



# WASTE WISE EVENTS

(Policy No. 4.14)

REVIEW  
DATE  
April 2018

NEXT  
REVIEW  
April 2020

MINUTE  
REF  
C311/10-18

## POLICY STATEMENT:

- 1.1 Council is committed to ensuring that waste avoidance, waste minimisation, resource recovery and sustainable procurement practices are an integral part of the planning and delivery of Council run events, Council supported events and all public events held on Council owned or managed property.
- 1.2 Council will educate event organisers to support the minimisation of waste at public events and to reduce the amount of waste sent to landfill.
- 1.3 All public events and functions held on Council owned or managed property must adhere to the Kingborough Waste Wise Events policy.

## DEFINITIONS:

- 2.1 **Event** – an organised occurrence held within the Kingborough municipality where people assemble at a given time and location for the purpose of entertainment, recreation, community, ceremonial or promotional purposes, either for free or for the payment of a fee, and includes but is not limited to:
  - Festivals, fairs and markets
  - Concerts, shows, film screenings and exhibitions
  - One-off sporting events
  - Civic, cultural or commemorative ceremonies or celebrations

This is inclusive of Council run events that are organised by Kingborough Council for members of the public or internally for Councillors and staff; Council supported events that are organised by local community groups but have either Council staff involvement or Council funding; and all public events and functions, markets, organised sporting and recreational activities held on land, in buildings or roads owned or managed by Kingborough Council.
- 2.2 **Waste** - any substance that is discharged or deposited in the environment in such volume, constituency or manner as to cause an alteration in the environment.
- 2.3 **Single use plastics** - any disposable plastic and polystyrene items such as straws, balloons, bags, cutlery or food/drink packaging that is only designed to be used once and then discarded e.g. single use sachets for tomato sauce, sugar, salt or sunscreen.
- 2.4 **Biodegradable** - sugarcane fiber, bamboo, cornstarch, polylactide (PLA), and cellophane wrap made from cellulose and some other materials that can be broken down into organic matter over a period of time if exposed to the right conditions.
- 2.5 **Compostable** - food scraps, paper and some other materials that will break down into organic matter.
- 2.6 **Recyclable** -
  - Aluminium and steel cans
  - Food and drink cans, including pressure packs and pet food cans; milk and juice cartons
  - Cardboard, cartons, newspapers and office paper
  - Glass bottles and jars
  - Plastic beverage, food and non-food containers with the triangle symbol 1-7 (except polystyrene and styrofoam).

<b>OBJECTIVE:</b>	<p>3.1 The objective of the Kingborough Waste Wise Events Policy is to underpin the <i>Kingborough Waste Management Strategy 2018</i>. The strategy has been developed to achieve a planned and collaborative approach to waste management, which is cost effective, supportive of the local community and economy and achieves recycling rates which exceed Tasmania's state wide performance. Kingborough is committed to working with its community to transition to a low carbon lifestyle. Events are a method of raising public awareness about recycling and show casing different ways to avoid and minimise waste.</p>
<b>SCOPE:</b>	<p>4.1 The policy will be applied to all Council run events, Council supported events and all public events held on Council owned or managed property within the Kingborough municipal area.</p> <p>4.2 The policy is implemented through Kingborough Council's Waste Wise at Events Guidelines, which forms part of Council's event and reserve bookings application and approval process.</p> <p>4.3 The event holder/organiser will be responsible for the costs of implementing the Waste Wise Events Policy.</p> <p>4.4 The policy does not apply to private functions or the ongoing or seasonal operation of sports club canteens and other community venues that hold events and functions as part of their normal operations; however, these organisations are encouraged to transition towards the principles of this policy.</p>
<b>PROCEDURE: (POLICY DETAIL)</b>	<p>5.1 The Policy ensures that Waste Wise strategies are utilised in the planning and delivery of public events and functions held on Council owned or managed property.</p> <p>a) Council will provide Waste Wise at Events Guidelines to support Council staff and event organisers to ensure that planning for events includes planning for avoidance, minimisation and recycling of waste.</p> <p>b) Event organisers are required to promote and practice waste avoidance principles by:</p> <ul style="list-style-type: none"> <li>• minimising of the amount of waste generated;</li> <li>• prohibiting the sale and/or distribution of single-use plastic products and single use sachets, polystyrene, plastic bags, plastic straws, bottles and/or balloons;</li> <li>• minimising the sale/and or distribution of bottled water, except in cases of potential breach of health and safety requirements;</li> <li>• responsibly managing any waste to ensure the cleanliness of the area is maintained during and after the event;</li> <li>• maximising recycling;</li> <li>• promoting and engaging in sustainable procurement practices;</li> <li>• minimising the environmental impact of any products, supplies and promotional materials used at the event.</li> </ul> <p>c) If waste is unavoidable due to health or safety requirements, then discarded materials are separated and recycled or disposed of responsibly.</p> <p>d) Council will promote the policy to ensure an emphasis on the use of re-usable, recyclable or compostable/biodegradable products.</p>
<b>GUIDELINES:</b>	<p>6.1 This policy is supported by a set of operational Waste Wise at Events Guidelines.</p>

<b>COMMUNICATION:</b>	<p>7.1 The policy will be applied to all Council run, Council supported events and all public events held on Council owned or managed property within the Kingborough municipal area.</p> <p>7.2 The policy and Waste Wise at Events Guidelines will be made available to the public through Council's website.</p> <p>7.3 The Waste Wise at Events Guidelines will be promoted through local media and social media.</p> <p>7.4 Council staff and community event organisers will be sent a copy of the Waste Wise at Events Policy and Guidelines with notice that a 12 month transition period will be implemented from the approval date of the new policy.</p>
<b>LEGISLATION:</b>	<ul style="list-style-type: none"> <li>• <i>Plastic Shopping Bags Ban Act 2013</i></li> <li>• <i>Environmental Management and Pollution Control (Waste Management Regulations) 2010</i></li> <li>• <i>Litter Act Tasmania 2007</i></li> <li>• <i>Environmental Management and Pollution Control Act 1994 EMPCA</i></li> <li>• <i>National Environment Protection Council Act 1994</i></li> </ul>
<b>RELATED DOCUMENTS:</b>	<ul style="list-style-type: none"> <li>• Kingborough Waste Management Strategy 2017</li> <li>• Kingborough Strategic Plan 2015-2025</li> <li>• Tasmanian Waste &amp; Resource Management Strategy 2009</li> <li>• National Waste Policy 2009</li> </ul>
<b>AUDIENCE:</b>	Available to the public.

# **Waste Wise at Events Guidelines**

## **April 2018**

### **Why be Waste Wise?**

Waste minimisation and environmental considerations are an integral part of every event. Kingborough Council has developed a Waste Wise Policy for Council run and Council supported events and all public events held on Council owned property or public open space.

Most events generate waste, much of which could be avoided or recycled to conserve resources. Waste is a costly issue both financially and environmentally. If we can avoid creating waste, then we also avoid having to dispose of waste to landfill or paying the cost of sorting waste for recycling.

Plastics do not breakdown, particles become smaller and smaller and are absorbed by wildlife. When they are buried in landfill, toxins from plastics enter our waterways. Toxic waste (found in plastics and polystyrenes) can impact human health.

Biodegradable plastics are also problematic, and do not break down. Instead, biodegradable plastic has an additive that makes it break apart faster into smaller and smaller pieces, eventually becoming micro plastic. Biodegradable plastic cannot be recycled.

Many events now stipulate that waste is not acceptable unless it is compostable or recyclable. The aim of this guide is to provide event organisers and Council staff with practical solutions to manage and reduce waste at community events.

### **What is a Waste Wise event?**

The key aspects of a Waste Wise event include:

- Event organisers are committed to responsible waste management and purposefully plan to avoid and minimise waste;
- Event attendees are encouraged to reduce their waste through the provision of information, infrastructure and facilities;
- Event vendors/suppliers use reusable, recyclable (glass or aluminium) or compostable packaging and serving ware (cardboard, paper, certified compostable plastics);
- There is an emphasis on the use of re-usable, recyclable, biodegradable or compostable products;
- All plastic packaging and plastic materials used must be certified as compostable and made from 100% renewable resources;
- There is good signage and placement of bins to enable discarded materials to be separated and recycled, composted or disposed of responsibly.

## How to be Waste Wise

### Reduction/Avoidance

- Appropriate steps to avoid waste should be taken whenever possible. For example, packaging which is not essential to the use, distribution, retail sale, storage or safety of your products must be avoided.
- There are to be no plastic bags, balloons, straws, polystyrene cups, plastic takeaway food containers, sachets and plastic cutlery used at any Council run or Council supported event.
- Packaging or utensils that are essential must be constructed from 100% renewable resources such as cardboard, paper, or certified compostable plastic containers and cutlery.
- Consider offering discounts to people who bring their own container/cup/utensils or charging a small fee to cover the cost of disposable compostable containers and cutlery. Consider offering reusable items where possible like cups, plates and cutlery which can be borrowed (perhaps for a deposit) and returned to be washed and reused.
- Use event advertising to remind people to bring their own bags, drink bottles, cups, plates and cutlery to the event.
- Provide a water dispenser or water refilling station to minimise purchase of bottled water.
- Divert food scraps from landfill. Hire a composting bin from a waste management provider (eg.Veolia) and collect food scraps, paper, cardboard and compostable plastic packaging from stall holders to be composted at a commercial composting facility (Hobart City Council currently offers this service).
- Where health and other regulations permit, and where practicable, packaging should be designed for re-use. For example:
  - to be re-filled with the same product e.g. water stations;
  - to be returned and re-used e.g. washable crockery and cutlery; or
  - to be re-used by patrons for the same or a similar purpose where possible e.g. use of sauce bottles rather than single serve sauce containers.

### Recycling

- Ensure you use only compostable plastic materials.
- For other packaging materials, such as glass and aluminum, take all steps possible to ensure that these materials are collected for recycling and do not end up in landfill:
  - Provide highly visible, clearly labelled landfill, food organics and recycling bins: aluminum, glass, plastic, steel and paper recycling is usually collected via yellow, 240L recycling bins, with labelled lids.
  - Consider a waste-sorting station to collect bins and sort waste at the event. This process can divert food waste and compostable packaging from landfill, and ensure that all recyclable materials get recycled.
- Food organics (food scraps), paper and compostable containers can be disposed of using the green 240L Green organics bin, with labelled lid. These bins can be sourced from Veolia and taken to the Hobart City Council commercial composting facility.

## **Responsible Disposal**

- Empty bins before they are full.
- Arrange bins consistently throughout the site with a recycling and compost bin associated with each waste bin.
- Locate bins near to where food and beverages will be consumed, at entry/exit points, close to toilets and at the intersection of pathways.
- Make bins as visible as possible.
- Use bin monitors to encourage appropriate bin use.
- Donate re-useable items to charity.

## **Calculating how many bins are required**

There are a number of variables for calculating needs for bins (such as catering, formality of event, number of guests, waste strategies, etc); however, a general rule is to expect a minimum of one litre of waste per person per meal. As an example 1,000 people x 2 meal times = 2,000 litres of estimated waste.

## **Waste Wise Education**

- Inform the community that your event is Waste Wise via social media posts and media releases prior to the event. Remind people to bring their own reusable bags, drink bottles, cups, plates and cutlery to the event.
- Public announcements relating to the re-use, recycling and disposal facilities at the event are recommended at hourly intervals (where a public address system is available). Signage should be placed prominently to inform patrons of the correct usage of recycling, organic and waste facilities. It is important that the signage displayed corresponds with the service that is being offered. Refer to sample signage in this document and the Kingborough Council Recycling Guide.
- The use of bin monitors or a waste sorting station is recommended to assist in educating event attendees as to how to use the bin system in place, and to ensure minimal contamination.

AVOID	ALTERNATIVES
<b>Non-essential disposable plastics and packaging</b>	Re-useable items. Where plastic packaging is essential, it must be constructed from 100% renewable resources and must be certified as compostable.
<b>All Polystyrene including clamshells, plates, bowls &amp; cups</b>	Encourage customers to bring their own serving ware, coffee cups and containers. Use cardboard clams, plates, bowls, cups, paper bags. Offer on a serviette.
<b>Aluminum foil trays/plates</b>	Re-useable/washable trays. Cardboard trays.
<b>Pre wrapped or plastic straws</b>	No straws. Use compostable or paper straws.
<b>Balloons</b>	Reusable Bunting or Pinwheels; Tissue Paper Pom Poms; Painted Rocks; Bubbles.
<b>Plastic stirrers or spoons for hot drinks</b>	Provide re-washable spoons for use at stall.
<b>Polystyrene boxes</b>	Ask suppliers for cardboard boxes.
<b>Plastic bags</b>	Ask customers to bring own bag or supply paper bag.
<b>Individual sauce, sugar, salt and pepper sachets</b>	Provide bulk shakers or dispensers.
<b>Coffee Cup Lids</b>	Provide only on request. Offer a discount to customers who bring their own coffee cups.

PACKAGING ALTERNATIVES	
NON BIODEGRADABLE PACKAGING	COMPOSTABLE ALTERNATIVE
<b>Plastic plate or takeaway container</b>	Paper or sugarcane plate; palm leaf plate; paper noodle box; cardboard food tray; cornstarch container.
<b>Polystyrene / plastic cup</b>	Paper cup (cold drinks); sugarcane cup (for cold and hot drinks).
<b>Plastic cutlery</b>	Wooden, bamboo or cornstarch cutlery.
<b>Aluminium food bags</b>	Cardboard tray or paper bag.
<b>Cling Wrap</b>	Cellophane wrap (made from cellulose).
<b>Plastic Bags</b>	Cornstarch bags and paper bags.

LOCAL SUPPLIER	CONTACT DETAILS	PRODUCTS
Abel Pakk	71 Lampton Avenue, Derwent Park, TAS Ph: 0409 986 174 <a href="http://www.abelpakk.com.au">www.abelpakk.com.au</a>	Full range of bio-pack packaging and additional products. Catalogue available. <a href="http://www.biopak.com.au">www.biopak.com.au</a>
Going Green Solutions	946 Main Rd, Hurstbridge, VIC Ph: (03) 9718 0126 <a href="http://www.goinggreensolutions.com.au">www.goinggreensolutions.com.au</a>	PLA (polylactic acid) catering and packaging ware, sugarcane fibre wares, corn starch cutlery, bamboo tableware. Distributor of Biopak goods.
Tasmanian Hotel & Catering Supplies	321 Liverpool St, Hobart TAS 7000 Ph: (03) 6231 2055 <a href="http://www.tashotel.com.au">www.tashotel.com.au</a>	Biodegradable/compostable catering and packaging ware (sugarcane fibre, bamboo, bio wood) <a href="http://www.tashotel.com.au/packaging/biodegradable-plates-cutlery-platters.html?p=1">www.tashotel.com.au/packaging/biodegradable-plates-cutlery-platters.html?p=1</a>
Veolia	95 Kennedy Drive, Cambridge TAS Ph: (03) 6244 0000 <a href="http://www.veolia.com.au">www.veolia.com.au</a>	Recycling and Compost Bins hire, includes drop off of bins and collection of waste.
Ridge Packaging	3/95 Albert Road, Moonah, TAS Ph: (03) 6278 2234 Mobile: 0438 291 237 <a href="http://www.ridgepackaging.com.au">www.ridgepackaging.com.au</a>	Eco Banana Leaf Plate and Bowl, fish & chip paper, wooden cutlery, cardboard containers.

## Sample Bin Signs



## Contact

For more information on Waste Wise events, please contact Melissa Staples, Community Development Officer, Kingborough Council on 6211 8228 or [mstaples@kingborough.tas.gov.au](mailto:mstaples@kingborough.tas.gov.au)