

Northern Beaches Council

EVENT WASTE MANAGEMENT GUIDELINES



NORTHERN BEACHES
COUNCIL

northernbeaches.nsw.gov.au

Northern Beaches Council Event Waste Management Guidelines

PURPOSE OF THIS DOCUMENT

Northern Beaches Council is committed to delivering best practice in the areas of environmental protection and sustainability. Council requires all event organisers to promote and practice waste avoidance principals and increase resource recovery at all public events held in the Northern Beaches Local Government Area.

This document is designed to help event organisers, and stallholders run an event in a sustainable manner.

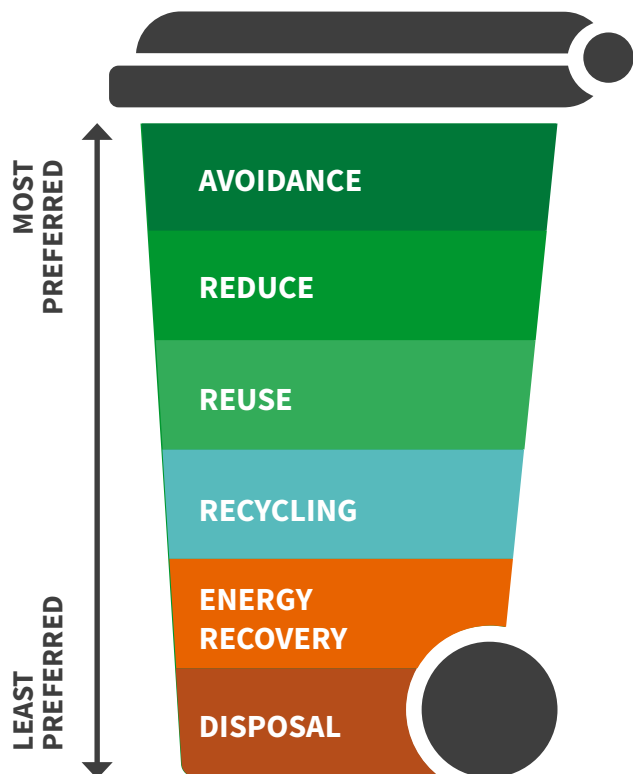
INTRODUCTION

To support Northern Beaches Council’s commitment to waste avoidance and resource recovery, Council developed these Event Waste Management Guidelines to ensure all events held in the Local Government Area are held in a sustainable manner with minimal waste.

The Event Waste Management Guidelines provide an opportunity for Council, event organisers, sponsors and stallholder businesses to lead by example in the field of waste avoidance and resource recovery.

TOWARDS ZERO WASTE

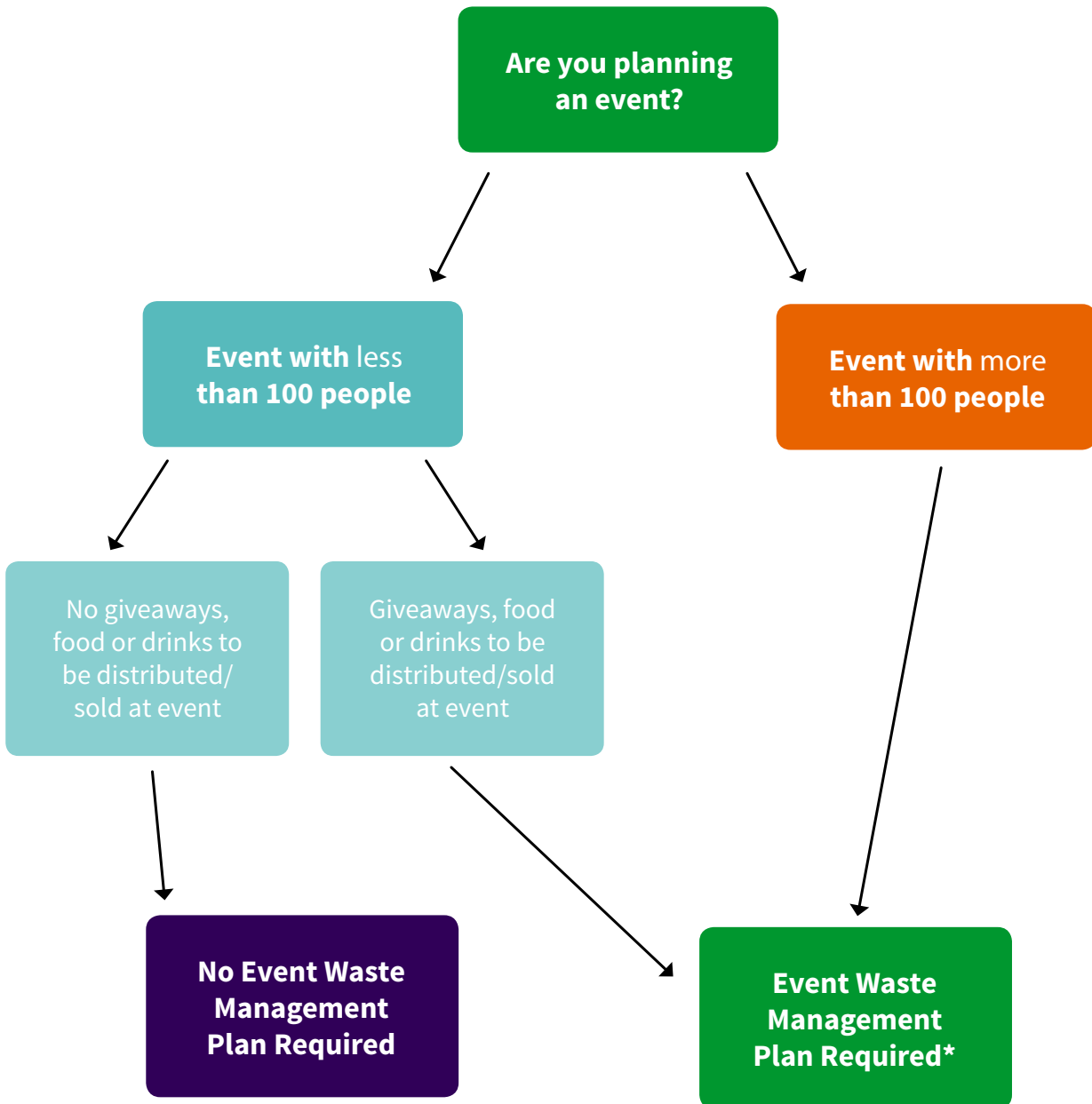
Zero Waste is a philosophy in which products and materials traditionally viewed as waste are seen as resources. It’s about using resources efficiently, effectively and reducing the environmental impact of goods production. The general philosophy for achieving this outcome still recognises the waste hierarchy, which shows waste avoidance to be the most preferable outcome, with disposal as an option of last resort.



Northern Beaches Council
Event Waste Management Guidelines

WHEN IS A WASTE MANAGEMENT PLAN REQUIRED?

An Event Waste Management Plan* is required for any event with an anticipated crowd size of more than 100 people and/or where there is food, drinks, giveaways and promotional material.



*All events requiring an Event Waste Management Plan are required to complete Appendix 1. Event Waste Management Plan prior to event approval.

Northern Beaches Council

Event Waste Management Guidelines

MANDATORY CONDITIONS

To be acknowledged by the event organiser:

1. Existing Council bins in the public space cannot be relied upon to cater for waste or recycling material created by special events. Event organisers must arrange for additional waste and recycling bins to cope with the increased demands of the event.
2. Plastic and polystyrene products and packaging, including drinking cups, food containers, drinking straws and stirrers, cutlery, plates etc must NOT be used or distributed at events.
3. Balloons are NOT to be used, given away or released during events.
4. Plastic water bottles are NOT to be sold or given away during an event; alternative water sources should be sought.
5. Plastic bags are NOT to be used/given away during events.
6. Any products sold or distributed must be reusable, or comprised of biodegradable or recyclable material, with the exception of single-use plastic items, including compostable “bio-plastics”, which are prohibited at events.
7. If stallholders propose to distribute paper cups, manufacturer details must be provided prior to event approval to ensure that the product is recyclable.
8. Promotional materials such as flyers must be printed on recycled paper (80 – 100% post consumer recycled content).
9. No single-use sachets are to be distributed at events e.g. tomato sauce, sugar sachets, salt and pepper sachets, sunscreen sachets or giveaways products such as shampoo sachets.
10. Event organisers are responsible for all costs incurred in relation to waste management associated with the event.
11. The event organisers must provide stallholders with the opportunity to recycle back of house paper and cardboard packaging.
12. After the event, event organisers/event staff must conduct a litter patrol of the site area and remove and correctly dispose of any discarded litter items within the event area.

Northern Beaches Council

Event Waste Management Guidelines

WASTE AVOIDANCE SOLUTIONS FOR EVENT ORGANISERS

APPROVED	PROHIBITED
Provide bulk shakers or bulk dispensers	Individual sugar, salt and pepper, sauce sachets
<ul style="list-style-type: none"> Reusable serving-ware such as crockery Paper & cardboard products e.g. paper serviettes Biodegradable products e.g. bamboo cutlery and sugarcane plates (Note: compostable “bio-plastics” are single-use plastic and are prohibited) 	Polystyrene and plastic plates, bowls, cutlery etc, including compostable “bio-plastics”
Paper straws	Plastic straws
Provide paddle pop sticks or other wooden stirrers	Plastic stirrers
Calico or paper bag	Plastic bags
Bulk pump pack sunscreen	Sunscreen sachets
Water stations with 100% recyclable paper cups OR encourage event attendees to bring their own reusable water bottle from home	Bottled water

OTHER ACCEPTABLE MATERIAL

Please note recyclable material such as glass bottles and jars, milk and juice cartons, aluminum cans, paper and cardboard and recyclable plastic bottles (excluding bottled water) are acceptable at events.

WASTE AVOIDANCE TIP – FOOD WASTE

If you have leftover food from your event, why not donate it to Oz Harvest? Oz Harvest is a non-denominational charity that rescues excess food which would otherwise be discarded. This excess food is distributed to charities supporting the vulnerable in Sydney. For more information visit www.ozharvest.org

WASTE AVOIDANCE TIP – PUBLIC WATER STATIONS

The sale and distribution of bottled water at events is prohibited. Northern Beaches Council provides water bubbler stations in many public areas where events are held. Alternatively, Sydney Water can provide portable drinking water stations at community events. Early booking direct with Sydney Water is required.

Northern Beaches Council

Event Waste Management Guidelines

GUIDELINES FOR SUSTAINABLE PROCUREMENT

There is substantial opportunity to improve the sustainability of your events and operations by taking a closer look at the sustainability of the products and services you procure along your supply chain.

Sustainable procurement processes consider the environmental, social and financial impacts of products and services over the entire life cycle, including production, distribution, use, and disposal.

Principles of Sustainable Procurement include:

- Minimisation of water, energy and resource use
- Minimisation of waste, pollution and chemical by-products at all stages of life cycle
- Minimisation of carbon emissions
- Adherence to a closed loop, or circular economic system, whereby products and the materials they are made from are highly valued, and recovered and/or preserved where possible
- Consideration of the full life cycle of products and materials, from production and distribution to use and disposal
- Support of strong, sustainable communities by choosing local, ethically responsible businesses/organisations

Information is available to ensure that you are purchasing items from sustainable producers. The Australian Government Department of the Environment has released a Sustainable Procurement Guide www.environment.gov.au/resource/sustainable-procurement-guide. This guide provides comprehensive information on how to determine whether or not a product is sustainably sourced.

Sustainable suppliers can also be located through the New South Wales (NSW) Local Government Shires Association sustainable supplier database “Sustainable Choice” www.lgsa.org.au/sustainablechoice/.

APPENDIX 1

EVENT WASTE MANAGEMENT PLAN

Contact Us	
The General Manager, 725 Pittwater Road, Dee Why NSW 2099 or Customer Service Centre, Northern Beaches Council DX9118 Dee Why	
Email	council@northernbeaches.nsw.gov.au
Fax	9942 2606
If you need help lodging your application call Customer Service on (02) 9942 2111 or come in and talk to us at the Civic Centre, Dee Why.	

Office Use Only									

I have read the Event Waste Management Guidelines and agree with Northern Beaches Council's mandatory conditions

Part 1: Event Details & Event Contact Information

Name of Event			
Name of Organisation Staging the Event			
Address of Event venue			
Date of Event		Time of Event	
Anticipated Crowd Size			
Event Activities			
Event Manager Name		Contact Number	
Event Manager Email		Fax Number	

Part 2: Event Waste and Recycling Volumes

Applicants are required to assess the type and volume of waste and/or recyclables generated during the event by each stall holder. Please detail the stall and the expected volumes of waste and recycling material generated by each stall.

STALL 1: BACK OF HOUSE			
Stall Name & Description	Waste and Recyclable Material Expected	Description of Material	Quantity Expected
<i>Example: BBQ Stall</i>	<i>Cardboard boxes</i>	<i>Boxes containing Sausages</i>	<i>20</i>

Part 2: Event Waste and Recycling Volumes (cont'd)

STALL 1: FRONT OF HOUSE				
Stall Name & Description	Waste and Recyclable Material Expected	Description of Material	Quantity Expected	Comments
<i>Example: BBQ Stall</i>	<i>Sausage Sandwich</i>	<i>Paper Serviettes</i>	<i>1000</i>	<i>Tomato sauce will be available in communal squeeze bottles</i>

STALL 2: BACK OF HOUSE			
Stall Name & Description	Waste and Recyclable Material Expected	Description of Material	Quantity Expected

STALL 2: FRONT OF HOUSE				
Stall Name & Description	Waste and Recyclable Material Expected	Description of Material	Quantity Expected	Comments

<p>Additional Stalls Please attach additional waste and recycling volume information if there are more than two proposed stalls at your event.</p>
<p>Supplier Web link To ensure the products proposed meet Council's Event Waste Management Guidelines, please provide the supplier details and web link to the serving material product proposed for your event.</p>

Part 3. Declaration of giveaways & promotional material at your event

1. Any product sold or distributed must be reusable, comprised of biodegradable or recyclable material, with the exception of single-use plastic items (including compostable “bio-plastics”) which are prohibited at events.
2. Promotional materials such as flyers must be printed on recycled paper.
3. Plastic bags, balloons and bottled water are prohibited at events.

PLEASE DECLARE ANY PRODUCTS/PROMOTIONAL ITEMS WHICH WILL BE SOLD OR GIVEN AWAY AT YOUR EVENT

Giveaway	Description of use	Material Type
<i>Example: Paper flyers</i>	<i>Flyers advertising event promotion</i>	<i>100% recycled paper</i>

Please include photographs of proposed giveaways/promotional items with this application form.

Part 4. Waste minimisation and education at your event

To minimise waste going to landfill and maximise resource recovery, Council recommends the following waste initiatives be implemented at the event. Please indicate which of the following initiatives will be undertaken.

- Use of public announcements to encourage responsible waste management practice.
- Event staff to engage with event attendees and inform them how to use the bin system in place.
Event organisers can incur increased processing costs if recycling bins are contaminated.
- Ensure stallholders are aware of Council’s guidelines, resource recovery and waste disposal systems and correct source separation prior to the event.
- Include waste minimisation and sustainability initiatives in advertising of event.

* All Council hired waste and recycling bins will be delivered with waste and recycling signage

Part 5: Waste and recycling bins

Existing Council bins in public areas cannot be relied upon to cater for waste or recycling material created during the events. Event organisers must arrange for additional waste and recycling bins to manage the increased demands of the event.

Fees

A fee will be charged to the event organiser for the supply and servicing of all waste and recycling bins.

Council's waste and recycling service fee includes:

- Bin delivery and collection
- Bin cleaning
- Disposal of waste
- Disposal of commingled recycling
- Disposal of paper and cardboard recycling (if required)

Effective Waste Management

To maximise resource recovery a waste bin (red lid) should always be paired with a container recycling bin (yellow lid).

Event organisers will be responsible for the placement of waste and recycling bins at the event. Event organisers are to ensure event bins are kept clear of walkways.

To reduce the risk of litter, event staff should monitor bin usage and adjust bin positions as necessary during the event.

Bin placement Tips

For optimal resource recovery bins should be located:

- at key entry/exit points to event and catering areas;
- close to where food and beverages are consumed;
- beside designated pedestrian pathways;
- on key pedestrian intersections;
- near high-traffic areas; and,
- at disposal points such as toilets and car parks.

Event Waste and Recycling Bins Required

Generally a rule of one (1) litre of waste and one (1) litre of recycling per person per meal applies (this does not include back of house waste and recycling bin requirements).

Example; For a four (4) hour event with food stalls and a crowd size of 1000 people...

Calculation: 1000 people x 1 litre = 1000 litres of waste and 1000 litres of recycling required

Waste bins required: divide 1000 by 240 litres (a standard wheelie bin) = 4 x waste bins required

Recycling bins required: divide 1000 by 240 litres = 4 x recycling bins required

Based on the recycling material generated at your event, please nominate the type of recycling required. For example the above calculated example may require 2 x 240 litre paper and cardboard bins for paper cups and 2 x commingled container bins for soft drink cans.

PROPOSED NUMBER OF BINS TO BE PROVIDED BY COUNCIL	
Number of 240 litre waste bins required for event	
Number of 240 litre container recycling bins required for event	
Number of 240 litre paper & cardboard recycling bins required at event	

Bin numbers will be assessed by Council. The above figures do not include back of house requirements.

BIN DELIVERY/PICK UP LOCATION
Please provide details regarding event waste and recycling bin delivery/pick up location(s) and preferred delivery time.

ON SITE EVENT CONTACT DETAILS	
Please provide details regarding event waste and recycling bin delivery/pick up location(s) and preferred delivery time.	
Name	
Mobile	

Part 6: Site map including waste station locations

Please attach a site map to your waste management plan submission with the following details:

- Location of waste and recycling bin delivery location and collection point
- Proposed location of all event waste/recycling stations
- Drink, food and other stalls
- Back of house waste and recycling bin stations
- Eating areas, designated and non-designated
- Main landforms, buildings
- Stage, competition area or other attractions
- Toilets (portable)
- Public entrances and exits

CHECKLIST

Waste Management Plans will not be approved unless all below information is provided

- Details of all stallholders' front of house and back of house waste
- A site map detailing requirements in section 6
- Details of all proposed promotional/giveaway material (including photos)
- Event contact details including on site contact
- Calculations of waste and recycling bins required for the event
- Bin delivery/pick up locations
- Web link to supplier of serving material
- Agreement with mandatory conditions of Council's Event Waste Management Guidelines

APPROVAL PROCCSS

Council's Waste Services unit will review information provided in this form and may call the nominated event contact person for additional information. The required number of waste and recycling bins and associated fees and charges will be detailed in the event approval.

ADDITIONAL FEE CONDITION

Additional cleaning costs may be incurred if the event site is left in an unsatisfactory condition.

I HEREBY ACCEPT ALL CONDITIONS IN THIS DOCUMENT AND STATE THE INFORMATION PROVIDED IS TRUE AND CORRECT

Signature

Date