

Waitomo District Council



Event Waste Management Guide



Key actions you can take for waste minimisation at your event

Key actions are essential for measuring success. It is important to consider the kind of measurement that will be possible, what data can be collected, and any systems that may need to be put in place at the outset of your event to enable data collection. The majority of waste at an event comes from the waste materials generated by food and drink vendors.

The following actions will help to reduce the quantity of waste generated at your event.

A)	Identify opportunities for and commit to Waste Minimisation	Check Box
1.	Has your event made a commitment to the reduction of waste?	<input type="checkbox"/>
2.	Can different types of waste on-site be: reduced, recycled or reused?	<input type="checkbox"/>
3.	Have waste targets been set for the event?	<input type="checkbox"/>
B)	Prepare a Waste Reduction Plan	Check Box
1.	Have you prepared a Waste Reduction Plan for your event?	<input type="checkbox"/>
2.	Is the Plan complete and does it identify potential waste materials and causes?	<input type="checkbox"/>
3.	How will these be managed?	<input type="checkbox"/>
C)	Prepare a Site Plan	Check Box
1.	Identify the location of food and beverage vendors.	<input type="checkbox"/>
2.	Identify the best position for signage.	<input type="checkbox"/>
3.	Designate suitable areas where people will eat and drink - making it the best place to place bins.	<input type="checkbox"/>
D)	Appoint a Waste Coordinator	Check Box
1.	Have you appointed a coordinator to manage waste reduction at your event?	<input type="checkbox"/>
2.	Identify and delegate tasks for event.	<input type="checkbox"/>
3.	Appoint volunteers for staffing of recycling stations.	<input type="checkbox"/>
4.	Event profile completed and returned to WDC.	<input type="checkbox"/>
E)	Contract a Waste and Recycling Service Provider	Check Box
1.	Have you supplied them with your site Plan?	<input type="checkbox"/>
2.	Are they able to supply the following services? <ul style="list-style-type: none"> • Quote for Service • Provision of Waste bins • Provision of Signage 	<input type="checkbox"/>

Event Tip:



Clear signage for the waste collection points at your event is very important. Small print is not ideal, so it is better to use the New Zealand Recycling Symbol shown below.

Action list continued over page...

F) Event Management Meeting		Check Box
1.	Communicate event requirements.	<input type="checkbox"/>
2.	All event staff and volunteers know what is required of them for waste reduction systems at your event.	<input type="checkbox"/>
3.	Waste Service provider is aware of the quantity of receptacles required.	<input type="checkbox"/>
4.	Regular updates and communication to event staff, volunteers and service provider.	<input type="checkbox"/>

G) Event Day		
During the event, the focus should be on:		
1.	Overseeing Waste Minimisation activities: for example, ensuring delivery of bin system provided by service provider.	<input type="checkbox"/>
2.	Collection of waste organised, recycling stations are in place and working efficiently and being used correctly by members of the public / visitors.	<input type="checkbox"/>
3.	Engaging public/ visitors in Waste minimisation efforts through signage, loud-speaker announcements and promotional material.	<input type="checkbox"/>
4.	Measuring impacts by collecting key data to demonstrate that targets have been met and aims have been achieved.	<input type="checkbox"/>



The Great NZ Muster 2012

Event Waste Plan

Please complete details of your event on pages 3 - 5 of this Guide.

Organisation and Event Profile:

Name of the organisation managing/hosting the event:	
Contact details for organiser(s) of event:	
Name:	Phone Number:
Address:	Email:
Type of event:	
Sport <input type="checkbox"/> Music concert/festival <input type="checkbox"/> Street Parade <input type="checkbox"/> Promotion/ Competition <input type="checkbox"/> Other <input type="checkbox"/>	
Location of event:	
Date and Duration of event:	
Event Start date:	Event End date:
Expected number of Visitors and Vendors:	
Visitors:	Vendors:
Type of Vendors:	
Drinks <input type="checkbox"/> Food <input type="checkbox"/> Merchandise <input type="checkbox"/> Information <input type="checkbox"/> First Aid <input type="checkbox"/>	

Waste Collection:

What are the potential waste types that will have to be collected? (please tick)	
Glass bottles	Green <input type="checkbox"/> Brown <input type="checkbox"/> Clear <input type="checkbox"/>
Plastic bottles	<input type="checkbox"/>
Aluminium cans	<input type="checkbox"/>
Steel cans (tins)	<input type="checkbox"/>
Cardboard boxes	<input type="checkbox"/>
Paper	<input type="checkbox"/>
Food waste for composting	<input type="checkbox"/>
Paper cups	<input type="checkbox"/>
Coffee cups	<input type="checkbox"/>
Plastic food containers	<input type="checkbox"/>

Waste Collection continued...

Details of recycling bins provided:		
Type of bins:	Size of bins:	Number of bins:

Details of waste bins provided:		
Type of bins:	Size of bins:	Number of bins:

Details of organic waste bins provided (for compost-able waste):		
Type of bins:	Size of bins:	Number of bins:

Calculating how many waste bins will be required:

A rule of thumb for waste generation at events is one litre per person per meal. However this will vary with the type of event.

For example a food and wine event may generate more waste than another type of event so the waste generated per person is often higher.

- If you estimate that you will have 3,000 people at your event, which will run over one meal time. The formula to calculate the approximate waste generation would be as follows:

3,000 x 1 meal time =	3,000 litres of estimated waste =	divide 3,000 by 240 (a standard wheelie bin is 240 litres)
Total = 12.5 So you will need either 12 or 13 bins in order to provide adequate waste disposal during the event.		

There should be 3 bins at each bin station (2 recycling with 1 garbage in between) so you will need approximately 4 bin stations.

Patrons should have access to identical choices at each bin site. The bins should be easily identifiable and consistent in appearance.

Do not place bins in areas where there are likely to be queues and if the placement of bins needs adjusting, adjust as required.

Event Tip:
Clear signage on Recycling bins and Waste bins will assist patrons to dispose of waste appropriately.



Above images are examples only.

Event Site Plan

Please attached to this guide, your event site plan.

The plan is an important planning tool for you and your waste service contractor - who are required to identify the following:

- location of food and beverage vendors
- location of table and chair areas
- the location of all waste and recycling bins
- location of any on-site bins for consolidating recycling and or waste
- location of access points for collection vehicles
- location of waste minimisation and recycling signage

On-site promotion of waste minimisation

Please confirm how you intend to communicate your recycling message.

Event Communications list		Yes	No
1.	Will signs and notices be displayed at the point of sale to prompt event attendees to use the recycling facilities provided?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will all waste and recycling bins be clearly labelled?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Will event celebrities / Master of ceremonies endorse and encourage waste minimisation on-site?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Will event staff or volunteers be used to promote and monitor recycling bin use?	<input type="checkbox"/>	<input type="checkbox"/>
Describe any other waste related promotional activities planned for the event, such as the use of a loudspeaker announcement(s) and event MC interludes etc.			
<p>Other materials:</p> <p>To reduce issues caused by the disposal of various waste types from within a vendor stall/ location (i.e caravan kitchen/ back of food stall) you are required to communicate with all vendors the certain waste material types that are not acceptable at your event. Where this is unavoidable ensure the vendor has processes in place that ensure they take responsibility to remove the materials after the event for recycling or disposal elsewhere. Examples of this include; cleaning chemicals, broken glass,</p>			

Ensure you have completed all sections on pages 3 - 5 and attached your site plan. Please submit this Event Waste Plan to: Waitomo District Council, PO Box 404, Queen Street, Te Kuiti.

Events Waste Audit Template - for use by Event Holder

The following template makes for a simple waste audit that can be carried out throughout the day by your event team. A waste audit is an activity to enable you as the event holder to find out the types and volumes of waste is being generated at your event.

Event Waste Audit		
Event Name:	Date:	Location:

Waste Type	Collection Bin/Type	Total number of bins
General Waste (240 litre bins)		
Glass (240 litre bins)		
Plastic (240 litre bins)		
Paper/ Cardboard		
Compost/ Food Scrap Bins (240 litre bins)		

For each waste and recycling type calculate the total volume using the volume of each bin multiplied by the number of full bins. In estimating the weight you will need to either measure the weight of all bins or take a sample weight of one bin then average and multiply by the number of bins. Knowing the amount and type of waste streams will allow you to provide correct data results.

After the Event

Clean up check

- Check that your vendors have cleaned up the site to be as clean as possible and that they have completed what they were appointed to do.
- Provide volunteers with gloves and bags to collect any excess waste or waste packaging that should be removed from all sites.
- Check with collection service provider that all waste and recycling material has been delivered to the appropriate facilities.



Food Stalls at The Great NZ Muster 2012

Event Tip:
A waste audit will help to highlight areas where changes could be made to improve waste minimisation efforts for future events.

Event Waste feedback form

Your feedback is important to Waitomo District Council (WDC). For WDC to gauge how successful your event was we require you to complete the attached feedback form. Please complete and return to Waitomo District Council.

Event name:	
Name of Organisation holding the event:	

Contact details for event organiser(s):	
Name:	Phone Number:
Postal address:	Email address:

Type of event:
Sports <input type="checkbox"/> Music concert/festival <input type="checkbox"/> Street parade <input type="checkbox"/> Promotion/competition <input type="checkbox"/>
Other:

Location of the event:
Date of the event:

Please provide the quantities of recycling and waste collected at your event (this can be provided from your service provider).

Number and size of bins collected each day	No.	<input type="checkbox"/>
Total quantity of waste collected		<input type="checkbox"/> kgs
Total quantity of recycling collected		<input type="checkbox"/> kgs
Total quantity of organic waste collected		<input type="checkbox"/> kgs
Total of waste diverted from landfill		<input type="checkbox"/> kgs

Please provide any comments regarding the success of waste minimisation at your event.

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Please provide any comments regarding any problems or difficulties you may have experienced throughout the time of the event with regard to waste management.

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Please send your feedback to:
Waitomo District Council
P O Box 404
TE KUITI 3941