



Events Waste Management Plan

Events within the Moira Shire are required to have an effective waste management plan. If you require further information or assistance regarding your Events Waste Management Plan and ways to reduce waste at your event, please contact the Environmental Services department on 03 5871 9222.

Event Details			
Event name			
Venue name			
Venue location			
Event Date	From	To	
Event Time	From	To	
Event Organiser	Name		Phone
Waste Manager	Name		Phone

Is this event reoccurring? Yes No If yes, how often will the event be held? _____

What steps have been taken to minimise waste?

How have you applied the Moira Better Practices Guide for Events?

How have stallholders been encouraged to reduce waste and use recycled packaging?

Bin Details

How do I calculate how many bins are required?

Influences may include:

- Catering areas and expected crowds
- Distance people are prepared to go to use a bin. Bin stations are recommended to be between 3–14 metres apart, as beyond these distances more littering starts to occur
- Type of waste to be produced

Bin requirements estimate example:

50-100 people	+ 1-2 food stalls	= 3 recycle	+ 3 waste
100-200 people	+ 5 food stalls	= 5 recycle	+ 5 waste
200-400 people	+ 10 food stalls	= 8 recycle	+ 8 waste

Bin servicing

Have arrangements been made for bin servicing throughout the event – emptying, cleaning, repositioning?

Yes No Not required Reason being? _____

Event site map

Bin placement is essential for optimal waste management. Placement near food areas and where waste may accumulate will prevent litter.

Bins placed side-by-side and not back-to-back will avoid confusion when bin nearest is approached.

Highlight locations of bin stations including types of bins and bin transfer routes to a collection point.