



# Zero Waste Events

## What You Need to Know

Once you've **committed** to holding a Zero Waste Event, there are several steps that you can take to succeed.

Our Zero Waste Event goal is to minimise waste by controlling the flow of materials entering and leaving your site.

The easiest and cheapest way to achieve this is for all materials used on site (that you don't eat or drink) to be reusable, compostable or recyclable.

### SIX SIMPLE STEPS TO SUCCESS

**Engage** stakeholders – including event staff & volunteers, suppliers, stallholders, security guards, cleaners, sponsors, media, waste collectors and guests. Outline your Zero Waste objectives and secure stakeholder support. Many events require all stallholders to agree to Zero Waste conditions (e.g. BAN polystyrene packaging.)

**Identify** potential waste streams – involve suppliers and stallholders in the decision-making process on what materials will be brought on site. Ask stakeholders to suggest reusable, compostable and recyclable alternatives. (Note: not all 'biodegradable' products are easy to compost at home.) Guests may generate up to 2 litres of waste per person for one-day events and up to 10 litres per person per day for multi-day events.

**Plan** your waste minimisation system – consult with waste collectors to decide which waste streams will be collected. (Alternatively, event staff may take recyclables and waste to a local transfer station.) Estimate numbers expected to attend your event. From this, work out how many 'waste stations' you will need and what size/types of bins and liners to use. Waste and recyclables may have to be checked for contamination in a 'bulking' area. Determine how many staff you will need to do this. Create a site plan.

**Manage** your system – appoint an operations manager to ensure everything runs smoothly on the day. Monitor stallholder compliance with Zero Waste conditions.

**Communicate** with users – before, during and after the event. Simple, positive messages are best. Clear waste station signage is crucial. Engage **waste station monitors** to ensure that event participants and stallholders use the system correctly and reduce the need for re-sorting afterwards. Monitors could be volunteers working in exchange for free admission or a community group fund-raising.

**Evaluate** your system – weigh waste streams to determine your diversion percentage. Note contamination. Are there recyclable/compostable items in the 'waste to landfill' bin? Seek feedback from stakeholders and record lessons learned for future events.

### Why?

- Lower your event's environmental footprint
- Save on waste disposal costs
- Increase waste awareness in your community
- Attract a variety of sponsors and guests

## Waste Station design ideas

The make-up of your waste stations will depend on your local recycling and disposal services and facilities. Some collectors will accept co-mingled recycling streams; others may require glass to be separated by colour.



### Information for Kāpiti events

We have four waste & recycling collectors:

Envirowaste – 0800 240 120  
Lucy's Bins – 0508 787 753

Low Cost Bins – 04 298 9333  
Waste Management – 0800 800 826

There are currently no food waste collectors in Kāpiti, but check with your local school or community garden for composting options – or compost it yourself! Recycling can be dropped-off free-of-charge at your local transfer station.

Contact [waste@kcdc.govt.nz](mailto:waste@kcdc.govt.nz) for more information. Our Waste Minimisation Officer is available to provide support, ideas, and example vendors' requirements.

### Bin hoods available

Kāpiti Coast District Council has three sets of bin hoods that are free-of-charge to borrow. The hoods fit over 240L wheelie-bins to create simple and effective waste stations. To book, email [waste@kcdc.govt.nz](mailto:waste@kcdc.govt.nz)

