



# Waste management for events

This fact sheet is designed as a guide only to provide event operators with relevant information regarding adequate management of waste and litter control.

## Responsibility of Event Manager

Events can generate a considerable amount of waste through catering and other activities. Event operators must ensure waste is managed, during and after the event, to prevent unsanitary conditions and environmental harm, such as litter entering waterways. A waste management plan must be considered as part of your event application to Council.

Waste management at events involves reducing, re-using and recycling of the waste. Food Vendors are encouraged to provide food and drinks in recyclable containers.

Events must have suitable and adequate facilities for the storage and collection of solid waste and recyclables that are easily identifiable and accessible by patrons, food vendors and waste collectors.

## How do I know how many bins I need at my event?

Existing bins are often included in event planning. However, these facilities are for people who would normally use the area. Please do not include existing bins in your waste strategy for the event.

When determining the number of facilities required, consider the following:

- type of event
- event duration

- crowd type and activities
- number of patrons expected
- food and drink consumption

To calculate the number of bins you require, **use the table overleaf** as a guide.

For events greater than 500 people a 3m<sup>3</sup> bulk-recycling container placed near the stallholders would be desirable to collect cardboard packaging.

It is recommended that the applicant provide information to stallholders on appropriate waste disposal requirements for their event by providing a “best practice” litter/waste information for each stallholder. This information should advise that:

- bins are not allowed to become overfull and that they should regularly emptied into the bulk containers
- stallholders should not place packaging or waste on the ground or in bins other than those provided for the event

## Litter management

Litter, especially broken glass, is unhygienic and can cause serious injuries. It may even be used as a weapon or missile. The following must be considered as part of a managing litter plan for your event:

- “no glass” policy
- containers provided specifically for the disposal of glass, sharp objects, and separate syringe disposal unit/s
- collection and disposal of litter regularly throughout the event

Patrons	With food and drink		Without food and drink
	Bins	Skips	Bins
<500	4	0	2
<1000	8	1	4
<3000	16	2	8
<5000	24	3	12
<10,000	32	3	16
<15,000	40	4	20
<20,000	50	4	25
<30,000	60	5	30

- relocation of bins from low use to high demand areas
- covering of bulk bins where possible to contain waste and prevent scavenging by birds and windblown litter

### During the event

All waste generated by the event must be collected and disposed of in a manner which maintains the area in a clean, tidy, sanitary and hygienic condition. You can manage waste during your event by:

- clearly labelling recycling and waste bins
- arranging public announcements on waste and recycling facilities
- emptying waste bins at regular intervals into bulk bins
- using bins liners in all waste bins (required for council provided bins)
- engaging trained personnel for site litter and bin management
- advising stallholders of waste management requirements
- ensuring food scraps or offensive waste are disposed of in lidded bins
- servicing bins in high use areas

### After the event

Waste can be controlled after the event by:

- completing site clean-up of all litter and disposing into appropriate bins
- placing waste containers in agreed location for collection (waste bins and recycle bins should be grouped separately to allow access by contractors)
- closing lids on any bulk bins

### Bin placement

The distance people are prepared to walk to throw waste in a bin at an event or festival is considered to be 6m. By placing of 240 litre mobile wheelie bins 12 metres apart from each other will encourage people to use the bins.

Additional bins may need to be placed in heavy use eating areas.

Bins should be placed:

- in accessible points close to where patrons pass by and within arms' reach if possible

- where items are likely to be thrown away, not where they are bought such as near entrances and exits, within eating areas, near toilets, walkways and car parks
- for the convenience of the user, rather than the collector
- where they can be effectively emptied and serviced, especially in peak periods
- where patrons may gather to view displays, rides and partake in activities
- away from services and building structures such as fire exits, walls and congested pedestrian areas

### Recycling

Recycling forms part of everyday activities in most homes and people often look to recycle in all places they visit. Implementing recycling as part of waste management for your event can lead to cost savings in reduced packaging, as well as environmental benefits in reduced littering.

Caterers and food vendors can recycle and reduce packaging at events by:

- re-using items where possible, such as non-disposable cutlery and crockery
- segregating recyclables, such as bottles, cans, cartons, organics, rubbish, paper and cardboard, corks and food oil (cardboard boxes should be flattened)
- informing staff and suppliers on the importance of minimising waste, including packaging of food and quantities of serviettes
- providing food and drinks in recyclable containers, such as non-plasticised paper plates and cups, glass, cans and PET plastic bottles and using recyclable packaging such as cardboard boxes (polystyrene and waxed cardboard are not recyclable)

Where food and beverages are supplied in recyclable packaging, recycle bins must be provided for patron use especially near food areas.

Recycle bins must be placed side-by-side with waste bins not back-to-back.

**Please note: Council's policy on plastic straws & helium balloons.**