

# WASTE MATTERS

## WASTE MANAGEMENT GUIDELINES

### FOR EVENT ORGANISERS

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



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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.

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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.

These Guidelines are designed to work in conjunction with the following associated forms:

- Small Events Waste Management Plan (for events with less than 300 attendees)
- Large Events Waste Management Plan (for events with more than 300 attendees).

These forms include your Bin Hire Request.

One of these forms must be completed by Event Organisers and submitted to [waste@hornsby.nsw.gov.au](mailto:waste@hornsby.nsw.gov.au) at least 10 business days prior to the event date.





## 2.0 Phasing out Single-Use Plastics - Summary and Context

### In Hornsby Shire Council

Hornsby Shire Council adopted its Single-Use Plastics Policy in 2020. 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.

As well as Council's general operations and facilities, the policy is aimed at community-run and supported events on Council land.

Those holding events on Council owned land must phase-out the use, sale or other provision of food, drinks, and packaging items made from single-use disposable plastics. This includes:

- plastic bags
- drinking straws
- plastic water bottles
- coffee cups (with plastic lining)
- balloons

### Across NSW

In 2021 the NSW Government passed the Plastics and Circular Economy Act 2021. The Act will phase out and, where possible, eliminate single use plastic items including:

- lightweight plastic bags
- plastic drinking straws
- plastic cutlery and stirrers
- plastic plates and bowls
- expanded polystyrene food service items

Starting 1 June 2022, the legislation prohibits the supply of lightweight plastic bags, followed by the remaining items by 1 November 2022. Alternatives must also not contain any plastic at all, even if it's compostable or biodegradable.

## 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"> <li>■ 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</li> <li>■ Balloons are NOT to be used, given away or released during events</li> <li>■ Plastic water bottles are NOT to be sold or given away during an event; alternative water sources should be sought</li> <li>■ 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</li> <li>■ Plastic bags are NOT to be used/given away during events</li> <li>■ Any packaging materials sold or distributed must be reusable or comprised of biodegradable or recyclable material</li> </ul>
Bin requirements	<ul style="list-style-type: none"> <li>■ Existing Council bins in the public space cannot be relied upon to cater for waste or recycling material created by special events</li> <li>■ Event organisers must arrange for additional waste and recycling bins to cope with the increased demands of the event. This can be done by completing either the Small Events Waste Management Plan (for events with less than 300 attendees), or the Large Events Waste Management Plan (for events with more than 300 attendees)</li> </ul>
Promotion	<ul style="list-style-type: none"> <li>■ All promotional materials such as flyers must be printed on recycled paper (80 – 100% postconsumer recycled content)</li> </ul>
Costs	<ul style="list-style-type: none"> <li>■ Event organisers are responsible for all costs incurred in relation to waste management associated with the event</li> </ul>
Litter collection	<ul style="list-style-type: none"> <li>■ 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</li> </ul>

# 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.



**HSC INFLUENCE**

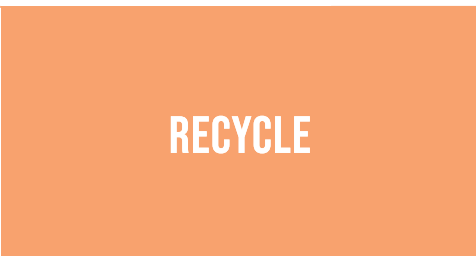
**Hornsby Shire Council can influence** waste avoidance/reduction through purchasing, advocacy and education.

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



**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.



**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.



**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.



**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.

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



**LEAST PREFERABLE**

## 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"> <li>Provide bulk shakers or bulk sauce dispensers</li> </ul>
Polystyrene and plastic plates, bowls and cutlery	<ul style="list-style-type: none"> <li>Reuse serving-ware such as crockery.</li> <li>Provide paper and cardboard products e.g. paper serviettes.</li> <li>Provide biodegradable products e.g. bamboo cutlery and sugarcane plates*</li> </ul>
Plastic straws	<ul style="list-style-type: none"> <li>Provide paper straws</li> </ul>
Plastic stirrers	<ul style="list-style-type: none"> <li>Provide paddle pop sticks or other wooden stirrers</li> </ul>
Plastic bags	<ul style="list-style-type: none"> <li>Provide calico or paper bags</li> </ul>
Sunscreen sachets	<ul style="list-style-type: none"> <li>Use bulk pump pack sunscreen</li> </ul>
Bottled water	<ul style="list-style-type: none"> <li>Hire water stations with 100% recyclable paper cups OR encourage event attendees to bring their own reusable water bottle from home</li> </ul>
Balloons	<ul style="list-style-type: none"> <li>Reusable bunting</li> </ul>

\*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, why not 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](http://www.hornsbyconnect.org.au), [www.ozharvest.org.au](http://www.ozharvest.org.au) and [www.secondbite.org](http://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. 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".

## 5.0 Additional Resources

Please contact the Waste Hotline on 13 70 13 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



# 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	<a href="http://biome.com.au">biome.com.au</a>							
BioPak	<a href="http://biopakshopau.com">biopakshopau.com</a>							
Cheeky	<a href="http://cheeki.net.au">cheeki.net.au</a>							
Eco Party Box	<a href="http://ecopartybox.com.au">ecopartybox.com.au</a>							
Frank Green	<a href="http://frankgreen.com.au">frankgreen.com.au</a>							
Going Green Solutions	<a href="http://goinggreensolutions.com.au">goinggreensolutions.com.au</a>							
Greenpack	<a href="http://greenpackshop.com.au">greenpackshop.com.au</a>							
Hello Green	<a href="http://hellogreen.com.au">hellogreen.com.au</a>							
JoCo Cups	<a href="http://jococups.com">jococups.com</a>							
KeepCup	<a href="http://au.keepcup.com">au.keepcup.com</a>							
Simply Cups	<a href="http://simplycups.com.au">simplycups.com.au</a>							
SoL Cups	<a href="http://solcups.com">solcups.com</a>							
Upcycle Studio	<a href="http://upcyclestudio.com.au">upcyclestudio.com.au</a>							

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

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

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<b>FOLDER NUMBER:</b>	F2018/00082		
<b>POLICY OWNER / DIVISION:</b>	Community and Environment		
<b>POLICY OWNER / BRANCH:</b>	Waste Branch		
<b>FUNCTION:</b>	Waste Management and Avoidance		
<b>RELEVANT LEGISLATION:</b>	LOCAL GOVERNMENT ACT, 1993 WASTE AVOIDANCE AND RESOURCE RECOVERY ACT, 2001 PROTECTION OF THE ENVIRONMENT OPERATIONS ACT, 1997		
<b>POLICY ADOPTION/AMENDMENT DATE:</b>	11 November 2020	<b>REPORT NUMBER:</b>	CE11/20
<b>REVIEW YEAR:</b>	<b>2023</b>		
<b>RELATED POLICIES:</b>	Sustainable Procurement Determination 2013		

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## **POLICY PURPOSE / OBJECTIVES:**

To progressively transition towards the elimination of single-use plastics in council operations and events by 2022.

**IMPORTANT NOTE: This Policy and the accompanying 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.**

## **POLICY PRINCIPLES:**

The principles that guide this policy are based on significant evidence which indicates that:

1. Single-use plastics comprise a large component of litter in NSW<sup>1</sup>
2. Plastic pollution persists in the environment and has cumulative detrimental impacts on human and environmental health<sup>2</sup>
3. The production of plastics relies on the use of non-renewable resources that adversely impact on climate change and do not align with the principles of Ecologically Sustainable Development (ESD)<sup>3</sup>
4. Plastics, including single-use plastics, do not biodegrade and can break into smaller micro-plastics that have long-term environmental, social and economic impacts. These place an inequitable burden on future generations<sup>4</sup>

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<sup>1</sup> 2015-16 National Litter Index Results for NSW

<sup>2</sup> Centre for International Environmental Law, *Plastic and Health – the Hidden Costs of a Plastic Planet*, 2019

<sup>3</sup> Ibid

<sup>4</sup> UNEP 2018. SINGLE USE PLASTICS: A Roadmap for Sustainability

5. The waste hierarchy should govern the use and disposal of resources: avoid, reduce, reuse, recycle and then dispose.

#### **CONTEXT**

In recent years numerous local government organisations around Australia have sought to minimise and prohibit the prevalence of single-use plastics in council operations and events.

Hornsby Shire Council Resolved to develop a draft Single Use Plastic Policy on 24 July 2019 (NOM8/19 – F2018/00082).

This policy will be guided, in part, by the findings of local research conducted by Sydney University during 2019.

#### **SCOPE AND APPLICATION**

This policy applies to Council operational activities, council employees and contractors' activities within, and impacting on, the Hornsby Shire local government area. Further detail on the size and types of events that fall within the jurisdiction of this policy can be found in the new Waste Management Guidelines for Events Organisers (Attachment A).

A list of alternative suppliers and products will be provided to all event organisers (Attachment A – Appendix A).

Milestone timings for the transition of council events and operations to phase out single-use plastics are detailed in Table 1 below.

#### **POLICY STATEMENT:**

This policy recognises that many plastics have become an integral component of modern global packaging and food safety systems. Therefore, a strategic, planned and incremental approach is required to deliver a durable and structural transition towards alternatives.

Council will:

- Support relevant National Packaging Targets and national product labelling schemes
- Provide in-house education and engagement activities on single-use plastics
- Demonstrate leadership in the community to reduce the use of single-use plastics, particularly plastic straws, water bottles and plastic bags
- Phase out and, where possible, eliminate single use plastic items within council operations and at all events held on council owned or managed land. This will include plastic water bottles, plastic drinking straws, single-use plastic bags, coffee cups (with plastic lining), ready-to-eat plastic serving containers / utensils and balloons
- Provide alternative water sources at events particularly where water in single-use plastic bottles is limited or not available
- Investigate opportunities to provide permanent water refill stations in appropriate high-use public spaces and the use of temporary mobile water refill stations at high-use public events
- Implement responsible procurement practices to influence supply chains and support market development of recycled content products
- Support local business and retail industry sectors to provide products and services that do not rely on single-use plastics

- Build awareness within the community on alternatives to single use plastics
- Ensure outcomes align with Council policies, such as the Sustainable Procurement Determination, and that guidelines include requirements directly leading towards the elimination of single-use plastic in Hornsby Shire LGA.

The intent of the policy will also be delivered through the following mechanisms:

- Facilitating an Internal Council Officer Reference Group to support the ongoing operational transition away from single-use plastics
- Developing Waste Management Guidelines and a preferred supplier list for events
- Online promotion of alternatives to single-use plastics to assist the business and retail community to provide products and services that do not rely on single use plastics
- Providing advice and support to organisations wishing to run waste wise community events
- Supporting community access to relevant information and resources
- Developing and promoting case studies of sustainable community events

#### **DEFINITIONS:**

Single-use Plastics, often also referred to as disposable plastics, are commonly used for plastic packaging and include items intended to be used only once before they are discarded. Single-use plastics include but are not limited to petroleum-based disposable plastic and polystyrene items such as coffee cups (with plastic lining) straws, balloons, bags, sachets, cutlery and food and drink packaging.

#### **EXCLUSIONS:**

Exclusions will apply to:

- Plastic items already being recycled within a circular economy model (standard recyclables).
- All beverage containers dispensed by vending machines

#### **EXEMPTIONS:**

Exemptions may apply when:

- Specific plastic products are required to meet health and safety requirements
- There is no practical alternative product or distribution method available
- Those with a physical disability require a particular product to engage in day-to-day activities
- Patrons and facility users who bring pre-purchased and packaged food and beverage consumables
- Subject to current relevant legislation where single-use plastics are required in some circumstances, such as the NSW Gaming and Liquor Administration Act 2007

**TABLE 1: MILESTONE TIMINGS FOR THE TRANSITION OF COUNCIL EVENTS AND OPERATIONS**

Year	Council operation	Council Event	Commercial Events	Approval Processes
2020/21	<ul style="list-style-type: none"> <li>• Council meetings</li> <li>• Councillor briefings</li> <li>• Councillor and staff training</li> <li>• Council run tours and workshops</li> <li>• Meetings with internal and external stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Mayor's Christmas Party</li> <li>• Citizenship Ceremonies</li> <li>• Australia Day</li> <li>• Sunset Sessions</li> <li>• Westside Vibe</li> <li>• Children's Voices for Reconciliation</li> <li>• Screen on the Green</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly Thursday Organic Food Markets</li> <li>• Saturday Markets</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated event approvals</li> <li>• Commercial terms and conditions</li> </ul>
2021/22	<ul style="list-style-type: none"> <li>• All Council facilities*</li> </ul>	<ul style="list-style-type: none"> <li>• All council run and supported events</li> <li>• All relevant community run events on council land**</li> </ul>		<ul style="list-style-type: none"> <li>• Modify existing hirer arrangements</li> <li>• Considered in all approvals processes</li> </ul>

\*Does not include vending machines

\*\*As stipulated in the Waste Management Guidelines for Events. Will not be enforced for community run events with less than 300 people.