

# Event Waste Planning Guide

for events held in Taupō

RESOURCE  
**WISE**  
events

## In this guide

- Overview / step by step planning for your event
- Health & safety advice
- Vendors and packaging advice
- Waste staff, decontamination advice
- Communication
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- Site planning advice
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Why should you as an event organiser or even think about reducing waste to landfill? And how does the world of waste work in NZ?

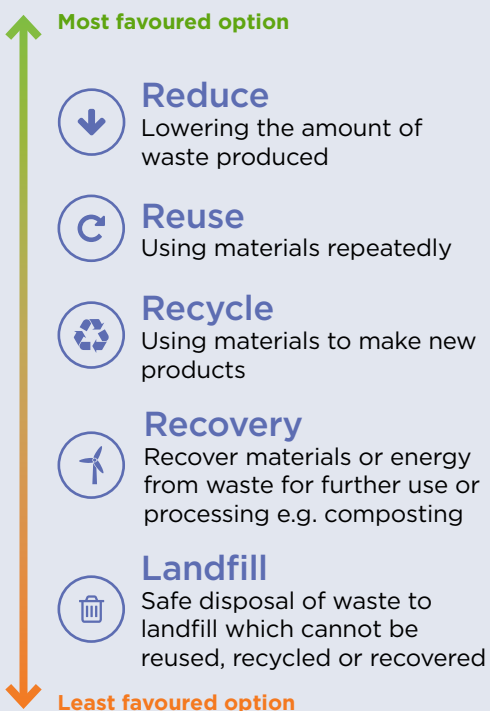


Check out [Beyond the Bin's Let's Talk Rubbish Video: #1 Introduction](#) for an overview of these points.

## HOT TIP!

Use this guide to help complete your TDC Waste Minimisation Questionnaire (WMQ)

When planning for waste minimisation, keep in mind the waste hierarchy:



## Step by step guide

- 1 Communicate with all waste producers to find out the waste types coming on site
- 2 Have someone responsible for waste planning, and waste on the day of event
- 3 Incorporate waste into health and safety (H&S) planning
- 4 Source a waste collector and infrastructure
- 5 Complete a WMQ for approval
- 6 Provide waste stations in sets rather than single bins
- 7 Be clear and consistent with waste signage to prevent contamination in bins
- 8 Collect waste data to promote diversion (set a goal for diversion early in the planning stages)
- 9 Manage litter during and post event
- 10 Promote your success in the media

# Vendors and packaging

## Packaging

### Reusables

In the temporary world of events, being able to sell large quantities of food and beverages quickly in disposable packaging can seem like the only practical option. However, long-lasting, durable, reusable solutions are available and are the most preferred sustainable alternative. Consider the following options:

- Reusable cups that attendees can purchase or pay a bond for. This reduces ground litter and resource required to operate your waste system.
- Organise a system with real crockery - you can wash this onsite or offsite post event (sometimes known as a 'wash against waste' system).
- Encourage attendees to bring a drink bottle or reusable cup.

### Compostable packaging

There are many types of compostable packaging now available for sale on the market.

Shifting to compostable packaging is only worthwhile if you can collect and compost it in a commercial facility. Be aware that Taupō does not have a commercial compost facility.

Most non-commercial facilities don't reach high enough temperatures to breakdown the packaging so it can end up in landfill instead.

Check with your waste provider if they can accept compostable packaging however, to be sure it's not landfilled, we recommend using reusable or recyclable packaging in its place, see the Reusables Guide for more information.

### Food Waste

All food waste can be composted at a commercial facility, this includes left overs from food vendors, banana peels (from sporting events), paper napkins and meat. If only food waste is being collected, it must be made clear that no compostable packaging is accepted. Again, please be aware that there is no commercial compost facility within the Taupō District.

If commercial compost is not an option, at small events and sporting events compostable waste could be added into a home compost bin. Zero contamination would need to be achieved for this to work.



**For an introduction to Vendors & Packaging, see Beyond the Bin's Video #4.**

### Glass

It's good to reduce glass at events due to the risk of it breaking. However, glass is readily recyclable in New Zealand if it's sorted by colour. Talk to your service provider about what they can provide for your glass. You could even streamline the colour of glass at your event by requesting your bar only stocks one colour of glass.

### Rubbish

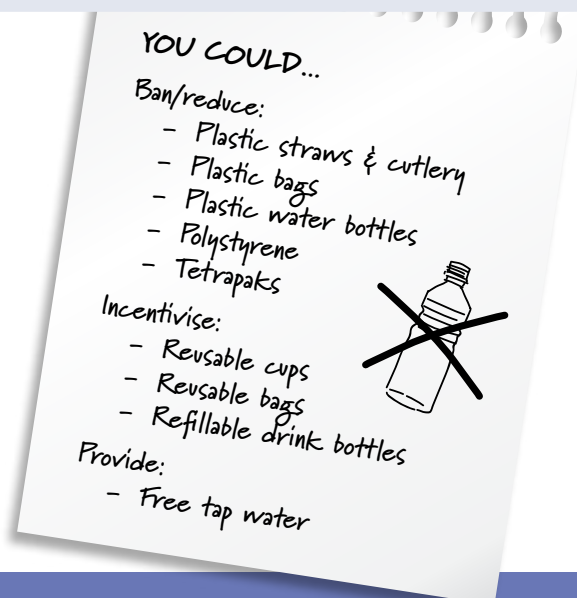
Some items are unable to be recycled or composted, therefore must go into a rubbish bin and sent to landfill. Try to avoid these items where possible. Refer to the Event recycling and waste guide for a list of landfill-only items. Contaminated compost or recycling will also be sent to landfill by your waste contractor.

## Vendors

A lot of waste generated at an event where food is sold will usually come from the packaging used by food and drink vendors. They have a big influence on how much waste is generated, and, how much can be diverted from landfill.

- Ensure vendors remove bulky packaging items from the event. Recommend to them that they return to the supplier.
- Ensure your vendors use recyclable/reusable packaging - refer to our [Reusable Guide](#) for more information.
- Merchandise vendors will likely produce less, but can still produce packaging and carrier bag waste that could be minimised.
- Sponsors undertaking promotional activations are vendors - manage their packaging as well.

For tips on how to work with vendors, see the Communicating with Vendors section.



# Waste operations

## Waste staff and volunteers

Waste minimisation at events requires staff, whether volunteer or paid, for pre-planning and execution. While you may be able to do planning yourself, you'll need waste staff on the day for execution.

## Waste Operations Manager

Have someone in charge of waste on the day. This person will arrange and pack down the waste stations, liaise with service providers and ensure waste is decontaminated. Consider them a logistics person.

## Volunteer Manager

A Volunteer Manager may recruit your Waste Ambassadors and manage them on the day. They'll communicate H&S information, sign Waste Ambassadors in and out, and be a central point of contact. Consider this person a people manager. The Waste Operations Manager might be able to do this job if they have both skill-sets.

## Waste Ambassadors (paid or volunteer)

Waste Ambassadors or Educators monitor waste stations, helping event goers put their waste in the correct bin. They should be trained in identifying different types of packaging and be encouraged to interact in a positive, supportive manner with event goers.



**Beyond the Bin's Video #6: Volunteers provides tips on how to recruit, communicate, train and retain an amazing waste volunteer force.**

## Litter

Prevent plastic and other waste getting into waterways by ensuring litter is collected routinely during your event. This can be done by any of your waste staff and/or the rest of your event crew, but the responsibility must be given to someone to ensure litter is collected during the event as well as after pack down. This includes the area inside and immediately outside (e.g. parking areas, nearby streets) your event.

Some event organisers even feel their crowd can be better behaved if there is no litter on the ground. You can allocate some of your volunteer force to this task.

### HOT TIP!

Time spent on event waste minimisation should be distributed roughly as follows:

Planning - 55% | Execution - 40% | Reporting - 5%



**HOT TIP!**  
Use clear bin liners so you can see contamination.

## Waste 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. You'll need to identify what kind of waste your event will produce and what kind of infrastructure you'll need to deal with those types of waste.

It also helps to have a person at each waste 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.

## Decontamination

Contamination is when the wrong or dirty items end up in the wrong bin. Decontamination is the process of transferring these items into the right stream. There are a number of effective methods you can employ to ensure clean waste streams:

- Clear and consistent signage (signs can be downloaded here)
- Waste Ambassadors helping the public at waste stations
- Waste Ambassadors decontaminating at waste stations
- Back of house sorting



**Beyond the Bin's Video #8: Site Operations gives an overview of this aspect of event waste minimisation planning.**



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Taupō District Council

For more information visit:  
[www.taupo.govt.nz](http://www.taupo.govt.nz)

# Communication and Loan Out Items

## Loan Out Opportunities

Taupō District Council has 5 sets of waste station gear that are available for hire free of charge to help you reduce waste at your event.

The items available for hire are:

- 5 sets of bin covers for sorting rubbish, mixed recyclables, glass, and organics (Lids are suited for 240L wheelie bins)



- Bin cover signage to outline what is allowed in each bin (Signage can be tweaked to be specific for your event)



- 'Event Waste Sorting Station' Teardrop Banners



- Public bin covers



Please note that bins are not for hire. Event organisers are responsible for supplying bins.

## Invite everyone onboard the waste minimisation train

Make sure everyone involved with your event knows about your plans to divert as much waste as possible from landfill.

- Start by compiling a list of all stakeholders: event staff & planners, promoters, media, vendors, contractors, suppliers, venue owners, sponsors, performers, volunteers, attendees etc.
- Tell them your plans and expectations of them via the most appropriate channel: email, phone, text, website updates, marketing, social media posts, by-line on your event ticket, posters, advertising, signage at the event, MC announcements, staff briefings, vendor agreements or competition for greenest stall.

## Communicating with vendors

Many event organisers are making it mandatory for their vendors to use reusable or recyclable packaging. Make sure to communicate your packaging expectations/requirements as there are a lot of options for packaging and not all of it is accepted by the local compost facility or recyclers.

Before contacting vendors, ensure you know what type of waste streams you will be collecting (i.e. rubbish, recycling, food scraps). To find this out, contact waste service providers and ask them what infrastructure they can provide for you to collect your waste.



# Infrastructure and site planning

## Containers

### How many bins do I need?

This will vary depending on a number of factors:

- how long your event runs for
- how many meal times it encompasses
- the size of your site
- access
- whether people will be bringing in other waste

## Collections

### What to do with your collected rubbish/recycling/compost waste?

Event operators can take recyclable materials to a transfer station free of charge, or you can use a service provider. There are a range of service providers operating in Tauranga that can provide rubbish, recycling and compost collection services at events. Contact multiple service providers and see competitive quotes on the services (waste types and bin sizes) they offer.

## Site Planning

It's a good idea to think carefully about what waste infrastructure you will need, and where to put it on your event site.

### Waste stations

Ensure your stations are easy to find, logical, visible to attendees, and consistently signed. Think about access (moving wheelie bins and full bags of waste to and from your station).

Avoid random standalone rubbish bins.



For a more detailed look at infrastructure, see **Beyond the Bin's Video #2**.

## Waste hub

Especially at large events, consider assigning an area to be your 'waste hub' (this is a back of house area).

- Service providers can deliver/collect bins,
- Decontamination/sorting can take place,
- It can serve as a waste staff meeting point.

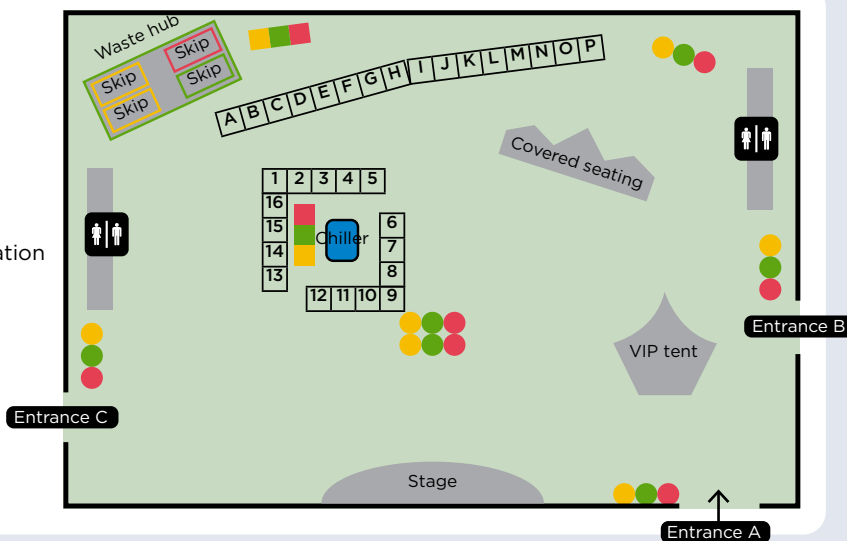
## Permanent TDC rubbish bins

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

### Example site plan:

#### Key

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



# Auditing and Health & Safety

## Auditing

Capturing your event waste data is a way to measure your waste diversion from landfill. This will help you to assess your progress event to event, and enable communication with attendees, sponsors, and the general community on how well you have been able to divert waste from landfill.



After you have decontaminated your waste streams (see Beyond the Bin's Video #8 for tips), you'll need to weigh your bins.



Beyond the Bin's Video #9: Auditing takes you through how to calculate your waste diversion safely and easily.

The following is an example template of how you can do a basic audit of your event waste. Repeat rows for each waste type as required and then add the totals together.

Event Waste Audit Template				
To work out the quantity of waste per bin, use this template to work out the net weights				
Waste type	Total weight	Bin weight Industry average 240L = 11.75kg	Human weight	Net weight
e.g. Rubbish	91KG	11.75KG	70KG	9.5KG

### HOT TIP!

You can use regular bathroom scales, or pick up a handheld digital luggage scale from your local electronics store for easy weighing of waste in the bag.

## Health & Safety

Incorporate your waste activity into your event's Health & Safety Management Plan.

- Identify your event's waste specific risks for your event site.
- Communicate and train staff / volunteers on waste specific risks to them (e.g. handling broken glass... waste) and how to avoid these risks.
- Provide personal protective equipment (PPE), e.g. cut-proof gloves, barrier gloves, hand-washing, and litter pickers.



See more on Beyond the Bin's Video #10: Event Waste Health & Safety.



As food packaging and processing options are continually developing, this information is subject to change. We encourage events to check suitability of all packaging prior to purchase.

For more information visit:

[www.taupo.govt.nz](http://www.taupo.govt.nz)