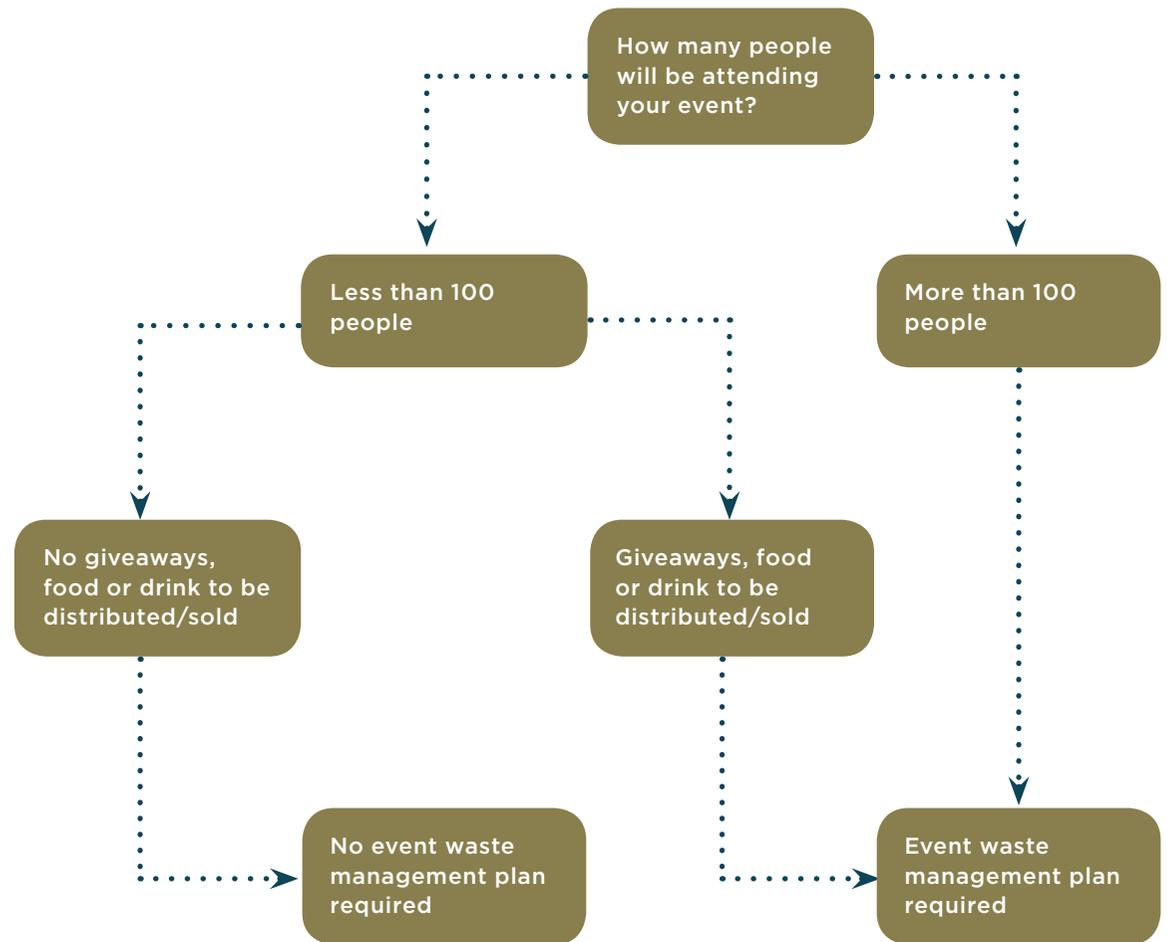


# EVENT WASTE MANAGEMENT GUIDE

Public events can generate a high volume of disposable materials. Developing an event waste management plan will help identify what kind and how much waste your event will generate, and the practices that can be implemented to divert the amount of material sent to landfill.

Orange City Council requires all event organisers to promote and practise waste avoidance principles and increase resource recovery to work towards a more sustainable future for our community.

## When is an event waste management plan required?



# What information should be included in an event waste management plan?

## Event Details

Event name, date, time, venue, coordinating organisation, anticipated number of attendees and description of event activities.

## Food & Beverage

Note whether the event will have on-site or off-site food preparation, alcohol or other beverages available. Outline the number of meal times covered by the event, the number of food/beverage and other stalls/outlets.

## Event Contacts

Provide the names, roles/positions and phone numbers of key event contacts.

## Waste Service Provider

Provide the name of the contracted waste service provider for the event and a copy of the Waste and Recycling Collection agreement (if available). The agreement should identify the 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.

## Waste Management Strategies

Outline the Waste Management Strategies (outlined to the right) and the waste avoidance strategies that will be utilised at the event.

## Site Plan

Include a site plan that provides the location of bin stations and the bin transfer routes to the collection point.

Research shows that 87% of event attendees want well-organised waste and recycling services, expect the event to be clean and free of litter and support the implementation of waste avoidance practices.

# What Waste Management Strategies are required to be in place for events?

There are some minimum requirements you must meet when organising and conducting an event:

Adopt policies that encourage sustainable purchasing practices.

Work with vendors and suppliers to avoid packaging. Use reusable or recyclable food and beverage ware.

Include information about waste avoidance strategies and bin placements in your pre-event brief or toolbox meeting.

Minimise giveaways.

Provide an adequate number of highly visible, clearly labelled waste, organics and recycling bins. It is important that bins can be accessed from both sides, the lids/tops prevent the entry of any rain water and standard colours and clear signage (e.g. overhead) are used. Signs and graphics can be downloaded from [www.epa.nsw.gov.au](http://www.epa.nsw.gov.au). Larger bin tops/lids can be sourced from specialist suppliers such as [www.sulo.com.au](http://www.sulo.com.au).

Monitor bins throughout event to ensure that they do not overflow.

Downloadable recycling signs, posters and symbols are available via: [www.epa.nsw.gov.au/your-environment/recycling-and-reuse/business-government-recycling/standard-recycling-signs](http://www.epa.nsw.gov.au/your-environment/recycling-and-reuse/business-government-recycling/standard-recycling-signs).

Arrange bins consistently throughout the site, at a maximum of 14 metres apart (as beyond this distance more littering starts to occur), with a recycling and organics bin always next to a waste bin. Bins should be located in close proximity, but not directly near, food and beverage areas. They should also be placed at entry/exit points, close to toilets/facilities and at the intersection of pathways. Consider the needs of children, people with disabilities, service providers and contractors.

Identify the bin collection point and bin transfer routes to the collection point.

Safely store, use and dispose of potentially polluting substances. For example, used cooking oil is to be stored in a sealed container and removed off-site for disposal. A Spills Management Plan is required when hazardous substances are present at an event.

Store used wastewater in a sealed container and remove off-site for disposal. Wastewater is not permitted to be disposed of via the stormwater drain.

Utilising effective clean-up practices.

Evaluating the success of your event to identify areas for improvement.

## How many bins will be required?

Generally a rule of one (1) litre of waste, (1) litre of recycling and one (1) litre of organics per person per meal applies (this does not include back of house waste and recycling requirements). This may vary depending on catering, alcohol availability, the number and profile of attendees as well as the waste avoidance strategies utilised.

For example: for a four (4) hour event (i.e. 1 x meal time) with food stalls and an anticipated crowd size of 1,000 people.

**Calculation:**  
**1,000 people x 1 litre = 1,000 litres of waste, 1,000 litres of organics and 1,000 litres of recycling required**

**Bins required:**  
**Divide 1,000 by 240 litres (a standard wheelie bin) =**  
**4 x waste bins required**  
**4 x recycling bins required**  
**4 x organics bins required**

### PLASTIC POLICING

It is good practice to ensure the waste avoidance strategies you have planned become a reality. You could, for example, do a plastic health check around the event site every morning of the event. You could also ask volunteers, cleaners and event staff to continually look for plastic 'leaks' during the event.

## How can waste from an event be reduced?

Waste should be avoided and reusable, compostable and recyclable materials used where possible. The difference between these materials are outlined below:



	Non-Recyclable	Compostable	Recyclable
<b>Paper and cardboard</b>	Waxed products such as cups and boxes, soiled cardboard and paper, foil-lined products such as cartons	Paper that will break down into organic matter, including shredded paper, tissues and paper towels	Milk and juice cartons, cardboard, paper cups (not waxed products)
<b>Plastics</b>	Straws, plastic bags, polystyrene, shrink and cling wrap		Drink bottles, plastic milk bottles, coffee cup lids
<b>Steel</b>			Food cans, aerosol cans, jar lids, coffee tins
<b>Aluminium</b>	Foil food bags		Drink cans, clean foil wrap, clean foil trays
<b>Glass</b>	Ceramics, light bulbs, Pyrex, mirrors		Bottles, jars
<b>Food Scraps</b>		Fruit and vegetable scraps, meat and bones, cake and bread scraps, dairy products, egg shells, tea bags and coffee grounds	

### Biodegradable products

Sugarcane fibre, bamboo, corn-starch (PLA - polylactic acid), 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. Currently Orange City Council cannot break down these products into organic matter. Instead, these products should be placed in red-lidded bins.

# Reducing waste, specifically single-use plastics, can be achieved by following the 5 steps:

RETHINK	REFUSE	REDUCE	REPLACE	RECYCLE
<p>Rethink about which items your event really needs, and eliminate as many single use items throughout your event as possible to avoid excess waste and de-clutter waste sites.</p>	<p>Refuse to accept any avoidable single-use plastic and implement a ban. Question excuses of cost and convenience. Ensure the ban is communicated to all patrons involved in the event, from contractors to customers, and then enforce it and police it.</p>	<p>Make educated decisions about the quantities and the materials you need (i.e. reduce the plastic volume, size, thickness, and variety). Less is more!</p>	<p>Replace single-use plastic with smart sustainable choices. This could include re-usable, natural, compostable and creative options.</p>	<p>Look to see where you can use recycled materials for your event and ensure you have a recycling waste service available at the event. You could also organise an organics collection system for your food scraps for them to be turned into organic compost.</p>
EXAMPLE	REFUSE	REDUCE	REPLACE	RECYCLE
<p><b>Drinking Straws</b></p> 	<p>Implement a ban to prevent straws from being used at the event.</p>	<p>Do not have straws easily accessible on a counter or a bar. Only hand them to people who specifically request one.</p>	<p>If you need straws for accessibility reasons, choose re-useable or compostable options.</p>	<p>If you choose paper straws as an alternative, ensure they are able to be recycled at the event.</p>
<p><b>Plastic Bags</b></p> 	<p>Say no to plastic shopping bags and bin liners.</p>	<p>Ask stallholders to use an alternative to plastic bags, or avoid using handouts if possible. Ensure cleaners are emptying and reusing plastic sacks.</p>	<p>Encourage re-usable bags (i.e. hessian, canvas or calico) or ones made from recycled plastic.</p>	<p>Use paper bags or cardboard boxes that can be recycled.</p>
<p><b>Plastic bottles, plates, cutlery, cups and mugs</b></p> 	<p>Don't sell or serve disposable plastic bottled water or food served on plastic disposables.</p>	<p>Serve or sell freshly prepared drinks, wet pour beers and soda etc. Serve food that requires little to no packaging (i.e. steak sandwiches).</p>	<p>Put in water refill points or dispensary stations. Sell reusable water bottles or have re-usable cups, plates, bowls, cutlery and stirrers.</p>	<p>Ensure drinks are packaged in cans or glass. Use recyclable products such as paper and cardboard.</p>
<p><b>Individually wrapped condiments and foam containers</b></p> 	<p>Avoid all plastic packets or tiny tubs, often provided for sauces and condiments. Ban polystyrene foam and disposable coffee cups (lined with plastic polyethylene) from the event.</p>	<p>Push back on your event supply chain to deliver without disposables. Encourage event participants to bring their own reusable cups and provide incentives for them to do so (i.e. offer discounts etc.).</p>	<p>Provide bulk dispensing of sauces and condiments. Use re-usable trays. Work with a reusable cup company that allows attendees to pay a deposit for their reusable cup. This is then exchanged for a clean one each time they return to the bar and deposit refunded when the cup is returned.</p>	<p>Use serviettes instead of food containers where possible. Use recyclable products such as paper and cardboard. Ensure coffee cup lids are capable of being recycled.</p>
<p><b>Signage, promotional materials, decorations and entrance tickets</b></p> 	<p>Don't permit balloons, glitter, confetti, disposable plastic spectator paraphernalia or fireworks that use plastic canisters.</p>	<p>Ensure sponsor agreements state that single-use plastic is not permitted. Offer people experiential activations rather than bling (i.e. streamers &amp; balloons).</p>	<p>Use re-usable bungee or velcro straps instead of cable ties. Replace signage with projections, re-usable chalk boards or make banners from fabric. Use virtual ticketing and bar codes. Replace confetti with a bubble machine or fireworks with a laser or light show.</p>	<p>Use non-laminated paper if actual tickets are necessary. Repurpose branding material to other items after the event.</p>

# Additional principles and guidelines for event sustainability:

## Reduce carbon footprint/emissions by:

- Ensuring that, where possible, the event venue and accommodation will be within walking distance of each other, public transport options are available, and/or attendees are encouraged to car pool.
- Investigating options for teleconferencing or videoconferencing, where appropriate, as an alternative to long distance/air travel by presenters.
- Ensuring lights will be turned off in areas of the venue when not in use and use natural light during the day as much as possible.
- Natural ventilation to be used in preference to air conditioning where practicable.
- All event material to be printed on 100% recycled paper and use double sided printing. Where possible, an electronic version is to be provided for participants using personal electronic devices.
- Name badges to be reused where possible.
- Communication, expressions of interest and registration, wherever practicable, is to be via electronic means.
- All produce used in catering for the event is to be sourced from local, ethically responsible businesses/organisations where possible.
- All unused food is to be provided to local charities within the food standards best practice (i.e. OzHarvest) or composted where possible.

## USEFUL LINKS

Local Orange suppliers who sell compostable or recyclable packaging:

- Wraprite: 52 McNamara Street, Orange  
(02) 6362 1566 <http://www.wraprite.com.au/home>

Reusable cup suppliers for events:

- Globelet (Woolloomooloo, NSW) - <https://www.globelet.com/>
- Bettercup (Melbourne, VIC) - <https://www.bettercup.com.au/>

## REFERENCES

- Waste Wise Events Guide: Department of Environment and Conservation NSW. <https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/warrlocal/070056-waste-wise-events.pdf?la=en&hash=5A9053DA2E8C18784CA9EEB131B96B91C9E45A9B>
- Turn the tide on plastic at sporting events: Volvo Ocean Race. [https://d10n410n1bycop.cloudfront.net/files/m120720\\_volvo-ocean-race-turn-the-tide-on-plastic-at-sporting-events-user-guide-lr.pdf](https://d10n410n1bycop.cloudfront.net/files/m120720_volvo-ocean-race-turn-the-tide-on-plastic-at-sporting-events-user-guide-lr.pdf)
- Recycling: Orange City Council. <https://www.orange.nsw.gov.au/waste/recycling/>

### Did you know?

Even though balloons are made from latex rather than plastic, they can take up to four years to biodegrade in nature and can therefore have damaging effects on marine life. Helium is also a non-renewable resource (extracted from natural gas) with reserves of the gas soon to run out.