



City of
Joondalup

Community Waste Guide

Events at City facilities

Community facility waste systems

City community facilities are equipped with internal 80L bins lined with black bin liners for general (non-recyclable) waste generated during your hire. Community facilities are not cleaned after every hire so there may be some waste in the bins when you arrive. Hirers are required to leave the facility in a clean and tidy condition. This includes emptying and relining any internal bins filled during your hire, and disposing of full bags in the external bins provided.

Most community facilities do not offer recycling systems due to the high prevalence of contamination. This document outlines how to manage your waste sustainably during your event at a City facility, organised by waste type.



Contents

Community facility waste systems	1
1. Co-mingled recycling	3
2. Containers for Change	4
3. Organic waste	5
4. General waste	6
Communicating your sustainable waste system	7

1. Co-mingled recycling

Co-mingled recycling is a mixed recycling stream taking paper, cardboard, glass, steel, aluminum and rigid plastic – this is what is accepted into your yellow lid recycling bin at home. Materials need to be clean and loose to ensure they can be recycled effectively.

Capturing recyclables: Use cardboard boxes, large storage containers or reusable bags to capture recyclables during your hire.

Signage: Attach signage to or above the recycling vessels to encourage sustainable waste disposal. Collect waste stream stickers from the Joondalup Administration Building reception or download and print your preferred signage [here](#).

Disposal: As few facilities have on-site recycling bins, you should plan to take recyclables home.



Hot tip

Check with other event attendees prior to the event if they can take home some recyclables to lighten the impact on a single household.





2. Containers for Change

Containers for Change is Western Australia's container deposit scheme, offering a 10 cent refund for every eligible drink container returned. The program encourages recycling and reduces litter by giving our containers a monetary value—turning waste into a resource. You can choose to donate your refunds to a community group or charity, set up your own member number to have funds deposited directly into your bank account, or simply receive a cash refund on the spot.

Capturing 10c containers: Use cardboard boxes, large storage containers, pop-up bins or reusable bags to capture 10c containers during your hire. Visit the **[Containers for Change shop](#)** to purchase a variety of Containers for Change bags.

Signage: Attach signage to or above the vessels to encourage sustainable waste disposal. Download and print your preferred signage **[here](#)**.

Disposal: Take your containers to your local Containers for Change drop-off point. You can find your nearest **[here](#)**. Set up a **member number** to raise funds for your community group or choose to support a charity by using their member number.

3. Organic waste

Often at catered events there is organic waste and food leftovers. Plan ahead to help reduce food waste to landfill.

Tips to avoid food waste:

- Bring spare food storage containers and freezer blocks to transport leftover food home post-event (you can even suggest this to all event goers so others can take a goody bag home).
- Use the fridge and freezer in the facility to store food until it is time to eat. Ensure leftovers are promptly placed back in refrigerated storage after service.
- Adjust catering volume based on confirmed attendee numbers in the days leading up to the event.

Capturing organic waste: There will naturally be organic scraps produced during your event. Prior to the event, consider asking attendees if they have a home compost, worm farm, bokashi or chickens, and whether they would be willing to take home suitable organic scraps. This can help you plan for capturing organic waste and diverting it from landfill.

A large yoghurt or ice cream tub can be used to collect food scraps during the event.

Alternatively, an attendee with an existing earth-cycling system may be able to provide a suitable container, such as a compost caddy or lidded bucket, for use during the event.

Signage: Print and attach appropriate signage for your earth-cycling option. A suitable option for composting can be found [here](#).



4. General waste

General waste is all non-recoverable waste produced at the event. Please note hazardous waste, for example batteries (or items containing a battery) and aerosols, cannot be disposed of in general waste bins. These items must be taken to an appropriate **drop-off point**.

Capturing waste: Use the bins provided within the facility for non-recoverable waste. If you expect your event to generate a large volume of waste, bring extra bin bags for overflow.

Signage: Attach temporary signage to the venue internal bins using Blue Tac to encourage sustainable waste disposal. Download and print your preferred signage **here**.

Disposal: Place full waste bags in the larger external bins at the facility. Please remember that there may be hirers after your booking so bring spare bin liners to re-line any internal bins emptied during your hire. Do not overfill the facility bins – lids must be able to close fully. Take home excess waste which doesn't fit in the facility bins to help prevent litter issues.



Hot tip

Loan our **Reusable Party Kit** from Woodvale Library to reduce disposable service ware waste during your event.



Reusable Party Kit

Communicating your sustainable waste system

To support optimal waste disposal outcomes, it is important to inform attendees about the waste system before the event or at its commencement. This can be included in housekeeping announcements, newcomer inductions or venue tours. If your event runs regularly, consider sharing this information in ongoing communications such as eNewsletters.

This guide is most relevant to events with under 50 attendees. For larger events, please review the **Better Practice Waste and Recycling Management at Public Events Guide** and reach out to our Waste Sustainability and Education Officer via **info@joondalup.wa.gov.au** for consultation regarding event waste management.



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This document is available in alternative formats upon request.