



# EVENT WASTE MANAGEMENT PLAN

## Guidelines for event organisers

Byron Shire Council

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### INTRODUCTION

Your Event Waste Management Plan (EWMP) helps to identify the types and amount of waste your event will generate and how you plan to reduce, collect and remove that waste.

Waste should be avoided, and reusable materials used wherever possible. Where waste is unavoidable, materials should be able to be placed in the organics or recycling bin, as per the **Be A Good Sort** guide below.

### WHEN DO I NEED AN EVENT WASTE MANAGEMENT PLAN?

An EWMP 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 EWMP must be submitted to Council's Events team via [events@byron.nsw.gov.au](mailto:events@byron.nsw.gov.au) prior to an event permit or licence being issued. Please make sure all sections are filled out before submitting.

### EVENT WASTE COLLECTION SERVICES – STEPS REQUIRED

1. Prepare an EWMP using the information and form provided in this document.
2. Contact Council's Resource Recovery team for advice if required on completing the EWMP.
3. Contact waste provider to ensure requirements can be met and obtain quote.
4. Submit Waste Management Plan to [events@byron.nsw.gov.au](mailto:events@byron.nsw.gov.au) ensuring all sections are completed.
5. Organise collection with waste collection providers based on the approved EWMP – this can then be invoiced directly to the event.

Event organisers are encouraged to contact Council's Resource Recovery Team via email [council@byron.nsw.gov.au](mailto:council@byron.nsw.gov.au) should they have any questions in regards to the development of their EWMP. The team is happy to work with event organisers and provide advice on the best practices to reduce and remove waste.

The EWMP will be assessed by Council, in conjunction with the nominated waste collection contractor. This may result in approval, recommendations to alter the plan and/or the insertion of conditions into the event permit or licence.

**PLEASE NOTE: Additional servicing of Council's public place waste and recycling bins required as a result of an event will be charged to event organisers. This must be discussed as part of the EWMP approval.**



# Towards Zero

Byron Shire Council is committed to waste reduction and sustainability. Council encourages all events to work towards making a positive contribution to waste management. We strongly encourage you to minimise the amount of waste sent to landfill as part of Council's zero waste to landfill aspiration.

Creating a zero waste event is a great way to minimize your impact on the local environment, reduce emissions and demonstrate your values as an operator.

Zero waste can also enhance the overall experience of attendees, employees and volunteers throughout the event. It is a useful marketing tool and a cost effective way to host an event.

Zero waste practices need to be considered across all phases of the event: planning, delivery and evaluation.

## **Step 1: Set targets and timeframes.**

Make sure these are achievable and specific to your event and location

## **Step 2: Estimate quantity, type and source of waste**

Consider what waste may be created before, during and after the event and then seek alternatives. Be specific about packaging and materials. Consider BOH, FOH and what patrons are allowed to bring in. This includes marketing material and building the site.

## **Step 3: Design site layout**

Where will there be bin stations, waste sorting, liquid waste disposal etc. Consider hot spots eg food areas and exits.

## **Step 4: Research and engage waste service providers and zero waste initiatives**

Consider what services are available in the area, including collection services, wash stations, water refill

## **Step 5: Choose infrastructure – bins, skips and logistics:**

What will be the most common waste streams eg recycling or more specifically bottles and cans. Signage and education will play an important part in this step. Will there be a wash station, or specialty recycling eg bottles and cans collections.



## **Step 6: Engage stallholders and entertainment**

Set clear expectations and explain the motivations. Research local stallholders that have experience in zero waste events.

## **Step 7: Budget and staff allocation**

Don't just rely on volunteers for waste reduction. Give zero waste practices and those that implement them value. This shows you are committed and encourages a market and demand for them.

## **Step 8: Develop a communication and education plan**

Communicate your goals with staff, vendors, entertainment, attendees, the community, Council and service providers. Begin this process from the beginning. Much of the education can be done before the event and will set clear expectations for everyone.

## **Step 9: Talk, talk, talk**

You don't need to always reinvent the wheel, use available resources and knowledge and then adapt to suit your event. If you have an idea chances are someone has tried it and will be able to help. Just start talking to people and you will soon be pointed in the right direction of resources and local initiative.

## Reducing plastic and single-use waste at your event

- Implement a 'no single-use plastic packaging' policy that includes straws, plastic bags, coffee cups, foodware, takeaway containers and water bottles; allowing only reusable to be used or sold.
- Incorporate a zero balloons and zero glitter and confetti policy to avoid litter.
- Provide special purpose containers for cigarette butts. Avoid giveaways or freebies. Use recycled or reclaimed materials for infrastructure/ décor at your event or structures designed to disassemble and reuse.
- Hire or borrow equipment and other event supplies before buying. Use electronic guides and/or forms of communicating with your patrons - avoid printed leaflets.
- Implement the NSW Government's container Return and Earn Scheme and ways to involve local community groups in this process.
- Collect unwanted, unsellable food for a local charity or organisation.
- Evaluate waste generation and management procedures after your event. Collecting data on this can also support grant applications if you are seeking event funding.
- Put a surcharge on single-use.

## Wash Stations

You can dramatically reduce the amount of waste at your event with wash station and sanitising system – contact Council for info).

- Hire or borrow reusable crockery and cutlery.
- Rent cups and crockery to attendees for the duration of the event.
- Promote reuse before the event starts.
- Set up a zero waste section of the event as a trial.
- There are plenty of companies and initiatives that can supply, set up and run a wash station.

## Reusable and compostable packaging:

- Encourage staff, volunteers and patrons to bring reusable water bottles/cups (if water refill station is provided)/cutlery and/or have reusable bottles for sale at your event.
- Use reusable bags. Ask for donations or collect second hand bags. Alternatively use bags made from Fairtrade cotton, hemp, bamboo or other natural fibres.
- Where reusable is not available or suitable, use Australian Certified (AS4736) compostable packaging (paper, cardboard, sugar cane, bamboo products are preferred).



- For more information on appropriate packaging and how to hold a plastic free event, contact Council

**[Refer to Byron Shire Council Event Guide for more information](#)**

### Resources for more ideas and information:

Barwon South West Zero Waste Event Guide

[20633\\_BSWWRRG\\_ZeroWaste\\_Guide9-FINAL.pdf \(reduce-recycle.com.au\)](#)

Mullum Cares Waste Free Events

[Waste Free Events – Mullum Cares](#)

Takeaway Throwaways

[Single-use alternatives for events and hospo — Takeaway Throwaways](#)



**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 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. Bin types will vary depending on the types of waste at your event.
- ♦ Less bin stations may be utilised if bins are emptied often, especially those bins near food and beverages.

**WHAT CAN BE PUT INTO THE BINS?**

**BE AWARE:** items labelled “biodegradable” and “compostable” may not actually be able to be composted in local systems. Please refer to the list below and check with Council if you are unsure.

FOOD & ORGANICS (GREEN BIN)	RECYCLING (YELLOW BIN)	LANDFILL (RED BIN)
All food scraps including: <ul style="list-style-type: none"> <li>♦ Bread</li> <li>♦ Citrus</li> <li>♦ Dairy</li> <li>♦ Fruit</li> <li>♦ Meat</li> <li>♦ Seafood</li> <li>♦ Vegetables</li> </ul> Bamboo cutlery Cardboard (soiled) Coffee grounds Flowers Garden cuttings Paper (soiled) Paper towel (soiled) Pizza boxes Teabags Tissues (soiled)	Aluminium cans (clean) Aluminium foil (clean) Cartons milk and juice Cardboard (clean) Envelopes Glass jars & bottles (lids off and clean) Glass plates/pyrex/mirror glass Lids (larger than a credit card) Newspapers Plastic bottles & containers (lids off & clean) Magazines Paper (clean) Plastic plant pots (empty) Steel tins & cans (clean) Tetra paks Yoghurt Containers	Baby food pouches <u>Bioplastic cups, bowls and containers</u> <u>Biodegradable plastics</u> <u>Biodegradable takeaway food containers</u> Broken toys Cigarette butts Cling wrap Coffee cups (takeaway) Coffee pods Foil food bags Laminated paper and stickers Plastic bags Light bulbs Nappies Plastic straws Polystyrene food containers Polystyrene coffee and drink cups Soft plastics Soiled foil wrap/trays String or twine Wipes



# EVENT WASTE MANAGEMENT PLAN

<b>1</b>	<b>EVENT DETAILS</b>
Name of event	
Event Date(s) and time	
Anticipated crowd size	

<b>2</b>	<b>CONTACTS FOR WASTE MANAGEMENT</b>	
NAME	ROLE/POSITION	PHONE/MOBILE

<b>3</b>	<b>CATERING AND MEAL TIMES</b>
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	<b>DAY 1</b> <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
	<b>DAY 2</b> <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
	<b>DAY 3</b> <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

<b>4</b>	<b>WASTE AVOIDANCE</b>
e.g. wash station, BYO water bottles, BYO coffee cups	



<b>5</b>	<b>WASTE GENERATED BY ACTIVITIES</b>
e.g. novelty stores	Cardboard boxes
kitchen	Liquid waste

<b>6</b>	<b>COLLABORATION / WASTE INITIATIVES</b>
<b>ORGANISATION</b>	<b>ACTIVITY</b>

<b>7</b>	<b>STALLHOLDER OR BACK OF HOUSE WASTE</b>				
<b>ACTIVITY/ STALL</b>	<b>PRODUCT: FOOD OR DRINK TYPE</b>	<b>MATERIALS GENERATED</b>	<b>RECYCLABLE?</b>	<b>HOW MUCH?</b>	<b>WHEN?</b>
Hamburger stall	Hamburgers, hot chips	Cardboard Oil Plastic wrap	Yes No No	6m <sup>3</sup> 60L	Before During



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<b>8</b>	<b>BIN STATIONS</b>		
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 and identify collection point.			
Other waste facilities required (liquids)			
Bin Contamination Plan	Attach plan for reducing contamination of recycling bins and food organics bins		
Bin Signage/Labels	Supplying your own (please attach) <input type="checkbox"/> Need signage <input type="checkbox"/>		

<b>9</b>	<b>BIN STATION LOCATIONS</b>		
Attach map(s) of bin station locations and drop off and collection point			

<b>10</b>	<b>PROMOTION OF WASTE SYSTEM &amp; HANDLING</b>		
<b>ACTION</b>	<b>WHO</b>	<b>DONE</b>	
e.g. educate stallholders of waste system, social media about BYO			



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<b>11 BEFORE THE EVENT</b>		
<b>ACTION</b>	<b>WHO</b>	<b>DONE</b>
e.g. set up bin stations at pre-determined locations	Contractor	

<b>12 DURING THE EVENT</b>		
<b>ACTION</b>	<b>WHO</b>	<b>DONE</b>
e.g. monitor bin set up and capacity, picking up litter	Committee member	

<b>13 AFTER THE EVENT</b>		
<b>ACTION</b>	<b>WHO</b>	<b>DONE</b>
e.g. data collection, cleaning up site	Event personnel	





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