



**Western  
Metropolitan  
Regional Council**

*Managing waste wisely*

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## Event Waste Minimisation Checklist

### Background

Waste from events is a small but highly visible proportion of MSW. Waste practice improvements at community events, particularly those with high involvement from the relevant Local Government, sends a strong message about expected resident behaviour.

The Western Metropolitan Regional Council (WMRC) works to make good waste practices normal in the Western Suburbs. This document was developed jointly by staff from the WMRC and City of Subiaco.

### Aim

This document aims to be a pragmatic and easy to use guide for event organisers and associated Local Government staff to ensure that good waste practices are followed at both community and council-run events within the WMRC. Although not tailored to large national/state events, it could be expanded to cater for these events. It is however, intended for use at mainstream events, not just those with an eco- or environmental focus.

It could be used alongside Local Government Strategic Waste Management plans, where they exist, as part of the permitting process for events. It may also be used to guide the interaction of WMRC's Communication and Education team with events.

### Other relevant documents/ references:

City of Subiaco Strategic Waste Minimisation Plan

Western Australian Waste Strategy "Creating the Right Environment"

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**Revised (November 2017):** Libby Eustance, Manager Communications & Education, WMRC

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## Event Details

Name of event	
Event Date(s)	
Time	
Venue and address	
Anticipated crowd size	
Event activities	
Venue description	
Venue crowd capacity	
Existing facilities, eg toilets, bins, etc.	
Other relevant information, eg number of years run, company organising event, will alcohol be served?	

## Contacts List

Name	Role	Details

## Waste issues and activities

Use the checklist below to plan and assess your event. Each issue is to be scored as per the following table:

Definition	Score
More work needed	0
Some attention paid , but room for improvement	1
Good attention paid, minor improvements possible	2
Excellent activity in this area	3
Not applicable to this event	N/A

The spreadsheet below will score your event excluding the items marked N/A and assign it a rank

	Issue	Score 0,1,2,3,N/A	Notes
1	Does the event have a clear waste management plan which includes activities before/during /after the event to minimise waste production and does it make clear the final destination of waste and recycling?		
2	Have you confirmed where/how you will source bins and the number you will require? (generally 2 x240L bins per 500 people per meal time) Have you considered the feasibility of separate organic waste collection?		
3	What proportion of the street bins will be closed off so that they cannot be used - all/most/some/none?		
4	What proportion of the event bins will be 'no touch' - all/most/some/none?		
5	Will every recycling bin and general waste bin be paired? ie located adjacent to each other - all/most/some/none		
6	Are general waste and recycling bins clearly visible in high traffic areas and high waste generation areas? - all/most/some/none		
7	Has attention been paid to marking all bin locations on the event map/s and signposting at the event where appropriate?		
8	Has it been made very clear to patrons to bring their own water bottles, cutlery, plates etc and/or will a reusable cup/plate/cutlery service be used throughout the event and/or will a wash up station be provided?		
9	To what extent are vendors asked to minimise single use plastic (eg using largest practicable package of consumables, avoiding plastic bags, cling wrap, straws, plastic cutlery, plastic packaging)?		

10	Will vendor compliance with waste minimisation standards be enforced throughout the event eg checks of all stalls?		
11	Will sufficient water fountains/refill stations be provided and located in a high traffic area with appropriate signage?		
12	Will the event be consistently and prominently promoted as a low waste event (media, flyers, relevant hashtags etc)?		
13	Will all/most/some/no bin stations be manned throughout the event (volunteers may be sourced via WMRC Waste Education)?		
14	Will cardboard recycling be provided for vendors with clear signage, instructions and will the vendors be informed beforehand?		
15	Will information about waste reduction, recycling and safe waste disposal be available at the event? (eg via stall, signs, program notes etc)		
16	Will there be regular engaging MC announcements /notices about recycling/waste minimisation?		
17	Will there be a waste audit after/during event with signage to indicate waste and diversion quantities? Will it be visible to the public?		
18	Will single use plastic 'give aways' including balloons be banned/discouraged? And will this be communicated clearly to stallholders (eg at sign up, through in-event checks etc)?		
19	Will all food waste be collected and composted and/or given to a food charity etc? And will this be communicated clearly to stallholders and patrons?		
20	Will packaged free food samples be banned/ discouraged? And will this be communicated clearly to stallholders (eg at sign up, through in-event checks etc)?		
<b>Total number of N/A</b>		<b>0</b>	
<b>Total no of scoreable items</b>		<b>20</b>	
<b>Score achieved</b>		<b>0</b>	
<b>Maximum possible score</b>		<b>60</b>	
<b>Percentage</b>		<b>0%</b>	
<b>Ranking</b>		<b>Base</b>	

### Event ranking definitions

Score greater than:	Ranking	Description
0%	Base	An event which needs to pay further attention to waste minimisation
25%	Bronze	An event making some efforts at waste minimisation but with remaining room for improvement
50%	Silver	An event with good waste minimisation but room for improvement
75%	Gold	An event with excellent waste minimisation