



LOW WASTE EVENT PLAN

The City of Bunbury plays host to many events throughout the year, which generate large amounts of waste.

To prevent this waste ending up in landfill or as litter polluting our streets and waterways, let's aim to improve recycling and reduce waste generation by making all local events low waste.



Everything we do generates some form of waste.

To reduce waste going to landfill, planning is key in avoiding waste generation, recovering waste via recycling, applying circular economy solutions and protecting our environment from litter.

These guidelines have been developed to provide information for planning your event and include our Low Waste Event Plan.

Waste type awareness

There are some universal truths that apply to waste management.

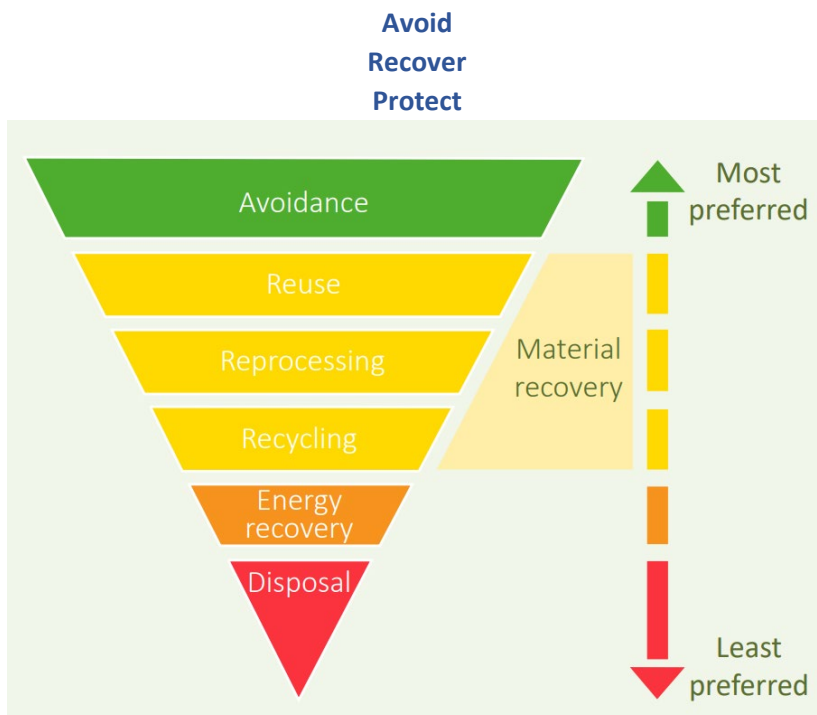
- Waste is generated by all sectors throughout the community
- Choices around consumption determine the quantities and type of waste generated
- Community behaviour in partnership with infrastructure and services determines how much waste is actually - reused, recycled and recovered

When planning an event, understanding the type of waste you will generate is the most important step in ensuring your event will be low waste.

What waste will your event generate?

Achieving low waste

The City references the State Government's Waste Strategy objectives for our waste planning goals:



Avoiding waste

Consider the waste you are generating, the image you want to portray to your patrons (before, during and after your event) and your waste handling costs.

Some examples of waste avoidance include:

- Reusable infrastructure – choosing reusable banners or bunting, providing washable crockery.
- Say no to single-use items - like straws or plastic cups, provide water refill stations, encourage patrons to BYO reusable drink containers.
- Consider promotional items that are digital or experiences rather than things

Recovering waste

Traditional recycling at an event is hard to do due to food soiled materials spoiling recyclable items.

The same as your bins at home, materials presented for recycling need to be rinsed, clean and dry.

This means plastic food containers in an event environment will contaminate recycling with food residue and head to landfill.

Swapping to compostable for food delivery is the best current solution, as a compostable container that is food soiled can be recycled via the City's FOGO bins.

Substitutions to consider

Item	Swap To	Item	Swap To
plastic plate	paper plate	single use sauce packets	compostable containers or reusable sauce dispensers
plastic cutlery	bamboo/wooden cutlery	plastic food containers	compostable food containers
plastic stirrers	wooden stirrers	plastic promotional giveaways	compostable promotional items
plastic straws	paper straws	helium balloon releases	paper bunting
thick plastic bags	reinforced paper bags	polystyrene food containers	cardboard food containers

** Think about having a soft plastics collection area for recycling via REDCycle (to take to Coles or Woolworths supermarkets).

Protecting from waste

We need to protect the environment from the consequences of waste.

Re-thinking packaging and single-use items goes a long way in eliminating littering at your event. Consider the weather and closeness to waterways. If it is windy, make sure items are not going to be blown away causing litter.

Talk about waste

Get the participants of your event (including staff) together prior to starting to discuss how you will reduce litter and place bins to minimise contamination.

Make low waste a priority for your event.

Waste generation estimates

It is important to understand waste streams that will be generated by your event and provide bins to manage that waste.

One 240L bin can hold up to 70kg of waste, however, to avoid all waste going to landfill, provision of suitable disposal choices should be provided.

To dispose of waste responsibly, consider the **type** of waste and **volume** of waste that will be generated.

As a general guide, the City estimates 100 patrons = 240L (70kgs) of waste generation

Use our calculators to estimate your waste.

A. No. Patrons	B. No. Days	C. Waste Volume	D. No. Std Wheelie Bins
Qty	Qty	Litres (AxB/100 x 240) Kgs (AxB/100 x 70)	(AxB/100)
Eg. 500	Eg. 2	Eg. 2,400 litres Eg. 700 kgs	Eg. 10 (5 x bins emptied daily)

For events that include food service and actively avoid the use of plastics, the City estimates waste type percentages as:

25% Landfill

20% Recycling – specifically drink containers

50% FOGO

5% Specialist waste

Landfill	Recycling	FOGO	Specialist
No. Bins (Answer D x25%)	No. Bins (Answer D x20%)	No. Bins (Answer D x50%)	To be disposed (Answer C x5%)
Eg. 2.5	Eg. 2	Eg. 5	Eg. 120L / 35kg

To ensure correct use of bins, reduce bin contamination and littering, bin **placement** should be considered.

Thinking on the types of waste being generated, where will you place your bins?

Consider closeness to food, where are patrons likely to eat their food?

e.g. within 10m of food stalls? further along the beach at a popular seating area?

Thinking about the waste you will generate; how will your patrons know what goes in which bin and where the bins are? How can you help them?

Consider bin signage or directing foot traffic to areas that are set up for correct waste disposal.

Provision of event waste management infrastructure

The City of Bunbury can provide bins for your event or you can contract your own waste collection service provider.

City of Bunbury services

Event bin packages can be provided with up to six bins included in the starting price.

Contact the event team for more information.

Bins can be provided in different configurations to suit your event.

If you are signed up to the Containers for Change Scheme, City of Bunbury can offer a CDS (Container Deposit Scheme) collection and/or provision of Containers for Change bins.

Please be aware that additional protection from theft or vandalism measures are required for Containers for Change bins, with specific coordination required to use this service.

City of Bunbury services
240L FOGO
240L Recycle
240L Containers for Change
240L Landfill
Low waste event - box trailer hire

Other City of Bunbury services

Waste Education

The City also has Waste Education Officers who attend a variety of events to educate the general public in all things waste via education displays. If you are interested in having a waste education display at your event, let the events team know (subject to availability).

Specialist Waste Disposal

For hard to dispose of waste items that can't go in any bins, you could coordinate a drop off to the City's Waste Recycling Drop-Off place. We accept e-waste (light bulbs/broken electronics/batteries/appliances etc), cooking oil, aerosols and other hazardous waste.

State and National legislation

There are several waste specific legislative requirements to adhere to that impact events.

Litter Act 1979

If taken to court, maximum penalties for littering offences are \$5,000 for individuals and \$10,000 for corporations, or in the case of offences against the litter regulations, \$5,000 for both individuals and corporations.

Bag Ban WA

You must not provide any single-use lightweight plastic bags as per the current WA State Government laws which took effect 1 July 2018.

Refer to <https://www.bagbanwa.com.au/resources/>

Western Australia's Plan for Plastics

Short-term actions to be implemented from 2020 to 2023 include the phasing-out of plastic:

- *Plates
- *Cutlery
- *Stirrers
- *Straws
- *Thick plastic bags
- *Polystyrene food containers
- *Helium balloon releases

Medium-term actions to be introduced from 2024 to 2026 include the phasing-out of plastic:

- *barrier/produce bags
- *polystyrene packaging
- *oxo-degradable plastics
- *microbeads
- *cotton buds with plastic shafts; and
- *actions on prepacked fruit and vegetables, takeaway food and beverage containers and plastic packaging

Refer to <https://www.wa.gov.au/service/environment/business-and-community-assistance/western-australias-plan-plastics>

National Plastics Plan 2021

By 2025:

- *100% packaging is reusable, recyclable or compostable
- *70% of plastic packaging goes on to be recycled or composted
- *50% average recycled content within packaging
- *problematic and unnecessary single-use plastic packaging phased out

Council decision

In 2018, Council decision 216/18 enacted the City of Bunbury's Single-Use Plastic Action Plan.

A number of actions are included in the document.

Specific to Events, within the plan, the City has banned the use of balloons.

Ban the use of balloons at City events (ie by City staff or vendors) and within marketing collateral

Public bins

Public bins are provided specifically for the use of the general public and are placed in locations to match litter problem areas.

If you generate waste, you must be responsible for it and take it with you.

Relying on public bins to dispose of additional waste generated by your event will lead to littering – which is an offence.

What the City requires

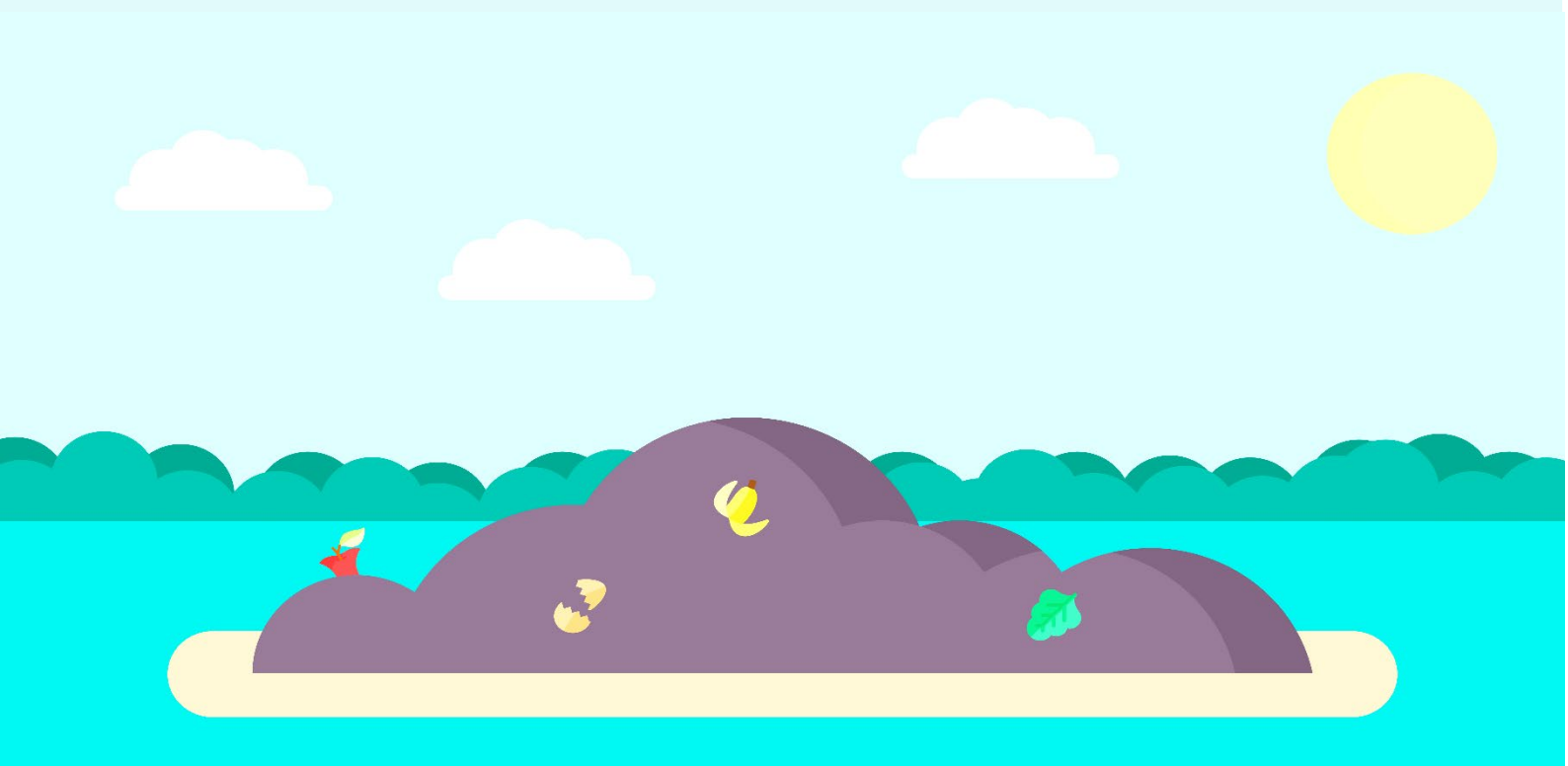
The City requires event organisers to demonstrate how they will manage their waste and what steps they will take to reduce their waste.

If you have more than 100 patrons planned for your event, we require you to complete our Low Waste Event Plan and submit with your event application.

The plan will request additional information, including:

- a Site Map showing bin locations.
- confirmation of adherence to the City's Council decisions
- understanding of public bin infrastructure

As sustainability continues to trend in popularity, the City urges all events organisers and participants to embrace the changes now, marketing yourselves as leaders in the war on waste.



LOW WASTE EVENT PLAN

Complete the following Low Waste Event Plan and submit with your Event Application.

Event Details:

Event Name		Event Venue	
Event Date		No. Patrons	

Event Waste Coordinator:

Your event must have a nominated Waste Coordinator. The Event Organiser can also fill this role. *The Waste Coordinator will be the primary contact for any waste enquiries and planning related to your event.*

Waste Coordinator Name	
Waste Coordinator Phone	
Waste Coordinator Email	

Waste Type Awareness:

What waste will your event generate?

Tick each type of waste, note the preferred disposal method.

	Food waste – cooked or raw	FOGO	Drink containers – Containers for Change eligible	Containers for Change
	Cardboard waste – soiled food containers, pizza boxes	FOGO	Drink containers – Containers for Change ineligible	Recycle
	Paper waste – soiled napkins, paper towels, paper plates, fish n’ chip wrap	FOGO	Aluminium trays - clean	Recycle
	Animal waste – droppings, hay, feed	FOGO	Soft plastics – ice bags, plastic bags, plastic liners	REDCycle
	Compostable waste – containers, sauces, coffee cups, smoothie cups	FOGO	Cigarette Butts	Landfill
	** Plastic – wrapping and bags	Landfill	Paper waste – glossy or laminated flyers, signage	Landfill
	Plastic food containers - soiled	Landfill	Cooking Oils – hot or cooled	No bin – special disposal needs
	Plastic lids - small	Landfill	Hot solid waste - coals, ashes	No bin – special disposal needs
	** Plastic – single use disposable cups, cutlery, plates	Landfill	E-waste - light globes, light tubes	No bin – special disposal needs
	** Balloons	Landfill	Hazardous waste – batteries, glow sticks	No bin – special disposal needs
	** Polystyrene containers	Landfill	Waste water	No bin – special disposal needs
	Other?		Other?	
	Other?		Other?	

** Refer to low waste event guidelines for legislative guidelines

Avoiding waste:

How will you avoid generating waste?

Recovering waste:

How will you recover waste that is generated by your event?

Protecting from waste:

How will you protect the environment from the waste your event generates?

Legislation:

How will you meet State and National legislative requirements, both current and upcoming?

City Requirements:

Tick to confirm you have met the requirement

<input type="checkbox"/>	Attached is my site map, including bin locations
<input type="checkbox"/>	I confirm balloons are banned from my event
<input type="checkbox"/>	I understand existing public bin infrastructure is not designed for or applicable to events use

Waste Generation Estimates:

A. No. Patrons	B. No. Days	C. Waste Volume	D. No. Std Wheelie Bins
Qty	Qty	Litres (AxB/100 x 240) Kgs (AxB/100 x 70)	(AxB/100)
Eg. 500	Eg. 2	Eg. 2,400 litres Eg. 700 kgs	Eg. 10 (5 x bins emptied daily)

Landfill	Recycling	FOGO	Specialist
No. Bins (Answer D x25%)	No. Bins (Answer D x20%)	No. Bins (Answer D x50%)	To be disposed (Answer C x5%)
Eg. 2.5	Eg. 2	Eg. 5	Eg. 120L / 35kg

Waste Infrastructure:

Service provider:

Please confirm who your service provider/s will be

--

Please confirm the type, quantity, collection frequency of bins.

Bin type	Bin Qty	Collection frequency

If you would like to order the City's event bins -

City of Bunbury Services	No. Items
240L FOGO	
240L Recycle	
240L Containers for Change	
240L Landfill	
Low waste event - box trailer hire	

Designated waste stockpile area/bin monitors/litter pickers:

If you will have to empty bins during your event you will require a designated waste stockpile area. To prevent bins overflowing or being contaminated, you may need to consider employ of bin monitors. To prevent littering, you may need to consider employ of litter pickers.

If incorporating these aspects, please provide details

Stockpile areas	
Bin monitors	
Litter pickers	