



**CITY OF
PERTH**
City of Light

Event Waste Management Guidelines (EWMG)



Acknowledgement of Country

The City of Perth kadij kalyakool moondang-ak kaaradj midi boodjar-ak ngala nyininy, Wadjak Noongar yoongar wer bandany Aboriginal yoongar yooarme boodjar-ool. Ngalang woola Boorloo wer Derbal Yerrigan kalyakoorl, wongin kadadjiny wer, wirn-yoodan. Ngalang kadij Birdiya koora wer yeyi moondang-ak kaaradjiny.

The City of Perth acknowledge the traditional custodians of the land we are situated on, the Whadjuk people of the Nyoongar nation and Aboriginal people from other lands. We celebrate the continuing traditions, living culture, and the spiritual connection to Boorloo and the Derbal Yerrigan. We offer our respects to Elders past and present.



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Creating sustainable events together

At the City of Perth, we are dedicated to helping event organisers create low-waste events. These guidelines provide a step-by-step approach to making your events more sustainable by reducing waste, whether you're planning a community festival, music concert or sporting event.

Good, better, best: choosing the right approach for your event

In line with Western Australia's Plan for Plastics (2021-2025), single-use plastic food and drink items have been phased out, offering event organisers two great alternatives: compostable or reusables. To help balance cost, location and accessibility, The Western Australian Local Government Association (WALGA) have developed a 'Good, Better, Best' framework used by the City to tailor your event.

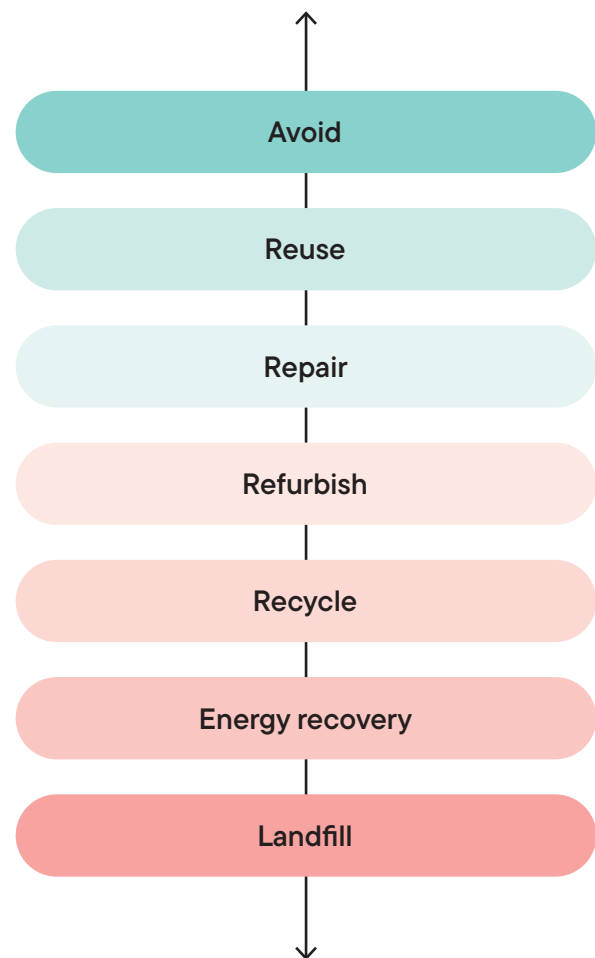
We advocate for event organisers to use this framework to determine the best approach for your event's objectives and available resources. The size and budget of your event will guide your choice.

- **GOOD** Focus on resource recovery for 10c containers, effective litter management, and some waste avoidance strategies, such as engaging with vendors to reduce waste.
- **BETTER** Includes all **GOOD** plus resource recovery for recyclable materials (e.g. commingled recycling bins) and additional waste avoidance strategies, like promoting reusable cups and cutlery.
- **BEST** Includes all **BETTER** plus resource recovery of all waste streams, including food organics.

Adopting these practices helps meet growing community expectations for reduced litter and sustainable events. It will also lower waste disposal costs and boost your event's reputation. This is an important step toward a more sustainable future,



Most preferred



Least preferred

Event circular economy principles

A circular economy in waste management focuses on reducing waste by reusing and recycling materials, keeping resources in circulation for as long as possible. Instead of following the traditional 'take, make, dispose' model, where products are used and discarded, the circular economy promotes reusing, repairing and recycling products at the end of their life.

This approach aims to eliminate waste, conserve resources, and reduce the environmental impact of events. By integrating circular economy principles, event planners can ensure that materials are used efficiently, waste is minimised, and valuable resources are kept out of landfills.

How to promote a circular economy at your event



Use reusable items

Choose durable cups, plates, cutlery and linens instead of disposable ones to reduce single-use waste.



Repurpose materials

Reuse signage, furniture, decorations, and other event assets across multiple events to avoid creating new waste.



Partner with sustainable vendors

Work with suppliers who use minimal packaging, recyclable materials, or who offer bulk items to reduce waste.



Encourage attendees to bring their own

Ask attendees to bring their own reusable items, like water bottles and shopping bags, to reduce disposable packaging waste.



Track and measure waste

Monitor recycling rates and food waste to identify areas for improvement and to assess the effectiveness of sustainable practices.



Donate leftovers

Donate excess food to local charities like foodbank or compost food scraps to further reduce waste.

To find out more about the circular economy of waste and implementing strategies for your events, contact the City's Waste Team at wac.inbox@cityofperth.wa.gov.au

Types of waste your event can generate



General waste

General waste includes items that can't be recycled or reused—such as polystyrene, certain soft plastics, cigarette butts, and food packaging contaminated with food scraps. We strongly recommend planning your event to minimise this type of waste wherever possible. Reducing general waste helps lower litter and disposal costs, while supporting a cleaner, greener event.



Eligible containers for change

Containers such as plastic and glass bottles, drink cartons, and cans are eligible for Western Australia's Containers for Change program. Just look for the 10c refund icon to confirm eligibility. Setting up collection points at your event can encourage recycling—and by donating the refunds to a chosen charity, you'll add a meaningful, community-driven touch to your event.



Commingled recycling waste

Glass bottles and jars, clean paper, cardboard, and metal cans are all recyclable and can be turned into reusable materials. To keep recycling effective, we recommend placing these bins exclusively in back-of-house areas for vendors. For front-of-house areas, use Containers for Change bins instead to better manage public recycling.



Food organics

Food scraps, coffee grounds, and similar waste can be composted instead of heading to landfill. If your event includes food stalls or catering, setting up a Food Organics collection is a fantastic way to reduce waste and support sustainability.



1. Pre-event planning

Incorporating effective waste management practices from the beginning of your event planning process is essential for creating a low-waste event. This section outlines the critical steps to consider during the pre-event stage.

1.1 Event Waste Management Plan (EWMP)

An Event Waste Management Plan (EWMP) helps organisers identify the types of waste their event is likely to produce and outline the steps they will take to manage that waste efficiently and responsibly. This includes waste avoidance, separation, collection, and disposal practices.

An EWMP is mandatory for any event expected to generate waste or attract more than 1,000 attendees, regardless of whether waste services are provided by the City or an external waste management provider.

To support event organisers, the City of Perth provides an Event Waste Management Plan Template (EWMPT) as a practical guide during the planning process. If you have not yet received a copy, please contact our team for assistance.

1.2 Assessing waste generation

Evaluate the type and volume of waste your event will generate by considering factors like:

- Event duration
- Number of attendees (spectators, volunteers, staff, etc).
- Event location (e.g., street, oval, open space)
- Types of waste expected (e.g., coffee cups, food packaging, bottles, cans).
- Weather conditions.

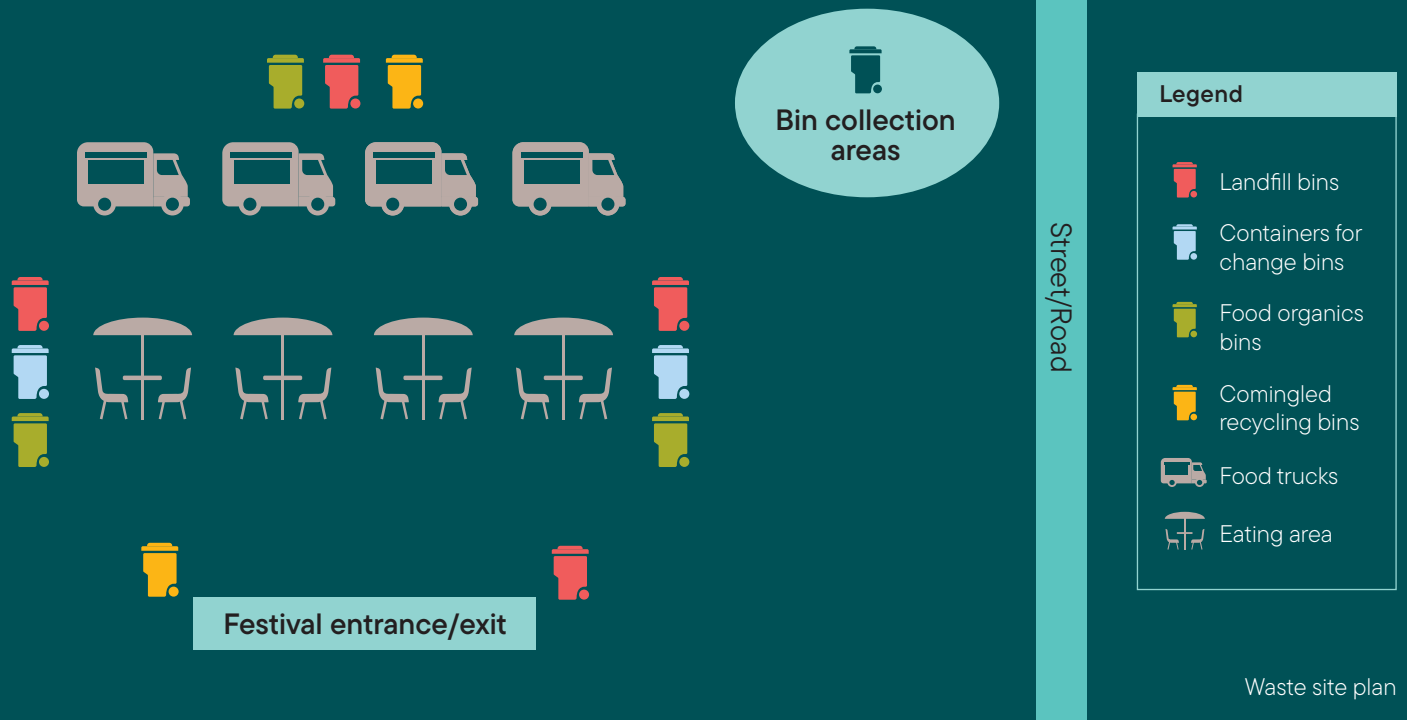
Waste is usually produced in three key areas:

1. Public Areas (e.g., where attendees consume food and drinks).
2. Back of House (e.g., food preparation zones).
3. Setup and Pack down areas

Using these insights and our Waste Generation Formula in our Events Waste Management Plan Template (EWMPT), you can calculate bin requirements and placement for optimal waste management.

Our Team can also provide you with an electronic document that has an automatic waste generation calculator.





1.3 Develop a site plan

Creating a Site Plan is essential for organising waste activities efficiently. Use a map of the event area to plan bin stations based on attendee movement, convenience, and safety.

1.3.1 Consideration for the site plan

When deciding on bin placement, take the following into account:

- **Event Size and Venue Constraints:** Larger events or venues may require more bin stations spread across the site.
- **Expected Crowd Size:** High attendance means more waste, so plan for additional bin stations in heavily trafficked areas.
- **Access and Serviceability:** Ensure bins can be emptied easily without disrupting the event or public spaces.
- **Crowd Behaviour:** Place bins near vendors, seating areas or activity zones while avoiding congestion.
- **Event Radius:** For larger events, consider placing bins beyond the main area to catch litter before attendees leave.

1.3.2 Key questions for site planning

- Where are the key activity areas likely to generate waste?
- Should bin stations be staffed to reduce contamination?

- Where are the key access areas for waste collection? Consider traffic management and vehicle clearance.
- Is there any chance of attendees using public waste bins? If so – how can this risk be minimised?
- For non-stationary events, like fun runs, – ensure that bins are accessible along the route, especially at the start and finish points.

1.3.3 Bin placement guidelines

- **Distance:** Studies have shown that littering increases when bins are placed too far apart. Ideally, bins should be spaced between 3 to 14 metres apart.
- **Accessibility:** Ensure bins are easily accessible to all attendees, including those with mobility restrictions.
- **Crowd Flow:** Avoid placing bins in high-traffic areas where crowds might block access, such as near seating or narrow walkways.
- **Safety:** Keep bins clear of fire exits, pedestrian congestion zones, and any hazardous areas.
- **Proximity:** Place bins near high-waste areas, like eating zones and entry/exit points, but keep them away from food stalls to maintain hygiene.

Bin station	Types of bins	Good	Better	Best
Front of House	Staffed station			✓
	General waste bin	✓	✓	✓
	Containers for change bin	✓	✓	✓
	Reusables collection point		✓	✓
	Food organics bin			✓
Back of House	General waste bin	✓	✓	✓
	Containers for change bin	✓	✓	✓
	Reusables collection point		✓	✓
	Food organics bin			✓
	Commingled recycling bin	✓	✓	✓

1.3.4 Bin Stations

We recommend using staffed bin stations in public areas to reduce contamination, as they can lower contamination rates significantly. Back of House bins stations should mirror public bins and include a recycling bin for cardboard packaging.

1.4 Arrange services and facilities

1.4.1 Waste management provider

Partner with a waste management provider, such as the City, who has experience handling the specific needs of your event. Your waste management provider will help you plan for sorting different waste streams, including general waste, recyclables and food organics. It is essential to ensure that your waste management provider aligns with your goal of hosting a low waste event.

1.4.2 Water refill stations

Install accessible water refill stations across the venue to discourage single-use plastic bottles. Consider promoting the location of water refill stations at your event to encourage attendees to bring reusable bottles.

1.4.3 Cleaners

Engage dedicated cleaning staff or volunteers to patrol the event, managing litter and ensuring clean, safe spaces for your attendees. Frequent monitoring helps maintain hygiene and event aesthetics.

1.4.4 Engage stakeholders

Clearly communicate your low-waste expectations to stallholders, vendors, and event partners during the pre-event planning stage. Encourage them to adopt circular economy principles such as designing for reuse, reducing packaging, and using recyclable or compostable materials. Provide resources and guidelines to support these practices, ensuring they understand the importance of resource recovery and how their efforts contribute to a sustainable, circular event.

For additional support, refer to resources like **Zero Waste Australia** and the **Australian Circular Economy Hub**. These platforms offer valuable tools and case studies to help

1.5 Good, better, best practices

1.5.1 Pre-event planning

Category	Item	Good	Better	Best
Cutlery, cups and crockery	Compostables	✓		
	Reusables		✓	✓
Facilities and services	Water refill stations	✓	✓	✓
	Wash stations		✓	✓
	Waste management provider	✓	✓	✓
	Reusables provider		✓	✓
	Leftover food donation	✓	✓	✓
	Containers for change collection	✓	✓	✓
	Litter pick up/cleaners	✓	✓	✓
	Waste management systems	Waste management	✓	✓
	Litter pick up	✓	✓	✓
	Waste audit			✓
Signage	Reusable signage	✓	✓	✓
Promotion	Promote waste-reducing facilities to attendees	✓	✓	✓
	Include low waste messaging in all media.	✓	✓	✓

1.5.2 Stakeholders

Category	Item	Good	Better	Best
Patrons	Paperless ticketing	✓	✓	✓
	Encourage to byo drink bottles and coffee cups	✓	✓	✓
Engage with stakeholders	Encourage to byo coffee cups	✓	✓	✓
	Encourage to byo reusable bag	✓	✓	✓
	Encourage to byo name badges/lanyards.	✓	✓	✓
	Share the low-waste objectives and requirements.	✓	✓	✓
	Choose stakeholders that align with the events values.	✓	✓	✓
Vendors	Minimise packaging and carrier bags	✓	✓	✓
	Giveaways and flyers with high quality reusable materials	✓	✓	
	No giveaways			✓
	Condition of attendance agreement	✓	✓	✓
	Label packaging material that that may be unclear for waste staff to ensure proper waste sorting.			✓
	Staff	Employ waste education officers		✓
	Employ environmental health officers		✓	✓



2. Event

2.1 Event day induction

Provide an induction to educate staff, vendors and/ or volunteers on the waste management processes of the event, covering:

- Reusable system operations, if applicable
- Identifying the different types of waste present and where to dispose of them
- Delegation of roles
- Tips for public interaction and education
- Health and safety overview
- Use of personal protective equipment (PPE) like gloves when dealing with waste

2.2 Signage

Clear signage is essential for educating attendees and reducing contamination. Flags and signs enhance bin visibility and guide people to the right disposal stations. All bin stations and waste sorting stations should have a consistent visual design for easy recognition. For events serviced by the City, bins will come with the appropriate signage.

Effective signage should:

- **Be Colour Coordinated:** Use red for general waste, yellow for recycling, green for organics, and green and white for Containers for Change
- **Include Images or Photos:** Display pictures of the materials accepted in each bin to make it easier for attendees to identify what goes where.

2.3 Hazardous Waste

Common hazardous waste items at events include; nitrous oxide canisters, lithium batteries, vapes and pressurised drinks cannisters. These must not be placed in the bins. Instead, event organisers are responsible for disposing of hazardous waste separately.

2.4 Monitor bin usage

- **Adjust Bin Locations:** Event dynamics can change throughout the day, with the waste generation varying depending on crowd movement and activity. Monitor high traffic areas and relocate bins accordingly to ensure they remain easily accessible. Be prepared to add or redistribute bins to prevent overflow and reducing littering.
- **Maintain Clear Access:** Regularly inspect bin placement to ensure that entry/exit points and emergency access points remain unobstructed.
- **Monitor Bin Stations:** Assign staff or volunteers to oversee bin stations continuously. Their responsibilities include directing attendees to the correct bins, sorting waste, and addressing contamination issues.
- **Exchange Full Bins Promptly:** Establish a schedule for checking bin levels and swiftly replace or empty full bins as needed. Keep spare bins or liners on hand to facilitate quick exchanges, minimising the likelihood of waste overflow and maintaining cleanliness.
- **Maintain Clean and Tidy Bin Areas:** Ensure bin sites are consistently clean and free from loose litter. Regular tidying around the bins not only enhances the event's appearance but also encourages attendees to use the bins responsibly. Consider employing additional staff to address spills or other hygiene issues promptly.



3. Post event

3.1 Site clean up

The post-event clean-up is crucial for maintaining the site's integrity. The clean-up team should continue to separate waste as it is collected, ensuring proper source separation. It's important for the team to identify areas with high levels of littering, as this information can help inform future site planning and improve waste management strategies.

The litter pick-up will contribute to the overall waste collected, so maintaining correct separation is essential for accurate waste audit results. Additionally, ensure that waste is stored in a way that allows easy access for collection by your waste management provider. Proper storage minimises public exposure to waste and prevents materials from spilling or escaping their containers.

3.2 Waste audit

After the event, conducting a waste audit allows organisers to assess the types and quantities of waste generated and identify areas for improvement in circular economy practices. By sorting materials into general waste, recycling, and organics, organisers can evaluate how effectively waste was managed and track contamination levels. This review helps pinpoint opportunities for reducing waste, reusing materials, and increasing recycling efforts in future events.

The first audit sets a baseline for comparison with future audits, allowing organisers to refine their waste strategies and implement better circular economy principles, such as repurposing event materials and minimising single-use items.



4.4. Event waste management checklist

TITLE	TASKS	COMPLETE
PRE-EVENT- Planning	<ul style="list-style-type: none"> Develop an EWMP which includes key details, objectives of the event and roles and responsibilities. 	
PRE-EVENT- Assessing waste generation	<ul style="list-style-type: none"> Assess what waste type your event will generate Use the waste generation formula to calculate how much waste the event will generate and bin requirements. 	
PRE-EVENT- Site Plan	<ul style="list-style-type: none"> Develop a site plan marking the location of bins, services, and access points. Arrange bins and bin stations according to the site plan. 	
PRE-EVENT- Arrange Services and Facilities	<ul style="list-style-type: none"> Waste management provider Water stations Cleaners 	
PRE-EVENT- Engage stakeholders	<ul style="list-style-type: none"> Inform stallholders and contractors of what is expected and why Have stallholders and contractors sign an agreement specifying low waste requirements 	
EVENT - Setting Up	<ul style="list-style-type: none"> Set up the bin stations per the site plan Place signage throughout the site and on all bins Cover/remove public waste bins 	
EVENT - Monitor Bin Usage	<ul style="list-style-type: none"> Adjust bin locations throughout the event as necessary Ensure bins are not obstructing access points Monitor bin stations Exchange empty bins where necessary Ensure bins and bin sites are clean and tidy 	
EVENT - Communications	<ul style="list-style-type: none"> Have staff promote low waste practices where possible 	
POST EVENT – Site Clean Up	<ul style="list-style-type: none"> Check stallholders are leaving their site as clean as possible Confirm bins are in the correct location for collection Complete post event litter pick up of venue 	
POST EVENT – Data Collection	<ul style="list-style-type: none"> Conduct a vendor survey to note any improvements Conduct a waste audit to review improvements for future events 	



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