

Part 1 – Waste Minimisation: Event Planning

Name of event *

Auckland Council Fun Run/Walk

The official name of the event that will be referred to on any applications

Name of Organisation Delivering Event *

Auckland Council

Main point of contact responsible for delivery of event

Contact Name *

Joe Smith

Contact Phone Number *

021 123 456

Contact Email *

joe@emailaddress.co.nz

Event Start Date *

03/07/2022



Event Start Time *

8

:

00

AM



Event Finish Date *

04/07/2022



Event Finish Time *

6

:

00

PM



Venue *

Coyle Park, 528 Point Chevalier Road, Pt Chevalier

Description of location, including suburb

Expected numbers *

Day one - 500, Day two - 750.

Include ALL participants, supporters/spectators, event staff, sponsors etc – Highlight potential waste generators. If your event is a multi-day event – please specify expected numbers for each day (i.e. 1500-2000)

Your event facilitators name *

Mary Bloggs

The contact name for the person at Auckland Council, you have been liaising with regarding your Initial Events Plan

Event activities *

Run/Walking event, live entertainment, sponsor stalls, food/beverage vendors, aid stations

List the activities that will take place during the event. eg. entertainment, food and beverage stalls, merchandising stalls, etc.

Expected types and quantities of waste generated by the event *

Plastic Bottles, Aluminium Cans, Cardboard, Paper Plates, Napkins, Plastic Wrap, Food Waste, Compostable plates, cups & utensils.

Estimates - Waste: 50kg, Recycling: 100kg, Organics: 30kg Cardboard 100kg.]

List the type of waste (food waste, recyclables, general waste) and the expected volume of waste generated. For example, events with food stalls will likely generate more waste per person (in volume) than events without food stalls

Steps taken towards waste minimisation *

List of steps taken to minimise waste:

- We have contracted Sample Service Provider ABC as our waste collector for the event
- We will use 5 x 3 Bin Waste Stations. There will be 15 x 240L bins (5 x General/Landfill Waste, 5 x Recycling and 5 x Compostables).
- All our food/Beverage vendors are required to use on compostable packaging and have been advised not to use single use plastic bags and polystyrene
- The aid stations will use recyclable PET cups.
- The plan includes a road sweep and course collection after the event.

i.e separation of waste streams. Please note, the preferred option is the 3-bin system (Compost, Recycling and Rubbish). Please specify how many waste stations you will have at your event.

Steps taken towards maximising the collection and re-use of recyclables *

Details on any additional steps taken to maximise diversion of waste (recyclables and Compostable) away from landfill:

- All waste stations will be monitored by staff who will assist the public in placing waste in the correct bins.
- We have signage located at every bin to help the public place in the right stream.
- Sample Service Provider ABC will be doing on site sorting of bin contents to remove contaminants and ensure maximum items are recovered even if they have been placed in the wrong bins.
- Improvements from previous event: Bin monitors will be at each waste station

IMPORTANT - Note any improvements from a previous event (if this is a regular event). Events must take steps to improve on previous plans to strive towards the goal of Zero Waste for Events by 2040.

Packaging

What packaging initiatives will the event take to reduce waste to landfill?

- Certified compostable cups, plates and cutlery
- Recyclable plastic cups (PET or type 1 plastic)
- No plastic bags
- No poppers (un-recyclable)
- No Polystyrene (un-recyclable)
- Others

Event waste

The following Yes/No fields should be answered with 'Yes' if the material will be recovered or recycled or 'No' if it will not.

Cardboard boxes will be recycled or recovered

- Yes No

Suggested strategy: separate cardboard collection

If 'yes', please tell us how

Separate cardboard collection

What is the end destination for this waste stream? I.e. name which waste management company you plan to use, or tell us if you plan to compost it.

Aluminium cans will be recycled or recovered

- Yes No

Suggested strategy: commingled recycling bin

If 'yes', please tell us how

Combined recycling bin

What is the end destination for this waste stream? I.e. name which waste management company you plan to use.

Paper cups will be recycled or recovered

Yes No

Suggested strategy: commingled recycling bin

If 'yes', please tell us how

Combined recycling bin

What is the end destination for this waste stream? I.e. name which waste management company you plan to use, or tell us if you plan to compost it.

Plastic containers will be recycled or recovered

Yes No

Suggested strategy: commingled recycling bin

If 'yes', please tell us how

Combined recycling bin

What is the end destination for this waste stream? I.e. name which waste management company you plan to use.

Glass bottles will be recycled or recovered

Yes No

Suggested strategy: commingled recycling bin

If 'yes', please tell us how

Combined recycling bin

What is the end destination for this waste stream? I.e. name which waste management company you plan to use.

Plastic bottles will be recycled or recovered

Yes No

Suggested strategy: commingled recycling bin

If 'yes', please tell us how

Combined recycling bin

What is the end destination for this waste stream? I.e. name which waste management company you plan to use.

Food scraps will be diverted from landfill?

Yes No

Suggested strategy: organics bins

If 'yes', please tell us how

Bins will be present to collect food waste separately

What is the end destination for this waste stream? I.e. name which waste management company you plan to use or if you plan to compost it using bokashi, worm farms or cold/hot compost bins.

Compostable cups and plates will be industrially composted?

Yes No

Suggested strategy: organics bins

If 'yes', please tell us how

Bins will be present to collect compostable serve wear

What is the end destination for this waste stream? I.e. name which waste management company you plan to use or if you plan to compost it using bokashi, worm farms or cold/hot compost bins.

Used cooking oil will be recycled or recovered

Yes No

Suggested strategy: drum

If 'yes', please tell us how

We do not use cooking oil

What is the end destination for this waste stream? I.e. name which waste management company you plan to use.

Part 2 - Waste management

This section of your event management plan relates to the management of the waste generated by the event on the date.

Name of the company responsible for waste management *

Sample Service Provider ABC

Must be a licensed waste collector under the Auckland Council Solid Waste Bylaw. Preferably a collector from the list of Waste, Recycling & Food Waste Collectors Service providers in the Zero Waste Events website.

Methods to be used for the collection and transportation of waste *

- Sample Service Provider ABC staff will monitor bin levels and empty bins if required
- Staff will sort waste and remove any contamination when the waste is taken to the skip area (see site Map)
- Trucks will transport waste back to base for further processing.

i.e. on site sorting, on site compacting, mixed or separate transportation

Name of the facilities where the waste will be taken *

General Waste - Green Gorilla, Recycling - Visy, Food waste/Compostable items - Envirofert

Must be a licensed waste disposal facility. Please specify facility where each waste stream will go (i.e. Compostable/ food scraps, Recycling and Landfill). Will your waste service provider do a post event sort?

Explain how the collection of litter from public places including surrounding local streets where the public will park will be carried out. *

At the close of the event, Sample Service Provider ABC staff will complete a thorough litter sweep of each of the site, removing any litter left behind by the public.

Should a council contractor be required to clean-up these areas after the event, the cost of the clean-up will be charged to the event organiser.

Explain how all waste will be cleared from the site within one hour of the event finishing. A longer time period may be negotiated with the council depending on the size of your event. *

All bins, waste, organics and recycling will be removed by Sample Service Provider ABC within an hour after the event finish...

Should a council contractor be required to clean-up these areas after the event, the cost of the clean-up will be charged to the event organiser.

Plan with locations of waste stations, waste sorting and storage facilities

Choose file | Site Map WMMP.png

Accepted file types: jpg, png, pdf, doc, docx.

Attach a plan to this application that will clearly identify all waste stations and space for sorting/storage of waste. Please include maps or drawings of event site. Max 2MB file size.

Please note the below is an example site map. Your uploaded site map will only appear as a file name, once uploaded, as circled above.

Site map



Coyle Park, Pt Chevalier

KEY:



3 Bin Waste Station (General/Recycle/Compostable)



Waste Skip Area



Start/Finish Area

Are you aware we have funding available to help make your event zero waste?

Yes No

To learn more, find our Zero Waste Events Grant webpage under Resources Available, or copy this link: www.zerowasteevents.org.nz/zero-waste-events-grant.

SAVE & CONTINUE LATER

CONTINUE & REVIEW