

STAFF & VOLUNTEERS GUIDE

The success of waste minimisation depends on your staff and volunteers on the day.

Waste staff and volunteers

Waste minimisation at events requires staff, whether voluntary or paid, for pre-planning and on the day. You may wish to do the pre-planning yourself, or sub-contract this out to a waste manager.

Person in charge of waste minimisation on the day

Have someone in charge of waste logistics on the day. This person will:

- Set up and pack down your reusables system and/or bin stations
- Cover any permanent public rubbish bins if required
- Liaise with your chosen service provider for the different waste streams - recycling, waste, industrial compost, food scraps and home compostable items
- Ensure you are collecting clean waste
- Troubleshoot with stallholders and ensure they are complying to the specifics of the day
- Manage staff/volunteers including briefing before the event. These should include:
 - How your reusables system will work (if applicable for your event)
 - Identifying packaging/waste as compostable, recyclable or landfill
 - Tips on interacting with the public in their role of 'educating' the public
 - Overview of health and safety (with induction delivered on event day)
 - What they should wear/bring on the day (hats, drink bottle, closed-in shoes)
 - Ensure any personal protective equipment, including gloves and high-vis, is provided and use explained to volunteers
- Sign volunteers in and out

Staff/volunteers

Their role is to:

- Interact in a positive, supportive manner with event goers, helping them to place their items in the correct bin.
- Assist at your wash station if you have a reusables system
- Monitor Bin Stations
- Litter-pick the event site
- Assist with moving full bins/bags around the event site
- Assist with set up/pack down of your reusable system and/or Bin Stations

Health & Safety

Plan and deliver a good induction to all Bin Station staff/volunteers, including a sign in and out sheet. Be clear about all site-specific risks, the evacuation and emergency procedures as well as the debrief for the specifics at Bin Stations for the event (items to be expected, presence of plastic cutlery, etc). See the '**Appendix Three**' in the '**Event Waste Minimisation Plan**'.

RESOURCING VOLUNTEERS

You can either outsource the recruiting of volunteers or do it yourself. If you choose to do it yourself, you can:

- Approach individuals who are committed to waste minimisation
- Contact Volunteer Nelson: volunteernelson.org.nz
- Contact Volunteer Nelson Youth: facebook.com/volunteernelsonyouth
- Contact community groups to whom you would offer a lump sum as a fundraising initiative - for example, a music group or a sports team
- Advertise on your website the opportunity to attend the event by exchanging the entry fee for a shift as a Waste Ambassador.