typical village installation

The results for the festival 2008/09 shows a marked reduction in general rubbish collected in the village (festival precinct) area compared with 2007 accompanied by a massive increase in recyclables collected across the entire festival (village plus camping areas).

It should be noted here that the 2007 /08 festival was exceptionally wet with a huge crowd resulting in a huge increase in general rubbish as people abandoned the festival and belongings, and our campground recycling stations were ineffective in the rainy conditions and general mud.

Results of Waste Collected for 2008/9 compared to 2007/08 from Wanless Enviro Services

| | |
|---|---------|
| Comingle (Recycling collected from streets, bars, restaurants and camping) | +88.0% |
| General Waste (collected from festival streets, bars, restaurants, stalls) | -57.4% |
| Cardboard (collected from entire festival) | -0.61% |
| Frontlift (general waste collected in Industrial frontlift bins across entire festival) | +14.44% |



The left column indicates tonnage

The total waste collected for 2008/09 was down 2.33%. This is an excellent result considering the much higher economic activity and day attendance at this years festival due to the dry, though hot and humid weather we experienced compared to 2007/08 and is greatly affected by the huge increase in patrons embracing the recycling initiatives.

The amount of general rubbish collected by the frontlift from the camping areas is still extremely high.

This reflects the fact that we provide full camping facilities with its expected rubbish removal for our patrons.

Many of our campers set up elaborate living areas complete with lounges and all the comforts of home , a good deal of this is cheap disposable camping gear purchased shortly before the festival with its attendant packaging, most of which ends up in the industrial bins.

Patrons also arrive at the festival with a weeks' food, packaged, wrapped ready to go, most unused food also ends up in the bins.

We can further educate people regarding wasteful consumerism; many of our patrons are dedicated alternative lifestyle activists.

The fact is we provide an eight day festival atmosphere, in which we have to accept people are living and experiencing an event, where they may well be behaving differently than they would in a structured urban environment.

For the most part we are constantly amazed at the great job people do in respecting the beautiful environment which we provide.



Streetcleaning

The streetcleaning crew did a great job as usual; no issues arose, although there was a marked tendency for the recycling and general rubbish installations to become untidy as the day moved on.

This was often caused by stallholders, receiving deliveries, street performers and general public shifting bins around. A training program is being developed for delivery to streetcleaning volunteers for the next festival addressing the aesthetics of the wheelie bin and the importance of keeping the installations a tight and unobtrusive as possible.

Organic waste

Approximately 30tonnes organic material of was collected from restaurants, stalls, and campgrounds during the festival. by the Dept of Wormology

The organic material was removed to a bunded facility, mixed with green waste, treated with Zeolite, layered and covered. The layered material is monitored regularly and is composting well at this time (6

weeks post festival) with good worm activity noted.

The festival will be able to utilize, the resulting compost for landscaping, and tree planting into the future.

Further resources are required by the Dept of Wormology, the work performed by the volunteers is heavy and the volumes to be shifted during the day from the restaurants are considerable. Further mechanical aids, such as a dedicated forklift, another vehicle and more volunteers will be necessary in future if this project is to reach its full potential.



Street cleaning Volunteers.

Wanless Enviro Services

Wanless have once again given the festival excellent service for 2009. Wanless store approximately 500 wheelie bins onsite, providing the festival with an ongoing supply for events throughout the year and their excellent reporting and breakdown provide us with the tools we need to evaluate our performance

We look forward to an ongoing partnership with the EPA and Wanless to further our endeavours to recycle reduce and reuse at the Woodford folk festival

Gerry Dacy
Area Manager
Waste Management and Recycling
Woodford Folk Festival



7.15 Report: Woodford Festival butt-free event report 2007–2008

Butt Free Woodford Report

Butt Litter Abatement Program Woodford Folk Festival Dec 2007–Jan 2008.



The Woodford Butt Hunters

Contents

Background

The issues/ rationale

Components

- Pre festival
- Designated Smoking areas
- Entrances to site
- Personal ashtrays
- Red Wagon
- Butt Zone Bins
- Signage
- Butt Hunters
- Butt Hutt

Methodology

Feedback and Suggestions

Obstacles/ Issues

Conclusion

Butt Data Collection Results

Acknowledgements

‘Butt Free Woodford’

Woodford Folk Festival

A partnership between:






Background

Woodford Folk Festival is an annual six day event held from the 27th December to the 1st January. The festival caters for a daily population of 20,000 people living on site with full camping facilities. It is equivalent to a town the size of Nambour. The festival has over 40 restaurant and 15 bars.

The Festival site, owned by the Qld Folk Federation, hosts two other gatherings, The Dreaming- an Indigenous Festival and The Planting where up to 5000 trees are planted around the site.

When not in use the site remains a wildlife habitat and parkland.

Whilst general litter is not a problem on site cigarette butt litter is.

Although several people have attempted over the years to address cigarette butt litter at individual venues, there has not previously been a coordinated approach to dealing with this problem.

After each festival an 'Emu Parade' is held where all organisers and volunteers line up and walk the whole site picking up littered butts.

The new State Government smoking laws, having a health charter, are decreasing the risk of smoking related diseases however it means that patrons must now smoke no closer than 4 metres from the entrance to buildings. This has caused an increase in butt litter in the natural environment.

To address the cigarette butt litter problem the Woodford Folk Festival and The Queensland Litter Prevention Alliance (QLPA) have collaborated to design and trial a "Butt Free Woodford."

Identifying the issues

1. Being aware of the environmental impacts, the Woodford organisers recognised the need to address cigarette butt Litter the festival site.
2. New Qld Health smoking regulations meant that smoking is not permitted within 4 metres of the entrance to any venues.

With these briefs in mind it was decided to make the festival site "Smoke Free" except in designated smoking areas.

Rationale

The challenge of facilitating behavioural change on such a large scale requires a multi faceted approach to encompass the many issues and personalities involved in butt littering. Clear signage at all entrances to the festival village, 'No Smoking' signs at bars, providing signed and clearly defined designated areas, appropriately placed disposal facilities, regular butt litter collection, incentives (free personal ashtrays) and encouragement (in the form of Butt Hunter volunteers) were identified as key factors to achieving this goal.



Addressing and the components for the success of the campaign

Pre Festival

- Identify issues and obstacles
- Identify roles and secure commitments from key stake holders.
- Site selection plan for 'Designated smoking areas.'
- Selection and induction of Butt Hunting Team (see page 8.)
- QLPA funding application for 25 mobile Butt Zone Bins. (Butt Littering Trust)
- Loan of 3 pop-up tents for designated smoking areas. (Imperial Tobacco)
- 2,500 personal ashtrays donated by Imperial Tobacco
- Entrance and smoking area signage designed and ordered.



Designated Smoking areas

12 designated smoking areas were mapped out pre festival. Most of these sites were adjacent to bars as this was previously identified as being the butt litter Hot Spots.

The areas were designated with 8' star pickets and roped off. 8' pickets were chosen as a safety measure as they are above head height and reduce the risk of injury. It was intended that the pickets were also capped for additional safety.

Three sites had cover in the form of pop-up tents. These proved invaluable as it rained during the whole festival.

Tables, chairs and umbrellas were also used for the comfort of patrons.

Entrances to site

All entrances to the festival 'village' including the organisers'/ performers' gate, general camping, overnight camping as well as the main ticketing gate displayed a sign reading "Welcome to a Butt Free Woodford. Please Smoke only in the designated smoking areas." This was supported by the placement of a Butt Zone Bin at each gate.

Personal ashtrays

2,500 personal ashtrays were obtained from Imperial Tobacco to use as a part of the awareness raising campaign.

They proved to be an invaluable tool in engaging smokers in a positive way to discuss and prevent Butt Litter.

So popular were they that the Butt Hunters ran out of ashtrays mid morning on New Year's Eve. This is a critical time as a different demographic come to enjoy the revelry of New Year's at Woodford. Butt litter subsequently increased at the time as shown in the results of littered butts collected.

Red Wagon (Butt Litter Collection receptacle)

Less than 500 littered butts were collected up to New Year's Eve. From noon on the 31st to the evening of the 1st, approximately 3740 littered butts were collected and counted. This massive increase in butts was, in all probability, due to the new visitors to the site, increased alcohol consumption and the lack of personal ashtrays to distribute.

"Little Red Butt Wagon"
Cigarette butt litter collection receptacle.



Butt Zone Bins

25 Butt Zone Bins were recently acquired by the QLPA with funding from the Butt Littering Trust. As a Partner member of QLPA, Woodford Folk Festival is able to access these Butt Zones free of charge. 23 Butt Zones were used at the Woodford site.



Welcome to a

Butt-free Woodford

Please smoke only in the designated areas

Signage

Signs were placed at all the festival site pedestrian entrances. This gave an immediate message to smokers what was acceptable behaviour.

'Smoking Area' signage was also placed at the entrance to the designated areas.

Butt Hunters

A team of 12 Street theatre Butt Hunters were selected from the festival volunteer suite. Pre festival they were informed, via email, of their duties and obligations as well as Health & Safety issues.

On the afternoon of the 26th all volunteers attended an induction session. Complete with khaki shirts, moustaches and pith helmets (funded by QLPA), the 1940s Safari-style Butt Hunters walked the site engaging smokers, assisting them to find designated areas, offering personal ashtrays and picking up any stray butts on the ground.

The Butt Hutt

The butt hut, loaned to us by the stalls Coordinator, was a small marquee with three side walls. It was the centre of operations where the volunteers met before and after their shifts. Butt data was collated and a white board was setup as a means of communication. The Butt Hut also housed the costumes, spare Butt Zone bins, etc.

Methodology

Cigarette Butts were collected by the first shift of Butt Hunters every morning from Mobile Butt Zone Bins and tins in designated smoking areas.

Butts collected were individually bagged and named and taken back to the Butt Hutt for recording.

Each morning samples of the collected butts were test weighed as different amounts of moisture was present due to the rain. Butts were weighed as there were too many to count. The mean for the entire festival being 30.8 grams = 50 butts or 1 gram to 1.62 butts.

See Cigarette Butt Data Collection Results.



Feedback/ Suggestion

| Volunteers' Suggestions |
|---|
| Infrastructure |
| Need dedicated set up and break down crew for designated smoking areas. |
| Speak to Bar managers at Bar meeting on 26th Dec |
| Washing machine & Dryer |
| Refuse, recycling bins and smoking area at butt hut |
| Need lock up area with power and lighting. |
| Big perspex container of butts |
| More weatherproof covers for smokers areas |
| Media/ PR |
| Media release (prepared before festival) |
| Sponsors for Personal Ashtrays. Need 4000-5000 |
| MCs to make announcements through the festival to enforce message. |
| Costumes & Accessories |
| Identification Badges on front of shirts |
| More moustaches |
| Binoculars/walking stick |
| Big torches for night time (head) |
| Logostics |
| Need more no smoking signs |
| Personal Ashtrays @ welcome gate on New Years |
| Photograph all volunteers |
| Use plastic bags from German sausage people. |
| Rake/ Table cleaning |
| Weigh collected butts (hard this time cause sooo wet and gross!!) |
| See through plastic cover for red wagon? |
| Woodford Folk Festival 07/08 Butt Litter Reduction Campaign |



The Grande Hill: designated Smoking Area

Obstacles/ Issues

Woodford Folk Festival is the largest and longest continuous Music event in Australia so it was an initiation by fire (or this case water, as it rained for the whole 6 days and nights of the festival.)

Butt litter increased on The New Year's Eve and New years' day when a lot of new people descend on the site. This tends to be a different demographic of people who come to party and drink hard. Unfortunately we had run out of personal ashtrays by then so could not offer as good a service as the previous days.

A lack of security at the Butt Hut meant that the public could access this area. There was no privacy to change and several items "disappeared."

Of the original 12 Butt Hunters selected, 9 completed the festival to the satisfaction of the coordinator.

(One failed to show for any shifts, one did the first few days and the other was inappropriate in dress and behaviour.)

Conclusion

The reaction from both smokers and non smokers was outstanding. Smokers appreciative having designated areas to smoke where they felt comfortable.

Approximately 12,000 cigarette butts were retrieved over the 6 days of the festival. Of these approx 6205 were collected from the mobile Butt Zone bins in designated areas and 2057 from ashtray tins. 3742 were littered butts picked up by the Butt Hunters. Approximately 69% of butts retrieved were through correct disposal methods. The remaining 31% retrieved were littered butts from New Years Eve and New Years Day. Up to this time there was minimal butt litter observed.

Other components not measured in this campaign include butts captured in the distributed 2,500 personal ashtrays, ashtrays at back of house green rooms and bars and the use of general waste bins as a means of disposal.

Therefore data collected from this campaign is not indicative of the total disposal options on site.

No Emu Parade was necessary for the first time in Woodford's history.

Woodford Folk Festival 07/08 Butt Litter Reduction Campaign

Butt Zone Bin and Ash Tins data collection results

| Date | Fri 28 Dec 07 | | Sat 29th Dec 07 | | Sun 30 Dec 07 | | Mon 31 Dec 07 | | Tues 1 Jan | | Wed 2 Jan 08 | | Sum (g) | | | | | |
|------|-----------------------|------------|-----------------|--------|---------------|--------|---------------|--------|------------|------------|--------------|------------|------------|-------------|------------|------------|--------------------|-------------|
| | Site | BB (g) | Tins (g) | BB (g) | Tins (g) | BB (g) | Tins (g) | BB (g) | Tins (g) | BB (g) | Tins (g) | BB (g) | | Tins (g) | | | | |
| | Palace | | | 16 | | 36 | | 23 | | 49 | | 10 | 68 | 26 | 244 | | | |
| | Empire | 146 | 180 | | 32 | | 22 | 48 | | 13 | | 34 | 58 | 88 | 627 | | | |
| | Blues 1 | | | | | | 38 | | | 57 | | | 540 | 60 | 779 | | | |
| | Blues 2 | | | | | | 38 | | | 15 | | | 392 | 13 | 487 | | | |
| | Troubador | | | | | | | | | 23 | | 24 | 48 | 41 | 335 | | | |
| | Grande (Hill) | 82 | | | | | | | | 58 | | | 132 | 62 | 428 | | | |
| | The Grande (Carnival) | 68 | | | | | | | | 41 | | | 194 | 58 | 361 | | | |
| | Front Gate | 24 | | | | | | | | 9 | | | 40 | 11 | 124 | | | |
| | Duck and Shovel | | | | | | | | | | | | 23 | 76 | 205 | | | |
| | Committee Room | 36 | 38 | | | | | | | 81 | | | 34 | 94 | 361 | | | |
| | Chameleon | 20 | 35 | | | | | | | 8 | | | 10 | 31 | 179 | | | |
| | Outpost | 40 | 104 | | | | | | | 14 | | 123 | 7 | | 470 | | | |
| | Guinness | 66 | 42 | | | | | | | 9 | | | 22 | 19 | 229 | | | |
| | Splinter | 3 | | | | | | | | 6 | | | 15 | 4 | 86 | | | |
| | Over Bridge | 24 | | | | | | | | 18 | | | 18 | | 93 | | | |
| | Butt Hut | 46 | | | | | | | | 26 | | | 20 | | 92 | | | |
| | Sum (g) | 555 | 399 | | 332 | | 200 | | 418 | 184 | | 470 | 230 | 1563 | 257 | 492 | TOTAL g | 5100 |
| | Sum (butts) | 899 | 646 | | 538 | | 324 | | 677 | 298 | | 761 | 373 | 2532 | 416 | 797 | TOTAL butts | 8262 |

| Mean | |
|--------|-----------|
| 30.8g= | 50 butts |
| 1g= | 1.62butts |

Appendixes

Appendixes

Woodford Folk Festival 07/08 Butt Litter Reduction Campaign

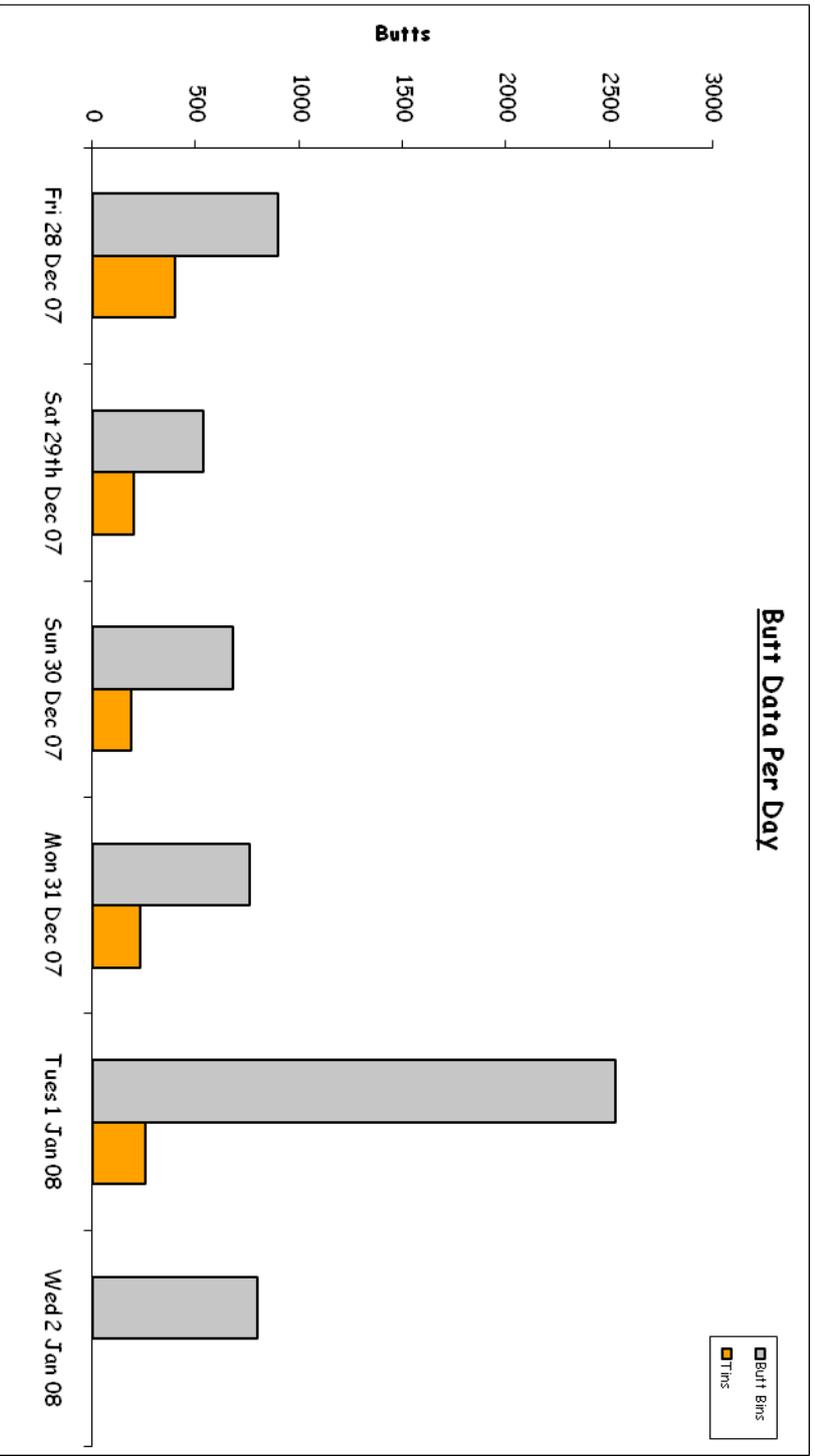
Cigarette Butts from Butt Zone Bins collection results

| Date | Fri 28 Dec 07 | Sat 29th Dec 07 | Sun 30 Dec 07 | Mon 31 Dec 07 | Tues 1 Jan 08 | Wed 2 Jan 08 | Sum (g) | Sum Butts | Mean Butts |
|-----------------------|------------------|-----------------------|------------------|---------------------|------------------|-----------------|---------|---------------------|------------|
| Palace | | 16 | 16 | 23 | 10 | 26 | 91 | 147 | 18 |
| Empire | 146 | | 22 | 13 | 58 | 6 | 245 | 397 | 49 |
| Blues 1 | | 36 | 38 | 57 | 540 | 48 | 719 | 1165 | 144 |
| Blues 2 | | 38 | 29 | 15 | 392 | 13 | 487 | 789 | 97 |
| Troubador | | 82 | 61 | 23 | 48 | 44 | 258 | 418 | 52 |
| The Grande (Hill) | 82 | 42 | 52 | 58 | 132 | 62 | 428 | 693 | 71 |
| The Grande (Carnival) | 68 | | | 41 | 194 | 58 | 361 | 585 | 90 |
| Front Gate | 24 | 18 | 22 | 9 | 40 | 11 | 124 | 201 | 21 |
| Duck and Shovel | | 6 | 15 | 69 | 23 | 76 | 189 | 306 | 38 |
| Committee Room | 36 | 26 | 30 | 81 | 34 | 94 | 301 | 488 | 50 |
| Chameleon | 20 | 10 | 18 | 8 | 10 | 31 | 97 | 157 | 16 |
| Outpost | 40 | 24 | 22 | 14 | 7 | | 107 | 173 | 21 |
| Guinness | 66 | 20 | 28 | 9 | 22 | 19 | 164 | 266 | 27 |
| Splinter | 3 | 4 | 42 | 6 | 15 | 4 | 74 | 120 | 12 |
| Over Bridge | 24 | 10 | 23 | 18 | 18 | | 93 | 151 | 19 |
| Butt Hut | 46 | | | 26 | 20 | | 92 | 149 | 31 |
| Sum (g) | 555 | 332 | 418 | 470 | 1563 | 492 | 3830 | Grand Total (g) | |
| Sum (Butts) | 899 | 538 | 677 | 761 | 2532 | 797 | 6205 | Grand Total (Butts) | |
| Mean Butts | 50 | 26 | 30 | 29 | 98 | 38 | | | |

Tins collection results

| Date | Fri 28 Dec 07 | Sat 29th Dec 07 | Sun 30 Dec 07 | Mon 31 Dec 07 | Tues 1 Jan 08 | Wed 2 Jan 08 | Sum (g) | Sum Butts | Mean Butts |
|-----------------------|---------------|-----------------|---------------|---------------|---------------|--------------|---------|---------------------|------------|
| Palace | | | 36 | 49 | 68 | | 153 | 247.86 | 51 |
| Empire | 180 | 32 | 48 | 34 | 88 | | 382 | 618.84 | 76 |
| Blues 1 | | | | | 60 | | 60 | 97.2 | 60 |
| Blues 2 | | | | | | | 0 | 0 | 0 |
| Troubador | | | 12 | 24 | 41 | | 77 | 124.74 | 26 |
| The Grande (Hill) | | | | | | | 0 | 0 | 0 |
| The Grande (Carnival) | | | | | | | 0 | 0 | 0 |
| Front Gate | | | | | | | 0 | 0 | 0 |
| Duck and Shovel | | 8 | 8 | | | | 16 | 25.92 | 8 |
| Committee Room | 38 | | 22 | | | | 60 | 97.2 | 30 |
| Chameleon | 35 | 26 | 21 | | | | 82 | 132.84 | 27 |
| Outpost | 104 | 124 | 12 | 123 | | | 363 | 588.06 | 91 |
| Guinness | 42 | 10 | 13 | | | | 65 | 105.3 | 22 |
| Splinter | | | 12 | | | | 12 | 19.44 | 12 |
| Over Bridge | | | | | | | 0 | 0 | 0 |
| Butt Hut | | | | | | | 0 | 0 | 0 |
| Sum (g) | 399 | 200 | 184 | 230 | 257 | 0 | 1270 | Grand Total (g) | |
| Sum (butts) | 646 | 324 | 298 | 373 | 416 | 0 | 2057 | Grand Total (Butts) | |
| Mean Butts | | | | | | | | | |

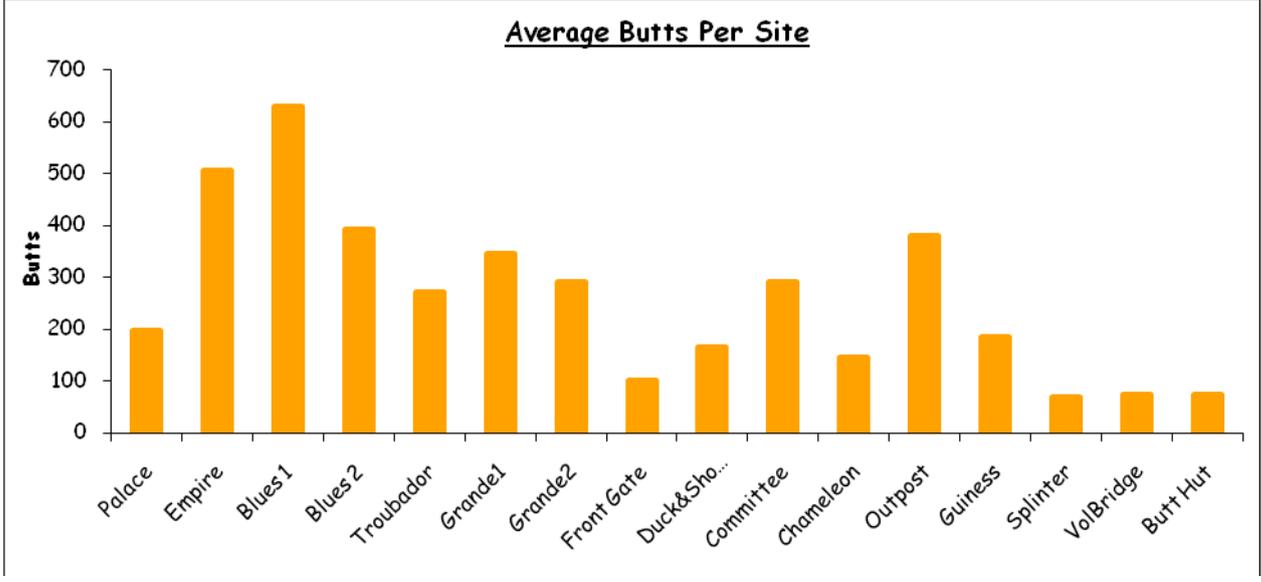
Appendixes



BUTTS

| | Fri 28 Dec 07 | Sat 29th Dec 07 | Sun 30 Dec 07 | Mon 31 Dec 07 | Tues 1 Jan 08 | Wed 2 Jan 08 |
|------------|---------------|-----------------|---------------|---------------|---------------|--------------|
| Butt Bins | 899 | 538 | 677 | 761 | 2532 | 797 |
| Tins | 399 | 200 | 184 | 230 | 257 | 0 |
| SUM | 1298 | 738 | 861 | 991 | 2789 | 797 |

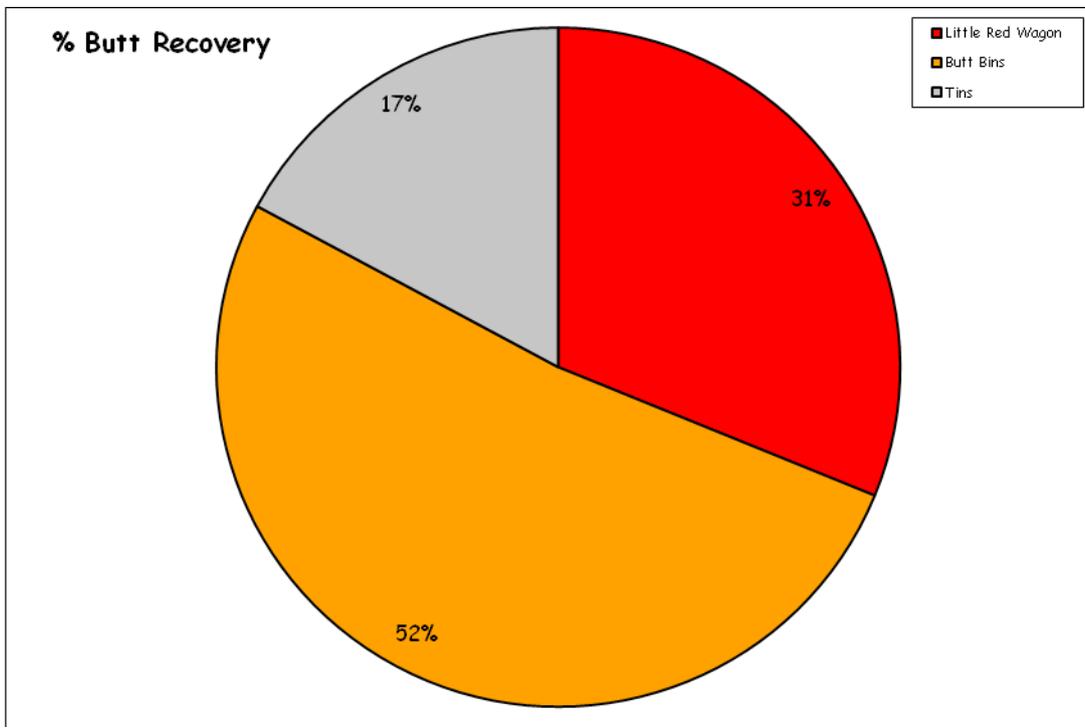
Average butts per site over six days



| Butt Zone Bins | |
|------------------------|--------|
| <i>Palace</i> | 197.64 |
| <i>Empire</i> | 507.87 |
| <i>Blues 1</i> | 630.99 |
| <i>Blues 2</i> | 394.47 |
| <i>Troubador</i> | 271.35 |
| <i>Grande1</i> | 346.68 |
| <i>Grande2</i> | 292.41 |
| <i>Front Gate</i> | 100.44 |
| <i>Duck&Shovel</i> | 166.05 |
| <i>Committee</i> | 292.41 |
| <i>Chameleon</i> | 144.99 |
| <i>Outpost</i> | 380.7 |
| <i>Guinness</i> | 185.49 |
| <i>Splinter</i> | 69.66 |
| <i>VolBridge</i> | 75.33 |
| <i>Butt Hut</i> | 74.52 |

| Butts recovered | | % |
|------------------|------------------|----|
| Littered Butts | Little Red Wagon | 31 |
| Correct disposal | Butt Zone Bins | 52 |
| Correct disposal | Tins | 17 |

Little Red Wagon
 Littered Butts collected.
 31st dec 07 -1st Jan 08.
g Butts
2310 **3742.2**



Acknowledgements

This pilot program would not have been the success it was if not for the team effort.

Thanks go to the Butt Littering Trust and Imperial Tobacco for working together to cover all components necessary for the success of this program.

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