

Event Waste Management Guidelines

Introduction

Northern Beaches Council is committed to delivering best practice in the areas of environmental protection and sustainability.

To support our commitment to waste avoidance and resource recovery, Council has 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 Guidelines provide an opportunity for Council, event organisers, sponsors and stallholders to lead by example in the field of waste avoidance and resource recovery.

Mandatory conditions

To be acknowledged by the event organiser:

1. All bookings must comply with Council's **Single Use Plastics Policy** as well as the **Waste Minimisation for Functions and Events Approved by Council Policy**. Waste minimisation and sustainability initiatives are to be included in the promotion of the event, i.e., attendees should be encouraged to bring their own reusable bags, refillable water bottles and reusable coffee cups to the event.
2. Polystyrene products and plastic items that are designed to be used once, then thrown away (single use plastics) are prohibited. Examples of single use plastics are plastic bags, water bottles, plates, straws, cutlery, bowls, cups, coffee cup lids, stirrers, sachets (of sauce, sugar, pepper and sunscreen), product samples and promotional products. Prohibited single use plastic includes 'bio-plastic', 'biodegradable plastic', 'degradable plastic' or 'compostable plastic' products. If in doubt, if it looks like and feels like plastic, it is prohibited. Any product sold or distributed must be reusable or be comprised of biodegradable or recyclable material, such as paper, cardboard or bamboo.
3. The distribution of any printed material including pamphlets and/or other marketing material should be limited where possible, and alternative advertising channels considered. Any promotional materials must be printed on recycled paper (80-100% post-consumer recycled content). Please note that printed materials may only be distributed when requested; you are not permitted to approach or solicit members of the public. Distribution of political material of any description is not permitted.
4. Balloons are NOT to be used, given away or released during events.
5. Bottled water including water in cans, cartons or plastic or glass bottles must not be sold or given away during an event; alternative water sources must be sought.
6. 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 by completing the event waste and recycling bin information on the booking form.
7. Event organisers are responsible for all costs incurred in relation to waste management associated with the event.

After the event, event organisers or 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.

Waste avoidance solutions for event organisers

Approved

- Bulk shakers/dispensers, Communal sauce bottles
- Reusable serving-ware such as crockery
- Paper, cardboard, bamboo or sugarcane fibreboard products
- Glass jars, aluminium cans
- Share platters and tongs/cocktail sticks
- Paper straws or no straws
- Wooden stirrers
- Calico or paper bags
- Public bubblers or bottle refill stations
- Attendees BYO drink bottle
- Bulk pump pack sunscreen



These are some examples and not indicative of all accepted and prohibited items.

Prohibited

- Individual sugar, salt and pepper, sauce sachets
- Polystyrene and plastic plates, bowls, cutlery etc.
- Balloons
- Plastic stirrers and drink lids including coffee cup lids
- Plastic bags
- Sunscreen sachets
- Packaged water including water in cans, cartons or plastic /glass bottles



Sustainable procurement

Information is available to ensure that you are purchasing items from sustainable producers. The Australian Government Department of Climate Change, Energy, the Environment and Water has a **Sustainable Procurement Guide**, providing comprehensive information on how to determine whether or not a product is sustainably sourced.

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, Council can provide portable drinking water stations for community events free of charge.

The water stations connect to standard tap fittings and need to be positioned within 30 m of a working tap. The event organiser will need to set up the water station consisting of a bubbler and refill station themselves; they come with instructions. The event organiser should collect the units from our depot located at 8 Roseberry Street, Balgowlah and sign a memorandum of understanding. Units should be returned after the event to the same location. Early booking is required.

To book, please email:

WasteEducation@northernbeaches.nsw.gov.au