



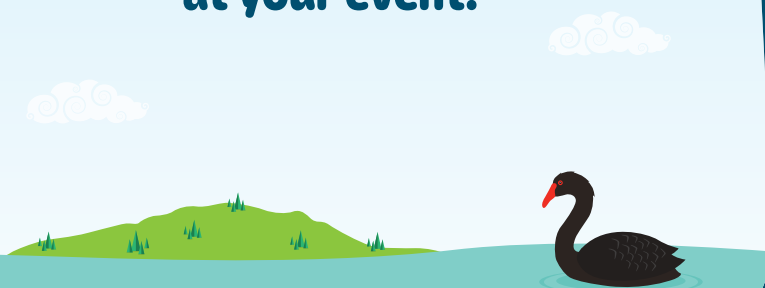
Resourceful Rotorua

Aratohu Whakamahere Kaupapa Whakaiti Para Waste Minimisation Events Planning Guide



**Whether you're
hosting 50 or 5,000
attendees, as an
event organiser
you're accountable
for meeting waste
management
and minimisation
responsibilities.**

**Use our four point
plan to reduce waste
at your event.**



Te Aroākapanga Para The Waste Hierarchy



Upane 1: Whakaititia ngā mea ka uru mai

Step 1: Reduce what comes in

Event organisers are responsible for managing waste materials that come into the event area. The easiest way to decrease this responsibility is to reduce what comes in.

Talk to the vendors, businesses and organisations you're working with – share your waste minimisation aspirations and encourage them to get on board too.

Top tips:

- Avoid mass distribution of promotional flyers. Often these are a high gloss print which makes them less suitable for recycling after the event. Encourage vendors to hold flyers at their stalls so that people will only take one if they are interested.
- Offer promotional gifts via self-selection to minimise excess waste. Encourage vendors to offer a discount or free access to particular items instead of handing out to everyone, so guests can make a deliberate choice to purchase or pick up things if it is something they feel they will use.
- Opt for practical freebies where offered. Avoid inflatables and novelty items which have no ongoing purpose. Goods and service vouchers, prize draws, reusable drink bottles or coffee cups can be a great alternative to short-lived items.
- Work with suppliers to reduce excessive packaging. Items like t-shirts and equipment are fine without individual plastic packaging.
- Maximise your event branding lifespan. Avoid using imagery specific to a particular event or date on your event banners, merchandise and uniforms so you can re-use.
- Reduce the amount of single-use items coming in. Encourage your guests to bring their own reusables e.g. drink bottles, keep cups, cutlery. Offer free water to cut down the purchasing of drinks in single-use bottles.
- Use ink stamps instead of wrist bands and electronic ticketing rather than paper based where possible.

Upane 2: Kia mōhio ki ngā mea e kohia ana e koe, ā, ki hea hoki ērā haere ai

Step 2: Know what you're generating and where it can go

Great waste management and minimisation requires detailed knowledge of what recoverable and waste materials will be generated and where these are able to go for processing.

Discuss waste with your planning team and vendors - find out what type and volume of materials they will be handing out or looking to dispose of.

Think about:

- Set up and pack down materials, vendor 'back of house' materials: e.g. cardboard, pallets, shrink wrap, strapping etc. A lot of this could be recovered for reuse or recycling.
- Event 'front of house' materials: This will generally pass through your event visitors, a lot of this will be food and drink packaging.

Identify and inform your team about which materials are able to be recycled in your area and what state it needs to be in (usually clean and separated).

Consider contracting an event waste company – these services can provide advice, set up support, sorting and recycling.



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Should we be using or asking vendors to use compostable packaging, plates and serve ware?

Confusingly, many of these products are not suitable for composting or other organic processing – they often have plastic linings or additives which contaminate compost and cannot be separated out. If you have an organic (food and fibre) collection, check with your receiver as to what products they're able to accept and take care to ensure collections are not going to be contaminated which could result in entire loads being rejected.

More information: wasteminz.org.nz - WasteMINZ guide to biodegradable and compostable plastic products and packaging

NB: There are no facilities near Rotorua that can take bioplastics (e.g. #7 plastic cups or packaging) for composting. These can look very similar to #1 PET plastic, but cannot be recycled and should be avoided.

Organic material, like food and fibre waste is great when composted but it breaks down without oxygen in a landfill. This produces a strong greenhouse gas and liquid leachate, which must be carefully managed so it doesn't introduce toxic outputs into the environment. Surprisingly, organic waste can be more harmful in landfill than many plastics.

Upane 3: Whakaritea tikatia ō ipu

Step 3: Set your bins up right

Once you have communicated with your vendors you will know the materials and rough quantities of waste coming in to your event. From this information you can work out the number and type of bins required, and how to set up your collection spaces.

Separate 'back of house' from 'front of house' materials - 'back of house' materials are likely bulkier with more opportunity for recovery.

Top tips:

- Nearby public litter bins should not be used for event waste - organisers are responsible for removing all event related waste. Liaise with Council so that bins within your event space can be cleared prior, and ensure you leave them empty following your event.
- It's better to have too many bins than not enough. Crowded bins lead to overflow and littering - the number of bins you need will be influenced by how frequently you are planning to empty them. Unsure? Talk to your collection provider as they have experience and can offer great advice.
- Set up designated waste sorting stations rather than having individual bins spread around - particularly if you are wanting to separate out recyclables. Position a volunteer at each waste station to assist people in getting items into the right receptacles. Recycling station flags are available to loan from Council.
- Consider setting out open tubs for sorting, with volunteer support, instead of having public access to recycling collection bins. Contact Council to borrow tub sorting kits for your event.
- If you are allowing public access to bins, consider bag stands rather than closed bins - with clear bags for recycling and black bags for rubbish. Clear bags help people see what is supposed to be in them and can be great for spotting and removing contamination.
- Put bins or waste stations where they're needed - focus on areas where people gather to eat or will finish with items (not



necessarily where they will collect them from). People won't generally travel more than 20m to a bin before they think about littering!

- If you can, have some basic wash facilities at or near waste stations – visitors or volunteers can rinse recyclables before binning them, making them more suitable for this process.
- Provide separate food scrap collection bins. These collections could be sent to a composting facility, pig or chicken farm for a beneficial use (check there aren't any foods that need to be excluded).
- Simple, colour coded collection signage is a must but note this will not prevent contamination of recycling collections on its own.

Check out WasteMINZ' standard colour system for material recovery and waste – there's also downloadable sign templates:
wasteminz.org.nz - zero waste events signage.



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Upane 4: Kia whakarite ki te arotake

Step 4: Plan to evaluate

The best time to think about evaluation is during your event planning so you can set up for any data you might want to gather along the way. This could include:

- Quantity of material collected and where it went from your event (landfill, recycling, other processors) – your collection contractors should be able to provide this information but let them know beforehand that you would like to receive it
- Key contamination items or issues, so that these can be planned for and avoided next time
- Notes on where and when litter was a problem – this can help in evaluating bin placement
- Feedback from your vendors and visitors.

Don't forget to take photos of landfill rubbish you have not managed to reduce or divert at the end of your event. This can help inform planning for next time!

Rārangi tiroiro: Checklist:

- Read this Resourceful Rotorua: Waste Minimisation Events Planning Guide
- Reduce what comes in
- Know what you're generating and where it can go
- Communicate with vendors
- Submit waste questionnaire as part of your event application to Council
- Reach out to us if you need support

Kai konei mātau ki te āwhina! We're here to help!

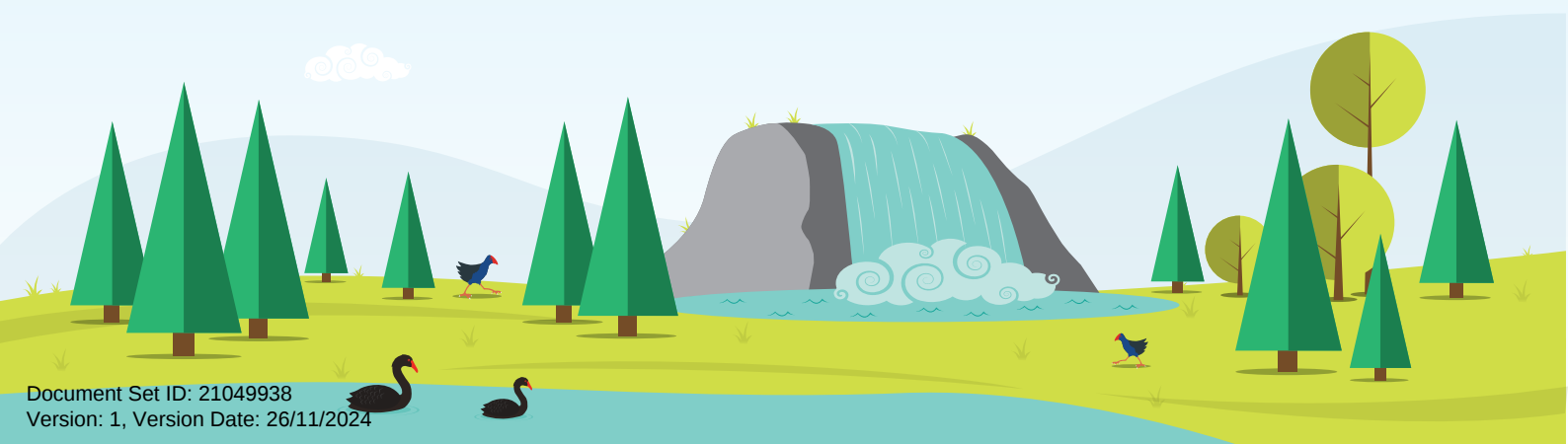
If you have any event waste questions or would like help in creating your event waste management and minimisation plan, contact our Waste Minimisation Officer



recycling@rotorualc.nz



07 348 4199



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ROTORUA LAKES COUNCIL

Te Kaunihera o ngā Roto o Rotorua

