

WASTE MATTERS

WASTE MANAGEMENT GUIDELINES

FOR EVENT ORGANISERS

IMPORTANT NOTE: These Waste Management Guidelines were developed pre-COVID-19. During COVID-19, NSW Public Health Orders, COVID Safety Management Plans and safe work practices related to COVID-19 requirements take precedence.



Contents

1.0 How To Use This Guide.....	3
2.0 Hornsby Shire Council's Single-Use Plastics Policy.....	3
3.0 Waste Management Guidelines.....	4
4.0 Promoting Sustainability.....	5
5.0 Additional Resources.....	7
SECTION A – Small Events - Less than 300 Attendees.....	8
Part 1 – Event details and contact information.....	8
Part 2 – Bin Hire Request – Front of House.....	9
Part 3 - Fees.....	10
Part 4a – Planning for waste and recycling bins.....	10
Part 4b – Site Map including Waste and Recycling bin locations.....	10
Part 5 – Checklist.....	11
Part 6 - Approval Process.....	11
SECTION B – Large Events - More than 300 Attendees.....	12
Part 1 – Event details and contact information.....	12
Part 2 – Waste and Recycling Volumes.....	13
Part 3 – Declaration of giveaways and promotional material at your event.....	14
Part 4 – Education at your event.....	14

Hornsby Shire Council

ABN 20 706 996 972

Contact details

The Administration Centre,
296 Peats Ferry Road, Hornsby NSW 2077

PO Box 37, Hornsby NSW 1630

Phone: 9847 6666

Email: hsc@hornsby.nsw.gov.au

Customer service desks are open from 8.30am-5pm,
Monday to Friday.

hornsby.nsw.gov.au

Council would like to recognise the traditional owners of the lands of Hornsby Shire, the Darug and Guringai Aboriginal people, and pay respect to their elders and their heritage.

Contents

Part 5 – Planning for waste and recycling bins.....	15
Part 6 – Bin Hire Request – Front of House.....	15
Recycling food waste and other biodegradable materials.....	16
Part 7 – Bin Hire Request – Back of House.....	17
Part 8 - Fees.....	17
Part 9 – Site Map including Waste and Recycling bin locations.....	18
Part 10 – Checklist.....	18
Part 11 - Approval Process.....	18
APPENDIX A – Alternative Supplier and Product List	19
APPENDIX B – Hornsby Shire Council - Single Use Plastics Policy 2020.....	21



Westside Vibe 2019

1.0 How to use this guide

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

These Guidelines provide support for event organisers and stallholders to run sustainable Waste Management events, which do not distribute single-use plastics and deliver improved waste and environmental outcomes.

These Guidelines are designed to be used in conjunction with Council's broader events planning and approvals processes. Effective waste management requires up-front consideration in planning for the entire event.

- For small events with less than 300 attendees – Event Organisers are required to submit the **Section A. Event Waste Management Plan**, five (5) business days prior to the event date.
 - This includes your Bin Hire Request.
- For large events with over 300 attendees – Event Organisers **must comply** with Council's Single-Use Plastic Policy and Council's Waste Management Guidelines, and submit **Section B. Event Waste Management Plan**, five (5) business days prior to your event date.
 - This includes your Bin Hire Request.





2.0 Hornsby Shire Council's Single-Use Plastics Policy

Summary

In July 2019 Hornsby Shire Council resolved to develop a draft Single Use Plastic Policy. The Policy will involve the progressive phasing out of single-use plastic items by 2022 throughout its operations and community run events with more than 300 people attending.

Single-use plastic items comprise a large component of litter in NSW and include:

- plastic water bottles
- plastic drinking straws
- plastic bags
- coffee cups (with plastic lining)
- ready-to-eat plastic serving containers and utensils
- balloons

The Single Use Plastics Policy is based on various principles including the waste hierarchy, which governs the use and disposal of resources: avoid, reduce, reuse, recycle and then dispose.

A copy of the policy is included in these Guidelines as Appendix B.

3.0 Waste Management Guidelines

To ensure your event meets the intent of the Waste Management Guidelines for Event Organisers, consider the following issues and requirements in the planning phase:

Issue	Requirement
Single-Use Plastics	<ul style="list-style-type: none"> ■ Plastic and polystyrene products and packaging, including drinking cups, food containers, drinking straws and stirrers, cutlery, plates etc. are NOT to be used or distributed at events ■ Balloons are NOT to be used, given away or released during events ■ Plastic water bottles are NOT to be sold or given away during an event; alternative water sources should be sought ■ Single-use sachets are NOT to be distributed at events e.g. tomato sauce, sugar sachets, salt and pepper sachets, sunscreen sachets or giveaways products such as shampoo sachets ■ Plastic bags are NOT to be used/given away during events ■ Any packaging materials sold or distributed must be reusable or comprised of biodegradable or recyclable material
Bin requirements	<ul style="list-style-type: none"> ■ 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
Promotion	<ul style="list-style-type: none"> ■ All promotional materials such as flyers must be printed on recycled paper (80 – 100% postconsumer recycled content)
Costs	<ul style="list-style-type: none"> ■ Event organisers are responsible for all costs incurred in relation to waste management associated with the event
Litter collection	<ul style="list-style-type: none"> ■ Event organisers/event staff must conduct a litter patrol of the site area after the event and remove and correctly dispose of any discarded litter items within the event area

4.0 Promoting Sustainability

Waste Avoidance

Create as little waste as possible in your event. Follow the waste hierarchy to avoid, reduce, reuse, recycle and recover materials.

MOST PREFERABLE

Avoid waste where possible

Avoiding waste reduces the impact at every point in the new product supply chain.

AVOID/REDUCE

HSC INFLUENCE

Hornsby Shire Council

can influence waste avoidance/reduction through purchasing, advocacy and education.

Extend the life of a product

Reuse, such as reusable cups and bags and buying second hand, extends the life of a product.

REUSE

Hornsby Shire Council

can influence reuse through advocacy and education.

Recycling

Recycling (and composting) retains the basic integrity of the recycled material to create a new product.

RECYCLE

Hornsby Shire Council

can influence the community to recycle and **control** the destination.

Convert to clean energy

Products and materials with no higher order uses can be converted to clean energy.

**RECOVER
ENERGY**

Hornsby Shire Council

can control the destination of collected waste material.

Reduce volume

Products and materials with no energy potential can be treated to reduce volume or hazard.

TREAT

Landfill

Landfill is an essential backstop, but should be the option of last resort.

DISPOSE

LEAST PREFERABLE

Waste Hierarchy

The waste hierarchy is the core conceptual framework that underpins waste policy and strategy. It establishes the priorities in managing waste, based on environmental impact and broader sustainability principles, promoting efficient use of resources and reduction of disposal to landfill.

These differing levels of control and the mechanisms for change identify where Council has the greatest influence and shape the type of actions that are considered.

Suitable Alternatives to Plastics

Recyclable material including glass bottles and jars, milk and juice cartons, aluminium cans, paper and cardboard and recyclable plastic bottles (excluding bottled water) are suitable at events.

The information below provides a list of other suitable alternatives to single-use items.

Not suitable	Alternatives
Individual sugar, salt, pepper and sauce sachets	<ul style="list-style-type: none"> ■ Provide bulk shakers or bulk sauce dispensers
Polystyrene and plastic plates, bowls and cutlery	<ul style="list-style-type: none"> ■ Reuse serving-ware such as crockery. ■ Provide paper and cardboard products e.g. paper serviettes. ■ Provide biodegradable products e.g. bamboo cutlery and sugarcane plates*
Plastic straws	<ul style="list-style-type: none"> ■ Provide paper straws
Plastic stirrers	<ul style="list-style-type: none"> ■ Provide paddle pop sticks or other wooden stirrers
Plastic bags	<ul style="list-style-type: none"> ■ Provide calico or paper bags
Sunscreen sachets	<ul style="list-style-type: none"> ■ Use bulk pump pack sunscreen
Bottled water	<ul style="list-style-type: none"> ■ Hire water stations with 100% recyclable paper cups OR encourage event attendees to bring their own reusable water bottle from home
Balloons	<ul style="list-style-type: none"> ■ Reusable bunting

*Be mindful when selecting alternatives to plastic. Certified biodegradable or compostable products are not recycled with standard recyclables, as they need to be composted. They can only be composted if they meet the appropriate composting standard and a dedicated collection and processing service is available.

Leftover and Excess Food

If your event is likely to have leftover food, consider donating it? There are various charities which accept excess food. These organisations rescue and redistribute excess food to individuals and charities supporting the vulnerable. For more information visit www.hornsbyconnect.org.au, www.ozharvest.org.au and www.secondbite.org.

Water Stations

The sale and distribution of bottled water at events is not acceptable. Hornsby Shire Council provides water taps and bubbler stations in many public areas where events are held. If these are not sufficient for the size of your event, additional water stations can be hired.

Exceptions

In some exceptional circumstances single-use plastics are a requirement e.g. for disabled or mobility impaired residents. Consider including a small sign at your event acknowledging this. Example text: "We are committed to avoiding single-use plastics, like drinking straws. But we understand that for some people, plastic straws are the only way you can drink and are crucial to your independence. If you need one, please let us know. For those of you who don't need a plastic straw, please support us to reduce the impact on the environment by not asking for one. Thank you."

Ensure you have several single-use plastic straws on hand if you choose

5.0 Additional Resources

Please contact the Waste Hotline on 9847 4856 if you require further advice or information about your event.

The NSW EPA Waste Management Events Guide may be helpful in planning your event. The Guide is available at: <https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/warrlocal/070056-waste-wise-events.pdf>.

Appendix A - Alternative Supplier and Product List

Appendix B – Hornsby Shire Council Single Use Plastics Policy 2020



SECTION A – Small Events - Less than 300 Attendees

This section must be completed by the Event Manager/Organiser and sent to Hornsby Shire Council five (5) business days prior to the event. Part 2 includes your Bin Hire Request. Please email the completed forms to waste@hornsby.nsw.gov.au

Part 1 – Event details and contact information

Name of Event			
Name of organisation delivering the event			
Event address			
Date of event		Time of event	
Anticipated crowd size			
Event activities			
Number of stalls			
Event Manager name		Contact number	
Event Manager Email			

Part 2 – Bin Hire Request – Front of House

Front of house waste and recycling bins collect material generated by event attendees during the event.

How do I calculate how many bins are required?

As a rule, calculate a minimum of one litre of waste and one litre of recycling per person per meal. However, the type of catering facilities, the supply of alcohol and the crowd profile can increase how much waste is generated. For example, at events such as food and wine festivals, the amount of waste generated per person is often higher.

At a small event with around 100 people the approximate waste generation would be:

- 100 people x 1 meal = 100 litres of estimated waste and 100 litres of recycling
- Waste Bins required: Divide 100 by 240 (a standard wheelie bin is 240 litres) = 1 bin
- Recycling Bins required: Divide 100 by 240 (a standard wheelie bin is 240 litres) = 1 bin
- You will need 1 waste bin and 1 recycling bin.

Request for waste and recycling bins from Council

Proposed number of bins to be provided by Council*:	
Number of 240 litre red lid garbage wheelie bins	
Number of 240 litre yellow lid wheelie recycling bins	
Bin delivery location:	
Bin delivery date	
Bin delivery location	
Bin pick up location:	
Bin pick up date	
Bin pick up location	
On Site Event Contact Details:	
Name	
Mobile	

*Bin numbers will be assessed by Council.

Part 3 - Fees

Please note that depending on the number of bins required, a fee may be charged to the event organiser for the supply and servicing of 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

Additional Fee Condition

Additional costs may be incurred if:

- Additional bins are required
- Post event site cleaning is required to be conducted by Council
- The event site is left in an unsatisfactory condition.

Part 4a – Planning for waste and recycling bins

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

Effective Waste Management

- To maximise resource recovery a red lid garbage bin should always be paired next to a yellow lid recycling bin.
- Event organisers will be responsible for the placement of waste and recycling bins
- Event organisers are to ensure event bins are kept clear of walkways
- Event staff are to monitor bin usage and adjust bin positions as necessary during the event.





Part 4b – Site Map including Waste and Recycling bin locations

Bin placement

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
- Near high-traffic areas; and
- At disposal points such as toilets, car parks and entry/exit points.

Please attach a site map to your Waste Management Plan submission that includes the following details:

- Location of Waste and Recycling bin delivery and collection points.

Part 5 – Checklist

Please check your Waste Management Plan includes the following:

- Event details and contact information
- Waste and recycling bin requirements
- A detailed site map

Part 6 - Approval Process

Council's Waste Services Branch will review the information provided in this form and may contact 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.

- ✓ I have read and agree to the Single-Use Plastics Policy
- ✓ I have read and agree to the Waste Management Guidelines

Declaration

I hearby accept all conditions in this document and state the information provided is true and correct

Signature:

Date:

SECTION B – Large Events - More than 300 Attendees

This section is to be completed by the Event Manger/Organiser and sent to Hornsby Shire Council five (5) business days prior to the event. This includes your Bin Hire Request, please email to waste@hornsby.nsw.gov.au

Part 1 – Event details and contact information

Name of Event			
Name of organisation delivering the event			
Event address			
Date of event		Time of event	
Anticipated crowd size			
Event activities			
Number of stalls			
Event Manager name		Contact number	
Event Manager Email		Fax number	

Part 2 – Waste and Recycling Volumes

Please assess the types and volumes of waste and/or recyclables generated during the event for each stall holder. Please detail the stall(s) and the expected volumes of waste and recycling materials generated by each one. An example for both Back of House (stallholder waste) and Front of House (event attendee waste) have been provided.

Waste and Recycling Volumes – Front of House

Stall Name & Description	Waste and Recyclable Material Expected	Description of Material	Quantity Expected	Comments
Example: BBQ Stall	Soft Drink Cans	Aluminium Cans	500	<ul style="list-style-type: none"> ■ Comingled recycling bin required
Example: BBQ Stall	Sausage Sandwich	Paper Serviettes and food waste	1000	<ul style="list-style-type: none"> ■ Waste bins required ■ Tomato sauce will be available in communal squeeze bottles

Waste and Recycling Volumes – Back of House

Stall Name & Description	Waste and Recyclable Material Expected	Description of Material	Quantity Expected	Comments
Example: BBQ Stall	Cardboard Boxes	Boxes containing Sausages	20	<ul style="list-style-type: none"> Recycling bin or skip required

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

Please declare any products/promotional items that will be given away or distributed at your event.

Waste and Recycling Volumes – Front of House

Giveaway	Description of use	Material type
Example: Paper flyers	Flyers advertising event promotion	100% recycled paper

Part 4 – 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 and provide details on how this will be undertaken.

☐ Ensure stallholders are aware of Council's Single-Use Policy guidelines, resource recovery and waste disposal systems and correct source separation prior to the event

How will stallholders be made aware?

☐ Include waste minimisation in advertising of event

Text and where will it be advertised?

☐ Use of public announcements to encourage responsible waste management practice

Public announcement:

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

How many staff will be available, when and where?

☐ Other initiatives will be implemented

Details:

Part 5 – Planning for waste and recycling bins

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

Effective Waste Management

- To maximise resource recovery a red lid garbage bin should always be paired next to a yellow lid recycling bin.
- Event organisers will be responsible for the placement of waste and recycling bins
- Event organisers are to ensure event bins are kept clear of walkways
- Event staff are to monitor bin usage and adjust bin positions as necessary during the event.

Bin placement

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
- near high-traffic areas; and
- At disposal points such as toilets, car parks and entry/exit points.

Part 6 – Bin Hire Request – Front of House

Front of house waste and recycling bins collect material generated by event attendees during the event.

How do I calculate how many bins are required?

As a rule, calculate a minimum of one litre of waste and one litre of recycling per person per meal. However, the type of catering facilities, the supply of alcohol and the crowd profile can increase how much waste is generated. For example, at events such as food and wine festivals, the amount of waste generated per person is often higher.

At a large event with around 1000 people the approximate waste generation would be:

- 1,000 people x 1 meal = 1,000 litres of estimated waste and 1,000 litres of recycling
- Waste Bins required: Divide 1,000 by 240 (a standard wheelie bin is 240 litres) = 4 bins
- Recycling Bins required: Divide 1,000 by 240 (a standard wheelie bin is 240 litres) = 4 bins
- You will need 4 waste bins and 4 recycling bins.

Request for waste and recycling bins from Council

Proposed number of bins to be provided by Council*:	
Number of 240 litre red lid garbage wheelie bins	
Number of 240 litre yellow lid wheelie recycling bins	
Bin delivery location:	
Bin delivery date	
Bin delivery location	
Bin pick up location:	
Bin pick up date	
Bin pick up location	
On Site Event Contact Details:	
Name	
Mobile	

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

Recycling food waste and other biodegradable materials

It is possible to collect and recycle food waste at large public place events. However, to do this successfully can be quite complex. It requires careful consideration of the food and packaging materials used by stallholders, appropriate source separation of materials, colour coded bins, a separate dedicated collection service and the delivery of the food waste to a licenced facility that is set up to process food waste. Additional signage, education and on-ground support for stallholders and event attendees will help to ensure that the materials are not contaminated.

- If you plan to separate and collect food waste at your event you will need to employ a licenced private waste contractor which specialises in these services.
- For further advice contact the Waste Hotline on 9847 4856.

Part 7 – Bin Hire Request – Back of House

How do I calculate how many bins are required?

'Back of house' waste and recycling is the waste and recycling generated by stallholders.

Event organisers will need information from stallholders to make these calculations. The choice of bin/s will depend on how much is needed and how much space is available. Council can provide recycling bins, general waste bins and paper and cardboard bins.

Request for waste and recycling skip bins from Council

Proposed number of bins to be provided by Council*:	
Number of 1,100 litre recycling bin (max 4)	
Number of 1,100 litre waste bin (max 4)	
Number of 1,100 litre paper and cardboard bin (max 2)	
Bin delivery location:	
Bin delivery date	
Bin delivery location	
Bin pick up location:	
Bin pick up date	
Bin pick up location	
On Site Event Contact Details:	
Name	
Mobile	

*Bin numbers will be assessed by Council.

Part 8 - Fees

Please note 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)

Additional Fee Condition

Additional costs may be incurred if

- Additional bins are required
- A post event site sweep is required to be conducted by Council
- The event site is left in an unsatisfactory condition.

Part 9 – Site Map including Waste and Recycling bin locations

Please attach a site map to your Waste Management Plan submission that includes 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
- Public entrances and exits



Screen on the Green 2018



Part 10 – Checklist

Please check your Waste Management Plan includes the following:

- ☐ Event details and contact information
- ☐ Waste and recycling bin requirements
- ☐ A detailed site map
- ☐ Expected waste and recycling volumes
- ☐ Supplier details for suitable serving ware
- ☐ Declaration of giveaways and promotional material
- ☐ Details of education and communication at the event

Part 11 - Approval Process

Council’s Waste Services Branch will review the information provided in this form and may contact 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.

- ✓ I have read and agree to the Single-Use Plastics Policy
- ✓ I have read and agree to the Waste Management Guidelines

Declaration

I hearby accept all conditions in this document and state the information provided is true and correct

Signature:	
Date:	

APPENDIX A – Alternative Supplier and Product List

Below are some examples of suppliers of more sustainable and reusable items and services. Please note this list is not exhaustive and further research is encouraged.

Supplier	Link	Bags	Containers	Cutlery	Cups	Bottles	Straws	Bioplastic
Biome	biome.com.au							
BioPak	biopakshopau.com							
Cheeky	cheeki.net.au							
Eco Party Box	ecopartybox.com.au							
Frank Green	frankgreen.com.au							
Going Green Solutions	goinggreensolutions.com.au							
Greenpack	greenpackshop.com.au							
Hello Green	hellogreen.com.au							
JoCo Cups	jococups.com							
KeepCup	au.keepcup.com							
Simply Cups	simplycups.com.au							
SoL Cups	solcups.com							
Upcycle Studio	upcyclestudio.com.au							

Supplier	Link	Bags	Containers	Cutlery	Cups	Bottles	Straws	Bioplastic
Vegeware	vegware.com.au							
The Naked Straw Co	thenakedstraw.com.au							
Stroh	stroh.com.au							
The Next Sip	thenextsip.com.au							
Kent Paper	kentpaper.com.au							
Green Mark	greenmarkpack.com.au							
Environmental Enterprises	environmentalenterprises.com.au							
Alpha Food Packaging	alphafoodpackaging.com.au/products/bio-range/							
Returnr	returnr.co							
Huskee	huskee.co							
Pottery for the Planet	potteryfortheplanet.com							
Flora & Fauna	floraandfauna.com.au							
Detpak	detpak.com							
Greenworld Co Pty Ltd	biogreenworld.com.au/index.html							
Kleen Kanteen	kleankanteen.com.au							
Pak 360	pak360.com.au							
Tree Free	treefreeglobal.com							

APPENDIX B – Hornsby Shire Council - Single Use Plastics Policy 2020

NB – A copy of the Single Use Plastics Policy 2020

Will be added upon its final endorsement.