***THIS IS TEMPLATE IS A GUIDE ONLY AND SHOULD BE ADAPTED FOR YOUR EVENT AS REQUIRED. IT IS NOT IS NOT LIMITED TO THE INFORMATION CONTAINED AND NOT ALL SECTIONS WILL BE APPLICABLE TO YOUR EVENT. PLEASE PROVIDE ANY ADDITIONAL INFORMATIONTHAT MAY ASSIST***

# **WASTE MANAGEMENT TEMPLATE**

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| **WASTE PROFILE** | |
| What type of waste is being generated at the event? (i.e. food waste, packaging, cardboard etc) |  |
| Have you budgeted for bins including removal as part of the event? |  |
| **BIN INFRASTRUCTURE**  To calculate how many bins you require, a rule of thumb is one litre per person per meal. For example, you estimate that you will have 1000 attendees, which will run over two mealtimes:   * 1000 people x 2 mealtimes = 2,000 litres * Divide 2000 by 240L (a standard wheelie bin size) = 8 * You will need 8 bin stations Note: If you empty bins over the day of the event you will require less bin stations. | |
| How many bins does the event need and what size? |  |
| How are you sourcing the bins? |  |
| Where will the bin stations be located across  the site?  *Identify bin stations on site map including where the bins be delivered and collected, collection vehicle’s access* |  |
| **EVENT DAY PROCEDURE AND STRATEGY** | |
| How is waste being managed on the event day? |  |
| How frequently will the bins be serviced/emptied during the event? |  |
| How are you disposing of the waste post event? |  |
| **STRATEGY** | |
| What actions will be taken to reduce  contamination of recycling bins and  food / organics bins?  *e.g. waste signage, use of volunteers as ‘bin monitors’, waste audit, roving*  *performers, etc.* |  |
| What actions will be taken to avoid single-use plastic waste? |  |
| How frequently will the bins be  serviced/emptied during the event?  *e.g. number of times bins collected per day/night* |  |
| Provide information on the management of the bins throughout the event to avoid bins overflowing and wind-blown rubbish.  *e.g. staff, roster, where the waste will be stored prior to collection, etc.* |  |
| Provide information on each waste contractor, the facilities where the three separate waste streams will be going for processing, and what each bin can accept based on the recycling processor and the organics processor – provide company names.  *Note: May be separate contractors for each stream or the same* |  |
| What other waste facilities are required (liquids/ greywater)? How will greywater and oils will be managed?  *e.g. greywater collection tank will be supplied* |  |
| What litter management actions will be taken?  *e.g. litter volunteers, roving litter entertainers cleaning staff, etc* |  |
| How will the event waste management be communicated to stallholders/volunteers/attendees?  *e.g. signage* |  |
| What other waste strategies are to be implemented?  *e.g. incentives to reduce waste, dishwashing station promotion of BYO reusable cutlery.* |  |