

EVENT WASTE MANAGEMENT

Event Street

GUIDELINES

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

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:

1 Meal = 1 litre rubbish

1,000 people *2 meals = 2,000 litres estimated waste



Divide 2,000 by 240L (standard bin size) = 8 bins = 4 bin stations of 1 waste and 1 recycling bin each.

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.

REQUIREMENTS

Requirements (Conditions that event organisers must meet)

- No balloons are to be used, given away or released during the event
- Discourage single use plastics including straws, plastic bags, plates, stirrers, composite packaging (e.g. plastic lined cardboard), and polystyrene cups and packaging to be used
- Consider not providing bottled water 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
- Try to provide enough bins for all event waste, including recycling and food and organic bins and place them so that public 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 should encourage all stakeholders, vendors, and caterers use reusable, recyclable and/or compostable packaging and materials without compromising public health and safe food handling regulations.

Note: Please ensure that number and location of bins is clearly indicated on your Council site plan which is to be submitted with your application.

RECOMMENDATIONS

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.
- 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 colouring (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.

Please review the requirements and recommendations above. Failing to meet relevant conditions and post event clean up may mean that your performance bond is not returned in full.

**For more information visit pmhc.nsw.gov.au
or contact Council's Event processing Team on
(02) 6581 8111.**