

Example - Event Waste Minimisation and Management Plan

Event Name:
Event Location:
Event Date:

Event Organiser:
Contact Number:

type	source	category	service provider	cost (excl GST)	responsibility	frequency
Cardboard	product purchasing	recyclable		5 * 240L wheelie bins = \$30	Company A	To collect daily
Newspapers/magazines	stalls/people	recyclable				
Programmes and posters	event organiser	recyclable				
Plastic milk containers	café/stalls	recyclable	1) Council recyclables collection - event organisers provide their home bins (small quantities) 2) Waitakere City Recycling and Refuse Centre - these can be delivered to the centre free of charge (medium quantities) 3) Private contractor (large quantities)	= 10 * 240L wheelie bins = \$50	Event Manager to book Company B	Company B to replace or empty full bins every 1.5hrs
Plastic 1&2 drink bottles	café/stalls	recyclable				
Aluminium cans	café/stalls	recyclable				
Tins	café/stalls	recyclable				
Plastic 6 cups	stalls/people	recyclable				
Food waste	café/stalls	divertable or compostable	1) Worm farm at home (small to medium quantities) 2) Refer RONZ website (large quantities) 3) Use Contractor, eg, Civic Contractors or Waste Management (large quantities)	Free	Stalls to recover all food waste for Joe to take home and food container will be provided	Joe to collect daily
Potatoe plates	café/stalls	divertable or compostable				
Corn starch and cutlery	café/stalls	divertable or compostable				
Paper towels	Toilets/stalls	waste to landfill	1) Waitakere City Council Grey Rubbish Bags (small to medium quantities) 2) Use Contractor, eg, Civic Contractors or Waste Management (large quantities)	= 10 * 240L wheelie bins = \$50	Event Manager to book Company B	Company B to replace or empty full bins every 1.5hrs
Plastic bags	stalls/people	waste to landfill				
Waxpaper cups	staff desk side bins	waste to landfill				
Plastic food containers	stalls/people	waste to landfill				
Plastic plates and cutlery	café/stalls	waste to landfill				
Contaminated paper	food	waste to landfill				
Polystyrene cups	stalls/people	waste to landfill				
Food containers	café/stalls	waste to landfill				
Plastic cups (other)	stalls/people	waste to landfill				
Ice cream wrappers and sticks	stalls/people	waste to landfill				
Snack food bags	stalls/people	waste to landfill				
General waste	stalls/people	waste to landfill				

Contractors:	Telephone number	Category			
Company A	xxx xxxx	waste to landfill and recyclables			
Company B	xxx xxxx	recyclables (paper, cardboard and drink containers)			
Joe Bloggs for home	xxx xxxx	food waste			