

Event Waste Management Planning Tool

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 (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)							
Name of Event Waste Coordinator							
Event Waste Coordinator phone							
Event Waste Coordinator email							
4. PROVISION OF EVENT WASTE MANAGEMENT SERVICES							
	If YES, then who?						
Will event waste be managed by a contracted waste collection service provider?	U YES (go to Section 6)						
	□ 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.

Number of event patrons (A)	(from page 1)	patrons			
Number of event days (B) (count any part days as 0.5)	(from page 1)	days			
Number of patron-days (C)	(multiply A x B)	patron-days			
Amount of waste likely (D)	(= 280 x C / 100)	kg			
Number of 240 litre wheelie bins required (E)	(= D / 70)	bins			
Number of recycling bins required (F)	(= 2 x E / 3)	recycling bins			
Number of general waste bins required (G)	(= E - F)	general waste bins			
NOTE: The Chine may be able to provide up to 0 recupling hims and 4 property worth hims					

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.

(a) Will event bins (recycling or general waste) require emptying	YES	If YES, then the designated waste stockpiling area must be clearly marked on your event site plan. (go to Section 6 b)
during event?	NO	
(b) If you answered YES to the previous question, then do you	YES	
have a plan for how you will empty bins during the event?	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.)									
	cardb	ingled recyclables (clean flat board, plastic containers, glas s and metal cans (steel, alum	ss bottles		other liqu	id wastes			
	food	wastes - cooked or raw			used pap	er or plast	ic plates,	cups, cutlery	
	plasti	c wrapping and plastic bags			bulky was bins	ste not able	e to be pi	ut into 240 litre	
	cigar	arette butts			hot solid waste (coals, ashes)			3)	
	anima	mal wastes			hot liquid wastes (cooking oils)			ls)	
	scatte	ered paper (streamers or cor	nfetti)		•	le hot beve away coffe	• •	os	
	haza	rdous wastes (batteries, glo-	sticks etc)		fluoresce	nt light tub	es or oth	er light globes	
	oils -	cooking or other			waste wa washing)	ter (e.g. fro	om dish c	or car	
8. S/	AFE [·]	TRANSPORT OF WAST	E TO DIS	POS	AL FAC	ILITY			
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.									
		adequate to prevent any loc							
		waste will be taken to	IJP PME	3 N	NCF W	LP was	te facility	y (circle one)	
		the waste facility will be ope	en at	AM /	PM on		8	after the event	
		we have adequate people /	equipment t	to saf	ely lift and	l unload wl	heelie bir	s full of waste	
		we have a formal exemption OR	n from tippin	g fee	s for this e	event			
		we will have adequate cash	funds to pa	y all t	ipping fee	s on arriva	al at the w	aste 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

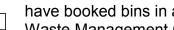
Event Waste Coordinator



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)

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