The background of the page is a photograph of a large crowd of people at an outdoor event. In the foreground, the backs of several people's heads are visible, including a woman with a blue flower in her hair and a man in a red shirt. In the background, there are several tall poles with white, yellow, and blue flags flying. A blue banner is overlaid on the middle of the image, containing the title text.

Waverley Council Event Waste Management Guidelines

Event Waste Management Guidelines

Towards a Zero Waste Community



Purpose of this document

This document has been designed as a supporting document to Waverley Council's current Events Policy (Appendix A), and Waverley Council's Sustainable Events Policy (Appendix B). Event applicants are required to familiarise themselves with the Council's relevant policies and plans.

This document will help organisers, stallholders and Waverley Council staff coordinate and implement events in a sustainable manner with minimal waste through best practice. This document applies to all events held on Council's public land in the Waverley Council governing area or in Waverley Council owned buildings.

Introduction

Waverley Council has a strong commitment to protecting the local environment and improving it for generations to come. Our Community Strategic Plan outlines targets that by 2029, Waverley will be a resilient and environmentally sustainable community, and will progress to be a zero waste community.

Events that take place in Waverley have a responsibility to the community to meet sustainability requirements set out in Council's Sustainable Events Policy, in the following areas:

- **Greenhouse gas emission management:** Reduce energy use and maximise the use of public transport, cycling, walking and carpooling.
- **Water use and water quality:** Maximise use of recycled water and minimise use of potable water.
- **Protection of biodiversity:** Adequate use of event surface, avoid pollution incidents, minimise wildlife exposure to light, noise and pollutants.
- **Supply chain:** Minimise the environmental impact associated to the use of any products, supplies and promotional materials used at the event through sustainable catering, communications and procurement choices.

More details on the above can be found in the Waverley Council Sustainable Events Policy.

Event Waste Management Guidelines Towards a Zero Waste Community



Waste Management:

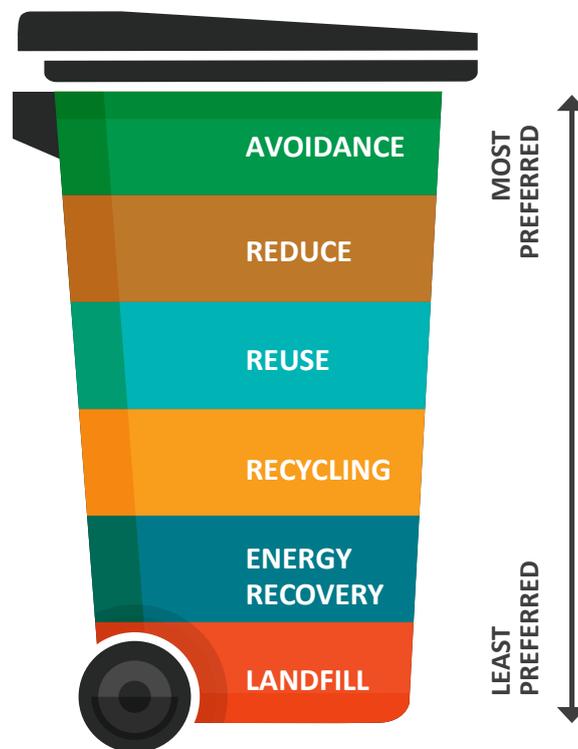
All external and Council run events, meetings and workshops are to adhere to the principles in the NSW EPA Waste Hierarchy where waste avoidance is the most preferable outcome and waste disposal to landfill a last resort.

External event organisers are responsible for the removal of all waste from the event site unless otherwise indicated by Council.

Event organisers must ensure their event is single-use plastic free.

Event organisers must ensure the event site and areas immediately surrounding the event are clean and tidy throughout the occupation of the site (bump-in, throughout the duration of the event, and bump-out) and all litter is replaced cleared with cleaned on a regular basis.

In some cases, the event may require a formal Waste Management Plan to be submitted to Council for approval. A Waste Management Plan is required for any event with an anticipated crowd size of more than 100 people and/or where food, drinks, giveaways and promotional materials are involved.



Event Waste Management Guidelines

Towards a Zero Waste Community

Determine if you need a Waste Management Plan



Event Waste Management Plan:

If a Waste Management Plan (WMP) is required for the event, the organiser needs to supply Council with the WMP no later than 4 weeks before the event. A template is provided in Appendix A.

Please ensure that you meet the following guidelines prior to submitting your Waste Management Plan. If the guidelines are not met, Council may reject the WMP proposed, and require an amended plan. Council will not be responsible for any delays this may cause to the event organiser.

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

Event Waste Management Guidelines

Towards a Zero Waste Community

Mandatory conditions to be acknowledged by event organiser:

- a. Event Organisers are responsible for assessing the additional waste and recycling bins required to meet the waste and recycling demands of the event
- b. Event organisers are responsible for contracting waste removal services for the event to cope with the needs identified in point a.
- c. Event organisers are responsible for ensuring all bins have clear signage to help users recycle correctly. Please use the signage and posters provided with these guidelines.
- d. Single-use plastic and polystyrene products and packaging are not to be used.
- e. Use reusable or recyclable decorations.
- f. Balloons are not to be used/given away during events.
- g. Products sold or distributed must be reusable or comprised of biodegradable (excluding bio-plastics) or compostable materials (see table 1 for detailed accepted products).
- h. Reusable food and beverage ware is to be used if possible. Compostable/biodegradable food and beverage ware is to be used if using reusables is not an option.
- i. Items listed as 'Bio-plastics' (which includes 'Biodegradable plastic' and 'Degradable plastic') including 'compostable bio-plastics' are not to be used
- j. Samples of food and beverage ware must be provided to the events team at least 4 weeks before the event.
- k. Supply organic waste recycling services if it is likely that food waste will comprise of 20% or more of the total waste generated.
- l. Event organiser/event staff conduct litter clean ups of the event area and remove and correctly dispose of any discarded litter items within the event area.
- m. Plastic water bottles are NOT to be sold or given away during an event; water refill stations should be sought.
- n. The event organisers must provide stallholders with the opportunity to recycle paper and cardboard packaging.
- o. Polluting substances such as chemicals and cooking oil, are to be stored in a sealed container and removed for off-site disposal.
- p. Any washing up liquid brought and used on-site to the site must be environmentally friendly.
- q. Promotional materials must be printed on FSC certified and/or 80 – 100% post-consumer recycled content
- r. Avoid banners. If needed, don't print dates to maximise the reusability of the banner.
- s. Used wastewater is to be stored in a sealed container and removed for off-site disposal. Wastewater is not permitted to be disposed of via the stormwater drains or on the sand.
- t. Do not provide show bags or large amounts of printed material.
- u. Will there be any leftover food from your event? Contact Oz Harvest, a non-denominational charity that distributes excess food to charities supporting vulnerable people in Sydney. Visit www.ozharvest.org

Please refer to Table 1 for a list of acceptable products.



Event Waste Management Guidelines

Towards a Zero Waste Community



Table 1. Waste Avoidance Solutions for event organisers

PROHIBITED ✗	APPROVED ALTERNATIVES ✓
Polystyrene and plastic plates, bowls, cutlery etc... Compostable biodegradable plastics and degradable plastics	Reusable serving ware such as crockery Biodegradable products including bamboo cutlery, wood cutlery (FSC certified), and sugar cane/corn-starch plates (note: compostable 'bio-plastics' are single-use plastics and are prohibited).
Plastic straws	Paper, bamboo and metal straws
Plastic stirrers	Wooden and bamboo stirrers and paddle pop sticks
Plastic bags	Calico and paper bags, or ask attendees to bring their own bag
Individual sugar, salt and pepper and sauce sachets	Bulk shakers or dispensers
Sunscreen sachets	Bulk pump pack sunscreen
Water in a disposable water bottle	Water refill stations (rentable) or water stations with 100% recyclable paper cups and encourage event attendees to bring their own reusable water bottles to reduce use of paper cups.
Balloons, plastic tablecloths or any item wrapped in individual single use plastic packaging	Paper, cardboard and fabric products including serviettes made of recycled paper, fabric tablecloths and bunting and honeycomb decorations