

Complete steps 1 to 4 before your event, then use this plan to record your results during and after the event.

AN HOUR OF FREE ADVICE IS AVAILABLE TO HELP YOU COMPLETE THIS PLAN – CONTACT RETHINKWASTE@NCC.GOVT.NZ

Name of event: _____

Event Organiser : _____

Contact Name: _____

Email: _____ Mobile: _____

Date/time: _____ Venue: _____

Expected numbers: _____ Food vendors Yes or No: _____

Pre-Event Planning

1

STEP ONE – What waste can you plan out of the event? You could....

- For smaller events, go re-usable – book a wash station or set up your own
- Ban/reduce plastic straws and cutlery, single use water bottles, polystyrene, juice cartons etc
- Incentivise reusable cups, reusable bags, refillable drink bottles
- Provide free tap water/bottle refill stations

Tip!

A DIY washing system is ideal for a small event of up to a few hundred people. It's super easy, see our **'Reusables Guide'**.

2

STEP TWO - Identify event waste

E.g. waste streams from customers buying food, merchandise, etc at the event

Refer to 'Appendix Four Packaging Guidelines' for descriptions of packaging/waste types



Tip!

Lids usually can't be recycled and should go in the waste bin.

Type of waste (delete if not applicable)	Estimated number of wheely bins or volume of waste	Action to be taken (compost, recycle, dispose, other - describe)	Which organisation will process the waste? (industrial composter, waste service provider, etc)
Glass bottles (lids removed)			
Aluminium and tin cans			
Plastic containers 1, 2 and 5 (clean, lids removed)			
Paper, cardboard (clean)			
Food scraps			
Compostable single use items – brand/type must be approved by compost service provider so please check in advance of your event.			
Other, e.g. liquid leftovers, bones, shells, unrecyclable plastic etc			



Don't forget to check what back-of-house waste you may also have, eg, waste from setting up and packing down, and waste generated by performers and crew.



3

STEP THREE - Checklist > Before the event (Tick as applicable when completed)

- Vendors' Guidelines sent and vendors have signed the **'Vendors Waste Minimisation Agreement'**
- Create site map including all Bin Stations, Water Refill Stations (if applicable) and Bin Hub locations (for larger events)
- Bins (for recycling, compost, and waste) hired
- Person responsible for waste minimisation plan supervision on the day identified and briefed
- Staff and/or volunteers recruited, see **'Staff and Volunteers Guide'**
- Signage for Bin Stations ready (see **Appendix Two**)
- Script provided to MC to advise visitors what to do with their waste, importance of waste reduction for event, etc
- Waste minimisation message included in pre-event posters and promotion, e.g. bring your own bottle, etc
- Organise logistics for waste volunteers e.g. gloves, vests, lanyards, hand sanitiser, sun shades, koha, food, etc
- Contact volunteers and send Health and Safety (H&S) advice and general information on what to expect on the day
- If applicable, well signposted drinking water/bottle refill points organised



During the Event

Checklist > On the day

- Bin Stations set up with clear signage – make sure your main bin station is close to the food vending area/s
- Bin Hub set up for full bins/bags and spare bags/bins available to staff/volunteers (for larger events)
- Vendors audited to check that their packaging complies with the event plan
- Staff and volunteers briefed, including H&S training, provided with gloves, vests, etc
- MC briefed
- Public bins covered (if applicable) with signage directing visitors to event waste minimisation stations
- Other

Any learnings on the day? Make a note here for the next time:

After the Event

Types of waste and waste collection

For each waste type calculate the total volume by using the volume of each bin multiplied by the number of full bins. If applicable do a separate waste audit for the BOH area to the FOH. When you fill in this table you should be able to identify what percentage of your event waste was diverted from landfill – don't forget to celebrate and tell the story to your visitors after the event.

Type of waste	Type of bin (e.g. 240 ltr wheely bin)	Total number of bins	Total litres (or weight if you prefer)
Compostable items			
Food scraps (if separate from the above two categories)			
Recycling – mixed cans, plastic and paper (or separate quantities – see below)			
Recycling - cans			
Recycling – plastics 1, 2 and 5			
Recycling – cardboard and paper			
Glass bottles (lids removed)			
Other waste			

Waste Management Providers

Here is a list of waste and recycling/compost service providers:

Waste Service Provider	Contact	Area Serviced
CAN PLAN	canplan.co.nz 03 547 0642	Nelson, Richmond, Brightwater and Motueka
Enviro Waste	envirowaste.co.nz Audrey.Barron@envirowaste.co.nz 03 547 0662 • 0800 240 120	Nelson and Tasman
Nelmac / Betta-Bins	nelmac.co.nz service@nelmac.co.nz 0800 635 622 • 03 546 0910	Nelson up to Teal Valley; Tasman to Three Brothers Corner
Smart Environmental	smartenvironmental.co.nz thodgson@smartenvironmental.co.nz 0800 424 990 • 021 224 1280	Nelson and Tasman
Waste Management	wastemanagement.co.nz cfitzgerald@wastemanagement.co.nz 03 548 1166 • 027 442 8407	Nelson, Motueka and Wakefield
Compost Service Providers	Contact	Types of Waste Accepted
Community Compost	communitycompost.co.nz info@communitycompost.co.nz 027 777 7301	Food scraps.
Green Waste to Zero	18 Cargill Place, Richmond, Nelson 03 544 8857	Please contact Green Waste to Zero before your event to check what type of waste and compostable products they are able to accept.

Inclusion of information about waste service providers does not in any way imply Council endorsement, and Council is not responsible for the accuracy of the information provided. If you wish to have information added or corrected, please email rethinkwaste@ncc.gout.nz.



How to set up your Bin Stations

Once you've done your plan, you will know what type of bins you need, e.g. compost (green sign and lid), recycling (yellow sign and lid), waste (red sign and lid). An easy solution for glass is to use blue recycling crates.

A rule of thumb for waste generation at events is one litre per person per meal.

You can either have a larger number of bins or work with bin liners and change the liners once a bin is full (this will reduce the number of bins needed). Unattended bins should be away from public access. So if you park up spare bins, think about where to put them.

Ideally your bins will be staffed, to help people put their waste into the correct bin. This way you can educate your event visitors as well as keep your waste streams clean.

A list of waste, recycling and compost providers is in **Appendix One**. Event Waste Minimisation Resources are available on loan free of charge for a trial period of six months from October 2022 - on a first come, first served basis. Please contact contact.wastenomore@gmail.com for information.

Site planning

A site map is particularly helpful to allocate the Bin Stations strategically. Bin Stations are useful near food vendors, entrances and exits and maybe towards bathrooms. Flags and signs help for visibility. The Bin Stations should be no farther than 25-40 metres from each other.

Make sure your Bin Stations are easy to find and easily visible, that they all look the same and are consistently signed. You can download signs from here (nelson.govt.nz/reducing-waste-at-events).

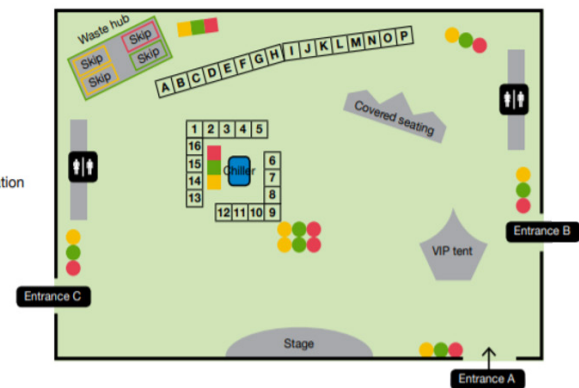
Make sure all Bin Stations collect all the waste streams you're expecting.

Think about crowds forming or people sitting down and make sure that people can still access the Bin Stations. Relocate them if needed.

Example site plan:

Key

- Waste station
- Back of house waste station
- Toilets
- Food vendors
- Market stalls



Bin Station Setup



Bin Stations

To ensure event-goers put their waste items in the correct bin, it is important to have your rubbish, recycling and/or composting bins grouped together to form a waste station - with clear signage.

It also helps to have a person at each station educating people on which bin to put their waste in. This prevents contamination, which ensures the recycling and composting does not end up in landfill. Volunteers may be able to help with this - please see the **Staff & Volunteers Guide**.

Remember to provide shade for your bin station volunteers.

Permanent public waste bins

If your event site incorporates public bins, you may need to cover these so that you are capturing all of your event's waste.

You may be able to borrow/hire public bin covers. Email contact.wastenomore@gmail.com



Health & Safety Guidelines for Waste Minimisation at Events

The following are the potential risks your Waste Minimisation crew can be exposed to before, during and after the event.

Please use this information to brief your staff and volunteers on the potential hazards and how to control and/or mitigate them.

Please also assess these risks and include them in your event health & safety plan as appropriate.

You could have the crew sign this document after the debrief.

Task	Risk	Control Method
Delivery to venue/unload materials, such as bins, crates, flags, bin colored hoods	<ul style="list-style-type: none"> • Materials stacked unsafely/unsecured • Vehicle/public collision 	<ul style="list-style-type: none"> • Stack and secure materials safely • Cone area if needed • Designated unloading/loading area • Awareness of other personnel on site • Communication to public/other personnel on site • Respect maximum speed at all times • Make eye contact with people when approaching them, if possible
Set up stations	<ul style="list-style-type: none"> • Cars circulating on site • Heavy lifting 	<ul style="list-style-type: none"> • Wear hi vis • Make eye contact with drivers • Manual handling technique and maximum of 20kg, handle between two people (see note below)
Overseeing station during the event	<ul style="list-style-type: none"> • Contact with leftover food • Broken glass • Changing a full bag for a new one • Interaction with aggressive public 	<ul style="list-style-type: none"> • Wear gloves • Wash hands regularly • Avoid contact with face • Handle materials safely • Use brush and dustpan to collect broken glass • Do not lift upwards. Lay the bin down and pull the bag parallel to the ground • Be friendly • Don't engage with aggressive behaviour • Step aside, call person in charge

Task	Risk	Control Method
Pack down stations	<ul style="list-style-type: none"> • Running into people while transporting bins, crates, flags, signage, etc. • Heavy lifting of bags, crates, boxes • Contact with sharp elements/fluids/left overs while sorting the different waste streams • Transporting full wheelie bins 	<ul style="list-style-type: none"> • Wear hi vis • Communicate you are coming through • Postpone activity until venue is clear • Manual handling technique and maximum of 20kg, handle between two people • Wear gloves • Do not lift wheelie bins. Use handles to push them on their wheels
Storing/stacking and/or removing materials from site	<ul style="list-style-type: none"> • Materials stacked unsafely • Heavy lifting of bags/crates/boxes • Vehicle/public/collision • Running into people while leaving venue 	<ul style="list-style-type: none"> • Stack and secure materials safely • Cone area if needed • Manual handling technique and maximum of 20kg, handle between two people • Designated unloading/loading areas • Awareness of other personnel on site • Communication to public/other personnel on site • Respect maximum speed at all times • Make eye contact with people as approaching them, if possible

Note: Manual handling technique

- Stand reasonably close to the load, feet hip-width apart with one foot slightly forward pointing in the direction going forward.
- Knees should be bent while maintaining good posture.
- Get a secure grip on the load and use handles if provided.
- Breathe in before commencing the lift.
- Carry out the lift smoothly using the legs to take the strain, keeping the back straight, chin up, and arms close to the body.
- Step off in the direction the advanced foot is pointing, keeping the load close to the body.
- If necessary, stop for rests.
- Avoid any jerky or twisting movements to avoid back/body strain



Vendor Packaging Guidelines

COMPOSTABLES AND FOOD SCRAPS

Please check with compost service providers what type of waste and compostable products they are able to accept.

RECYCLING

(if items are not empty and clean or rinsed, they must go to landfill)



All other items should go to landfill so please try to design as much waste as possible out of your event at the planning stage.