



# **ZERO WASTE EVENT GUIDE**

**What we do at home, we can do in public places.**

GENERAL INFORMATION, ADVICE AND SYSTEMS SUPPORT

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## 1 INTRODUCTION

This Zero Waste Guide is to help event organisers provide a successful waste management plan for events within the Timaru District.

The Timaru District Council is a Zero Waste Council and is committed to reducing, re-using, recycling and composting waste materials. Council provides a significant level of assistance to groups planning public events.

A Zero Waste Event is not merely providing composting and recycling services at the event, but with careful planning, can ensure that no residual waste is generated. By good planning at the early stages to ensure that all materials to be discarded are reusable, recyclable or compostable, waste bins should not be needed: this is the goal.

By holding a Zero Waste Event, you will minimise the disposal of valuable materials to landfill and increase the amount of compostable and recyclable material recovered. This guide contains event advice, infrastructure available and a Zero Waste Event form that must be completed to access the bins that are required.

For further information, please contact:

Briony Woodnorth  
Zero Waste Advisor  
Timaru District Council  
P O Box 522  
Timaru  
Ph: 03 687 7489  
Email: [brionyw@timdc.govt.nz](mailto:brionyw@timdc.govt.nz)

## 2 PLANNING

Good planning generally means good results!

### **Reduce waste:**

Plan right from the beginning to reduce the amount of real waste to landfill by requiring stallholders to use only materials that can be re-used, recycled or composted.

This is particularly important when food is to be served – multiple packaging choices confuse the attendees and contaminates all product lines. There is a range of biodegradable materials now available for food service (Appendix 1) – this could be included as a requirement to all stallholders.

Food vendors are a KEY at events as they are generally the main source of waste. Provide your stallholders with a list (Appendix 2) of acceptable and unacceptable items, and instructions about where their waste should go.

Get your vendors involved! They will create the majority of your waste, and you can control the types of packaging products that are used at your event.

### **Pre-Event Planning**

When planning a zero waste event, you will need to consider the following:

- Waste types and quantities
- Catering and vendors
- Container types, quantity and placement
- Waste collections and services
- Education, monitoring and reporting

Timaru District Council provides a kerbside collection service of recyclables, compostables and waste to landfill. Providing the same system at events is highly recommended.

Disposal costs for residual waste to landfill (after compostable and recyclable material has been removed) are considerably higher, by a factor of four, for waste than for recovered materials. It is in your own interests to reduce your disposal costs as much as possible – the more you recycle or compost, the more money you save.

Council can provide sets of red, yellow and green bins, with large identifying WasteWorks bin lids (see next page). These help the public to find the bins, and labeling on the bins tells them what to put where. Event organisers can access these bins by contacting the Council's Zero Waste Advisor on 687 7489. Extra bins may need to be made available where the food service area is, at 'rear of house', and some vendors may need specific bins eg recycling at the beer tent...

## Volunteer Groups

The least contamination in the bins happens when the bins are monitored by people. One of the best ways of reducing contamination is to have / employ volunteers to be stationed at the bins, encouraging attendees to put the right materials in the right places. There are many groups out looking to raise funds, and Council has found the use of Girl's Brigade, Girl Guides, political parties and service groups to be the most keen to do this. Try and get at least 1 volunteer per Zero Waste Station, and arrange for them to work a 2-3 hour shift. Make sure that the entire event is covered, including an hour before the event is due to start, and an hour after the event to help with clean up.

Council also has small sets of bins to be worn around the neck of volunteers, see below. This makes them far more approachable and generates discussion among attendees. It is also an effective way of reducing contamination. Volunteers should be asked to empty these 'mobile' bins into a locked set of wheelie bins that the public do not have access to – this reduces the sorting time at the end of the day. Alternatively, these bins can be emptied into the Rovers' Return, a specially designed trolley system that accepts the three little bins perfectly (see photo). This eliminates the need for volunteers to handle waste and provides an opportunity to pre-sort before disposal to correct containers.



## Volunteer Notes

A training session with your volunteers can be arranged with one of Council's Zero Waste Advisors by calling 687 7489.

Volunteers help attendees properly dispose of their waste at the bins.

They can help vendors identify recyclable and compostable materials in their waste and direct them where to place it.

Volunteers can change bags in the bins – take out full bags for collection and reline the bins.

They monitor the bins and explain the zero waste concept and resource recovery to participants where possible.

Council has some 'One Planet – let's not waste it' t-shirts that are available for volunteers to wear on the day. The t-shirt also incorporates Council's well known 3-2-1-0 logo to make staff clearly identifiable. For colder weather, or to stand out from the crowd, bright orange jackets with recycling logo and words in English and Japanese are available – these were kindly donated by our sister city, Eniwa, in Japan.

### 3 Container Systems

Each event is different, and waste management requirements may change for each event. You will need to consider the following factors:

- Type of event
- Duration of event
- Evening or daytime event
- Estimated number of people likely to attend
- Quantity of food and drink stalls present
- Quantity and type of waste produced
- Weather conditions (more drinks sold if hot)
- Layout of venue – spread out or contained

When working out the number and type of bins you'll need, think about:

- Where the containers will need to be placed?
- How many will need to be placed where? Example: outside the toilets; beside the food service area; at rear of bars etc.
- How often the containers will need to be emptied?
- Who will check and empty the containers?
- How will you quantify the waste collected for reporting back to Council?

A site map is always useful to help determine what goes where. Make sure your bins are:

- Accessible and conveniently placed: WasteWorks lids allow bins to be accessed from both sides.
- Ensure there are sufficient bins at food and drink areas
- Near entrance and exit points
- Close to the areas that are likely to be most crowded
- Accessible by volunteers and clean up staff.

The most successful Zero Waste Event in the Timaru District resulted in a 93% diversion of waste from landfill. The least successful was 10%. The only difference was the weather! Vendors and participants alike bolted when a wicked southerly, complete with thunderstorms, rain and icy wind came through, and they contaminated all the bins in their rush to depart!

## 4 Education

The education of everyone involved is necessary. It also provides an opportunity to promote and market the environmental intelligence of your area!

Methods:

The more, the merrier – different messages appeal to different people. Try and include as many as possible to reach as many people as possible.

- Public Address System Announcements: try and get something said at least every hour, and make the message slightly different each time to regain attention.
- Posters
- Sandwich boards at pay points, entrances and loos: eg: This is a Zero Waste Zone: Sort Yourself Out! (Available from TDC)
- Flags
- Balloons (see photo on page 3)
- T-Shirts and jackets for volunteers: One Planet: Let's not Waste It (Available from TDC.)
- Press and media releases
- Information on tickets / event brochure etc – TDC may sponsor event brochure.
- Competition for best recycler and most sustainable product stall.

## 5 Signage

Plenty of signage helps reduce contamination. Council-provided wheelie bins with WasteWorks bin lids are fully signwritten and should suffice.

Each lid and bin has coloured photographs of products in sticker form attached to the lids, as well as simple wording to describe intended contents: COMPOST, RECYCLE, WASTE.

There are many examples of recycling symbols, most easily obtained by downloading from the Recycling Operators of New Zealand website: [www.ronz.org.nz](http://www.ronz.org.nz)

If using your own bins or recovery system, it is suggested that you stick with the colours that are used in TDC's kerbside collection of compostable (green lid), recyclable (yellow lid) and waste materials (red lid).

Ensure signs are placed where people can easily see them. Even if placed on the front of the bin, people have to bend down to see what is supposed to go where, and many won't bother. The WasteWorks lids make it easier to provide signage closer to eye level. Some lids also have spikes attached, which show samples of what is to go in the bin.

## 6 Before the Event

- Complete the Zero Waste Event Management Application.
- Decide whether your event's waste can be contained in bins, or if you will need skips.
- Arrange for recycling, organic, cardboard and waste skips as necessary. You may need dirty water containers, and a waste oil collection system, contact Fatman on 0800 432 862.
- Garbo Rubbish Removals (Contact Lyndon Esler) is currently the only provider of a mixed recycling skip service. Telephone: 021 45 11 22.
- Advise your waste management contractor of the need for collection results – they need to report weights of materials diverted or dumped.
- Calculate the number and types of bins required.
- Plan the emptying of bins and method of replacement when full.
- Consider peak flows, signage and information.
- Check if your site has existing litter bins: cover or remove these.
- Communicate with volunteers.

## 7 During the Event

- Monitor the recycling / organic skips and remove contamination.
- Organic and recycling loads **MUST BE FREE OF CONTAMINATION.**
- Empty bins and keep waste disposal points clean and tidy.

## 8 After the Event

- If you have used Council infrastructure (bins, lids, signage etc), you will need to report on your use to the District Council by filling in the Compulsory Feedback Form.
- The infrastructure provided by TDC will need to be clean on return.
- Obtain tonnage information from your contractor if possible.

## ZERO WASTE EVENT APPLICATION FORM (BEFORE THE EVENT)

Please complete this form and post to

Timaru District Council  
 Attn: Solid Waste Unit  
 P.O. Box 522  
 Timaru

**URGENT**

For any queries contact  
**Briony Woodnorth**  
**DDI: 03 687 7489**  
**Email:brionyw@timdc.govt.nz**

### Zero Waste Event Waste Management Application

Name of Event	
Date	
Location	
Organiser's name	
Address	
Telephone	
Fax	
Email	
Number of participants	
Volunteer sets on straps	
Recycling skip required	YES/NO Provided by Garbo Rubbish Removals (Not arranged by TDC)
Waste skip required	YES/NO Provided by (Not by TDC)
Cardboard cage required	YES/NO Provided by (Not by TDC)
Organics skip required	YES/NO Provided by (Not by TDC)
The Council can provide sets of bins for internal waste management at the event. We recommend sets of bins ( 1 recycle, 1 compost, 1 rubbish) at every waste disposal point. Please list the number you want. Bins can be provided as is or with event "lids".	
240 litre recycle bin	140 litre recycle bin
Recycle "lids"	
240 litre compost bin	140 litre compost bin
compost "lids"	
240 litre rubbish bin	140 litre rubbish bin
rubbish "lids"	



## ZERO WASTE EVENT RESULTS (AFTER THE EVENT)

Please complete this form and post to

Timaru District Council  
 Attn: Solid Waste Unit  
 P.O. Box 522  
 Timaru

### Zero Waste Event Waste Management Results

#### After the event

Name of Event			
Recycling skip size			
How full was it?			
Please estimate proportions of recycling as a percentage			
• Glass			%
• Cans			%
• Plastic			%
• Paper/cardboard			%
Rubbish skip size			
How full was it?			
Organics skip size			
How full was it?			
WHEELIE BINS			
Please estimate how many wheelie bins full you had at the end.			
	No. on site	x	How full = total
EG 240 litre recycle bin	4		Half full 2
240 litre recycle bin			
140 litre recycle bin			
240 litre compost bin			
140 litre compost bin			
240 litre rubbish bin			
140 litre rubbish bin			

Please turn over

Did you receive any feedback on the waste management system?

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Is there anything the TDC could do better to assist in your planning?

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**For the next time....**

If you plan to run a Zero Waste Event again please contact Briony 3 months in advance if you are interested in developing a more comprehensive Zero Waste Plan.

**Finally**

Thank you for your efforts in organizing a Zero Waste Event and caring for our environment.

## **Compostable, degradable food packaging suppliers**

### **Friendlypak**

Contact: Kevin Graham  
Phone: 09 834 5340  
Fax: 09 834 5341  
Mobile: 027 410 4344  
Email: [Kevin@friendlypak.co.nz](mailto:Kevin@friendlypak.co.nz)  
Website: [www.friendlypak.co.nz](http://www.friendlypak.co.nz)

### **Packaging House**

Contact: Paul Haars  
Phone: 03 343 7605  
Fax: 03 343 5655  
Email: [paul.haars@packaginghouse.co.nz](mailto:paul.haars@packaginghouse.co.nz)  
Website: [www.packaginghouse.co.nz](http://www.packaginghouse.co.nz)

### **Bioware from Café Express**

Contact: Chris Cox  
Phone: 03 335 0175  
Fax: 03 335 0174  
Mobile: 021 766 091  
Email: [chris@cesi.co.nz](mailto:chris@cesi.co.nz)  
Website: [www.cafeexpress.co.nz](http://www.cafeexpress.co.nz)

### **Eco Express**

Contact: Amanda Martin  
Phone: 03 376 4159  
Fax: 03 377 7117  
Email: [info@eco-express.co.nz](mailto:info@eco-express.co.nz)

## APPENDIX 2

### RECYCLING BIN GUIDELINES: ACCEPTABLE MATERIALS

<b>YES</b>	<b>NO</b>
Clean steel and aluminium cans	Styrofoam (polystyrene)
Balled aluminium foil	Flexible plastics / shrinkwrap etc
Rigid plastic containers	Tetrapaks, milk cartons
Glass bottles and jars	Dirty food service containers
Paper and cardboard	Plastic cutlery
	Multimaterial packaging

### COMPOST BIN GUIDELINES: ACCEPTABLE MATERIALS

<b>YES</b>	<b>NO</b>
Plain paper cups, plates, bowls	No plastic linings on cups, plates, bowls
Potato starch containers and cutlery	Plastic cutlery
Corn starch containers and cutlery	Individual plastic condiment packages
Wooden stir sticks, toothpicks, skewers	Plastic cups, lids and straws
Paper serviettes, paper hand towels	Styrofoam (polystyrene) not compostable or recyclable.

## **APPENDIX 3**

### **EXAMPLE OF STALLHOLDER COMMUNICATION**

Dear (Stallholder)

The event you are attending is planned to be a Zero Waste Event, as far as can be practically achieved. The public will be required to separate their waste materials into compostable, recyclable or waste materials.

As a stallholder, your participation in this goal is of vital importance. We ask that you investigate how you can reduce, recycle or compost materials generated by your stall. A brief information sheet has been attached to assist you. (See Appendix 4).

If you are still unsure about how to proceed, please do call the Timaru District Council's Zero Waste Advisor on 03 687 7489, and we will be happy to help .

Thank you for your co-operation and assistance in this important change in waste management at events.

## APPENDIX 4

### HOW TO MINIMISE WASTE AT EVENTS

Stallholders and exhibitors can make a significant difference to the waste generated at an event by following these simple steps:

#### Understand your waste

First, look at the products and services you bring, provide or produce. What are they made of and what are they packaged in? For example, a food vendor may have materials that include:

Aluminium cans	Vegetable fat
Soft drinks in plastic bottles	Tomato sauce packets
Beer in glass	Serviettes
Bags for popcorn / candyfloss	Straws
Cardboard boxes	Hotdog sticks
Bread in plastic bags	Food
Food hygiene gloves	Polystyrene burger containers

Ask your supplier if there are any alternatives to non-re-usable or non-recyclable packaging or products.

#### Reduce, Re-use, Recycle

**Reduce:** once you have identified your waste, the next step is to reduce it, for example:

- Can multiple, single-use servings of sauce or seasoning be replaced with a single large serving dispenser?
- Does an ice-cream cone really need advertising paper around it?
- Does an already packaged item really need to be put into another bag for the customer?
- Is it possible to avoid printing promotional material, or can it be printed on two sides?

You may not be able to reduce or eliminate some materials because they are essential to the safe and hygienic presentation or sale of food, beverages, merchandise or services.

**Re-use:** You may decide that you need the service that the material provides. Is there a re-usable alternative, for example:

- Using refillable cups or glasses: this will significantly reduce the quantity of disposable cups for hot and cold drinks
- Giving boxes to other stallholders for packaging, or returning packaging to your suppliers

**Recycle:** If the material or product is essential for your business and it cannot be reduced or re-used, find out if it can be either recycled or composted: See Appendix 2 for examples. The following products are generally not recyclable in New Zealand:

- Plastic plates and cutlery
- Polystyrene cups
- Multi material (composite) packaging (foil, plastic and paper glued together.)
- Tetrapaks (usually fruit juice containers.)
- Straws
- Food contaminated plastics (tomato sauce sachets etc.)

If a material is not recyclable, see if there are compostable alternatives:

- Potato or corn starch plates and bowls
- Wooden cutlery
- Biodegradable beverage containers for hot and cold drinks eg Bioware

### **Educate, monitor and evaluate**

- Encourage your stallholders to compost or recycle – let them know that you have provided these items specifically to reduce waste and support the community in doing the right thing.
- Evaluate your waste minimization efforts so that you can report and promote your achievements.
- Keep a record of the products and materials that you have reduced, re-used, recycled or found substitutes for. Encourage other stallholders where possible.

### **Support recycling by using products made of recycled materials:**

Buying products made of recycled materials helps to make recycling viable. Purchasing recycled content products means you are saving raw materials and making the most of what we have available before mining the planet for more.

Examples of recycled material products are: toilet paper, hand towels, tissues, serviettes, promotional materials and degradable disposable cups.

If you find an environmentally friendly substitute for a non-recyclable material, let the event organizer and your local council know, so that they can inform others.

If in doubt, please contact the Timaru District Council's Zero Waste Advisors on 03 687 7489, or email: [brionyw@timdc.govt.nz](mailto:brionyw@timdc.govt.nz)

**“Gather the pieces that are left over. Let nothing be wasted.”**