



2017/18 Waste Management Fact Sheet

INTRODUCTION

Event waste management planning helps to identify what kind of waste, how much waste the event will generate, and how the waste will be collected and removed from the site.

Waste should be avoided where possible and reusable products used. Where waste is unavoidable, recyclable packaging should be used and captured by using appropriate collection systems and waste services.

The event application including your waste management details must be submitted to Council 45 days prior to event.

Waste Management arrangements (Section 6. Event Application Forms Part A) and Site Plan will be assessed by Council for approval. Council may require alterations to the Waste Management arrangements and/or set conditions associated with waste management and litter requirements in order to approve the arrangements.

SITE PLAN – Waste Management requirements

The Event Site Plan submitted as part of the Event Application requirements must include the following information:

1. Bin/waste station locations – showing where bins will be located throughout the event site.
2. Liquid waste collection locations.
3. Bin drop off location.
4. Bin pick up location.
5. Skip locations, waste truck parking location (if applicable) and any other waster related information.

EVENT WASTE COLLECTION

Event organisers must arrange waste and recycling services through an external provider who will invoice the event organisers directly for bins/skips/stillage's etc. The contractors will generally be able to provide information to assist in the completion of the Event Waste Management Section.

WASTE MANAGEMENT STRATEGIES IN PLACE FOR EVENTS

When hosting an event, there are minimum requirements which must be met:

- Avoid packaging.
- Minimise giveaways.
- Utilise reusable or recyclable items for food and beverages.
- Provide highly visible, clearly labelled waste and recycling bins.
- Arrange bins consistently throughout the site, with a recycling bin always next to a waste bin.
- Locate bin stations near to where food and beverages will be consumed, at entry/exit points, close to toilets/facilities and at the intersection of pathways. Consider the access needs of children, people with disabilities, service providers and contractors.
- Utilise bin monitors to encourage appropriate bin use.
- Monitor and empty bins before they are full.
- Identify a bin collection point and bin transfer routes to the collection point.
- Provide bins for the use of stallholders to be used back of house both waste and recycling.
- Decide on your contamination management plan for ensuring waste is sorted into the correct bins.
- Safely store, use and dispose of potentially polluting substances.
- Store liquid waste in a sealed container and remove for off-site disposal. It is illegal to dispose of liquid waste via a stormwater drain.
- Place drop-sheets under liquid waste containers and equipment on hard surfaces to catch any spills.



HOW DO I CALCULATE HOW MANY BINS ARE REQUIRED?

In general, expect a minimum of one litre of waste per person per meal. However, this may vary depending on catering, beverages availability, number of profile of attendees as well as the waste management minimisation strategies utilised.

As an example:

- 1,000 people x 2 meal times = 2,000 litres of estimated waste
- Divide 2,000 by 240 litres (a standard bin) = 8 bins = 4 bin stations of 1 waste and 1 recycle bin each
- **Less bin stations may be utilised if bins are emptied often, especially those bins near food and beverages.**

Typical Waste Streams

RECYCLING (YELLOW BIN)	LANDFILL (RED BIN)
Aluminium foil wrap (clean)	Baby food pouches
Aluminium foil trays (clean)	Broken toys
Biscuit trays	Ceramics
Bottles (milk)	Cigarette butts
Bottles (drink)	Cling wrap
Cans (aerosol)	Coffee pods
Cans (food)	Drinking straws
Cans (drink)	Foil food bags
Cardboard boxes	Laminated paper and stickers
Cartons (milk)	Plastic bags
Cartons (juice)	Light bulbs
Coffee cup lids	Nappies
Coffee tins	Polystyrene food containers
Cups (plastic)	Polystyrene coffee and drink cups
Cutlery (plastic)	Soft plastics
Jars (with lids)	Soiled foil wrap
Magazines	Soiled foil trays
Mirror glass	String or twine
Newspapers	Wipes
Paper cups	All food scraps
Plastic milk bottles	Cardboard (soiled)
Plastic wine glasses	Coffee grounds
Pyrex	Compostable coffee cups
Tetra packs	Compostable cutlery
Yoghurt Containers	Flowers
	Garden cuttings
	Paper (soiled)
	Paper towel (soiled)
	Pizza boxes
	Teabags
	Tissues (soiled)