



**BULLER**  
DISTRICT COUNCIL  
Te Kaunihera O Kawatiri

# Event waste management and minimisation guidelines

**We have created these guidelines to support you in reducing your event waste. Please use these guidelines when developing your event waste management plan.**

## Reduce your waste in the first place

Before thinking about managing your event's waste, try to find ways to reduce waste creation in the first place. Consider alternatives for single-use products. For example, use reusable cups instead of throwaway cups. Many large-scale events are introducing incentive schemes, such as giving participants a small amount of money for each cup they return. Other events are charging a 'cup fee' to incentivise people to hold onto their cups.

## Think about waste

Waste can become an ugly and annoying problem for the event organiser and participants. Be smart and identify the type of refuse and recycling your event will generate and the volume of each type. Use this data to prepare your waste management plan. For example, a wine festival will create an excess of glass bottles and therefore requires options to collect glass recycling.

Another example would be a horse racing meet; this event generates a lot of printed receipts from betting. Receipts are disposed of as waste, so organisers should pre-plan to ensure eventgoers have bins to throw away. Your plan should include a map of waste and recycling collection facilities at the event, measures to collect waste and recycling correctly and responsibly, and a final disposal plan.

## Consider any particular waste

Ensure there is a disposal method suitable to any specific waste. The particular waste will be something very unique to your event. For example, an A&P Show with a wood chopping competition will produce many leftover pieces of wood, requiring a green waste disposal method.

## Think about food waste

If your event involves the sale of food, your waste minimisation plan must include details on how you intend to prevent food waste. For example, not over-catering and planning where to send any leftover food before the event. Working with local charities who help families or individuals in need of food is always a great idea.

## Get your vendors' buy-in

If your event will have stallholders, external retailers, or caterers, communicate your waste management and minimisation plan to them and ensure they use the same practices to help reduce your event's waste footprint.

## Appoint an on-site waste manager

This person will ensure waste and recycling bins are used correctly and monitor the disposed of quantities. Should any bins become full, the on-site waste manager is responsible for replacing the container to ensure no recycling and waste is mixed and, therefore, contaminated.

# Event waste management and minimisation

The best practice is monitoring recycling and refuse bins and constantly picking up litter

This will prevent event attendees from thinking that littering or throwing rubbish in recycling bins is acceptable.

Any litter or recycling left on the grounds after the event must be picked up, including any potential offsite space used for the event e.g. a nearby carpark.

## Make it a team effort

Let those coming to your event know that you are conscious of your event's waste and doing your best to reduce it. Not only are you promoting sustainable behaviour through leading by example, but putting waste-reducing practices in place is a positive reflection of your event. You are more likely to expand your target audience to those interested in your event and those who align with environmentally conscious values. Provide attendees with practical, easy-to-follow advice on how to do their part to reduce waste, for example, outlining there will be no cups and visitors are required to bring their own cups or water bottles.

## Strategically plan the placement of your disposal bins

The locations should be designed specifically for your event. For example, recycling and refuse bins should be located near stallholders.

Event organisers are also responsible for any litter left around where their event took place and any secondary grounds e.g., car parks. For sporting events such as marathons or other running events, recycling and refuse bins should be accessible along the course. Contestants should be highly encouraged to bring reusable water bottles. However, in events such as marathons where plastic water bottles are handed out, there should be recycling bins to prevent them from being littered.

Should plastic water bottles be handed out, event organisers are strongly encouraged to clean and reuse them at each event as best they can to avoid creating waste each time.

## Plan where your recycling and waste will go after the event.

There are four recycling and waste drop-off points in Buller: The Westport Transfer Station, Reefton Transfer Station, Karamea Transfer and Recycling Facility and the Maruia Landfill and Recycling Facility. There are also various externally based recycling options for more specific items. Specific information on this can be found on the Buller District Council website.

**Have a read of some of the best ways to reduce your event waste before drafting your event waste management and minimisation plan.**

- 1. Recycle!** Make every possible switch from single-use items to items that can be recycled. Ensure everything is clean with no lids on, and follow the district's recycling guidelines.
- 2. Water refill stations:** If there is access to a water supply, attendees can keep refilling the same water bottle instead of buying a new plastic one whenever they're thirsty.
- 3. Encourage BYO:** From simple social media posts reminding attendees to bring their cups or drink bottles to offering discounts on products sold using a customer's BYO, you'd be amazed at how much waste you reduce if every coffee sold was in a reusable mug! Stock some reusable cups for those who forget their mugs.
- 4. Set up a DIY wash station:** Attendees will be happy to wash their cups or plates after eating if a wash station is handy.
- 5. Using reusable cups and plates doesn't have to be expensive.** Purchase some from a local Op-Shop and donate them after your event, or keep them for the next time.
- 6. Go topless with coffee cups:** If throwaway coffee cups are needed, only supply a compostable cup and no plastic lids.
- 7. Borrow:** Utilise borrowing and hiring companies. If your event requires a children's area, check out the Toy Library or find out what you can hire, such as decorations, chairs, or tableware, instead of buying new.