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| Responsible Directorate | Infrastructure |
| Responsible Business Unit/s | Waste and Fleet |
| Responsible Officer | Manager Waste and Fleet |
| Affected Business Unit/s | Waste and Fleet Recreation and Leisure Customer and Communications |

Objective

This policy identifies the City’s commitment to community groups and community organisations, for events held in the City of Stirling with the provision and collection of temporary bins.

Scope

This policy covers all sanctioned events held on land under the control of the City. The policy also encompasses Best Practise Waste Management principles regarding collection of General Waste and Recycling, diversion of waste from landfill and the City’s Waste Management Plan 2019 – 2024.

Policy

For Functions and Events on City Recreation Reserves

1. Extra bins can be requested by event organisers at City Recreation Reserves where organised events are to be held and large crowds are expected to attend. All requests for the hire of bins or additional bins will be made through an Event Application Form. Contact the City at 9205 7015 to speak to a waste officer or waste.services@stirling.wa.gov.au.
2. The cost of providing the extra bins will be invoiced to the event organiser unless otherwise exempted by Manager Waste & Fleet upon application. Not-for Profit organisations seeking a fee exemption will be required to provide proof of not-for-profit status either by way of their Project Charter or Registration for not-for-profit with ATO.
3. A portion of these bins may be dedicated recycling bins. For less than 10 general waste bins the City believes a small portion should be allocated to recycling. Greater than 10 general waste bins the City’s expectation will be for a portion to be used as recycling bins, quantity to be determined by the City upon application.

Criteria

- 1 The need for extra bins at any City recreation reserve will be determined by Recreation and Leisure Services and / or Arts and Activation in conjunction with Waste & Fleet Business Unit.
- 2 Waste & Fleet will deliver the bins to the recreation reserve on the first available working day prior to the event, and collect them from the drop off point on the first available working day after the event.
- 3 The waste collected in the bins will be removed by the City. Any applicable fees and charges will be passed on to the organiser. Any recyclable products gathered in recycling bins will become property of the City.

- 4 Any bins determined to be stolen, lost or damaged beyond repair will incur fees and charges in accordance with the current annual Waste & Fleet schedule of fees. The City will raise an invoice to be sent to the event organiser to recover the costs of identified stolen, lost or damaged bins.

For Schools, Charitable and Community Groups Events on Land other than City Recreation Reserves

1. The City will make available for hire, bins at fund raising functions organised by schools, charitable and community groups who are based in the City where the event is held within the City.
2. Schools, charitable and community groups that hire bins from the City must complete an Event Application Form.
3. A portion of these bins may be dedicated recycling bins. For less than 10 general waste bins the City believes a small portion should be allocated to recycling. Greater than 10 general waste bins the City's expectation will be for a portion to be used as recycling bins, quantity to be determined by the City upon application.
4. A delivery and collection fee will be charged for all bins delivered and collected by the City. All service fees are set in the City's Annual Budget

Criteria

1. All requests for the hire of bins will be made through an Event Application Form. Contact the City at waste.services@stirling.wa.gov.au or 9205 7015 to speak to a waste officer.
2. The need for extra bins at any City recreation reserve will be determined by Recreation and Leisure Services, Arts and Activation in conjunction with Waste and Fleet Business Unit.
3. An indemnity form will be posted to the "organiser's" representative for completion. The indemnity form must be returned to the City prior to the issue or delivery of any bins.
4. An invoice for the hire of the function bins will be issued to the "organisers" representative:
 - It will be the "organisers" responsibility to nominate an accessible and secure delivery place for the bins. The organiser is responsible for the placement of bins across the event area.
 - The "organiser" will be responsible for the care of the bins from the time and place of delivery
5. The bins will be collected from the original drop off point on the first working day after the hire period.
6. Costs incurred by the City for the collection of bins, disposal of waste and cleaning of bins will be charged to the "organiser".

For Non Charitable/Commercial Events on Public, Private Property or City Recreation Reserves within the Municipality

All requests for the hire of bins will be made through an Event Application Form. Contact the City at waste.services@stirling.wa.gov.au or 9205 7015 to speak to a waste officer.

The provision of bins for the collection of recyclables and general waste generated at organised events held on public, private property or recreation reserves within the City will be facilitated as a normal trade waste function with full cost recovery as per the adopted annual schedule of fees.

Definitions

Council land means land under the care, control and management of the City.

Not-for Profit - An organisation that does not operate for the profit, personal gain or other benefit of particular people

Community Group – Community groups can be formal or informal groups of people coming together. They usually have structure, rules or become a legal entity which is done by becoming an incorporated group. Through incorporation, the organisation becomes a legal body. However sometimes community groups can be just an informal association.

Relevant management practices/documents

Event Application Form

Legislation/local law requirements

Local Government Act 1995

City of Stirling Local Government Property Local Law 2009

City of Stirling Thoroughfares and Public Places Local Law 2009

City of Stirling Waste Management Local Law 2010

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| Relevant delegations | Not applicable | | |
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| Next review due | Date 2021 | | |