

Better Practice Waste Management for Public Events

2025

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1. Glossary

Beverage containers: Eligible beverage containers under the Containers for Change 10c refund scheme. Including, most aluminium, glass, plastic, steel, and liquid paperboard drink containers ranging from 150ml to 3L. These containers must display the refund mark indicating their eligibility.

FO: A Food Organics only bin which can be supplied by a waste contractor at an event.

FOGO: Food Organics Garden Organics refers to organic materials that are compostable, that after collection and processing are turned into compost. This includes all foods and garden materials. FOGO/FO are interchangeable in this guideline.

Reusables collection point: A reusables collection point is a designated location, often located within the waste station, where attendees drop off their used reusable serveware. The drop off point can include tubs or wheelie bins with rosette lids for cups.

Reusable serveware: Plates, bowls, cups, cutlery, utensils made of durable materials designed for multiple uses rather than being disposed of after a single use. These items are returned to waste stations at the event to be washed later.

Staffed station: A staffed bin station is a designated area where bins are monitored by personnel. These staff members assist in ensuring proper waste sorting, guide recycling practices, and help maintain cleanliness around the bin station. The number of staff depends on the size of the bin station, expected attendance numbers and waste generation, on average there are between two and four staff at a station.

Waste audit: A waste audit is a method for analysing what types and quantities of waste are produced from an event. It also measures the waste stream the material ends up in, which tracks the contamination percentage and success of low waste measures.

2. Introduction

Local Government frequently hosts events for the community, which often produce large amounts of waste, much of which could be either avoided or recovered. This guideline offers Local Governments and other event organisers a step-by-step approach to hosting low waste events. This Guideline is relevant for a range of events, including:

- Community events (e.g. fairs, festivals, fetes, concerts and markets)
- Music events
- Stationary sporting events (e.g. sports matches)
- Sporting events across multiple locations (e.g. fun runs and cycling races).

The term "Better Practice" is used rather than "Best Practice" to acknowledge that waste management practices evolve over time. There is no static "Best Practice", rather, there are ongoing improvements through developing better practices. This document aligns with [Western Australia's Waste Avoidance and Resource Recovery Strategy 2030](#), supporting the objectives of avoid and recover.

The Waste and Recycling Management at Public Events Guideline (this document) was produced in collaboration with Local Governments across Western Australia.

How to use this Guideline

The Guideline is structured in stages, for pre-event, event day and post-event. Each section begins with a checklist, followed by more detailed explanations. The complete event checklist is in [Appendix 1](#). The shades of green throughout the Guideline represent the good, better, and best categories explained in [Section 2.2](#).

This Guideline is structured to encourage flexibility, allowing event organisers to create the lowest-waste events possible within their restrictions, considerations and objectives.

What is a low waste event?

Low waste events incorporate waste management practices to avoid waste generation and maximise resource recovery efforts in line with the Waste Hierarchy ([Figure 1](#)). Low waste events require the implementation of waste avoidance strategies and a well-designed bin system that provides a simple method for attendees and stallholders to dispose of waste correctly.

There is an increasing community expectation regarding events, with 87% of attendees now expecting a clean and litter free event, with organised waste and recycling services.¹ Low waste events also benefit the organisers, as they can lower disposal costs and build a more positive public profile. These events are likely to become more cost-effective over time.

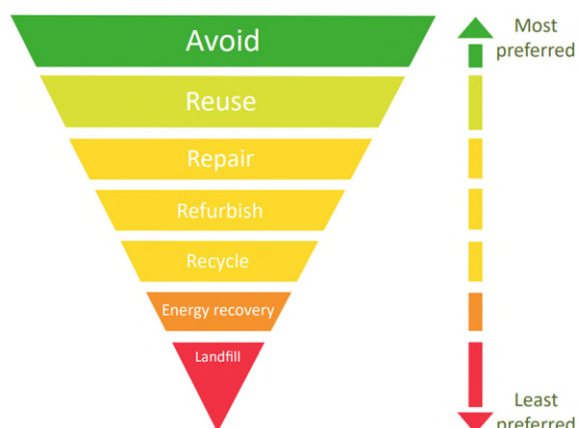


Figure 1 Waste Hierarchy

2.1 Objectives

Guideline objective

The objective of the Guideline is to provide Local Governments with the relevant guidance to hold low waste events.

Low waste event objectives

The objectives of a low waste event are to:

1. Follow the waste hierarchy to avoid waste generation or adopt reusable options where possible.
2. Source separate waste streams to maximise resource recovery and minimise contamination.
3. Implement systems that are easy to use and facilitate correct avoidance, reuse, source separation and disposal behaviour by attendees and stallholders.

2.2 Good, Better, Best

Starting in 2021 and concluding in mid-2025, the Western Australian Government has phased out specific single-use plastic food and drink items in two stages under [Western Australia's Plan for Plastics](#).ⁱⁱ This has resulted in two options for public events, supply compostables or reusable serveware. Considering factors like costs, location and accessibility, a 'good, better, best' approach is recommended in this Guideline.

When planning an event using the Waste Management Plan ([Appendix 2](#)), evaluate the objectives and considerations to determine if the event will follow good, better, or best practice categories ([Table 1](#)). The size and funding for the event will also guide this decision. Grants may be available to fund initiatives under the better and best practices, such as hiring reusable serveware. [Appendix 3](#) and [4](#), and [5](#) showcase examples of better and best low waste events and policies, respectively.

Keep in mind that the better and best categories are most effective in a closed-loop system or confined space where input and output can be controlled. However, it is still possible to implement these categories well at a larger, open event.

Table 1: Choosing Good, Better or Best

	Good	Better	Best
Main objectives	Focus on resource recovery for beverage containers and effective waste management. Some waste avoidance strategies.	Focus on resource recovery for beverage containers, reusables and effective waste management. Some waste avoidance strategies.	Focus on resource recovery of all waste streams, reusables and waste avoidance strategies. Most relevant if your Local Government has Food Organics Garden Organics (FOGO) collection. If your Local Government does not provide FOGO collection, consider engaging a contractor for the event.

Each category necessitates different systems to accommodate either reusables or compostables. The categories are broken down into Bin Stations (*Table 2*), Pre-event Planning (*Table 3*) and Stakeholders (*Table 4*). Read the tables below by following the categories vertically to discover the implemented items within each category.

Table 2: Bin Stations

Bin station	Types of bins	Good	Better	Best
Front of House	Staffed station*		✓	✓
	General waste bin	✓	✓	✓
	Containers for Change bin	✓	✓	✓
	Reusables collection point		✓	✓
	Recycling bin*		✓	✓
	FOGO/FO bin*			✓
Back of House	General waste bin	✓	✓	✓
	Containers for Change bin	✓	✓	✓
	Reusables collection bin		✓	✓
	FOGO/FO bin			✓
	Recycling bin	✓	✓	✓

* Recycling and FOGO bins (front of house) should only be placed at staffed stations.

Table 3: Pre-event planning

Category	Item	Good	Better	Best
Serveware	Compostables	✓		
	Reusables		✓	✓
Facilities and Services	Water stations	✓	✓	✓
	Wash stations/facility		✓	✓
	Waste service provider	✓	✓	✓

Category	Item	Good	Better	Best
	Reusable serveware provider		✓	✓
	Leftover food donation			✓
	Containers for Change collection	✓	✓	✓
	Litter pick up/Cleaners	✓	✓	✓
	Waste audit (pictures)	✓		
	Waste audit (comprehensive)		✓	✓
Signage	Signage made from materials alternative to plastic	✓		
	Reusable signage		✓	✓
Promotion	Promote waste-reducing facilities to attendees	✓	✓	✓
	Include low waste messaging in all media.	✓	✓	✓

Table 4: Stakeholders

Category	Item	Good	Better	Best
Patrons	Paperless ticketing	✓	✓	✓
	Encourage to Bring Your Own (BYO): • Drink bottles • Coffee cups • Bags • Name badges/lanyards	✓	✓	✓
Engage with Stakeholders	Share the low waste objectives and requirements.	✓	✓	✓



WALGA

Category	Item	Good	Better	Best
	Choose stakeholders that align with the event's values.	✓	✓	✓
Vendors	Condition of attendance agreement	✓	✓	✓
	No sale of single use plastic water bottles		✓	✓
	Minimise packaging and carrier bags	✓	✓	✓
	Giveaways with high quality reusable materials chosen by the patron	✓	✓	
	Intangible giveaways (e.g. food voucher)			✓
	Return packaging to the supplier/dispose of packaging outside of the event			✓
	Balloon fee on sale and use of balloons	✓		
	No balloons		✓	✓
Staff	Employ Waste Education Officers		✓	✓
	Employ Environmental Health Officers		✓	✓

3 Pre-Event

Incorporate effective waste management practices from the beginning of the event planning. This section details the steps required to organise a low waste event, as summarised in the Pre-Event Checklist in *Table 5*.

Table 5: Pre-Event Checklist

Title	Tasks	Complete
Planning	- Develop a site plan and waste management plan that includes key details, objectives of the event and roles and responsibilities. - Host an inception meeting with all key personnel involved in the event.	
Accepted Items	Select the items accepted at the event.	
Vendors	- Inform stallholders and contractors of what is expected and why with support and education in a pre-event package. - Have stallholders and contractors sign an agreement/contract specifying low waste requirements.	
Assessing waste generation	- Assess what type of waste will be generated at the event. - Use the waste generation formula to calculate how much waste the event will generate and the bin requirements.	
Site Plan	- Develop a site plan marking the type of bin stations, bin placement, services and access points. - Work with existing brick and mortar businesses within the event area.	
Arrange services and Facilities	- Waste service provider. - Water stations. - Medical services (for medical waste). - Containers for Change collection. - Litter pick up. - Leftover food donation.	
	Better and Best - A reusable serveware company. - Wash station.	
Engage stakeholders	Source volunteers for waste management of the event.	
	Better and Best Arrange waste education officers, staff and Environment Health Officers to assist on the event day.	
Promotion	- Promote facilities that will help event attendees generate less waste in the lead up to the event. - Add the low waste message to all media releases, programs, tickets and social media posts.	

3.1 Develop a Site Plan and Waste Management Plan

Inception meeting

Organise a meeting with all key personnel involved in running the event (e.g. events team, waste team, reusable serveware provider, third party waste contractor) to discuss the event details. Items 2.2 - 2.7 inform these plans and are developed in synchronicity. Utilise the Waste Management Plan template (see [Appendix 2](#)) and create a draft site plan using a map of the event area that considers the:

- Event size, venue and location (e.g. street, oval, contained space, or open space).
- Expected number of attendees (including spectators, volunteers, staff etc).
- Number of and types of vendors (including what they are selling).
- Number of staff required at the event.
- Duration of the event.
- Anticipated weather conditions.
- Whether following the good, better or best standard (choose event objectives and type of bin stations).
- Conditions of vendors.

Key questions for your site plan include:

- Where are the key activity areas where people will generate waste?
- Where should bin stations be located?
- What are the exit and entry points of the event? Is it a closed loop system or open?
- Should the stations be staffed, unstaffed or include both? Note costs and location (e.g. shade for staff).
- Where should bulk waste be stored? (skip bins).
- Where are the key access areas for bin collection, and when will it be collected? Consider traffic management and vehicle clearance. For a multiple day event, do the bins need to be collected at the end of each day?
- Are there public litter bins at and around the event site? Ensure they meet the bin placement requirements or cover them/remove them to direct people to the bin stations instead.
- Are there existing brick and mortar businesses within the event area? Talk to these businesses about the event and taping up/removing their bins from the street.

Waste is usually produced in three main areas:

1. **Public areas** where people consume food and drinks
2. **Back of house** where food is prepared
3. **During setup and pack down.**

3.2 Accepted items

While developing the waste management plan, choose between the good, better, or best approach to determine which items will be accepted at the event. Attendees are encouraged to bring their own serveware and bags whenever possible. However, the event must still provide these items (either for free or for purchase).

Good

- Paper/fibre single use serveware (also known as compostable*)
- Beverage containers under the 10c Container Deposit Scheme

Better and Best

- Reusable serveware
- Beverage containers under the 10c Container Deposit Scheme

Giveaways

For best practice, prohibit vendors from offering giveaways or encourage nontangible giveaways. If giveaways are included, they must be high-quality reusable items given to patrons upon completing a task or chosen by the patron to prevent indiscriminate collection. See examples of giveaways in *Table 6*.

Table 6: Giveaway examples

Good and Better (reusable or plastic alternatives)	Best (Intangible giveaways)
• Water bottles • Hats • Refillable sunscreen containers • Plantable seed paper • Reusable grocery bags • Reuseable snack bags • Plants and garden products • Consumables e.g. food and drinks • Reusable cups • Reusable straws • Bamboo pencils & notebooks • Soaps and body products • Dog poo bags.	• Tickets to other events • Vouchers for services e.g. massages, accommodation, entry to zoo, movie passes. • Access to Local Government facilities e.g. free membership for a month, free entry to leisure centre. • Food voucher.

3.3 Vendors

Vendors are crucial to the success of the low waste event, but the changes required are significant adjustments to their daily operations. Having already adapted to the Single-Use Plastic Bans, transitioning to reusables is another major shift. It's essential to provide education and support to help vendors embrace these changes, encouraging them to improve and return next year. Steps for working with vendors at low waste events:

1. Outline in the procurement or expression of interest that all must participate in the low waste event objectives.
2. Select vendors that align with the events objectives and are willing to go low waste.
3. Include in the vendors agreement a condition of attendance to adhere to the low waste requirements of the event, e.g. good, better or best. Example email in [Appendix 6](#)
4. Provide vendors with a pre-event package that includes educational materials on meeting the requirements, a site plan, and details on bin stations and the waste management plan.
 - o For good, provide the [WA Single-Use Plastic Bans Handbook for Business](#).
 - o For better and best, ask the vendor to list all the serveware items they need (and the sizing) to provide replacements.

3.4 Assessing Waste Generation

With the considerations of the site plan and the accepted items, assess the waste generation expected at the event using [Appendix 7](#).

3.5 Bin Stations

When hosting an event for residents, Local Governments will often aim to mirror the bin system that is in place in that area.

All Back of House bin stations will include the bins provided at the Front of House stations, plus a recycling bin for vendors to dispose of cardboard packaging. However, it is encouraged for vendors to dispose of their own packaging.

Good

Low waste events produce minimal consumer recyclables outside the Container for Change Scheme (check the [container eligibility](#)). Therefore, when paired with a general waste bin, this two-bin system covers all waste streams and minimises contamination (Figure 2).



Better

Staffed stations include recycling bins for consumer recyclables outside the Containers for Change bin, such as wine bottles, as they are monitored for contamination (Figure 5). They include a reusable serveware collection point. If staffed stations alone aren't feasible, combine them with 'Good' bin stations.



Best

Best stations include a FOGO bin at the staffed waste station in addition to the recycling, Container for Change bin, general waste and reusable serveware collection point.

Good: General waste bin and Containers for Change

Containers for Change

The Containers for Change program covers most beverage containers, leaving wine bottles as the main exception. By using a Containers for Change bin, this waste stream is effectively managed. When a recycling bin is unstaffed, it often becomes an overflow bin for general waste. This misuse prevents the recovery of containers and leads to such high contamination levels that the bin's contents end up in landfill.

For an unstaffed station, attaching the Containers for Change pop-up bin to the general waste bin is best practice (Figure 2). The pop-up bin attaches to any 240L wheelie bin and features a zip-close lid and three-point handle system.ⁱⁱⁱ The bin can be attached with zip ties or carabiner clips. Pop-up bins experience less contamination because a 240L wheelie bin is often perceived as a 'normal' bin, leading people to dispose of ineligible items in it. This results in contamination. Additionally, the smaller bags used in pop-up bins make it easier for community groups to transport them.

To prevent the public from taking the containers, Containers for Change bins should be taken to the drop-off point or collected at the end of the event. This is especially crucial when donations are designated for a specific organisation. Drop off can be arranged by the waste contractor, volunteer organisation or pick up by Containers for Change.



Figure 2 Containers for Change pop-up bin attached to a general waste bin.

Image: Containers for Change.



Figure 3 Bin Station with Containers for Change and general waste bin.

Image: Kings Park concert.

*Compostable single-use items^{iv}

All other waste, except for Containers for Change items, should be placed in the general waste bin, including compostable packaging (*Figure 4*). These items are not recyclable due to food contamination.

AS 4736 and AS 5810 are Australian standards for compostable plastics. AS 4736 covers industrial composting requirements, while AS 5810 outlines home composting standards.

Due to current processing limitations, all compostables should be disposed of in the general waste bin unless the composting processor can guarantee proper processing. Even if processing is possible, a FOGO bin cannot be left unstaffed due to contamination risks.

Compostables cannot be placed in the FOGO bin as they may contain harmful chemicals like PFAS. Additionally, processors struggle to distinguish compostable packaging from non-compostable alternatives during sorting and composting.



Figure 4 Example of compostable single-use item for food packaging.

Image: BioPak

Best: Staffed Stations with FOGO/FO Bin

Staffed stations reduce contamination significantly (96.1% in organics, 96.9% in recyclables and 84.9% in general waste bins).^v Staffed stations do so by having a bin for every waste stream and people to manage the contamination. All the below applies to the better bin station practice, excluding FOGO.

Set up

- Staffed stations can come in different forms, whether the waste is placed directly into the wheelie bin (*Figure 5*) or in collection tubs which are emptied into the wheelie bins later (*Figures 6 and 7*).
- Stations should be visible and accessible for all attendees.
- Include signage for what goes in each bin for both attendees and staff.
- Considerations of the size of the event and waste generation will determine how many waste staffed stations are needed throughout the site. Pair staffed stations with 'good' waste stations and bin monitors.
- Ensure wheelie bins that are not part of the station or skip bins are hidden away from the public, as often people will try and avoid talking to the staff and go to the bins.
- Attendees place their waste in the tubs or bins provided under the guidance of the staff, which in turn educates them (*Figures 8 and 9*).
- Have a reusables collection point tub for people to place their used reusable serveware in (*Figure 10*) (Refer to [2.6 Facilities and Services](#) for more information)



Figure 5 Staffed bin station.

Image: City of Melville, Jacaranda festival.



Figure 6 Waste Station.

Image: City of Canning.

Bin monitors

- Bin monitors, when paired with staffed stations, are effective to help direct attendees to the bins and encourage correct disposal. However, it is not best practice to rely on bin monitors on their own as attendees often sneak past.

Sourcing volunteers

Volunteers are a great addition to the staffed stations; however, they should always be paired with Local Government waste education staff to deal with tricky attendees and to have more knowledge. When sourcing volunteers, consider if it is acceptable for the volunteers to be minors. To source volunteers:

- Advertise volunteer roles to local community groups and/or waste related businesses (such as Lions clubs, local eco-warriors, sustainable community members and Scouts).
- Use the Containers for Change scheme to incentivise volunteers by returning funds from container deposits to their group.
- Offer the group a stall at the event to advertise their organisation.

Exception: FOGO/FO Bin

Due to limitations with compostables, it is recommended to have a FOGO bin at community events only under 'Best' conditions, where it is staffed and monitored for contamination.

While it is ideal to supply bins that align with Local Government provisions, exceptions include:

- Employing a waste management contractor who can process FOGO. In this case, a FOGO/FO bin can be supplied at the event. The bin can be visible to the public, or food can be collected separately and later disposed of by staff in the FOGO/FO bins to avoid confusion.
- Rule:** These bins must be monitored by staff to manage contamination and provide education, especially if the contractor can process compostable packaging, as this is not for the public to do at home.



Figure 10 Collecting used reusables.

Image: Town of East Fremantle, George St Festival.



Figure 7 Transferring waste from the collection tub to the bag for the wheelie bin.

Image: WMRC, Town of Mosman Park, Sunset Eats.



Figure 8 Attendees disposing of their food waste into the FOGO bin.

Image: WMRC, Town of Mosman Park, Sunset Eats.



Figure 9 Attendees disposing of their food waste in the collection tub.

Image: WMRC, Town of Mosman Park, Sunset Eats.

3.6 Bin Placement

A site map helps allocate bin stations based on consumer behaviour, convenient and safe bin positions. Place the bin stations on the final site map considering the below.

Considerations

- **Accessibility:** Consider the needs of children, people with disabilities, service providers and contractors.
- **Consistency:** Place bins consistently throughout the site. The number of bins may be restricted by contractor capacity or budget, so the correct placement is crucial to direct traffic to the bins.
- **Crowd Management:** Be mindful of potential crowds forming or people sitting down blocking bin stations.
- **Safety:** Bin placement must not interfere with services such as fire exits and congested pedestrian areas.
- **Proximity:** Bins should be placed in high waste areas but kept at a distance from food stalls for hygiene reasons. Suitable locations include eating areas, stages, entry/exit points, toilets/facilities, pathway intersections, and back of house.

Stationary events

- At a constricted site, where patrons have a specific entry and exit point, include bins here.
- Meet and greet people at these points, explaining that it is a low waste event.
- Additionally, this acts as a point to reduce theft of reusable serveware.

Non-stationary events

For events spanning multiple locations, such as fun runs or swims, consider the following:

- Ensure public bins are accessible to spectators and other public space users (e.g. beach or park visitors).
- Empty public bins before the event to prevent overflow.
- Set up additional bins and bin stations, especially at the start and end points, with general and Container for Change bins throughout the area.

Contingency planning

- Develop a contingency plan to address scenarios where waste exceeds expectations or volunteers are absent.
- Identify alternative locations on the site plan for reallocating bins and personnel. While some bins may become contaminated, prioritising a less contaminated staffed station is more effective.
- Contingency planning is particularly crucial for first-time events, as the initial event serves as a baseline for understanding waste generation and improving future planning.

3.7 Facilities and Services

Procure and arrange services according to your Local Government policy and event objectives. Services for all categories are listed in *Table 6*.

Table 6: Services and their arrangements for all Good, Better and Best

Service	Arrangements
Water station	Water stations should provide options for refilling water bottles, filling cups, or using bubblers (<i>Figures 11 and 12</i>).
	Better and Best Place reusable cups and reusable cup collection points adjacent to the water stations for those without personal water bottles or cups (<i>Figure 13</i>).
Leftovers donation	- Food scraps to the local farmer or chicken owner. - Coffee grounds to a local beauty business or community garden.
Containers for Change collection	Arrange for the Containers to be collected and donated to the local group, either by the local: - Containers for Change collection point pick up service. - Workpower. - Waste contractor. - Volunteer group.
Litter pick up	Arrange the litter pick up by engaging an external organisation or volunteer group.



Figure 11 Water station.

Image: Kings Park concert.



Figure 12 Water Station with bubblers.

Image: Town of East Fremantle, George St Festival.

Services and Arrangements additional to Better and Best

Reusable serveware provider

Select a reusable serveware provider who can service the requirements of the event (number, type of items required) (Figure 15). Vendors depend on consistency, so ensure that the items supplied meet their specifications. Refer to [Appendix 8](#) for an example.

Considerations

- Provide reusable serveware to vendors and at water stations.
- Include reusable collection points within waste stations and place disposable cup bins near water stations (see *Figures 13 and 14*).
- Option of a dry hire from a reusables serveware company can be a cost-effective middle ground for events without a robust budget. This option only works with staff (by Council or well-trained volunteers).

Owning reusables

Alternatively, a Local Government can purchase their own set of reusable serveware to continually use at their events. This option is cost-effective over time and allows the Local Government to rent them out to other events, generating revenue. Local Governments within a regional council can also share and rent out these reusables.

Considerations

- Purchasing these items can be initially costly and may only be practical for small events. To address this, consider purchasing reusable items from a local op shop or tip shop, which helps keep it local and reduces costs. Additionally, it promotes what can be found at these shops. However, consider consistency if providing this to a vendor for use.
- Owning reusables work best for a cup library for small scale events like tree planting or youth activities that can be washed in commercial washing facilities.
- Additionally, consider the portability of the items for transport for washing.

Wash station

Reusable serveware companies usually wash items offsite; however, this should be confirmed when organising. If using your own reusables, there are two options:

1. **Wash Station:** Set up a wash station following the Cairns Regional Council's '[Wash Against Waste](#)' guide and [Food Standards Australia Guidelines](#).
 - **Small events (under 1,000 people):** Handwashing



Figure 13 Water station with reusable cups.

Image: Town of East Fremantle, George St Festival.



Figure 14 Reusables collection point for cups.

Image: Town of East Fremantle, George St Festival.



Figure 15 GO2CUP reusable serveware collection.

Image: Town of East Fremantle, George St Festival.

with sanitiser spray bottles and double sinks is acceptable but labour-intensive and requires more utensils due to drying time.

- **Large events (over 1,000 people):** Use a commercial-grade dishwasher. High water temperatures eliminate the need for sanitising chemicals and result in dry dishes. Alternatively, hiring a portable wash trailer (*Figures 16 and 17*). See dishwasher site plan (*Figure 18*)
- Address public hygiene concerns with visible onsite washing and ensure responsible wastewater disposal in the site plan.
- 2. **Offsite Washing:** Use a commercial washing station at a council building (e.g., admin, town hall, conference room, library).
 - Suitable for smaller amounts of items.
 - Book the venue to avoid clashes with other events.
 - Use clean and dirty tubs with sealing lids for transporting items.



Figure 16 Wash trailer.



Figure 17 Inside the wash trailer.

Image: City of Albany Community & Events Portable Wash Trailer.

Image: City of Albany Community & Events Portable Wash Trailer.

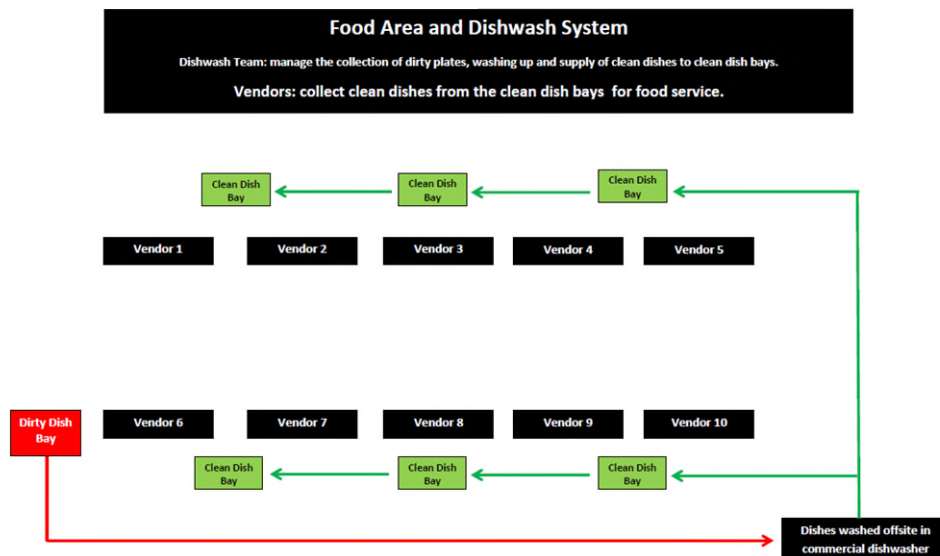


Figure 18 Food Area and Dishwash Site Plan.

Image: City of Cairns, ECOfiesta.

4 Event Day

Use *Table 8* Event Day Checklist to complete steps on the event day to run the low waste event.

Table 8: Event Day Checklist

Title	Tasks	Complete
Setting up	- Set up and bin stations as per the site plan. - Place signage throughout the site and on all bins. - Cover/remove public waste bins. - Delegate areas to team members (stalls, back of house, entertainment areas, bins). - Deliver a detailed induction to staff/volunteers. - Ensure medical service bins are clearly marked (including sharps bin). - Support vendors in their low waste actions.	
	Better and Best - Environmental Health Officers check that the vendors are supplying only accepted items as per their conditions of attendance. - Set up a stall for Waste Education Officers to engage and educate the attendees.	
Litter pick-up	Pick up litter before and throughout the event.	
Monitor bin usage	- Adjust bin locations if necessary. - Ensure access/egress ways for emergency vehicles remain clear. - Monitor bin stations. - Exchange of empty bins where necessary. - Ensure bins and bin sites are clean and tidy.	
Communication	- Regularly make low waste public announcements (Refer to Appendix 9). - Have staff promoting low waste practices whenever possible. - Make informal notes from attendees or vendors about their feedback on the low waste initiatives.	

4.1 Induction

Provide a pre-event induction to educate the staff/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 (provide a bin monitoring fact sheet).
- Delegation of roles.
- Tips for public interaction and education.
- Health and safety overview (including sharps and hazards).
- Required attire and items (hats, drink bottles, closed-in shoes).
- Use of personal protective equipment (PPE) like gloves and high-vis.
- Volunteer sign-in and sign-out procedures.
- Provide and use appropriate waste guides for the Local Government.

4.2 Engage Staff

Waste Education Officers

Engage waste education officers from the Local Government to attend the event. Community events offer a valuable opportunity for educational engagement, allowing officers to demonstrate effective waste management practices directly to residents. Additionally, setting up a stall or designated space for residents encourages questions and fosters a relationship with the community (see *Figure 19*).

Environmental Health Officers

Leverage the Local Government's Environmental Health Officers (EHOs) to ensure vendors comply with their attendance conditions. If an EHO is available, determine the required duration of their presence at the event based on the number of vendors. Apply this consistently for each event hosted so vendors understand their responsibilities and can be subject to surprise audits, as stipulated in their attendance conditions. Enforcement can occur if there is a supporting policy in place.



Figure 19 Waste education van.

Image: City of Swan.

4.3 Signage

Clear signage is important to educate attendees and reduce contamination. Flags and signs improve bin visibility and direct people to them. All bin stations should be visually consistent for easy recognition (See *Figures 20, 21, 22 and 23*). Communicate with the waste contractor to make sure the bins are best suited for the event - correct signage, consistent and in good condition.

WasteSorted offers a community events toolkit where you can download signage. To create event-specific signage, email info@wastesorted.wa.gov.au for assistance.

Effective signs should:

- **Be colour coordinated:** Red for general waste, yellow for recycling, green for organics and green and white for Containers for Change.
- **Include photos or images:** Pictures of the materials accepted in each bin type.
- **Be directional:** show the attendee what to do or where to go (*Figures 24 and 25*).



Figure 20 Example of general waste bin signage.

Image: Waste Authority.



Figure 21 Example of Containers for Change bin signage.

Image: Containers for Change.



Figure 22 Example of recycling bin signage.

Image: Waste Authority.



Figure 23 Example of FOGO signage.

Image: Waste Authority.



Figure 24 Directional signage to waste station.

Image: WMRC, Town of Mosman Park, Sunset Eats.

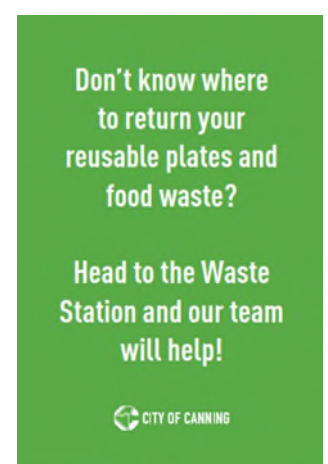


Figure 25 Example of directional signage.

Image: City of Canning.

4.4 Litter pick up

Set up

Provide the litter pickers with the items for the pick-up, including:

- Old coffee/hessian bags, reusable flexi tub or bucket
- Litter pickers or BBQ tongs

Prior to the event

Areas where there is pre-existing litter may be an indication of where people tend to drop their litter; therefore, they may be a good place to put a bin station. Additionally, a clean site encourages attendees to participate in good waste management practices.

Pre-event cleaning ensures that litter only generated from the event is included in the waste audit.

During the event

In addition to keeping the event tidy, mid-event clean-ups are also useful for monitoring the waste. For example, if there is an overflowing bin that needs to be emptied or an area that is building up litter where a bin should be moved to.

5 Post Event

Conduct the litter pick up immediately after the event concludes. Gather and share the collected data post-event, following the actions in *Table 9* Post Event Checklist.

Table 9: Post Event Checklist

Title	Tasks	Complete
Litter pick up	- Check that stallholders are leaving their sites as clean as possible. - Complete post-event litter pick up. - Confirm bins are in the correct location for collection. - Complete a waste audit by taking pictures.	
	Best Complete a comprehensive waste audit.	
Data collection	- Conduct a vendor survey (Appendix 9). - Confirm the waste has been delivered to the correct recycling facilities. - Gather informal and formal notes, waste audit results, vendor and attendee feedback to reflect on successes and future improvements for the event.	
Communication	- Provide the outcomes of the waste audit to the attendees through a social media post or via the website. - Conduct an attendee survey online, via a social media post.	

5.1 Litter pick up

The post-event clean-up is important to maintain the integrity of the site. The clean-up team needs to continue to separate the waste collected. It is important for the clean-up team to note if there were specific areas where there was a high level of littering, to note for future site planning.

The litter pick-up will result in more waste being collected, which will add to the waste audit results; therefore, source separation is necessary.

5.2 Waste Audit

When monitoring a specific event over time, the first waste audit sets the baseline against which subsequent audits are compared. It gives information on the key contaminants and fullness of bins. Reflecting on the waste audit provides insights for future events.

Good (Pictures) Take birds eye view photos of the inside of the bins.	Better and Best (Comprehensive) Manually sort and weigh the waste (Figure 26). Refer to Appendix 11 .
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Figure 26 George St Festival waste audit.

Image: Town of East Fremantle, George St Festival.

6 Appendices

Appendix 1: Low Waste Event Checklist

Pre-Event Checklist

Title	Tasks	Complete
Planning	- Develop a site plan and waste management plan that includes key details, objectives of the event and roles and responsibilities. - Host an inception meeting with all key personnel involved in the event.	
Accepted Items	Select the items accepted at the event.	
Vendors	- Inform stallholders and contractors of what is expected and why with support and education in a pre-event package. - Have stallholders and contractors sign an agreement/contract specifying low waste requirements.	
Assessing waste generation	- Assess what type of waste will be generated at the event. - Use the waste generation formula to calculate how much waste the event will generate and the bin requirements.	
Site Plan	- Develop a site plan marking the type of bin stations, bin placement, services and access points. - Work with existing brick and mortar businesses within the event area.	
Arrange services and Facilities	- Waste service provider. - Water stations. - Medical services (for medical waste). - Containers for Change collection. - Litter pick up. - Leftover food donation.	
	Better and Best - A reusable serveware company. - Wash station.	
Engage stakeholders	Source volunteers for waste management of the event.	
	Better and Best Arrange waste education officers, staff and Environment Health Officers to assist on the event day.	
Promotion	- Promote facilities that will help event attendees generate less waste in the lead up to the event. - Add the low waste message to all media releases, programs, tickets and social media posts.	

Event Day

Title	Tasks	Complete
Setting up	- Set up and bin stations as per the site plan. - Place signage throughout the site and on all bins. - Cover/remove public waste bins. - Delegate areas to team members (stalls, back of house, entertainment areas, bins). - Deliver a detailed induction to staff/volunteers. - Ensure medical service bins are clearly marked (including sharps bin). - Support vendors in their low waste actions.	
	Better and Best - Environmental Health Officers check that the vendors are supplying only accepted items as per their conditions of attendance. - Set up a stall for Waste Education Officers to engage and educate the attendees.	
Litter pick-up	Pick up litter before and throughout the event.	
Monitor bin usage	- Adjust bin locations if necessary. - Ensure access/egress ways for emergency vehicles remain clear. - Monitor bin stations. - Exchange of empty bins where necessary. - Ensure bins and bin sites are clean and tidy.	
Communication	- Regularly make low waste public announcements (Refer to Appendix 8). - Have staff promoting low waste practices whenever possible. - Make informal notes from attendees or vendors about their feedback on the low waste initiatives.	

Post event

Title	Tasks	Complete
Litter pick up	- Check that stallholders are leaving their sites as clean as possible. - Complete post-event litter pick up. - Confirm bins are in the correct location for collection. - Complete a waste audit by taking pictures.	
	Best Complete a comprehensive waste audit.	
Data collection	- Conduct a vendor survey (Appendix 9). - Confirm the waste has been delivered to the correct recycling facilities. - Gather informal and formal notes, waste audit results, vendor and attendee feedback to reflect on successes and future	

	improvements for the event.	
Communication	• Provide the outcomes of the waste audit to the attendees through a social media post or via the website. • Conduct an attendee survey online, via a social media post.	

Appendix 2: Waste Management Plan Template

This template provides an example of a Waste Management Plan.^{vi}

Event details

Event name	
Event organiser	
Location	
Date of event	
Open event or tickets required	
Approx attendance per day	
Duration of event	
Waste collection contract managed by	<i>Waste cleaners, waste contractor, council, contact</i>

Vendors and Stallholders

Catering	<i>On-site / Off-site food preparation Food and beverage, bars and restaurant stalls.</i>
Other activities and stalls	<i>Merchandise/retail stalls</i>
Requirements for food and beverage service ware	<i>Reusable service ware Compostable and 10c only</i>

Setting Objectives

Objectives and targets	☐ <i>Less contamination across all streams compared to last year's event</i> ☐ <i>Including FOGO bins</i> ☐ <i>Adding a staffed bin station</i>
Measuring success	<i>Waste audit</i> <i>Feedback from waste contractor</i>
Initiatives and strategies	<i>Reusable or compostable service ware only</i> <i>Provision of water refill stations</i> <i>Co-located bins at strategic locations front and</i>

	<i>back-of-house</i> <i>Clear signage</i> <i>Promotion of systems during event</i>
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Waste Generation

Waste stream	Materials generated	Estimated quantities
FOGO	<i>Banana peels</i>	
Recycling	<i>Cardboard boxes, egg cartons, milk bottles, wine bottles</i>	
General Waste	<i>Nappies, compostables,</i>	
Containers for Change	<i>Aluminum cans, plastic soft drink cans</i>	

Bin stations and Site Map

Front of house			
Location	Waste type and bin size	Number of bin stations (bin stations are a collection of bins placed together)	Frequency of monitoring/changeover
<i>Food stall area, eastern end</i>	<i>240L Organics</i> <i>240L 10c deposit</i> <i>240L Landfill</i>	<i>4 x sets of bins</i>	<i>End of day</i>

Back of house			
Location	Streams and size	Number of bin stations	Frequency of monitoring/changeover
<i>Food stall area, eastern end</i>	<i>660L Organics</i> <i>240L 10c</i> <i>660L Recycling</i> <i>660L Cardboard</i> <i>660L General Waste</i> <i>Waste oil container</i>	<i>2 x sets of bins</i> <i>1 x waste oil container</i>	<i>End of day</i>

Appendix 3: City of Cockburn Waste Wise Events Policy

The City of Cockburn adopted a [Waste Wise events policy](#) in May 2023. At the conclusion of the 2023/24 Cockburn LIVE events season, the City made industry-leading waste reductions with the implementation of the new policy.

From the 74,000 people that attended one of the Cockburn LIVE events, the City of Cockburn, in collaboration with event partners GO2CUP, WRITE Solutions Australia, food vendors, events and waste education teams and attendees, resulted in:

- 56,000 reusable and compostable cutlery and crockery items from GO2CUP replaced single-use plastic
- 400kg of waste was sent to landfill – 5 grams per person
- 500kg of organic waste sent to WRITE Solutions for composting – 7 grams per person
- 10,000 containers returned to refund points, resulting in \$1000 donated to local charities
- Improved resource recovery (from 30% to over 70% recovery rate) and landfill diversion through the provision of infrastructure and education

Appendix 4: Town of East Fremantle George Street Festival

The Town of East Fremantle George Street Festival is a longstanding annual community event held in East Fremantle; it has been running since 1989.^{vii} The festival includes a range of activities from market stalls, food vendors, live music, to kids and youth activities.

In recent years, the festival has been advertised as a sustainable event by implementing the following:

- All vendors are required to comply with the [Town's Sustainable Event Policy](#)
- All vendors and street businesses are required to use GO2CUP.
- Volunteer bin monitors advise attendees on the correct waste stream for their item.
- Keep Australia Beautiful complete a litter audit during the event followed by a post event waste audit on all waste streams.
- Ban the sale of single-use water bottles and instead provide refillable water stations with reusable water cups at each station.
- Environmental Health Officers undertake standard health inspections and ensure no sale of banned items under the policy.
- Ban balloons, confetti and glitter, polystyrene, cable ties and coffee cups.
- The Town provided multiple social media posts and communications before the event to notify attendees and vendors of the restrictions on water bottles and single-use items.

The outcomes of the waste management practices the Town implemented are seen in their waste audit results (*Table 10*).

Table 10: Town of East Fremantle Waste Audit Results 2021 - 2024

Year	Patrons	Reusables	FOGO (Kg)	Recycling (Kg)	Waste (Kg)	Containers for Change (Kg)	Contamination (all streams)
2021	10,000	22,000	62	41	48	14	3.4%
2022	16,000	22,000	123	20	41	26	1.56%
2023	17,000	22,000	89	5	39	23	3.54%
2024	15,000	18,500	37	19 (includes CDS)	36	-	-

Appendix 5: Waste Stations at A Night on Bay View 2025

A Night on Bay View 2025 is the Town of Claremont's annual event, featuring the West Australian Symphony Orchestra (WASO) performing at Claremont Park.^{viii} This free event, held on February 15th, 2025, where attendees are encouraged to bring picnics or purchase food from the vendors.

The Western Metropolitan Regional Council (WMRC), in collaboration with GO2CUP and the Town of Claremont event team, successfully reduced event waste and recovered cleaner waste streams at A Night on Bay View 2025. Despite a 1,000-person increase in attendance compared to the 2024 event, the total waste remained consistent. The use of GO2CUP reusable hire services, recycling beverage containers through Containers for Change, and employing waste stations to separate clean streams effectively minimised event waste. Attendees enjoyed picnics or bought meals and drinks from onsite food vendors, with meals and drinks provided in reusable crockery and cups by GO2CUP, eliminating food packaging waste.

Waste Data

WMRC collected an estimated total of 1,845 L of waste from ANOBV 2025, a slight increase from the 1,844 L collected in 2024, despite the higher attendance (*Figure 27*).

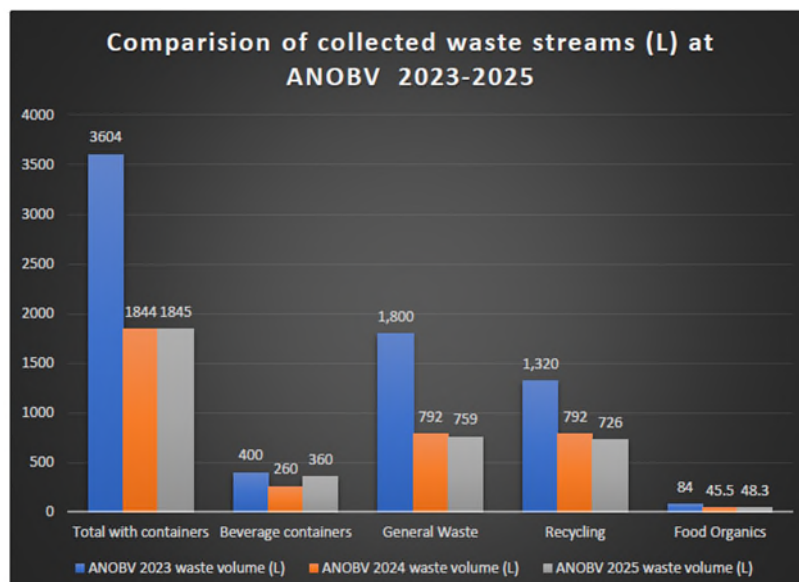


Figure 27 Comparison of waste streams collected at A Night on Bay View 2023 - 2025

Graph: WMRC

Recommendations for future events

- **Continued use of Reusables:** WMRC recommends the continued implementation of reusables at all Town of Claremont events involving food vendors to avoid waste.
- **Promotion of Waste Station Information:** Normalising the use of waste stations by including information in event programs, slides, and announcements can help educate attendees on waste sorting and returning reusables.
- **Sustainable Event Policy:** Implementing a sustainable events policy will ensure food vendors use reusables and manage their commercial waste correctly.

Appendix 6: Example email template to vendors

Use the below email as an example to send to the vendors, explaining the requirements of the low waste event. Request that the vendor confirms these requirements.

Email example

Subject: Confirmation and Guidelines for Participation in Our Low Waste Event

Dear [Vendor/Stall Holder Name],

Congratulations! We are pleased to confirm your participation in our upcoming Low Waste Event on [Event Date] at [Event Location].

As part of our commitment to sustainability, we require all vendors and stallholders to adhere to our Sustainable Events Policy. This includes [insert requirements according to your event]:

- Using reusable or compostable serveware.
- No single-use plastics.
- Properly sorting waste into designated bins.
- Minimising packaging and carrier bags at merchandise stalls.

To support you in meeting these requirements, our Waste Management Team will provide education and assistance before and during the event. We will offer guidance on best practices and be available to answer any questions you may have.

Thank you for your cooperation and for helping us make this event environmentally friendly. We look forward to working with you to create a successful and sustainable event.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]

[Event Organisation Name]

Appendix 7: Waste Generation Formula

The waste and recycling generation at events is 1 litre of mixed waste per meal. However, there are variables, such as:

- the type of catering facilities
- whether or not there will be alcohol at the event
- the crowd profile
- the type of activities that are at the event.

Notes:

- This formula follows having a 'good' system of a general waste bin and a Containers for Change bin.
- If implementing 'better' and 'best', then use the same formula, but for the FOGO and Containers for Change bins. Then, add general waste and recycling to the bin stations. Also, consider that there will be no packaging waste.

Calculation

For events where food and beverages are provided, one (1) litre per attendee per meal is applicable. Multiply the number of attendees by the number of meals to obtain the expected litres of waste. Divide this number by 240 litres (a standard bin) to determine the number of bins. Divide the total number of bins by two (2) to determine the minimum number of bin stations (for a general and Containers for Change bin station).

(The number of attendees) x (1 litre) x (The number of meals) = (Estimated litres of waste)

(Estimated litres of waste) / (240 litres) = (Estimated number of bins)

Example

For example, if the expected crowd at the event is 4,000 people, which will run over two mealtimes from mid-morning to evening, the formula to calculate the approximate waste and recycling generation is as follows:

Waste

4,000 people x 1L x 2 mealtimes = 4,000 litres of estimated waste generation

4,000 litres divided by 240L (a standard MGB) = 17 bins or

4,000 litres divided by 660L (a standard event bin size) = 6 bins

17 x 240L or 6 x 660L waste bins are required. - or 10 240L that are emptied once in the event, which doubles this'

Appendix 8: Example Reusables Provider - GO2CUP

Overview: [GO2CUP](#) supplies reusable items such as cups, plates, bowls, cutlery, and containers to replace single-use products at events. Their services have been utilised at various events throughout Perth, including the [Town of East Fremantle George St Festival](#).

Implementation: At events, GO2CUP's reusable items are collected at manned stations, in tubs, or designated reusable bins. For bins designated for cups only, the tops are modified with a hole to encourage proper disposal.

Services Provided:

- **Consultancy:** GO2CUP offers advice on implementing reusable solutions at events.
- **Collection Points:** They set up collection stations and vessels for the return of reusable items and run their own waste stations providing the staff.
- **WRITE Solutions Bins:** They work with [WRITE Solutions](#) to provide waste management services, including FO bins.
- **CDS Donations:** GO2CUP donates Container Deposit Scheme (CDS) proceeds on the event's behalf.
- **Education:** They educate attendees at waste stations about proper disposal and the benefits of reusables.
- **Bin Modifications:** Existing bins are taped up and modified for better visibility and use.
- **Dry Hire & Sales:** GO2CUP offers both rental and sale of their reusable stock.

Key Considerations: The visibility and accessibility of bin stations are important for effective waste management. GO2CUP ensures that these stations are prominent and easy to locate, enhancing the efficiency of waste collection at events.



Figure 28 GO2CUP collection bins.

Image: Town of East Fremantle, George Street Festival.



Figure 29 GO2CUP staffed waste station

Image: WMRC, Town of Claremont, A Night on Bay View.

Appendix 9: Example PA Announcement during the event^{ix}

Please make the following announcement:

- Once every hour during the event
- Once every half-hour in peak times

"We at _____ (event name) are trying to help the environment by hosting a low waste event. So, before you dispose of your waste, check the signs at the bins and place things in the right bins, or ask our staff and volunteers for assistance."

Appendix 10: Example Survey of Stallholders/Vendors*

Stallholder/Vendor Survey
1. Are you aware that this is a low waste event? ☐ Yes ☐ No
2. Were you a stallholder or vendor at this event last year? ☐ Yes ☐ No
3. What types of packaging did you use last year? (Open ended question).
4. This year, the event organisers would have contacted you to let you know what types of packaging are acceptable to use. Do you remember being contacted? ☐ Yes ☐ No ☐ Don't know
5. What types of packaging are you using this year? (Open ended question).
6. Do you think the bin stations at this event are accessible and well positioned? ☐ Strongly agree ☐ Agree ☐ Neutral ☐ Strongly disagree
7. Do you think the bin stations at this event are clearly identified? ☐ Strongly agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly disagree
8. Do you think the signage on the bin stations clearly shows what can be disposed of and where? ☐ Strongly agree ☐ Agree ☐ Neutral ☐ Disagree ☐ Strongly disagree
9. What suggestions do you have for making it easier for you and other stallholders to be low waste at this event? (Open-ended response).

Appendix 11: Waste Audit template

Example of a waste audit table.

Site bin	FOGO	Recycling	General Waste	Containers for Change
Bin 1	40kg	20kg	10kg	24kg
Bin 2				
Bin 3				
Contamination %				
Total				

To complete the audit:

1. Weigh the bin and record the weight in the table.
2. Remove any contaminants.
3. Weigh the bin again and note the difference.
4. Subtract the difference from the original weight to determine the amount of waste collected.
5. Calculate the percentage of contamination by dividing the weight of contaminants by the original weight and multiplying by 100.

7 References

- ⁱ NSW EPA. (2021, July 14). *Waste wise events*. Retrieved from <https://www.epa.nsw.gov.au/your-environment/recycling-and-reuse/business-government-recycling/waste-wise-events>

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- ⁱⁱⁱ Containers for Change. (n.d.). *Pop-up Bin*. Retrieved from Containers for Change: <https://shopwa.containersforchange.com.au/shop/bags-bins/pop-up-bin/>

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- ^v Zelenika, I., Moreau, T., & Jiaying, Z. (2018, June). *Toward zero waste events: Reducing contamination in waste streams with volunteer assistance*. Retrieved from ScienceDirect: <https://www.sciencedirect.com/science/article/abs/pii/S0956053X18301727>

- ^{vi} Government of South Australia. (2022). *Waste and Recycling at Events and Venues*. Retrieved from Green Industries SA: <https://www.greenindustries.sa.gov.au/resources/zerowasteguide>

- ^{vii} Town of East Fremantle. (2021). *East Fremantle George Street Festival 2021*. Retrieved from <https://www.ehawa.org.au/documents/item/1467>

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- ^{ix} The Department of Environment and Conservation NSW. (2007, February). *Waste Wise Events Guide*. Sydney.