Waste management plan – example document

Bins and waste management equipment must be positioned strategically and regularly maintained.

Waste management before and during the event (This list of actions is a guide only)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action** | | | **Who** | | | |
| Bin delivery: | | |  | | | |
| Date bins are being delivered | | |  | | | |
| No. of 240 litre wheelie bins | |  | No. of recycling bins | | |  |
| No. of skip bins | |  | Capacity | | |  |
| Collection schedule | | |  | | | |
| Contractor or person removing waste |  | | | Contact Number |  | |
| **Action** | | | **Who** | | | |
| Educate/remind stallholders as necessary | | |  | | | |
| Monitor waste & recycling bin content quantities | | |  | | | |
| Arrange collection schedule | | |  | | | |
| Bin monitors – e.g. volunteers, | | |  | | | |
| Disposal/replacement of full bins during the day | | |  | | | |
| Ground litter collection during the event | | |  | | | |

Bin banks

Council has bin banks in key locations, which are available for hire at a small cost. These five (5) 240 litre bins may be placed in the most appropriate areas of your events. Once the event is finished, they must be returned to the bin bank and the bin bank locked, ready for collection.

**Waste management after the event** (This list of actions is a guide only)

| **Action** | **Who** | **When** |
| --- | --- | --- |
| Dismantling of waste stations |  |  |
| Clean up of site |  |  |
| Collection of various material streams |  |  |