



**Shire of East Pilbara**

**Factsheet Three: How to develop a Waste Management Plan**

**If you are considering holding an event within the Shire of East Pilbara you should initially contact the Shire's Events Officer who will be able to give guidance on how to proceed. Phone (08) 9175 8000.**

### **Waste Management Plan**

You will need to produce and implement a Waste Management Plan for your event. This is required to minimise the impact of your event on the surrounding area. As events have the potential to draw increased crowds to streets, parks and other public spaces, this puts extra demand on the Shire of East Pilbara's usual public litter and recycling bins and street cleaning services. It is your responsibility to assess your event and arrange for suitable street cleaning and waste collection.

For most events, it is likely that additional rubbish and/or recycling bins will be required. It is important to consider the type and location of litter bins and use recycling options where appropriate.

At the conclusion of the event, all displays and promotional material, excess rubbish and other equipment associated with the staging of your event are to be removed and the area left in a clean and tidy condition. If the Shire of East Pilbara is required to undertake any re-instatement, additional cleaning or removal of rubbish or other materials, you may incur a fee to restore the area to its pre-event condition.

### **Sustainability of Parks and Gardens**

Guidelines have been developed to ensure that events held in specific parks and gardens are appropriate to those locations and that the frequency and size of events do not exceed the carrying capacity of specific parkland sites. To minimise the damage an event may cause to the park, event organisers must provide adequate supervision at the site during bump-in and bump-out and use protective surfaces to reduce compaction and damage to the turf.

The Shire of East Pilbara, reserves the right, where necessary to reduce the number of events in certain areas of a park or garden if those areas have become damaged and exhausted. You will be advised if this affects your booking.

### **Information to be included in a Waste Management Plan**

A typical Waste Management Plan will include:

- The event's name, date, time, venue, coordinating organisation, anticipated number of attendees and description of event activities.
- Whether the event will have on-site or off-site food preparation, alcohol or other beverages available. Outline the number of mealtimes covered by the event, the number of food/beverage and other stalls/outlets.
- Provide contact details of all the relevant individuals involved in organising the event.
- Provide the name of the proposed waste service provider for the event.
- An outline of the waste management strategies that will be adopted
- A site map highlighting the location of bins and bin transfer routes.

You will need to develop a number of waste management strategies which will need to be included in your plan. These could include:

- Strategies to avoid the use of packaging
- How you intend to maximise reusable, recyclable or compostable/biodegradable food and beverage containers
- The provision of highly visual, clearly labelled waste and recycling bins
- Strategy to empty bins before they are full
- Possible safety area to use and dispose of potentially polluting substances
- Storage of used wastewater
- Distances between bins
- Location of bins close to where food will be consumed and entry/exit points

The number of bins you require will depend on the number of attendees, catering provided and alcohol availability. As a general guide expect a minimum of one litre of waste per person per meal.

As an example 1,000 people x 2 meal times = 2,000 litres of estimated waste.

Bin ratio 1 x 240 litre per 50 people.

**To obtain further information on completing your Waste Management Plan contact the Events Officer at the Shire of East Pilbara on 9175 8000.**