



Event Waste Minimisation Checklist

Background

Although waste minimisation is not targeted in the WA Waste Strategy, diversion of waste from landfill is a focus. According to the most recent data available, the 2015 diversion target of 50% Municipal Solid Waste (MSW) for metropolitan areas was missed by 5%¹ so there is clearly a need to make some changes.

Waste from events is a small but highly visible proportion of MSW and 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 works to make good waste practices normal in the Western Suburbs. This document has been 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 Waste Education team with events.

Other relevant documents/ references

City of Subiaco Strategic Waste Minimisation Plan
Western Australian Waste Strategy "Creating the Right Environment"
'Recycling Activity in Western Australia 2013-4' ASK Waste Management for the WA Waste Authority (2015)

Authors: Steve Tierney, Coordinator - Sustainability, City of Subiaco
Libby Eustance, Waste Educator, WMRC

Date: April 2016

Version: 2.0

¹ Latest data available from 'Recycling Activity in Western Australia 2013-4' ASK Waste Management (2015)



1.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?	

2.Contacts list

NAME	ROLE/POSITION	CONTACT DETAILS



3. Waste issues

Use the checklist below to plan your event. After your event WMRC Waste Educators can score your event with 0 being the worst score and 3 being the best for each issue listed. If an item is scored NA it is not included in the scoring. We will then calculate the rank of your event as either bronze, silver or gold.

Issue	Score 0/1/2/3/NA	Notes
Does the event have a waste management plan including activities before/during /after the event and final destination of waste and recycling?		
Have you confirmed where/how you will source bins? (generally 2 x240L bins per 500 people per meal time)		
Will street bins be closed off?		
Will there be 'no touch' event bins?		
How many recycling bins to be provided? (generally 1:1 ratio waste bins to recycling bins)		
Are general waste and recycling bins co-located and in high traffic areas throughout?		
Will bin locations be marked on event map?		
Are patrons to be asked to bring own water bottles/coffee cups etc?		



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)?		
How will vendor compliance with waste minimisation be enforced?		
Will water fountains/refill stations be provided?		
Will a wash up station be provided?		
Will the event be promoted as a low waste event (media, flyers, #lowwaste #nowaste #compost #plasticfree #noexcuseforsingleuse etc)?		
Will bin stations be manned (volunteers may be sourced via Earth Carers)?		
Will cardboard recycling be provided for vendors?		
Will recycling promotional material be provided?		
Will there be MC announcements / notices about recycling/waste minimisation?		
Will there be a waste audit after/during event?		
Will there be no free single use plastic		



'give aways' (water bottles, bags etc)?		
Will food waste be collected and composted or given to FoodRescue etc?		
Will balloons be banned?		
Will food giveaways be banned?		
Total number of NA		
Total no of scoreable items		22 less total number of NA
Score achieved		
	/	Denominator is (3x total no of scoreable items)
Percentage		
Ranking		

Ranking

	Scoring of issue	Event overall	Notes
Gold	3	75-100%	An event with excellent waste minimisation
Silver	2	50-75%	An event with good waste minimisation but room for improvement
Bronze	1	25-50%	An event making some efforts at waste minimisation but with remaining room for improvement
No	0	0-25%	An event which needs to pay further attention to waste minimisation
N/A	Do not include in scoring or ranking		