



Event Waste Management Fact Sheet



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 maximised.



Calculating how many bins are needed for attendees

Even small events can produce significant amounts of waste. You will need to ensure that you have sufficient bins for the type of waste (General Waste/Green Waste/Recyclables) your event will produce. Bins will need to be serviced during your event to prevent the overflow of rubbish and again after the event to ensure the property is left in a clean and sanitary condition. Again, remember to include set up and pack down periods in your waste plan.

Bins should be clearly marked to avoid contamination. The number of bins required will depend on type and length of the event but a general rule of thumb is:

1 x 240-litre bin per 120 people, increase by 50% if alcohol is being served.

Some further considerations for waste management at your event include:

- Think sustainable: What measures can you put in place to reduce the impact of your event?
- Will your event produce 'general' waste only, or will you require recycling and/or organic greenwaste stations
- Signage at bin stations. For example on bins / bin stations and waste wise reminders throughout event

- Are there likely to be large quantities of specific wastes / hazardous wastes generated
- It is likely that your food and stall holders will produce internal waste, and require separate bins to that of your event attendees.
- If you have a choice of packaging used at your event, this can help minimise waste on the day, for example promoting it as a plastic free event or organising a mug library
- How will you manage waste that is not placed in bins, overflowing bins and other litter from the event in car parking areas and wind-blown beyond event boundary
- Identify when and how collections will take place:
 - Will a contractor service on the weekend of the event or will waste sit in place till next working day
 - Will bins need servicing during event
 - Access for collection vehicles
 - Secure storage till collection



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

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
- In an effort to help reduce disposable cups and plates, the Bowerhouse Community Reuse Shop has put together a range of items that are available to borrow for festivals and large community events.

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, including how to book additional bins and Bowerhouse Borrow Kits, visit bellingen.gov.au or contact Council's Sustainable Environment and Waste team on 02 6655 7300.