

Lake Macquarie

Development Control Guidelines

Operational Waste Management
– for Events



6 Operational Waste Management – for Events

6.1	Waste Management Plan for Events.....	240
6.1.1	What needs to be included in the event waste management plan.....	240
6.1.2	How to prepare the event waste management plan	240
6.1.3	Event waste management checklist.....	242
6.1.4	Event waste management plan	245
6.1.5	Waste Management Information Guide for Stallholders and Event Managers - Example.....	246
6.2	Waste Aspects of the Development Control Plan for Events	248
6.2.1	Event waste management –operational objectives (DCP Parts 2-7).....	248
6.2.2	Event waste management Operational controls (DCP Parts 2-7)	249
6.2.3	Event waste management - guidance – all zones.....	250
6.2.4	Event waste management – specific guidance – all zones	253
6.3	Event Waste Management – Information to Assist with Planning	255
6.3.1	Event waste management planning	255
6.3.2	Helpful resources for avoiding, reusing and recycling event wastes.....	255
6.3.3	Waste collection service providers.....	255
6.3.4	Bin locations and waste storage areas during events	255
6.3.5	Routes between waste generation points and waste storage areas	256
6.3.6	Bin locations before and after events and waste collection logistics.....	256
6.3.7	Routes between waste storage and collection points.....	256
6.3.8	Waste storage in event stalls.....	256
6.3.9	Event site plan.....	256
6.3.10	Waste system information guide for event managers and stallholders	256

6.1 Waste Management Plan for Events

Applicants must complete and submit an Event Waste Management Plan (WMP) with their Development Application that confirms the event's compliance with the controls and guidance relevant to each Zone and land use, where the event will be held, as described in the DCP and WMG.

6.1.1 What needs to be included in the event waste management plan

The WMP identifies the types of waste that the event will generate and advises Council how this waste will be managed from its source through to its disposal at lawful reuse, recycling or landfill facilities.

The following documentation forms the WMP that Council will review to determine the ongoing waste management impacts of a proposed event:

1. completed Event WMP checklist;
2. completed Event WMP form;
3. design and/or landscape floor plan drawings (drawn to scale) showing:
 - bins and facilities that will be used for on-site waste storage and the waste collection point(s);
 - route(s) between patron/public waste bin locations and waste storage, and between waste storage and collection point(s) (including door/gate widths, no steps, carting distance and gradients); and
 - details of the access road(s)/driveway(s) including vehicle turning circle dimensions, no overhead obstructions to prevent bin lifts during waste collection (*only required if bins will be collected on site, rather than from the kerbside of a Council road*); and
4. an updated copy of the waste system information guide for event managers, event staff, stallholders and contractors.

6.1.2 How to prepare the event waste management plan

Complete the Event WMP checklist in section 6.2.3 as thoroughly as possible.

Complete the WMP form in section 6.2.4 as thoroughly as possible.

The WMP checklist and WMP form can be modified to include additional information if necessary.

Prepare design and/or landscape drawings that confirm the event's compliance with the controls in the DCP and guidance in the WMG, as prompted by the Operational Waste Management Checklist and WMP form.

After designing the waste management system, prepare a summary document to event managers, event staff, stallholders and contractors.

Compile all of the above documentation into one Waste Management Plan PDF file (other than the Landscape and Floor Plans which can be separate) and lodge it as an attachment to your Development Application.

Tips for Preparing the Event Waste Management Plan

1. List and estimate waste types and volumes (see section 6.3.1 for help).
2. Design and identify ways to avoid, reuse and recycle wastes (see section 6.3.2 for help).
3. Identify:
 - a. waste management equipment, bin sizes, collection frequency and waste collection service providers (see section 6.3.3 for help); and
 - b. destination scrapyards, recyclers, composters and landfills (see the Lake Macquarie Recycling Directory at <https://www.lakemac.com.au/waste/other-household-waste>).
4. Design:
 - a. waste storage areas (see section 6.3.4 for help);
 - b. routes between units and waste storage areas (see section 6.3.5 for help);
 - c. bin collection points, if waste collection is not direct from the storage area (see section 6.3.6);
 - d. routes between waste storage and collection points (see section 6.3.7 for help); and
 - e. waste storage in stalls(see section 6.3.8 for help).
5. Produce the event site plan and event waste management information guide that will be handed to event managers and stallholders (see section 6.3.9 and 6.3.10 for help).

6.1.3 Event waste management checklist

Checklist – Event Waste Management
Summary of Multiple Dwelling Developments Application
Site Address(es) (include addresses/locations of any other sites that are likely to be used in association with the event, such as public viewing or parking areas):
Summary of property use(s) (type of business, office, retail shop, etc.) List main types of operational wastes that will be generated
Set up, Operation and Pack up proposal – outline
Scale of Event (number of): ____ number of days ____ hours per day ____ number of breakfast, lunch and dinner periods ____ number of sites - how will site(s) be used? (list uses of each site separately if proposing multiple sites) ____ stalls (Y/N) ____ alcohol being served (Y/N) ____ number participants expected (max number at any one time) ____ total participants over entire event

Applicant Information
Applicant's Name:
Applicant's Address:
Applicant's Phone / Mobile:
Applicant's Email:
Applicant's Authorisation: Diversion of any waste to reuse, recycling or composting is maximised. An event site plan(s) showing waste storage areas, waste collection points and waste collection vehicle access are provided in this application and will be provided to all relevant event staff, stallholders and contractors involved in the event planning, set up, operation and pack up process. The checklist has been completed accurately and in full.
Signature of Applicant or Authorised Agent:
Date:

Event Checklist (Set up, Operation and Pack up)	YES	NOT YET	NO	N/A
Waste Types				
All types of wastes to be generated are listed, including from stall and stage infrastructure, ticketing and security, parking and transport control, fittings, power supply, furniture, packaging, food and drink wastes, cutlery and plates, hygienic sanitary and bathroom wastes, promotional material and gifts, temporary landscaping, decorations, information signage and any other wastes				
Avoidance, Reuse and Recycling				
All wastes that can be reused or recycled are identified and prioritised for use in the event.				
Maximised beneficial reuse of infrastructure and materials on site.				
Maximised diversion of any waste to reuse, recycling or composting.				
The names of authorised facilities (where the nominated waste can be sent for reuse, recycling or disposal) are included in the plan.				
Waste Storage Areas				
Reusable resources and waste can be appropriately and effectively stored.				
The waste storage area(s) are shown on the event site plan(s).				
The location(s) for patron-use bins are shown on the event site plan(s).				
The location(s) for existing public place bins are shown on the event site plan(s). Information is provided on how these are to be managed to prevent use during the event (unless event manager is given prior authorisation to use).				
For multi-site events, or events where the public may view from multiple locations, waste management for each location is shown in plans and described in the Event Waste Management Plan.				
Waste carting route(s) from source to waste storage area(s)				
The routes for movement of waste and full bins between source point and waste storage area are obstruction-free.				
Waste Storage Areas				
Waste management plan(s) demonstrate that sufficient area is allocated for separate storage and collection of site occupants' and patrons' wastes.				
Waste can be placed in the bins without moving other bins or obstructions out of the way.				
Sufficient area is allocated for separate storage and collection of problem wastes (such as light bulbs, batteries, gas bottles, oils, cooking oils and paint).				
Bin carting route(s) from waste storage area(s) to waste collection point(s)				
The routes for movement of bins and waste between storage and collection points are obstruction-free (if waste is not being collected directly from the waste storage area(s)).				

Event Checklist (Set up, Operation and Pack up)	YES	NOT YET	NO	N/A
Waste Collection Point(s)				
No waste will be left on site, unless it has a pre-authorised reuse value on the property and is properly stored prior to vacating the site.				
All waste not being reused on site will be removed before, during, or at the completion of, the event. Waste and bins will not obstruct prior nor subsequent use of the site(s).				
The date and approximate times at which waste will be collected is provided in the application.				
Waste Collection Vehicle Access				
Waste bin collection point(s) are provided that are accessible for waste collection vehicles. There are no obstructions to turning or reversing, pulling up vehicles and lifting bins.				
Site waste management plan(s) show access and turning space provisions for waste collection vehicles.				
Waste can be effectively and safely removed from site without adversely affecting participants, neighbours or the environment.				
Access will not be compromised for waste collection vehicles by other vehicles or obstructions.				
In order to manage noise levels, collection of waste from the site(s) will only occur during approved hours.				
Event Waste Management Information Guide and Event Site Plan				
The Waste System Information Guide and event site plan provided in this application will be given to event managers, event staff, stallholders and contractors.				
Operational Waste Management Plan – Events Completion				
Comments regarding any deviation from the waste management controls and guidance:				
Waste Management Plan Checklist and coversheet has been completed and signed				

6.1.4 Event waste management plan

EVENT WASTE MANAGEMENT PLAN

Ongoing use waste will be avoided or minimised by:

Attachments – the following documents are attached to this application:

- ☐ Event site plan (drawing(s)) showing:
 - ☐ bins and facilities that will be used for on-site waste storage and the waste collection point(s)
 - ☐ route(s) between waste storage and collection point(s) (including door/gate widths, no steps, carting distance and gradients)
 - ☐ details of the access road(s)/driveway(s) including vehicle turning circle dimensions, no overhead obstructions to prevent bin lifts during waste collection
(*only required if bins will be collected on site, rather than from the kerbside of a Council road*).
- ☐ Waste System Information Guide for event managers, event staff, stallholders and contractors.

Types of Operational Waste	Estimated amounts (m3/Tonnes to be stored on site between collections)	Bin size or equipment (240-1100 litre bins, skips, compacter, balers, etc.)	No. of bins or balers/other equipment	Collection frequency (one-off, daily, twice-daily, hourly)	Reuse or recycling offsite Specify waste transport contractor and reuse or recycling facility destination	Disposal to licenced landfill Specify waste transport contractor and landfill facility destination
Garbage other non-recyclable wastes						
Green waste food and garden organic waste						
Recyclables bottles, containers						
Paper and cardboard						
Timber and Pallets						
Plastic (bags, film/wrap)						
Textiles						
Metals (specify types)						
Problem wastes - fats/oils, liquids, grease trap, sanitary, e-waste, batteries, sharps						
Other (please specify)						

6.1.5 Waste Management Information Guide for Stallholders and Event Managers - Example

Please submit with the Operational Waste Management Plan an updated version of this example waste management information guide that describes how the waste management for this development has been designed to operate.

Waste Management Information Guide for Stallholders and Event Managers

Event Name: _____

Address: (address of development) _____

Date(s): _____

The following is information about how this development has been designed to accommodate separation of waste, waste storage and waste management.

Waste Minimisation:

Stallholders are required / encouraged to use compostable or reusable cutlery, plates, cups and bowls and to avoid use of balloons unless these and the tie and string are compostable.

Stall Waste Storage:

Stallholders should have a secure space with secure containers in or near the stall which can hold the day's volume of waste, separated by waste type (comingled recycling, cardboard boxes (flattened), food waste, other separately recyclable wastes and residual (unrecyclable) garbage).

Stallholders that giveaway brochures or gifts are asked to have a box labelled for "used brochures" or "unwanted giveaways" nearby to either end of their stall.

Stall Waste Removal:

Stallholders are responsible for removing and appropriately recycling or disposing of their wastes.

OR

Stallholders are able to utilise the shared waste storage area for disposal of comingled recycling, flattened cardboard boxes, food waste and residual garbage (see site plan).

Plastic including plastic bags must not be placed in recycling or organics bins. If you carry waste in bags, tip the waste into the recycling or organics bin and place the plastic bag in the garbage bin.

Route from stalls to the shared bin storage:

(if needed) The shared waste storage area closest to you should be used for your waste.

The best route is to the bin storage from the stalls is shown on the site plan.

Shared Waste Storage Area:

Location: (Insert waste management site plan here)

The key is available from the event coordinator for a deposit and must be returned at the end of the event.

Separate your waste accurately, as per signage, otherwise the bins may not be able to be emptied or sent for recycling/composting.

The light switch for the waste storage area is located to the left of the entrance doorway. Please turn the light

off as you leave. The light switch for the waste storage area has a motion sensor and should turn on as you approach and will automatically turn off after ten minutes.

Please shut the gate/door to ensure vermin (and odours) are kept out. Please close bin lids to keep flies and other vermin out, minimise odours and ensure rain blowing under the eaves does not fill bins with water.

Disposal of large items of waste such as broken furniture, signs, banners or equipment - is the responsibility of each business.

Businesses are responsible for taking or ensuring collection of their own special wastes such as plastic wrap, batteries and chemicals to the appropriate city disposal/recycling location.

Patron/public bins around the site:

Bins are placed around the site near food areas and at exits. These are for use by patrons/public and are not to be used for stallholder wastes. Waste is not to be dumped next to these bins.

Placing bins out for collection:

Bins will be collected from the shared waste storage area and do not need to be placed out for collection.

The event manager will be responsible for ensuring the storage area is unlocked and accessible when the waste collection vehicle is due.

Bins are to be placed out on the kerbside next to the XYZ building on ABC Street for collection and removal (if applicable) on Monday / next day / every morning. (Check with Council/Private Waste Contractor which night to place which bins out).

Bin collections:

When bin collection is scheduled, stallholders must not park in front of the bins at kerbside (or in the waste loading zone).

Please be patient and drive carefully while the waste collection staff/vehicle is collecting bins within the property.

Bins must be placed with a minimum of 30 centimetres between them and facing the road. All recycling and garbage bins should be placed together on the right side kerb (when facing the units) and all green waste bins to the left.

Other Notes:

(Notes relevant to particular land uses or aspects of this design e.g. An onsite compost bin is available for use. Please do not include paper, meat, fish, bones, eggs, citrus peel or corn cobs in this compost bin. Please place these in the green lid kerbside bin.)

Sharps and medical waste must be kept separate and disposed of through the correct storage containers/bins/waste service.

This event recycles polystyrene, printer cartridges and clean timber. Bins and a bag are available in the waste storage room for these wastes.

Chemical wastes / motor oils / cooking oils / waste paints must be stored on the shelves in the bunded area and be fully sealed and contained to prevent leaks.

6.2 Waste Aspects of the Development Control Plan for Events

Events are temporary activities held at a particular location, as one-off or regular activities (annual, monthly or weekly during summer, for example). These are often held in public parks, car parks, on closed roadways, or within public halls and surrounding buildings.

Large events may be held across multiple locations and waste management considerations should include locations where spectators congregate, for example along multiple points of the shoreline for lake-based events. Examples of common events held in the Lake Macquarie area include:

- markets;
- festivals, carnivals and fetes;
- concerts; and
- boat races.

Under the DCP, events are treated like new developments. This means events require a development application. Part of the application needs to explain how waste from the event will be managed.

The objectives and controls from DCP Parts 2-7 apply to events in the same way as they would to a new property development. However event managers should refer to the guidance listed in 6.2.3, use the checklist and waste management template provided in section 6.2 and consider the tips provided in section 6.3 to guide event waste planning initiatives and the preparation of the event waste management plan.

6.2.1 Event waste management –operational objectives (DCP Parts 2-7)

The following objectives for waste management specified in the DCP apply to temporary events in all zones.

The source of the information applicable to this section is highlighted in the chart below:

Document	Controls By Zone	Subdivisions	Specific Land Uses	Events
DCP	Objectives and controls by zone – see DCP Parts 2-7	Aims and Controls - see DCP Part 8	Objectives and controls for specific land uses (additional to controls by zone) - see DCP Parts 9.1-9.19	DCP Parts 2 - 7
WMG	Guidance by zones – see WMG (all Sections 2-7)	Guidance - see WMG Section 7	Guidance for specific land uses, such as Aged Care, not covered in DCP Part 9	Guidance - see WMG Section 6

Objectives

- a. To ensure that waste management infrastructure and operational procedures are an integral part of the development's design and ongoing management.
- b. To ensure sufficient volume of equitably accessible, safe, hygienic and aesthetically appropriate waste storage is provided on the property to minimise negative impacts of waste management on occupants and neighbours.
- c. To enable maximum opportunities for separation of reusable, recyclable, compostable and problem wastes from residual garbage bins.
- d. To ensure equitable access for all occupants to opportunities to maximise diversion of waste.
- e. To provide flexibility to expand or reconfigure waste separation systems, so that owners and occupants have options to access a range of waste services.
- f. To ensure secure separation of commercial waste from residential waste storage and collection.
- g. To provide unobstructed waste collection point(s) that are safely and efficiently accessible by Council waste collection vehicles wherever possible.
- h. To provide unobstructed, safe access to move waste between source points and waste storage points and to move bins and bulk waste (such as furniture and whitegoods) between storage and collection points.

The following additional objective applies in Environment Protection Zones (E2, E3 and E4):

- i. To integrate with the natural landscape.

6.2.2 Event waste management Operational controls (DCP Parts 2-7)

The following controls for waste management specified in the DCP apply to temporary events in all zones.

The source of the information applicable to this section is highlighted in the chart below:

Document	Controls By Zone	Subdivisions	Specific Land Uses	Events
DCP	Objectives and controls by zone – see DCP Parts 2-7	Aims and Controls - see DCP Part 8	Objectives and controls for specific land uses (additional to controls by zone) - see DCP Parts 9.1-9.19	Objectives and controls by zone – see DCP Parts 2 - 7
WMG	Guidance by zones – see WMG (all Sections 2-7)	Guidance - see WMG Section 7	Guidance for specific land uses, such as Aged Care, not covered in DCP Part 9	Guidance - see WMG Section 6

Controls (only those from the DCP relevant to waste)

1. *An Operational Waste Management Plan (WMP) must be prepared in accordance with the Lake Macquarie Waste Management Guidelines and submitted with the development application for all identified in : in the list below; in other parts of this Development Control Plan; or when Council identifies that particular circumstances warrant it.*

Uses requiring an Operational Waste Management Plan:

a. <i>Dwellings</i>
b. <i>Commercial and retail, recreation and tourism facilities</i>
c. <i>Industrial developments and infrastructure</i>
d. <i>Events</i>
e. <i>Subdivisions</i>

2. *The Operational WMP must address all wastes that will be generated from the operation of the premises. The plan must maximise opportunity for separation from general waste of reusable, recyclable and compostable materials for reuse, recycling and composting wherever possible.*
3. *The development application must demonstrate - in the Operational WMP and on plans with bins, equipment, waste collection vehicle swept paths and clearances all shown to scale - that the development has sufficient and usable:*
 - a. *bin type, sizes, numbers and collection frequency; and*
 - b. *internal storage within premises; and*
 - c. *waste carting route(s) from premises to external waste storage area(s); and*
 - d. *external waste storage areas; and*
 - e. *bin carting route(s) from waste storage to waste collection point(s); and*
 - f. *waste collection point(s); and*
 - g. *for developments proposing onsite collection, the waste collection vehicle route(s), swept paths and clearances; and*
 - h. *waste management information guide for owners and occupants.*
4. *If the development is not designed to enable Lake Macquarie City Council waste services, a letter must be provided from a private waste contractor advising how they are able to provide the required garbage, recycling and green (garden and food) waste services and (if needed) access the premises.*

6.2.3 Event waste management - guidance – all zones

The source of the information applicable to this section is highlighted in the chart below:

Document	Controls By Zone	Subdivisions	Specific Land Uses	Events
DCP	Objectives and controls by zone – see DCP Parts 2-7	Aims and Controls - see DCP Part 8	Objectives and controls for specific land uses (additional to controls by zone) - see DCP Parts 9.1-9.19	DCP Parts 2 - 7
WMG	Guidance by zones – see WMG (all Sections 2-7)	Guidance - see WMG Section 7	Guidance for specific land uses, such as Aged Care, not covered in DCP Part 9	Guidance - see WMG Section 6

The following general guidance applies in all land zones: for event waste management apply in all zones:

Guidance to meet operational controls – all zones

Bin type, sizes, numbers and collection frequency:

1. Total waste volumes (in each of the separated waste types of comingled recycling, compostable organics (food and garden), residual unrecyclable garbage and any other separately recyclable waste types) that are anticipated to be generated from the operational use of the residential and, separately, the commercial use of the development in peak use times should be calculated and advised.
2. For each waste type, the bin type, bin size and number of bins and frequency of collection should be calculated and advised to ensure all waste is removed daily or each few days (for commercial volumes of waste of an odorous nature), weekly (for food organics) or fortnightly.

Internal storage:

3. Waste storage cupboard space should be provided in or near each kitchen area. This should be sufficiently sized to hold two days' volume of waste in at least three separated containers, sized between two and twenty litres. The containers should be for co-mingled recyclables (like glass, plastic containers, paper and cardboard), food waste, and residual garbage. (Preferably there should also be space for separate containers for other separable waste types such as soft plastic wrap, "return and earn" bottles and problem wastes (such as batteries, light globes and paint).)

Waste carting route(s) from premises to waste storage area(s):

4. Safe, lit access from dwelling or business exit to allocated bin storage area should be provided that is less than:
 - a. 100 metres in length for commercial developments;
 - b. 75 metres in length for residences; or
 - c. 50 metres in length for adaptable housing, seniors' developments, child care, food-serving premises and other businesses from which emptying of bins multiple times per day is desirable.

External waste storage area(s):

5. Waste storage area(s) should be provided and meet the following criteria:
 - a. Waste storage area(s) should be screened from the main living spaces of dwellings, public road and views from neighbours and as part of odour management should be located away from doors, windows and air intakes of all dwellings and businesses.
 - b. The waste storage area(s) should be capable of storing sufficient amounts of garbage, recycling and food/garden organics waste bins and any other proposed waste management equipment (such as bin carts and compaction equipment) required for managing the ongoing use waste generated by the property.
 - c. Waste storage area(s) should be readily accessible to all occupants in accordance with the Lake Macquarie City Council *Non-Discriminatory Access Guidelines*, should be secure from

non-occupants and designed for safety in accordance with the Lake Macquarie City Council *Crime Prevention Through Environmental Design Guideline*.

- d. The waste storage area(s) bin removal door or gate should not have a threshold step, should be at least 1200mm wide where bins up to 360 litres in size are used and should be at least 1600mm wide where bins up to 1100 litres in size are used. If doors or gates open inwards, no bins can be stored within the arc of the swinging door. If doors or gates open outwards they should not block the pathway for moving bins out.
- e. Separate secured waste storage area(s) should be provided for commercial and residential wastes.
- f. Bin enclosures should be in character with the land use zone characteristics and blend with buildings and landscaping on the property in terms of appearance, materials, bulk and scale, location and orientation.
- g. Bin enclosures should contain measures to prevent entry by vermin.
- h. Shared bin enclosures should have lighting, water supply and bin washing facilities that drain to the sewer.
- i. Sufficient storage space and disposal plan for bulk waste, which includes furniture and whitegoods, should be provided.
- j. Bins should be clearly marked with information on what types of waste are to be included in the bins. Yellow lids should be used for comingled recycling, lime green lids for food and garden organic waste, and red lids for residual garbage. Sky blue lids are appropriate for cardboard and paper (if privately serviced from commercial premises separately from comingled recycling).

Bin Carting Routes from Waste Storage to Waste Collection Points:

6. Mobile bin carting routes from the waste storage area to the bin collection point(s) should allow for unrestricted passage of bins and not contain steps, walls, fences without gates, narrow gates, vegetation, stepping stones, loose aggregates, or other obstacles. The distance and gradient should be suitable for the bin size as follows:
 - a. for wheeled bins greater than 360 litres and up to 660 litres, bin carting distances that are not over five metres at gradients that are not steeper than 1:30; and
 - b. for wheeled bins over 660 litres, bin carting distances that are not over three metres at gradients that are not steeper than 1:30
 - c.*for wheeled bins up to and including 360 litres size, bin carting should be at gradients that are not steeper than 1:14 and distances that are not over:
 - iii. 100 metres in length for commercial developments,
 - iv. 75 metres in length for residences, or
 - v. 50 metres in length for adaptable housing and seniors' developments;

*Point C does not apply to multiple dwelling houses in Rural Zones (zones RU2, RU3, RU4 and RU6).

Waste Collection Points:

7. The waste collection point(s) should meet the following criteria:
 - a. The waste collection area(s) should be sufficiently sized to enable collection from the property of all wastes generated;
 - b. Where mobile garbage bins (MGBs) 360 litre size and smaller are to be placed on the kerbside of a Council road or property's internal roadway for side-lift waste collection vehicle:
 - i. sufficient space should be allocated so that bins can be spaced with at least 300mm between bins and 300mm either side of a row of bins. These should be drawn on the landscape plans, with individual bins shown to scale at correct spacing; and
 - ii. bins should be placed out for collection in a reasonably flat kerbside location (such that bins will not fall over when emptied) that does not obstruct traffic and pedestrian flows, roundabouts, parking bays, No Stopping zones, bus stops, gutters, drainage swales,

driver site lines, access to letterboxes, or access to and from garages; and where bin lifts are not obstructed by signs, sign posts, fencing, retaining walls, vegetation or other elements;

- c. Mobile garbage bins (MGBs) of 660 litre and 1100 litre size must be collected from onsite by waste collection vehicles entering the site, unless the site can meet the following criteria for the bins to be collected on the kerbside of a Council road by rear-lift waste collection vehicle, which requires:
 - i. a 1:30 gradient or flatter hard surface slab is to be provided within the property boundary and flush with the driveway to temporarily store the waste bins;
 - ii. the slab should have enough space to move bins around each other and replace empty bins while removing full bins, and should have stoppers to prevent bins running off the slab (while not preventing moving the bins to the kerb for emptying);
 - iii. the distance to move the bins along the driveway should be less than 5 metres and the gradient along and across the driveway to the kerb should be 1:30 or less;
 - iv. the road gradient should be less than 1:30 across and down the parking lane at the driveway; and
 - v. the 10 metre space immediately after the driveway should be retained as a stopping location for the waste collection vehicle (not car parking) on waste collection days. It may be No Parking, Loading Zone or Truck Zone.

(See Appendix 4 for information about bin spacing for kerbside collection)

Waste Collection Vehicle Routes (onsite):

8. For any bins to be collected onsite, the access for waste collection vehicles should:
 - a. require a maximum of only one reversing manoeuvre to enter or leave the site and turn on site;
 - b. be able to stand wholly within the site and not block on-site car parking, or access and egress from the property;
 - c. meet specifications for pavement quality (for gross weight bearing), turn, width and height clearances and lift arc requirements for locally available waste collection vehicles (specifications as identified in the Lake Macquarie City Council Waste Management Guidelines);
 - d. for side-lift waste vehicle onsite access, demonstrate vehicle turn arcs are sufficient for 10 metre length domestic side-lift waste collection vehicles (or be in accordance with turns and cul-de-sacs as per Standard Drawing EGSD-701 for 12.5 metre length vehicles);
 - e. for rear-lift waste vehicle onsite access, demonstrate vehicle turn arcs are sufficient for rear-lift waste collection vehicles of 8 metres length (or be in accordance with the *Lake Macquarie City Council Vehicle Access Guidelines* Medium Rigid Vehicle (MRV) standard or have turns and cul-de-sacs as per Standard Drawing EGSD-701 for 12.5 metre length vehicles); and
 - f. implement measures to mitigate the impacts of noise associated with the management of waste. (Noise should be evaluated in accordance with NSW Environment Protection Authority's Industrial Noise Policy.)
9. Where the design does not provide for the current Council waste collection vehicle access specifications, a signed letter should be provided from a local waste service provider confirming that they can provide an alternative service. The letter must detail the alternative collection solution, the collection methods offered (such as runners and where the vehicle will park) and the specifications and dimensions of the waste collection vehicles that will be used.
10. Provision of Council waste services will be subject to Council and waste contractor inspection on completion of works and signing of an indemnity agreement.

Waste Management Information Guide:

11. A copy of waste management information that will be provided to building owners and occupants is to be included in the development application.

6.2.4 Event waste management – specific guidance – all zones

In applying the above to event waste management in all zones, the following specific guidance applies:

Internal storage - stallholders:

1. Event stallholders must have a secure space with secure containers in or near the stall, sufficiently sized to hold the day's volume of waste by waste type in separated containers.

Internal storage – patron/public use:

2. Bins located around the site should be equitably located and consider the accessibility needs of mobility-impaired patrons.
3. Bins for patron/public use must be located near food waste generation and consumption points, other key waste generation points and event exits.

Waste carting route(s) from premises (stalls and locations around the grounds) to waste storage area(s):

4. Bins must be accessible for use and meet the following criteria:
 - a. Access between waste generation sources and any shared bin storage areas is less than 250 metres.
 - b. If bins inside buildings and around the site need to be carted to a separate waste storage area(s), or will be emptied into larger bins that need to be manoeuvred through the site, then the route to the waste storage area(s) must be free from obstructions and contain no: steps, walls, fences without gates, narrow gates, vegetation (other than grassed area), stepping stones, loose aggregates, tent guy ropes, power cords or other obstacles.
 - c. Waste and bins will not obstruct prior nor subsequent use of the site(s).

Waste storage area(s):

5. Waste storage area(s) must be provided and meet the following criteria:
 - a. Waste bin storage areas must be established in which empty and full bins can be stored. This must be accessible during the event so that full bins can be swapped for empty bins. If bins are not removed immediately after the event, bins must be able to be stored in a secured waste storage area until collection.
 - b. Shared waste storage area(s) must be located where they are not visually obstructive and as part of odour management if food or general garbage bins will be present for more than 24 hours should be located away from doors, windows and air intakes of any neighbouring dwellings and businesses.
 - c. The waste storage area(s) should be capable of storing sufficient amounts of garbage, recycling and food/garden organics waste bins and any other proposed waste management equipment (such as bin carts and compaction equipment) required for managing the waste generated by the event, site set up and site clean-up.
 - d. Waste storage area(s) should be secure from non-participants and designed for safety in accordance with the Lake Macquarie City Council *Crime Prevention Through Environmental Design Guideline*.
 - e. The waste storage area(s) bin removal door or gate if any should not have a threshold step, should be at least 900mm wide where bins up to 360 litres in size are used and at least 1600mm wide where bins up to 1100 litres in size are used. If doors or gates open inwards, no bins can be stored within the arc of the swinging door. If doors or gates open outwards they should not block the pathway for moving bins out;
 - f. Existing commercial or public place waste and recycling bins are not to be used, unless the businesses that own the bins or Council agree to their use for the event.
 - g. Bins should be located at site exit points and between no more than 20 metres away from food and drink sources. Additional bin locations are optional.
 - h. Sufficient storage space and a disposal plan for large bulky waste including boxes and pallets must be provided.

Waste collection point(s)

6. All waste not being reused on site will be removed before, during, or at the completion of, the event.
7. No waste should be left on site after waste collection, unless it has a pre-authorised reuse value on the property and is properly stored prior to vacating the site.
8. The date(s)/day(s) and approximate times at which waste will be collected is provided in the application.

Waste collection vehicle access

9. Access for waste collection vehicles should not be compromised by stallholder or patron vehicles or obstructions.

Waste Management Information Guide:

10. An event waste management system information guide should be produced and provided to event managers and stallholders containing:
 - a. details of event waste management system and how to use it;
 - b. the event site plan with waste storage and collection points clearly drawn;
 - c. available options for recycling, composting, bulk waste reuse, and other wastes; and
 - d. extracts from the stallholder agreements about their responsibility for complying with the event waste management system.

6.3 Event Waste Management – Information to Assist with Planning

6.3.1 Event waste management planning

If the event will attract additional people to the area, then there will be an increase in the volumes of wastes generated. This includes waste from items that attendees bring with them and then leave behind, food and packaging waste from event vendors, promotional stalls and local shops.

The Event Waste Management Plan should provide the following information:

- purpose of the event;
- number of visitors anticipated;
- types of wastes anticipated;
- volumes of waste likely to be generated (based on other similar events with similar projected numbers of visitor);
- who will provide waste collection services;
- what types of bins will be provided (e.g. garbage, recycling and food waste bins);
- when bins will be deployed and removed from site (remembering that bins may be needed during the event set up and pack down stages as well); and
- if the event involves stallholders, then explain measures that will be taken to make stallholders responsible for minimising wastes derived from their operations (e.g. what will they do to avoid generating wastes such as packaging, to remove their own wastes).

6.3.2 Helpful resources for avoiding, reusing and recycling event wastes

The Waste Wise Event publication available from NSW EPA may assist with waste avoidance and waste management planning for events - see www.epa.nsw.gov.au/warrlocal/waste-wise-events.htm.

Signage for public bins should be provided that advises what can and cannot go into each type of bin. The event holder may also find benefit in having staff stationed at key waste bins to guide patrons' waste separation actions.

6.3.3 Waste collection service providers

Event garbage and recycling bin services from Council can be arranged through Council's Events Officer for events that are on land owned or managed by Council. Private waste collection services are available for events held on private land.

Event organisers should not take away the waste generated by the public at events. Council or private contractors should remove and dispose of this waste.

Back of house wastes that stallholders generate, such as packaging, boxes, food preparation wastes, empty containers, should ordinarily be managed and removed by the stallholders rather than left at the event site for event waste contractors to remove. Event managers may opt to coordinate management all, or only a portion, of back of house waste (e.g. by providing a recycling skip for paper and cardboard packaging or dedicated food waste bins).

Events management should ensure stallholders do not dump bulky wastes next to event waste bins and should ensure that all site litter is collected and appropriately disposed.

6.3.4 Bin locations and waste storage areas during events

Recycling, food and general garbage bins placed out across the site for event public use will need to be co-located together to ensure that patrons do not have to make an extra effort to place recycling in the right bin.

Bins should be strategically located in the areas where waste is most likely to need to be disposed while not creating hindrances to pedestrian movement. Usually site exits and food eating areas are high waste collection locations.

6.3.5 Routes between waste generation points and waste storage areas

At large outdoor sites and for events that are infrequently held, the maximum distance between back of house waste generation sources and back of house waste storage areas (e.g. bulk bins for recyclables and garbage) is 250 metres. However, the public should not have to walk more than 30 metres between key waste generation points to access bins (e.g. around eating areas).

6.3.6 Bin locations before and after events and waste collection logistics

The event waste management plan should include details on:

- when and where bins will be delivered prior to the event;
- where they will be stored prior to the event;
- whether spare bins will be stored in back of house areas and swapped over when full;
- where the storage area(s) for full bins will be located;
- where any other waste storage locations are, other than collection points or those described above;
- where bin collection location(s) will be; and
- when bins will be collected.

6.3.7 Routes between waste storage and collection points

Health and safety will need to be considered where full bins are to be moved and this will include considerations of distances, gradient and ease of moving bins over the ground surface. If distances or slopes are greater, carting equipment or small waste vehicles, such as utes, may be required to transport the bins. Manual bin carting at temporary events for wheeled bins 360 to 1100 litres in size should not exceed 10 metres or gradients over 1:30. Smaller bins can be manoeuvred manually greater distances as needed. Good WHS practice is not to exceed 100 metres or gradients over 1:14.

6.3.8 Waste storage in event stalls

Event stallholders should have a secure space with secure containers in or near the stall, sufficiently sized to hold the day's volume of waste that they generate, separated by waste type and in separate containers.

6.3.9 Event site plan

An event site plan should be provided that shows the locations for:

- bin delivery point(s) at event set up;
- bin storage areas;
- public bins;
- stallholder waste storage areas;
- bin collection point(s) where bins will be placed for emptying; and
- bin aggregation and removal points at the end of the event.

6.3.10 Waste system information guide for event managers and stallholders

A waste system information guide should be provided to event managers, staff and stallholders outlining:

- details of the event waste management system and how to use it;
- the event site plan;
- available options for recycling, composting, bulk waste reuse and other waste reduction; and
- extracts from the stallholder agreements about their responsibility for complying with the event waste management system.