

Making sure you keep the community on side is critical to the success of your event, and our community has high expectations when it comes to looking after our natural environment. We have put together these guidelines to assist you in making your event more environmentally sustainable, some of which are now requirements, and some are recommended.

These guidelines will assist with meeting the following key objectives:

- Waste streams are separated to reduce waste to landfill
- Integrate sustainable purchasing and waste avoidance into event planning
- Increase recycling and organics recovery from events and reduce contamination
- Eliminate litter escaping the event area into public areas and waterways
- Food and garden organics recovery (as appropriate) is maximized

What you will need to do:

Review the 'Requirements & Recommendations' below

Please read carefully (as not adhering to these conditions-specifically the 'Requirements' - may mean that your venue bond is not returned in full)!

All events whether they are on Council land or not must meet these guidelines if event sponsorship is provided by Council and/or Development Application is lodged.

Submit a Waste Management Plan (see over the page)

All events must submit a detailed Event Waste Management Plan, it must be prepared, submitted and approved by Council no less than 2 weeks before the event commences. We have included a template and some information over the page, as well as a list of items that Council can assist you with.

Ensure your Waste Management Plan is enacted

Share your Plan with your event team including vendors, volunteers and contractors so that everyone understands their roles and responsibilities during bump in, the event itself, and bump out. Note what works well and what does not (taking photos always helps if you are short on time)! That way you can include a review of your Plan in your event debrief, which will help for your next event.

## Event Waste Management - Requirements & Recommendations

### Requirements (Conditions that event organisers must meet)

- No balloons are to be used, given away or released during the event
- No disposable, single use plastics including straws, plastic bags, plates, stirrers, composite packaging (e.g. plastic lined cardboard), and polystyrene cups and packaging to be used
- No bottled water for sale when water stations are available
- Vendors/stallholders must be informed of standards with ample time, and comply during the event
- Vendors/stallholders must manage their waste on site to maximise resource recovery
- Promotion of the event must include detail of what attendees should bring along or be aware of to support a "green", waste wise event
- Provide enough bins for all event waste, including recycling and food and organic bins (reference page 2), and place them so that public place bins are not used for event waste.
- Control and collect litter during and immediately after the event finishes.

### Requirements for Large Events (1000 people or more)

- Large events that serve meals or sell food products must ensure all stakeholders, vendors, and caterers use reusable, recyclable and/or compostable packaging and materials without compromising public health and safe food handling regulations.
- Large events must have staff providing advice to attendees at waste bin stations to minimise cross contamination between general waste, recycling and food and garden organics. A minimum ratio of one (1) staff member for two (2) waste bin stations is recommended.

Recommendations (Suggestions to further minimise your environmental impact)

- Waste bin systems that encourage attendees and stallholders to recycle and dispose of waste materials responsibly
- Minimise giveaways that will not be used to reduce waste, and that have the potential to become litter e.g. single wrapped mints, stickers, key rings etc.
- Leftover food can be donated to Oz harvest or another food charity
- Bottles and cans can be collected for Return and Earn refunds, to reduce costs
- Avoid plastic coffee cup lids where possible – use a larger cup if necessary
- Engage staff or volunteers to act as bin monitors to encourage correct disposal and/or sort waste.

Recommended reusable, recyclable or compostable packaging to reduce packaging waste

- Reusable plates, cups and cutlery (on a deposit system, or allowing a discount for use)
- Reusable water bottles and provision of water station
- Recyclable & compostable packaging\*
- Paper plates and Paper cups
- Compostable cups, plates and cutlery (cornstarch/ plant based)\*\*
- Reusable or paper straws (offered only on request)
- Paper, fiber or reusable bags

*\* If not already listed on Council's website, intended recoverable event packaging should be confirmed recyclable or compostable with Council and/or processing contractors prior to the event, as they are often not recyclable in practical terms or require additional effort to manage on site.*

*\* PLA Bio Plastic products are plant based but have a plastic like appearance and can contaminate the recycling stream. Alternatives are preferred.*

### Your Waste Management Plan

An Event Waste Management Plan (EWMP) is required for an event with an expected crowd size of more than 500 people and/or where there are food, drinks, giveaways and promotional materials. The EWMP must be submitted to Council one month prior to the event as a part of the "application to stage an event" process.

To make things easy we have a template that you can use on the Council Website. [Click here.](#)

The Event Waste Management Plan must include, as a minimum, the following information:

- Type of event (e.g. food/beverage festivals, farmers markets, performance events and sports)\*
- Event site boundaries and site constraints
- Expected crowd numbers
- Main crowd gathering areas
- Access / egress points
- Types and location of stalls (e.g. food and clothing)
- Waste collection contractor details
- Bin size (Litres), type, number and placement of general waste bins, recycling bins, and food and garden organic bins, as well as justification for these.
- Public place waste bins within the event boundaries must not be used during the event or for post event clean up, and are not to be included in the calculation of event bin numbers
- Bin cap / hood / bin signage details
- Details of litter management and frequency during and after the event. Clean up must be carried out during and immediately after the event, to avoid windblown litter in public areas, waterways and beaches. Failure to clean up may result in a partial loss of reserve bond or charges to the event organiser to cover additional clean-up costs (above the normal service standard). What initiatives are in place to avoid generating waste altogether (1<sup>st</sup> level priority) or minimise (2<sup>nd</sup> level priority) the use of non-reusable packaging (e.g.: non-reusable plastic bags or containers) or materials (e.g.: straws, polystyrene plates/cups, cutlery, plastic cups)
- Events implement waste avoidance strategies following the waste hierarchy principles that encourage stakeholders and vendors to avoid generating waste altogether (1<sup>st</sup> level priority) or use reusable (2<sup>st</sup> level priority), recyclable (3<sup>rd</sup> level priority) or compostable (4<sup>th</sup> level priority) catering products and packaging.
- A statement confirming that photos (minimum of two) will be emailed to Council's waste services after or during the event, showing the waste set ups and initiatives (e.g.: waste bin station areas)

Acceptable waste stream materials can be viewed on Council's website at [pmhc.nsw.gov.au/a-z-waste](http://pmhc.nsw.gov.au/a-z-waste)

Food Waste Threshold:

- a) All events (not exceeding the food waste threshold - refer to vi below) must provide general waste and recycling bins. Food and garden bins are optional
- b) All events (that exceed the food waste threshold - refer to vi below) must provide general waste, recycling and food and garden organic bins.

(vi) The method of calculating the food waste threshold and the number of organics bins is as follows:

- Should the event serve meals or sell food products and have 200 or more expected attendees the food threshold is achieved. A minimum of 240L food and garden organic bin per 5 food stalls is to be located away from the public (only for stallholders, vendors and caterers use) and a minimum of one 240L food and garden organics bin per 500 attendees is to be located at strategic points as part of a bin station.
- Should the event not serve meals or sell food products, or have less than 200 expected attendees the food threshold is not achieved. In this case, food and garden waste bins are optional.
- The exact number of food and garden waste bins will be assessed by Council on a case by case basis upon assessment of the EWMP, to adjust for the specific nature and circumstances of each event.

Calculating how many bins are needed for attendees

A rule of thumb for waste generation at events is one litre per person per meal, however there are variables, such as the type of catering facilities, whether there will be beverages at the event, the crowd profile and the types of activities. At food and wine events, the amount of waste generated per person is often higher. For example, if you estimate that you will have 5,000 people at the event, which will run over two meal times from mid-morning to evening. The formula to calculate approximate waste generation would be as follows:

- 5,000 people x 2 meal times = 10,000 litres of estimated waste
- Divide 10,000 by 240 (a standard wheelie bin is 240 litres) = 42
- You will need 42 bins
- If there are 3 bins at each bin station (1, waste, 1 recycling, and 1 more waste) you need approximately 14 bin stations

*For events where food and beverage is not provided, a minimum of one (1) litre of waste per attendee is applicable. Multiply the number of attendees by one (1) to obtain the expected litres of waste. Divide this by 240 litres (a standard bin) to determine the number of bins. Divide the total number of bins by two (2) to determine the minimum number of bin stations.*

*Note: If you service bins during the event, you will require fewer stations than this. In addition, you will need to monitor the bins placed in high traffic areas and where beverages are being consumed, as they will fill quicker than bins in other areas of your event site.*

*The exact number of bin stations will be assessed by Council on a case-by-case basis upon assessment of the EWMP, to adjust for the specific nature and circumstances of each event.*

Bin placement / Signage:

- Event waste bins should be placed so they are the first option and are more likely to be used than permanent public litterbins.
- Waste bin and waste bin stations must have clear and consistent signage (with information on the type and list of waste that can go in each of bin) and coloring (i.e.: red, yellow and green) to encourage proper waste disposal.
- The type of waste bins required depends on the types of food and drinks served at the event – in general recycling bins and food and garden compostable bins must be accompanied by at least one general waste bin, which will form a waste bin station. Optimal bin configuration places garbage bins either side of recycling bins or on the side closest to walkways (as people more likely to contaminate bins will choose the first bin they come to).
- Separated waste, recyclables and organics must be taken to the appropriate local Council waste & recycling facility.

- Bin stations should be placed by:
  - Entrances and exits
  - Close to areas where food is consumed (e.g. near tables)
  - Along walkways or pedestrian traffic areas
  - Near toilets and other utilities

Port Macquarie-Hastings Council can assist event organisers by:

- Providing advice and assistance with the design of collection systems including when appropriate event waste management aids such as coloured bin hoods and signage;
- Providing outdoor tear drop signage to highlight the location of the water station/ bubblers
- Sharing opportunities to apply for grants that enhance event sustainability; and
- Providing a list of local event waste management service providers.

#### Additional Resources

These guidelines have been formulated to provide a framework for best practice waste management strategies for events held in our LGA. All events held on Port Macquarie-Hastings (PMHC) land will align with the objectives of sustainable waste management and resource recovery. Event organisers are required to comply with specific conditions as part of the approvals process.

#### Monitoring and Compliance

- Event organisers must email photos (minimum of two) to Council's Waste Services after or during the event, showing the waste set ups and initiatives (e.g.: Waste bins station areas, other as appropriate)
- Should non-conformances to the prescriptions of this policy be detected during the event by attendees, stallholders or others and communicated to Council, event organisers will be contacted by Council's Waste Services to present corrective actions to the non-conformances raised. These corrective actions are to be included in the Event Waste Management Plan (EWMP) to be presented prior to the next event.
- Council officers may inspect events and raise non-conformances that would then be treated as noted under EWMP above.