

Waste Management Plan

Guidelines for community events in Ipswich

Ipswich City Council is committed to reducing the amount of waste going to landfill. However, it is important that any recycling bins provided at public events are adequately monitored to ensure only the appropriate material is placed in the recycling bins. Without a considered management plan in place and the provision of adequate resources it is very difficult for event managers to control contamination levels in yellow-top bins (recycle).

The aim of any Waste Management Plan should be to reduce, reuse and recycle, to provide for the efficient and safe removal of waste and to discourage litter at community events.

A Waste Management Plan is a requirement for provision of any Council waste services at events.

What to consider when developing your plan

The types of waste that will be produced will determine what types of bins you will need. Events where food and drink is provided or can be purchased will need more bins than an event that does not.

A recommended minimum requirement is one red-top bin (general waste) and one yellow-top bin (recycle) per waste station. Sufficient monitoring is needed to manage the yellow-top bins (recycle) at the waste stations. Yellow-top bins (recycling) should never be located without a red-top bin (general waste) beside it.

Waste stations should be located near eating areas, exits and entrances. Most people are unlikely to walk more than 20m to dispose of their waste or recycling.

Guide to number of bins required at events

As a guide you should expect a minimum of two litres of waste per person per meal.

For example:

1,000 people x 2 meal times x 2 litres of waste = 4,000 litres of estimated waste

Divide 4,000 by 240 litres = 16 wheelie bins [you will need 16 red-top bins (general waste) and 16 yellow-top bins (recycle)]

Prior and post event

Research indicates that people are more likely to litter if the venue is already unclean. To minimise the amount of litter at your event, do a clean-up of the site prior to the event.

Contamination of recycling bins can occur during the clean up after the event has finished. To avoid contamination of recycling bins, remove them before pack up commences.

The site must be cleaned at the end of the event to ensure the venue is in the same state as it was before the event.

A template for the Waste Management Plan is provided overleaf. A map of the site with locations for placement of bins and the bin collection area for waste and recycling trucks will need to be submitted with the Waste Management Plan.

Community Event

Waste Management Plan Template

Name of event:

Date:

Time:

Venue:

Organisation holding event:

Waste Management Contact:

Mobile Phone Number:

Anticipated crowd capacity:

Please indicate the type of waste that may be produced:

Recycling

- Cardboard boxes
- Milk and juice cartons
- Plastic drink bottles
- Aluminium drink cans
- Other: please specify _____

Waste

- Waxed products - cups and boxes
- Straws, polystyrene and plastic bags
- Glass, ceramics, pyrex, light bulbs
- Lolly wrappers and chip packets
- Food waste

Number of bins required: Waste bins _____

Recycling _____

Example

1,000 people x 2 meal times x 2 litres of waste = 4,000 litres

Divide 4,000 by 240 litres = 16 wheelie bins [16 red-top bins (general waste) and 16 yellow-top bins (recycle)]

How will recycling bin contamination be managed?

Please attach a plan for reducing contamination of recycling bins.

Who will monitor recycling bins for contamination of food and general waste?

How and where will waste/recycling be removed to for convenient and safe collection by trucks?

Please ensure that every Waste Management Plan has an accompanying site map with locations of the waste bins and the bin collection area for waste and recycling trucks highlighted on the map.