

City of Perth Waste Management Guidelines for Events

This document outlines the waste management requirements for events held within the City of Perth (City).

The objectives of these guidelines are to:

- Ensure the waste management needs of each event are met in an efficient and sustainable manner;
- Maximise waste avoidance, reuse and recycling;
- Minimise the impact of waste services and facilities on the streetscape and surrounds, including the public and private realm, pedestrian access ways, natural areas and waterways;
- Ensure waste services and facilities do not have a negative impact on the amenity of a locality, including noise and odour emissions;
- Maximise safety for both waste collection staff and the public, and
- Minimise traffic and obstruction of footpaths, pedestrian, disability and emergency access ways.

The City encourages event organisers to be innovative in developing the most sustainable waste management system to meet these objectives. The City also encourages event organisers to reduce the amount of waste generated by the event, maximise recycling therefore minimising waste taken to landfill. Sustainable and innovative waste management techniques can result in improved cost efficiency by reducing post-event clean-up costs and the cost of disposing of waste in landfill. Being sustainable and environmentally responsible also demonstrated effective leadership and can help to generate goodwill amongst the public. Providing recycling bins and reducing litter can enhance the reputation of the event, making it more attractive to tourists and other visitors.

Applicants are encouraged to discuss their waste management system and servicing requirements with the City early on in the event planning process. This can be initiated by calling the Waste and Cleansing team on 1800 013 827 or emailing wac.inbox@cityofperth.wa.gov.au.

Waste Management Plan

A waste management plan (WMP) is required for events that exceed 1000 attendees, and must be submitted to the City, along with an event application.

Your WMP must address the following:

- Waste Generation
- Waste Reduction Strategies
- Event Waste Collection
- Bin Collection
- Bin Management

All WMPs must demonstrate how the applicant will achieve the objectives of these guidelines.

A site map must be included in all WMPs, showing the following:

- Bin station locations
- Bin arrangements, colour coded to show all waste and recycling streams
- Dedicated bin/skip areas, including areas such as stallholder bins
- Bin presentation point (for delivery, servicing and collection) with waste collection vehicle location shown
- Location of emergency access ways, attendee entry points and designated areas, location of food vendors and other stalls, stages, liquor licensed areas, temporary structures and fences, staff areas, toilets, other activities, surrounding natural areas, waterways and roads.

Waste Generation

- The predicted waste and recycling generation rates for the event should be based on the waste generation rates [here](#).
- The number of bins required for landfill waste and recycling streams should be clearly identified, as well as the proposed collection frequency.
- Stallholder waste generation and quantities - Find out what types and quantities of materials that stallholders at the event will use/sell and therefore need to dispose of.
- Advise stall holders of requirements to use environmental packaging and gain commitment to be using reusable cutlery and plates etc. where possible, or compostable packaging.

Waste Reduction Strategies

- Outline and describe all waste avoidance and recycling strategies and objectives.
- Strategies should incorporate education and awareness methodology for all stakeholders (attendees, event staff, cleaners, stallholders, performers etc.) This should be detailed in a communication plan. This is an important step! How will your event stakeholders know what to do in regard to the management of waste at your event?
- Examples of waste avoidance strategies include:
 - Choose reusable decorations (i.e., no balloons, confetti, plastic table covers)
 - Water bottle refill stations
 - Wash stations (to discourage the use of disposable cutlery, drink ware and plates)
- Examples of waste reuse strategies include:
 - Donate left over edible food to [Food Rescue](#) or [OzHarvest](#)
 - Donate leftover items to charity, [REmida](#)
 - Use decorations, infrastructure and other items at subsequent events
- Examples of recycling strategies include:
 - Include organic waste recycling to keep organic waste and compostable cutlery out of landfill
 - Clear signage at bin stations
 - Adequate emptying of recycling bins

How Stallholders can avoid waste

Avoiding waste requires us to change the practices which create unnecessary waste. If an event requires single use packaging then reusable items (that can be washed and used again) are the preferred option. The second best option is to use compostable packaging which eventually breaks down in the environment. If an event is providing bins for the collection of food organics for composting then stall holders can help by using compostable packaging alternatives. The table below outlines some of the ways in which stall holders can avoid or minimise waste at events.

AVOID	ALTERNATIVES
Non-recyclable plastics	Re-useable items. Compostable items. Use recyclable plastics.
Coffee cup lids	Provide only on request.
Polystyrene / plastic cup	Paper cup (cold drinks); Sugarcane cup (for cold and hot drinks).
Individual sugar, salt and pepper, sauce sachets	Provide bulk shakers or bulk dispensers.
All polystyrene including clam shells, plates, bowls and cups Aluminium foil trays / plates	Paper or sugarcane plate; Palm leaf plate; Paper noodle box; Cardboard food tray; Corn starch container Use cardboard clams, plates, bowls, cups, paper bags. Use reusable items, provide wash station. Offer only a serviette.
Aluminium food bags	Cardboard tray or paper bag.
Plastic cutlery	Wooden or Corn starch cutlery.
Pre wrapped straws	Keep in covered dispenser. Provide only on request or not at all.
Plastic stirrers or spoons for hot drinks	Provide only on request. Provide washable spoons for use at stall.
Polystyrene boxes	Ask suppliers for cardboard boxes or reusable/recyclable containers.
Plastic bags	Ask customers to bring own bag or sell/provide paper/reusable/corn starch bags.
Cling Wrap	Cellophane Wrap (made from cellulose).

Event Waste Collection

- Bins are to be located around the event as 'bin stations', consisting of one or more landfill/general waste bins, and one or more recycling bins. Bin stations ensure attendees are given identical choices at each location, which encourages correct bin use and minimises contamination. The bin stations should be easily identifiable, with clearly labelled receptacles and consistent in appearance.
- Bin station locations should be in positions that are convenient and visible to all event stakeholders.



- Ensure that there are sufficient back-of-house recycling facilities available so that stallholders don't need to use front-of-house bin stations. Stallholders can generate a large amount of cardboard, so bulk cardboard collection should be considered for such events.
- If there are street litter bins in the event site, they must be covered or incorporated into a bin station to avoid confusion. If incorporated, then event staff or cleaners must empty the bin during bump out.
- In high foot traffic areas bin stations must be between 3 and 10 metres apart to limit littering, particularly near to food and beverage stalls. Less bin stations may be used if waste is avoided and where bins are emptied throughout the event.
- Bins must not obstruct attendee, disability and emergency access and egress.
- Large events (over 500 attendees) should consider a dedicated bin area/s to manage all waste and recyclables likely to be generated during the event.

Bin Collection

- Event bins should be delivered and collected in an area easily accessed by a large vehicle. On park reserves, this waste vehicle movements must be minimised on turf surfaces and be restricted to hardstand areas.
- Where the waste collection vehicle is required to stop on the street it must be a minimum of 10m from any intersection.

Bin Sizes

- To reduce the number of bins at an event and bin movement across an event, we can provide bins of various sizes and types:
 - 240L
 - 660L, and
 - 1100L

Bin Management

- Provide designated cleaners at the event and a cleaning roster that incorporates the timing and methodology for emptying bins and collecting discarded rubbish at the event.
- At the end of the event, all bins should not be overflowing and lids should be fully closed to avoid attracting animals and rubbish becoming windblown litter.