



# Event Waste Management Planning Tool

SHIRE OF  
**MANJIMUP**

*Work through this Event Waste Management Planning Tool and once complete, forward a copy to the Shire of Manjimup Waste Management Officer who will provide feedback and may be able to assist with final preparations.*

1. EVENT DETAILS	
Name of event	
Date(s) of event	
Venue(s) of event	
Number of patrons expected	
2. EVENT ORGANISER DETAILS	
Name of Event Organiser	
Event Organiser phone	
Event Organiser email	
3. EVENT WASTE COORDINATOR DETAILS	
<i>(Your event must have a nominated Waste Coordinator, even if you contract a waste collection service provider. The Event Organiser can also fill this role. In this case, write "Event Organiser as above" in the first space and proceed to Section 4)</i>	
Name of Event Waste Coordinator	
Event Waste Coordinator phone	
Event Waste Coordinator email	
4. PROVISION OF EVENT WASTE MANAGEMENT SERVICES	
Will event waste be managed by a contracted waste collection service provider?	<input type="checkbox"/> YES If YES, then who? (go to Section 6)
	<input type="checkbox"/> NO (go to Section 5)

## 5. WASTE & RECYCLING RECEPTACLES

*It is important to plan to have an adequate number of waste receptacles (bins) available, whether for general waste or recycling. For larger or longer events, you will also need to plan for bins to be emptied during your event as well as after the conclusion of the event.*

*As a rough guide, for every 100 people attending the event for one day (or part of one day), up to 280 kg of waste may be generated. One 240 litre wheelie bin can hold up to 70 kg of waste (whether general waste or recyclables), therefore 280 kg of waste will require at least four wheelie bins.*

*For most public events it is likely that recyclable materials will comprise about two-thirds of all your event waste, so plan for numbers of recycling and general waste bins accordingly.*

<b>Number of event patrons (A)</b>	(from page 1)	patrons
<b>Number of event days (B)</b> (count any part days as 0.5)	(from page 1)	days
<b>Number of patron-days (C)</b>	(multiply A x B)	patron-days
<b>Amount of waste likely (D)</b>	(= 280 x C / 100)	kg
<b>Number of 240 litre wheelie bins required (E)</b>	(= D / 70)	bins
<b>Number of recycling bins required (F)</b>	(= 2 x E / 3)	recycling bins
<b>Number of general waste bins required (G)</b>	(= E - F)	general waste bins

**NOTE:** The Shire may be able to provide up to 8 recycling bins and 4 general waste bins (advance booking required). If your F value is greater than 8, or if your G value is greater than 4, you will need to source additional bins or have a bin emptying plan in place.

## 6. DESIGNATED WASTE STOCKPILE AREA

*If you will have to empty recycling or general waste bins during your event you will require a designated waste stockpile area.*

<b>(a) Will event bins (recycling or general waste) require emptying during event?</b>	<input type="checkbox"/> YES	If YES, then the designated waste stockpiling area must be clearly marked on your event site plan. (go to Section 6 b)
	<input type="checkbox"/> NO	
<b>(b) If you answered YES to the previous question, then do you have a plan for how you will empty bins during the event?</b>	<input type="checkbox"/> YES	
	<input type="checkbox"/> NO	If NO, then you will have to have to justify your answer before your Event is approved.

## 7. WASTE TYPES AWARENESS

***In order to best manage waste generated by your event you will need to have an awareness of what types of waste might result from the activities of the event. Tick the waste types likely to be generated at your event. You must have a suitable means of collecting and containing each type of waste. (e.g. wheelie bins must not contain liquid or hot waste.)***

- |  |   |
|--|---|
| <input type="checkbox"/> co-mingled recyclables (clean flat paper & cardboard, plastic containers, glass bottles & jars and metal cans (steel, aluminium, tin) | <input type="checkbox"/> other liquid wastes                                      |
| <input type="checkbox"/> food wastes - cooked or raw   | <input type="checkbox"/> used paper or plastic plates, cups, cutlery              |
| <input type="checkbox"/> plastic wrapping and plastic bags   | <input type="checkbox"/> bulky waste not able to be put into 240 litre bins       |
| <input type="checkbox"/> cigarette butts   | <input type="checkbox"/> hot solid waste (coals, ashes)                           |
| <input type="checkbox"/> animal wastes   | <input type="checkbox"/> hot liquid wastes (cooking oils)                         |
| <input type="checkbox"/> scattered paper (streamers or confetti)   | <input type="checkbox"/> disposable hot beverage cups (e.g. takeaway coffee cups) |
| <input type="checkbox"/> hazardous wastes (batteries, glo-sticks etc)  | <input type="checkbox"/> fluorescent light tubes or other light globes            |
| <input type="checkbox"/> oils - cooking or other   | <input type="checkbox"/> waste water (e.g. from dish or car washing)              |

## 8. SAFE TRANSPORT OF WASTE TO DISPOSAL FACILITY

***All recyclable or general waste will have to be transported to a proper disposal facility after your event. You will need to have a means of transporting your waste securely. You will need to decide which facility you will be taking waste to and what days and times that facility is open. You will need to plan for the safe lifting and unloading of heavy bins. Unless you have a formal exemption from tipping fees for this event, you will need to have sufficient cash funds to pay tipping fees on arrival at the waste facility.***

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | secure transport arranged (suitable vehicle or trailer), tie down straps, tarp or cover adequate to prevent any loose waste items from falling / being blown off during transit. |
| <input type="checkbox"/> | waste will be taken to <b>MJP</b> <b>PMB</b> <b>NCF</b> <b>WLP</b> <b>waste facility</b> (circle one)  |
| <input type="checkbox"/> | the waste facility will be open at ..... AM / PM on ..... after the event  |
| <input type="checkbox"/> | we have adequate people / equipment to safely lift and unload wheelie bins full of waste   |
| <input type="checkbox"/> | we have a formal exemption from tipping fees for this event<br><u>OR</u>   |
| <input type="checkbox"/> | we will have adequate cash funds to pay all tipping fees on arrival at the waste facility  |

## 9. EVENT WASTE MANAGEMENT CHECK LIST

### Event Application

- under Waste Management, have considered requesting additional Shire of Manjimup event bins (for co-mingled recyclables and general waste)
- have shown a clearly delineated waste stockpile area on the Event Site Plan

### Event Waste Coordinator

- have appointed an Event Waste Coordinator

### Event bins

- have calculated number of bins required (Planning Tool, Section 5)
- have booked bins in advance (if required) through the Shire Events Liaison Officer or Waste Management Officer
- have trailer or tray back of suitable size to transport all bins
- have robust tie-down straps to properly secure load
- have arranged date and time to pick up and return bins
- have planned which Shire waste facility to empty bins at and know when it is open

### Tipping Fees

- have read Shire of Manjimup Policy 9.2.1 and decided whether or not to formally apply for an exemption from tipping fees
  - this event is exempt from tipping fees (i.e. a formal letter of exemption has been received by Event Organiser)
- OR
- this event is not exempt from tipping fees and the Event Waste Coordinator will have adequate cash funds to pay the tipping fees on arrival at waste facility after the event

### Event: before, during & after

- have determined what types of waste this event will generate and have planned to have suitable waste receptacles for all types of waste generated
- have considered the need to have litter pick-up during and after the event
- have considered whether or not to have bins emptied during the event
- have planned for the health and safety of event volunteers handling waste bins

### Reference material (optional!)

- have downloaded a copy of the Guide to WasteWise Community Events (Rivers Regional Council) at [www.wasteauthority.wa.gov.au/publications/waste-wise-events](http://www.wasteauthority.wa.gov.au/publications/waste-wise-events)