



Town of  
**Cambridge**

## **Waste and Recycling Management at Public Events**

### **Document Control**

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## Waste and Recycling Management at Public Events.

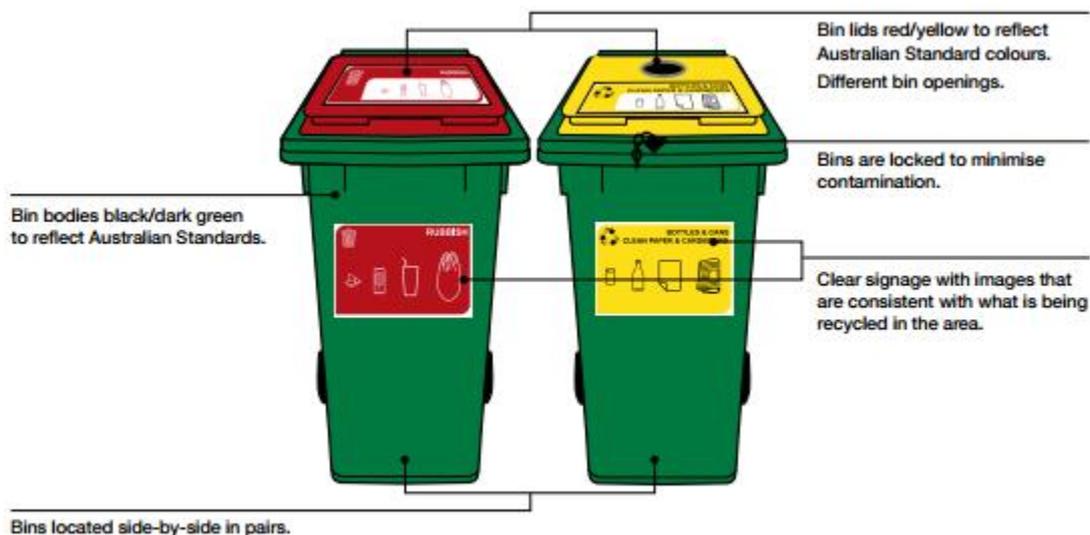
Community events produce significant amounts of what has traditionally been regarded as waste material but consists mostly of potentially recyclable material including paper, cardboard, glass, metal, plastics and food. The Town of Cambridge actively promotes recycling in the home, at the workplace and at community events.

Waste is a very visible part of any event and how to manage it should be a fundamental part of early planning. It is only by knowing from the start what is likely to end up as waste that you can then make plans to reduce, re-use, recycle or recover it. It is vital that an understanding is gained of the types of waste likely to be generated at an event;

- **WHAT** waste is likely to be produced? WHAT volume? Does it fit into waste or recycling? Could it be avoided altogether?
- **WHO** will create waste? i.e. in-house staff, external contractors, audience.
- **WHERE** will it be created, onsite or offsite?
- **HOW** will it be managed? How can the volume be reduced?

### Bin Type

Bins should be positioned as bin stations which include one waste and one recycling bin. Place bins side by side, not back to back, to avoid confusing people who approach the bin nearest them. Consider the direction from which the bins are approached.



**Figure 1:** Example of the two-bin recycling system and signage (sourced from *Public Places Recycling Guidelines* (2008). Sustainability Victoria, Melbourne. Available at [www.resourcesmart.vic.gov.au](http://www.resourcesmart.vic.gov.au)).

## Bin Signage

Having clear signage displayed is important not only to educate people but also to reduce the levels of contamination that may occur in the recycling bin. Signs can be simple wording or even images of the different types of materials that can be placed in the waste and recycling bins. For signs to work effectively they must be:

- **Colour Coordinated:** Red for waste, yellow for recycling;
- **Clear Wording:** Make the signs easy to read;
- **Placement:** Ensure signs are positioned where people can see them easily; and
- **Photos and Images:** Pictures of the materials accepted in each bin type.



Figure 2: An example of bin signage for a two-bin system.

## Bin Placement

How people move around and use a site determines the optimal placement of bins. Locating bins at disposal points maximises the amount of waste and recycling captured. Some common disposal points include:

- near entrances and exits;
- tables or picnic areas;
- food and beverage stalls;
- walkways and high traffic areas;
- toilets or other utilities; and
- car parks.

Things to consider when considering bin placement:

• Event size	• Venue/site constraint
• Expected crowd size	• Access
• Bin Serviceability	• Types of materials that will be brought on site
• Crowd behaviour	• Stallholder/Vendor locations

Bins should be located:

- In accessible points that coincide with movement of people and catch their attention;
- Where people enter and exit to inform them of what is expected;
- For the convenience of the user, rather than the collector; and
- Where they can be effectively emptied and serviced.

Bin placement must not interfere with services such as fire exits and congested pedestrian areas. Consider public safety and security measures when placing bins.

### Calculating how many bins are needed

A rule of thumb for waste and recycling generation at events is 0.5 litre of waste per person per meal and 0.5 litre recycling per meal. However, there are variables, such as:

- the type of catering facilities;
- whether or not there will be alcohol at the event;
- the crowd profile; and
- the type of activities that are at the event.

For example, if the expected crowd at the event is 4,000 people, which will run over two meal times from mid-morning to evening, the formula to calculate the approximate waste and recycling generation is as follows:

#### Waste:

4,000 people x 0.5 litres x 2 meal times = 4,000 litres of estimated waste generation  
 4,000 litres divided by 240L (a standard wheelie bin size) = 17 bins or  
 4,000 litres divided by 660L (a standard event bin size) = 6 bins  
 17 x 240L or 6 x 660L waste bins are required

#### Recycling:

4,000 people x 0.5 litres x 2 meal times = 4,000 litres of estimated recycling  
 4,000 litres divided by 240L (a standard wheelie bin size) = 17 bins or  
 4,000 litres divided by 1100L (a standard event bin size) = 4 bins  
 17 x 240L recycling bins or 4 1100L bins are required

### Waste Education

Educate staff and volunteers about the importance of recycling and proper recycling procedures. Make sure each volunteer knows which materials can be recycled. These individuals will be able to direct event attendees to recycling bins. Get volunteers involved by having them monitor participants including vendors, attendees and other staff.