

# EVENT WASTE MANAGEMENT PLAN

## Guidelines for event organisers



W A V E R L E Y  
C O U N C I L

**Waverley Council Customer Service Centre**

**55 Spring Street, Bondi Junction** (open 8.30am to 5pm, Monday – Friday)

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Developing an event waste management plan (WMP) helps to identify what kinds and how much waste your event will generate and how you plan to collect and remove that waste.

### WHEN IS AN EVENT WASTE MANAGEMENT PLAN REQUIRED?

An event WMP is required where:

- a Development Application is required for the event
- it is requested by Council
- 100 patrons or more are expected and food and/or alcohol are served.

### HOW CAN WASTE FROM AN EVENT BE REDUCED?

Waste should be avoided and reusable materials used where possible. Where unavoidable, recyclable or compostable or biodegradable materials should be utilised along with appropriate collection systems and waste services.

### RECYCLABLE AND NON-RECYCLABLE MATERIALS

MATERIAL	RECYCLABLE	NON-RECYCLABLE
Paper and cardboard	Milk/juice cartons, cardboard boxes, paper cups*, newspapers, magazines	Waxed products such as cups and boxes; soiled cardboard, soiled paper; foil-lined products such as cartons
Plastics	Drink bottles, plastic milk bottles, coffee cup lids	Straws, plastic bags, polystyrene, cling wrap
Steel	Food cans, aerosol cans, jar lids, coffee tins	
Aluminium	Drink cans, clean foil wrap, clean foil trays	Soiled foil and foil trays, foil food bags
Glass	Bottles, jars	Ceramics, light bulbs, pyrex, mirrors

\* *Paper cups with a thin plastic lining are generally recyclable – waxed paper cups and other waxed products are generally not recyclable.*

### COMPOSTABLE AND BIODEGRADABLE MATERIAL

COMPOSTABLE	BIODEGRADABLE
Check with your waste service provider what materials they will accept via an organics collection system. Generally, food scraps and paper that will break down into organic matter can be composted.	Check with your waste service provider whether they will collect certain biodegradable materials. Sugarcane fibre, bamboo, cornstarch, polylactide (PLA), cellophane wrap made from cellulose and some other materials can be broken down into organic matter over a period of time if exposed to the right conditions.

## WHAT WASTE MANAGEMENT STRATEGIES MUST BE IN PLACE FOR EVENTS?

When hosting an event, these are the minimum requirements you must meet:

- Avoid packaging.
- Minimise giveaways.
- Utilise reusable, recyclable or compostable/ biodegradable food and beverage ware.
- Provide highly visible, clearly labelled waste and recycling bins. (Aluminium, glass, plastic, steel and paper recycling is usually collected via yellow, 240L recycling bins, with labelled lids. Cardboard recycling is usually collected via a labelled skip). Enquire about hiring Council's bin caps and signage, for a refundable deposit.
- Empty bins before they are full.
- Safely store, use and dispose of potentially polluting substances, eg used cooking oil is to be stored in a sealed container and removed for off-site disposal. Note that a Spills Management Plan is required when hazardous substances are present at an event.
- Store used wastewater in a sealed container and remove for off-site disposal. Wastewater is not permitted to be disposed of via the stormwater drain.
- 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.
- Position bins a maximum of 14 metres apart and make them visible.
- Identify a bin collection point and bin transfer routes to the collection point.

## WHAT OTHER WASTE MANAGEMENT STRATEGIES ARE RECOMMENDED FOR AN EVENT?

- Provide organics collection facilities. Organics can be collected in an organics bin and processed by a commercial compost, worm farm or organics recycling system.
- Utilise bin monitors to encourage appropriate bin use.
- Provide a water dispenser or water refilling station to minimise purchase of bottled water.
- Hire bin caps and signage from Council, for a refundable deposit.
- Donate leftover food to a charity, such as Norman Andrews House or OzHarvest.

## 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, alcohol availability, number and 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 wheelie bin) = 8x wheelie bins (4x bin stations with one recycling bin and one waste bin each)
- Less bin stations may be utilised if bins are emptied often, especially those bins near food and beverages.

## WHAT INFORMATION NEEDS TO BE INCLUDED IN THE EVENT WASTE MANAGEMENT PLAN?

To complete the event waste management plan you need to:

- Provide the event's name, date, time, venue, coordinating organisation, anticipated number of attendees and description of event activities.
- Note whether the event will have on-site or off-site food preparation, alcohol or other beverages available. Outline the number of mealtimes covered by the event, the number of food/beverage and other stalls/outlets.
- Provide the names, roles/positions and phone numbers of key event contacts.
- Provide the name of the proposed waste service provider for the event. Note that following approval of a waste management plan, a waste and recycling collection agreement should be agreed with the event's waste service provider and a copy provided to Council. This may be Council's commercial waste service or private waste service provider(s). The Agreement should identify type, number and volume of bins that will be provided for public use, stallholder or contractor use, when the bins will be delivered, emptied and removed, and how the bins will be secured.
- An outline of the waste management strategies that will be utilised.
- Attach an event site map to the waste management plan highlighting the location of bin stations and bin transfer routes to a collection point.

## WHERE CAN I GET ADVICE ON DEVELOPING AN EVENT WASTE MANAGEMENT PLAN?

The proposed event waste service provider will generally be able to provide information to assist in the completion of the event waste management plan. General advice is available from Waverley Council's Environment Officer – Waste and Recycling on **9083 8242** or at [environmentalservices@waverley.nsw.gov.au](mailto:environmentalservices@waverley.nsw.gov.au).

## HOW DO I SUBMIT THE EVENT WASTE MANAGEMENT PLAN?

Where required, an event waste management plan must be submitted to the key Council event contact prior to an event permit or licence being issued. The waste management plan will be referred to Council's Environmental Services division for assessment. This may result in approval, recommendations to alter the plan and/or the insertion of conditions into the event permit or licence.

To find the correct Council event contact, refer to [www.waverley.nsw.gov.au/council\\_services/hiring\\_a\\_venue](http://www.waverley.nsw.gov.au/council_services/hiring_a_venue) or [www.waverley.nsw.gov.au/council\\_services/hiring\\_a\\_venue/use\\_of\\_public\\_open\\_space](http://www.waverley.nsw.gov.au/council_services/hiring_a_venue/use_of_public_open_space) or phone **9083 8000**.