



EVENT WASTE MANAGEMENT PLAN

Guidelines for event organisers

Byron Shire Council

70-90 Station Street
Mullumbimby NSW 2482
PO Box 219
Mullumbimby NSW 2482
council@byron.nsw.gov.au
02 6626 7000

INTRODUCTION

Your event waste management plan helps to identify what kinds and how much waste your event will generate and how you plan to collect and remove that waste.

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

An event waste management plan is required by Council 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.

The event waste management plan must be submitted to the Events and Grants Officer prior to an event permit or licence being issued. Council strongly encourages event organisers to contact Solo Resource Recovery on (02) 6687 0455 to aid in the development of this event waste management plan.

The waste management plan will be assessed by Council's Resource Recovery division, in conjunction with Council's collection contractor, Solo Resource Recovery. This may result in approval, recommendations to alter the plan and/or the insertion of conditions into the event permit or licence.

EVENT WASTE COLLECTION CHARGES

Council arranges provision of 240L waste, organics and recycling bins and services as set out below.

| | |
|--|-----------------|
| Delivery of bin, one collection service/pickup and removal of landfill (red) bin | \$35.00 per bin |
| Delivery of bin, one collection service/pickup and removal of recycle (yellow) bin | \$20.00 per bin |
| Delivery of bin, one collection service/pickup and removal of food & organics (green) bin | \$20.00 per bin |
| Additional service/pickup of waste, recycling or food & organics bin (per service) | \$10.00 per bin |
| Additional servicing of Council's public place waste and recycling bins resulting from events. | POA |

All prices include daytime delivery, pickup and servicing. If your event requires services outside the hours of 7 a.m. to 4.30 p.m., extra charges will apply and can be quoted before the event.

Event organisers can also arrange waste and recycling services through an external provider who will invoice the event organisers directly for bins and skips. They will generally be able to provide information to assist in the completion of the event waste management plan.

HOW DO I SUBMIT THE EVENT WASTE MANAGEMENT PLAN?

Where required, an event waste management plan must be submitted to the Events and Grants Officer prior to an event permit or licence being issued.

The event waste management plan can be emailed to council@byron.nsw.gov.au or faxed to 02 6684 3018, Attention Events and Grants Officer.



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 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.

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



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 or recyclable items for food and beverages.
- ◆ Provide highly visible, clearly labelled waste and recycling bins.
- ◆ Empty bins before they are full.
- ◆ Safely store, use and dispose of potentially polluting substances.
- ◆ 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 at a maximum of 14 metres apart and make them visible.
- ◆ Identify a bin collection point and bin transfer routes to the collection point.
- ◆ Utilise bin monitors to encourage appropriate bin use.
- ◆ Provide food & organics bins for the use of food stallholders to be used back of house.
- ◆ Decide on your contamination management plan for ensuring waste is sorted into the correct bins.

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 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.

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

To complete the event waste management plan you need to:

1. Provide the event's name, date(s), time and anticipated number of attendees.
2. Provide the names, roles/positions and phone numbers of key event contacts for waste management.
3. Note whether the event will have on-site or off-site food preparation, alcohol or other beverages available. Outline the mealtimes covered by the event.
4. List the activities that will occur at the event and any waste that will be generated, e.g. balloon giveaways.
5. List the activities or stalls onsite at the event that will generate any type of waste. Include the products they will sell and the waste materials generated; an indication of what is recyclable, how much will be generated and when.
6. Provide details of the number of bin stations (waste plus recycle bin) required for the public and for back of house, including food & organics bins for stallholders, etc.
Provide the name of the proposed waste service provider for the event and attach your agreement with the service provider; where and when the bins will be delivered, and when they will be removed off site; any other waste facilities required and provided for.
7. Attach an event site map to the waste management plan highlighting the location of bin stations and bin transfer routes to a collection point.
8. List what actions will be carried out to promote appropriate disposal of waste and recycling before and during the event, such as PA announcements that bins are available.
9. List the actions to be completed before the event, indicating who is responsible for this task.
10. List the actions to be completed during the event, indicating who is responsible for this task.
11. List items requiring action after the event with the name of the person responsible.



This page is intentionally blank



EVENT WASTE MANAGEMENT PLAN

| | |
|------------------------|----------------------|
| 1 | EVENT DETAILS |
| Name of event | |
| Event Date(s) and time | |
| Anticipated crowd size | |

| 2 | CONTACTS FOR WASTE MANAGEMENT | |
|----------|--------------------------------------|--------------|
| NAME | ROLE/POSITION | PHONE/MOBILE |
| | | |
| | | |
| | | |
| | | |

| | |
|-------------------------|---|
| 3 | CATERING AND MEAL TIMES |
| TYPE OF CATERING | <input type="checkbox"/> ON-SITE <input type="checkbox"/> OFF-SITE |
| ALCOHOL AVAILABLE | <input type="checkbox"/> ON-SITE <input type="checkbox"/> OFF-SITE |
| BEVERAGES AVAILABLE | <input type="checkbox"/> ON-SITE <input type="checkbox"/> OFF-SITE |
| MEAL TIMES DURING EVENT | DAY 1 <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> MORNING TEA <input type="checkbox"/> AFTERNOON TEA <input type="checkbox"/> PRE-DINNER DRINKS |
| | DAY 2 <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> MORNING TEA <input type="checkbox"/> AFTERNOON TEA <input type="checkbox"/> PRE-DINNER DRINKS |
| | DAY 3 <input type="checkbox"/> BREAKFAST <input type="checkbox"/> LUNCH <input type="checkbox"/> DINNER <input type="checkbox"/> MORNING TEA <input type="checkbox"/> AFTERNOON TEA <input type="checkbox"/> PRE-DINNER DRINKS |

| | |
|---------------------|--------------------------------------|
| 4 | WASTE GENERATED BY ACTIVITIES |
| e.g. novelty stores | Cardboard boxes |
| | |
| | |
| | |
| | |
| | |
| | |



EVENT WASTE MANAGEMENT PLAN

| 5 STALLHOLDER OR BACK OF HOUSE WASTE | | | | | |
|--|--|----------------------------------|--------------------|------------------------|------------------|
| ACTIVITY/ STALL | PRODUCT: FOOD OR DRINK TYPE | MATERIALS GENERATED | RECYCLABLE? | HOW MUCH? | WHEN? |
| Hamburger stall | Hamburgers, hot chips | Cardboard Oil Plastic wrap | Yes No No | 6m ³ 60L | Before During |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| 6 BIN STATIONS | |
|---|---|
| How many bin stations are required for the public (front of house)? | |
| What bins are required back of house? | |
| Name of event waste services provider (attach agreement) | |
| When bins will be delivered and where to | |
| Frequency of services (i.e. number of times per day/night) | |
| When bins will be taken away | |
| Other waste facilities required (liquids) | |
| Bin Contamination Plan | Attach plan for reducing contamination of recycling bins and food & organics bins |



| | |
|--|------------------------------|
| 7 | BIN STATION LOCATIONS |
| Attach map(s) of bin station locations | |

| | | |
|---|---|-------------|
| 8 | PROMOTION OF WASTE SYSTEM & HANDLING | |
| ACTION | WHO | DONE |
| e.g. educate stallholders of waste system | | |
| | | |
| | | |
| | | |

| | | |
|--|-------------------------|-------------|
| 9 | BEFORE THE EVENT | |
| ACTION | WHO | DONE |
| e.g. set up bin stations at pre-determined locations | Contractor | |
| | | |
| | | |
| | | |

| | | |
|--------------------------------------|-------------------------|-------------|
| 10 | DURING THE EVENT | |
| ACTION | WHO | DONE |
| e.g. monitor bin set up and capacity | Committee member | |
| | | |
| | | |
| | | |

| | | |
|--|------------------------|-------------|
| 11 | AFTER THE EVENT | |
| ACTION | WHO | DONE |
| e.g. picking up litter, cleaning up site | Event personnel | |
| | | |
| | | |
| | | |