AUCKLAND
City Council

Auckland City Council

Guideline for working towards zero waste events

November 2008

This guidance document was prepared for Auckland City Council by Eunomia Research & Consulting in partnership with Waste Not Consulting.

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Acknowledgments:

The authors would like to thank the people who have been involved in consultation on this document and who have provided valuable feedback.

In addition to the experience and expertise of the authors, information for the development of this guide has been drawn from a wide range of sources including the following:

- Guide To Recycling At Public EVENTS in the Australian Capital Territory
- Organising a Minimum Waste Event. A step by step guide for Event Organisers and Managers. Christchurch City Council
- Recycling at Events. A Guide to Reducing Waste at any event. City of Portland, Oregon
- Zero Waste Guide for Events. Queenstown Lakes District Council
- Minimising Waste at Public Events. Guidelines for Event Organisers. Zero Waste South Australia.
- It is Easy Being Green! Guide to Planning and Conducting Environmentally Aware Meetings and Events. United States Environmental Protection Agency
- Wales Event Recycling Guide. 2nd Edition 2008. Welsh Assembly/Cylch/Waste Awareness Wales
- Guidelines for Minimising Waste at Events. Zero Waste New Zealand Trust
- Guidelines for Waitakere Events, Waitakere City Council http://www.waitakere.govt.nz/abtcit/ec/clnprod/guidelines-events.asp
- Zero Waste Event Guidelines. Zero Waste Mann, Isle of Mann
- Case Study on Zero Waste, Courtesy of Ngati Whatua o Orakei and the Waitangi Day Festival

Contents

Introduction

Purpose of the guide

This guide is intended as a resource for organisers and initiators of events in Auckland city to help them to minimise the amount of waste that is generated by events in the City.

Auckland City Council is committed to creating a sustainable city. Working towards zero waste is the first step of Auckland City Council's commitment to delivering sustainable events. This guide will therefore provide a foundation for, and will link with, other event sustainability initiatives as they are developed.

What is zero waste?

When people first hear the term 'zero waste' the common response is to think that it sounds unrealistic. Zero waste however is not so much about a goal as about a philosophy, that says waste is never a good thing, so rather than just accept it as inevitable - let's work towards eliminating it. It is similar to ideals of 'zero accidents' in the workplace or 'zero defects' in manufacturing.

Zero waste is a 'whole systems' approach that requires a rethink of how materials flow through our society, and a redesign of those systems to minimise material requirements and maximise material utilisation. Zero waste takes nature as its starting point, where there is no waste, because what is surplus to one part of the system inevitably becomes food or fuel for another part of the system. Zero waste envisages a society where material is constantly cycled through different systems, adding value at each point in the cycle.

In the context of events therefore, a zero waste approach aims to 'design out' waste from the system. It is not just about managing waste that is created, but about continually seeking to improve the management of material flows so that eventually there are no materials used in an event that do not have further beneficial use. A 'zero waste' event therefore is an event run according to this zero waste philosophy, rather than an event from which there is not a single scrap of rubbish produced.

A zero waste approach has implications for virtually all aspects of how an event is designed and managed from the types of activities on site, the supply of materials, education and communication, to waste collection, processing and monitoring.

Why Auckland City Council is promoting zero waste events

Creating zero waste events in Auckland city will help the city to move towards its sustainability objectives by reducing the impact waste generated at events has on our environment. Perhaps equally importantly, events are places where large numbers of people congregate and waste can be highly visible. Events therefore provide an opportunity to reinforce public education messages, as well as an opportunity for Auckland city to display its clean green credentials to residents and visitors.

Why run a zero waste event

Running a 'zero waste' event can have positive benefits for your event including the following:

- Reducing its impact on the environment
- Making the event attractive to sponsors
- Reducing costs from waste disposal and litter picking
- Providing a clean, positive environment for patrons
- Help increase environmental awareness
- Meet increasing community expectations to be seen to be green
- Create goodwill amongst the team staging the event

How to use the guide

This guide provides information that will help you plan and stage a successful zero waste event. It is structured as follows:

1. Overview of zero waste at events – to give the big picture
2. Guidance notes – setting out the 7 steps to success
3. Appendices – packed with useful information to save you research time
4. Waste management plan template – to help you to write your own plan for the event. This template will also be useful if you need to apply for a permit from council and need to have a waste management plan in place.

Zero waste event overview

The key to creating a zero waste event is being able to control the flow of materials entering and being used on an event site, so that only materials that are absolutely necessary are brought onto a site, and all of the materials that do come on site are able to be reused, recycled or composted through the waste collection systems set up on site.

To achieve this you need to go through a process of thinking about what materials are going to be brought into an event site, and whether these can be eliminated, reduced, reused, recycled or composted. Where materials do not fit into one of these categories you should investigate alternatives that can be reused, recycled or composted, and then work with suppliers to specify these for the event.

When it comes to systems for collecting materials the rules are to keep the number of different streams to the minimum practical, to have clear prominent signage, to never let containers get too full, and to provide appropriate numbers of bins where they are needed.

This guide provides information on 7 key steps you need to take to run a successful zero waste event:

1. Commit to zero waste
2. Engage key stakeholders
3. Determine potential waste
4. Plan your system
5. Operate your system
6. Communicate
7. Monitor & Improve

Tips

The internationally accepted 'waste hierarchy' provides a guide to the options for managing waste, with the most preferable at the top of the hierarchy and the least at the bottom:

Step 1: Commit to zero waste

The event initiators and organisers need to make a firm commitment to create a zero waste event and provide the necessary resources (including people's time).

Things to do:

- Develop a written zero waste policy
- Develop waste reduction targets for your event

Tips

A zero waste policy will help articulate what you want to achieve from the event and can be used to communicate your commitment to key stakeholders including suppliers, council and media.

Step 2: Engage key stakeholders

Holding a zero waste event requires the cooperation of everyone who is going to take part, from event organisers, suppliers, stall holders, to waste and recycling service providers, cleaning/litter crews etc. It is important to communicate with key stakeholders early and secure their agreement to play their part in making the event as waste free as possible.

Things to do:

- Contact stakeholders and tell them of your zero waste objectives
- Secure their commitment to play their part in making the event a zero waste event. Key stakeholders could include the following:
    - Site owners
    - Waste companies
    - Recycling companies
    - Recycling/composting processors
    - Suppliers
    - Stall holders
    - Security
    - Onsite staff/volunteers
    - Cleaners
    - Entertainers
    - Media
    - Sponsors
    - Attendees
- Work with suppliers/stall holders to determine what materials they will be bringing into the site
- Where materials are not recyclable or compostable then investigate alternatives

  (Refer Appendices 2 & 4 for more information on recyclable and biodegradable alternatives)
- Interview and engage recycling/composting/waste collection contractors that meet your requirements.
  You may need contracts in place for:
    - Reuse
    - Recycling
    - Composting
    - Waste Disposal

Tips

Site owners may have specific requirements or conditions you must take into account for any event on their property.

Sponsors are attracted to minimal waste events as it may help them meet their corporate sustainability objectives and will be able to gain promotional benefit, particularly if it is branded as a genuine *Zero Waste Event*.

Stall holders need to be informed that you are minimising waste. Their involvement is best gained by inserting a short clause in their contract requiring them to supply materials and follow procedures in line with these guidelines. Give them as much notice, advice and help as possible (refer appendix 4).

Waste & recycling contractors Select contractors that are able to recycle/process the materials you will collect, that can provide the bins you need, and provide information on the types and quantities of materials collected. Negotiate mutually acceptable contractual arrangements in line with these guidelines.

Attendees Tell them what to expect in your promotional material and by clear communications, event staff and signage at the event.

Step 3: Determine potential waste

The quantities and types of waste that will be generated by an event are quite variable and will be dependent on a range of factors including:

- The type of event
- The numbers of people attending
- The duration of the event
- The types of stallholders present
- Policies on material that is allowed to be taken into the event area
- Unique bulk event waste i.e. coconut husks

Things to do:

Work out how much material you expect to collect for recycling, composting, and disposal from each of the following parts of your event:

- Set up and pack down
- Public areas
- Back of house

Appendix 3 contains information to help you make these calculations.

Tips

Set up and pack down waste: Depending on the type of event there may be significant quantities of waste generated by activities associated with setting up and packing down after an event. Multiple day events such as music festivals will generate more of this type of waste.

Public area waste: Waste from the public areas will be the most visible waste generated and in most cases will constitute the largest proportion of the waste generated from an event.

Back of house waste: A significant quantity of material can be generated by vendors/stallholders and other service providers. A lot of this material is bulk packaging that has been used to transport goods to the site (such as cardboard boxes, cans, plastic wrap etc). The back of house wastes should be managed separately to those in the public areas, as the requirements are quite different, and there is greater opportunity to inform vendors of systems before the event and to require them to separate material.

Step 4: Plan your system

Of critical importance to a successful zero waste event will be correctly identifying potential waste streams and figuring out how these can be best addressed. Once you have figured out what your final waste stream is likely to consist of (after you have eliminated materials that you don't want on site, and substituted recyclable or compostable materials for non recyclable and non compostable materials), you need to finalise how the material will be separated and collected.

Things to do:

For each of the Set up, Public Area, and Back of House areas:

- Decide in consultation with your recycling and waste service providers what separate streams of material you will collect

  Refer Appendix 8

- Make sure you are clear what materials the recyclers and/or composters will and will not accept. This can be done by providing samples to your service providers to ensure they can process the material correctly.
- Construct a site plan (refer information box)
- Using the site plan and estimates of volumes of material you expect, work out how many bins you will need.
- Make allowances for peak flows (around mealtimes in public areas, during set up and pack down for back of house)
- Decide on the types of bins and signage you will use for each collection stream

  Refer Appendices 7 & 9

Tips

Making a site plan:

- Locate on the site plan key activity areas (e.g. food stalls, dining areas, performance areas etc)
- Mark out where waste/recycling stations will be
- Mark out key access areas for waste vehicles and for servicing bins
- Mark out storage and bulking areas for waste

Research indicates that, depending on the item and the area concerned, people are willing to walk between 3 and 14 metres to dispose of an item. At greater distances littering increases substantially.

Generally speaking recycling stations should be placed no more than 28m apart, and good practice would be to have a recycling station available every 20 metres.

Waste is also likely to get generated more in certain areas particularly where people congregate to eat and drink (not necessarily where they purchase it). These areas should be identified and sufficient provision made.

A list of suppliers is available in the appendices.

Step 5: Operating your system

Make sure your system will work on the day by resourcing it properly and having spare capacity in case the number of people attending or site arrangements are different than anticipated.

Things to do:

Servicing Arrangements

- Appoint an on-site operations manager who knows the system and can be responsible for ensuring everything works on the day
- Work out how often you will need to service bins/recycling stations
- Based on servicing arrangements determine how many staff you will need
- Schedule staff numbers to cope with peak times
- Make use of volunteers to help encourage people to separate their waste properly. Volunteers can be compensated with free entry to the event and free meals. If there are large numbers, a volunteer canteen/rest area may be a good idea. Having people monitoring waste stations is one of the key success factors
- Determine how waste from bins that have been emptied will be transported back to bulking and storage areas

Waste storage and sorting areas

- Allocate space for materials emptied from containers to be bulked and stored prior to being transported off site for recycling, composting or disposal.
- Some additional sorting of recyclable materials to remove contamination and/or sorting of residual rubbish to remove recyclables can be done in the storage areas

Tips

Bins will generally need to be emptied at intervals throughout an event. It is critical that bins are emptied before they are full. In particular, if rubbish bins fill up then people will put their rubbish into adjacent recycling bins, contaminating the recycling. If all bins are full then this will lead to littering. You will need to make sure that you have sufficient staff to monitor bins and empty them before they fill up. The number of staff required will depend on the size of the bins, layout of the site, and the system you have in place for emptying bins (i.e. how long it takes to empty a bin or bin bank).

One method is to use plastic liners. This enables the contents to be lifted out and placed in a collection cart. If liners are used and different streams are emptied at the same time it may be advisable to use different coloured liners for each stream so that bags can be easily separated, and to use compostable liners for the organic waste stream.

Clean up

- If good systems have been put in place and are well run, the amount of litter should be minimised, however there will likely still be some – particularly in areas that may have been difficult to service (e.g. in front of stage at concerts). Measures to recycle appropriate litter items should be put in place.
- Ensure all waste and recycling is removed from the site in accordance with the contracts.

Case study

Soundsplash Raglan: Sorting the rubbish

If you want to get the extra performance – sort out the recyclables from the rubbish

In February 2008, Xtreme Waste was contracted by Motherland Collective to provide waste and recycling services at the Soundsplash music festival in Raglan. The event attracted about 2,600 people over three days and diverted 83% (by volume) of the waste from landfill.

Xtreme Waste provided forty people to assist with the resource recovery initiatives, which included recycling stations with separate bins for commingled recycling, organics, and waste to landfill. These recycling stations were located throughout the festival and each one was attended by an assistant, who helped the public to separate their waste into the right bins. A sorting table was also set up for the assistants to sort recyclable materials out of the waste in the rubbish bins and sort the contents of the commingled recycling bins into their various material types.

Step 6: Communicate

No matter how good your systems are, if you do not communicate well with the people who have to use them they will not perform. Keep communications simple, clear, positive, and don't be afraid of stating the obvious – often!

Things to do:

Pre event communications

- Suppliers & Vendors – reminds suppliers of the waste system requirements
- Sponsors
- Media – publicise the fact that your event will be zero waste
- Event programmes and information for patrons – tell them what to expect
- Arrange photographers from local media to attend the event specifically to promote the event recycling taking place.

Communications during the Event

- Meet vendors to ensure back of house waste systems are working properly
- Signage, on the bins, around the site in visible locations

  – refer Appendix 9

- Volunteers/staff to encourage the public to use systems correctly
- Public Announcements/reminders
- Posters informing people of system in prominent places – entrance, food stalls etc
- Provide incentives (e.g. spot prizes for good recyclers)
- Meet photographers/media representatives and highlight the zero waste systems

Post event communications

- Press releases on event success
- Request feedback from suppliers & contractors

🛠 Case study

Waitangi Day Celebrations Okahu Bay 2008

Ngati Whatua Orakei, were responsible for organising the event which attracted over 30,000 people. Key to the success of the event was the participation of volunteers to staff each 'resource recovery station'.

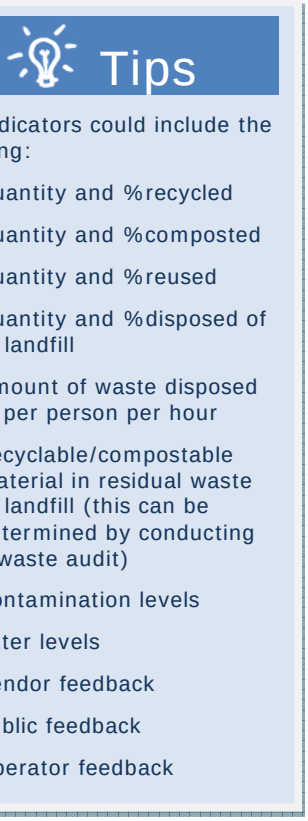
Volunteers were invited to stay at the marae the night before the event and were provided with training and motivation for the task the next day. This helped develop a sense of purpose, team and camaraderie that contributed to a 79% diversion rate from landfill being achieved.

Step 7: Monitoring and improvement

It is important to monitor how well the systems have worked so as to be able to publicise successes and get feedback that will help you to improve the system on an ongoing basis.

Things to do:

- Appoint someone to be responsible for ensuring that data from the event recycling systems is measured and recorded
- Record the quantity of materials collected from each of the collection streams (by weight or volume). The collection contractors should also be able to supply this information.
- Note any contamination
- Consider doing a waste audit of the residual (non recycled) waste to determine where systems can be improved and how non recycable waste can be avoided. Consider writing up and publishing the results of your audit
- Note litter levels throughout the event
- Request feedback from suppliers and the public
- Consider writing up a case study to pass on lessons learned
- Take note of the results and feedback when planning the next event



Appendices:

I. Typical event waste streams

Material	Set up/pack down	Public areas	Back of house
Paper	Cardboard	Brochures/leaflets	Cardboard
	Posters	Cigarette packets	
		Coffee cups	
		Napkins	
		Newspapers	
		Paper plates	
Plastic	Electrical ducting and ties	Plastic bottles	Polystyrene packaging
	Plastic plumbing and spouting	Clamshells	Plastic bags
	Signage	Polystyrene cups	Shrink wrap
	Tape	Plastic plates	Plastic strapping
	Temporary Barriers	Plastic cutlery	Vacuum wrap
		Crisp packets/candy bar wrappers	Plastic bottles
		Plastic bags	
		Coffee cup lids	
Metal	Electrical cables	Aluminium cans	Tins
	Roofing iron		Aerosol cans
			Foil
Glass	Window glass	Glass bottles	Glass bottles
Wood	MDF/Chipboard	Stirring sticks	
	Signage	Wooden cutlery	
	Temporary barriers		
	Timber		
Organic		Leftover food	Food preparation waste
		Biodegradable packaging	Leftover food
			Biodegradable packaging
			Used cooking oil
Textiles	Banners/signage		
	Canvas/tent fabrics		
Hazardous/Other	Paint	Cigarette butts	Broken merchandise
		Disposable nappies	
		Broken merchandise	

II. What can be reduced, reused and recycled at events

Reduce:

- Avoid excess packaging
- Avoid items sold in metalised plastic film (e.g. chip packets, candy bars)
- Avoid multi material packaging (e.g. blister packs, /pringles containers etc)
- Expanded polystyrene (Styrofoam)
- Substitute plastic bags with paper bags or biodegradable plastic bags
- Substitute polystyrene and plastic clamshells, plates, cups, cutlery with biodegradable alternatives if you are collecting material for composting (see appendix 4). Although some plastic plates, cups etc may technically be able to be recycled, in practice it is often contaminated with leftover food which makes recycling not viable. Hence it makes sense to use biodegradable alternatives where the plates etc can be collected together with the leftovers for composting.

Reuse:

- Reusable cups with a deposit
- Unused food may be able to be donated to a charity that feeds the homeless (cooked food cannot be donated due to food safety issues).
- Signage etc may be reused – stored for future events

Recycle:

- Paper - all grades
- Cardboard
- Plastic containers – (grades: 1-7)
    - grade one - soft drink bottles
    - grade two - milk, cream and detergent bottles
    - grade three - food and cleaning material bottles
    - grade four - flexible squeeze bottles
    - grade five - icecream, yoghurt, margarine and chinese takeaway containers, strawberry punnets
    - grade six - shampoo, conditioner and moisturiser bottles, dip containers
    - grade seven - squeezable tomato sauce containers
- Plastic wrap
- Plastic bags
- Aluminium cans
- Tin/Steel Cans
- Used cooking oil

Compost

- Paper and paper products
- Cardboard
- Green Waste
- Food waste
- Compostable food packaging
- Untreated & unpainted wood products

III. Waste quantities and composition

The following table provides some broad estimates of maximum total quantities of waste that can be expected per person by event type and duration. If this is the first year you are running your event you can use these figures to estimate the quantities you might have to deal with. If the event has been run before then you can base quantities on previous years, making adjustment for any changes to the event that could impact waste quantities.

Daytime only event:	1-2 litres per person
Daytime plus evening event:	2-2.5 litres per person
Multiple day (residential)	10 litres per person per day

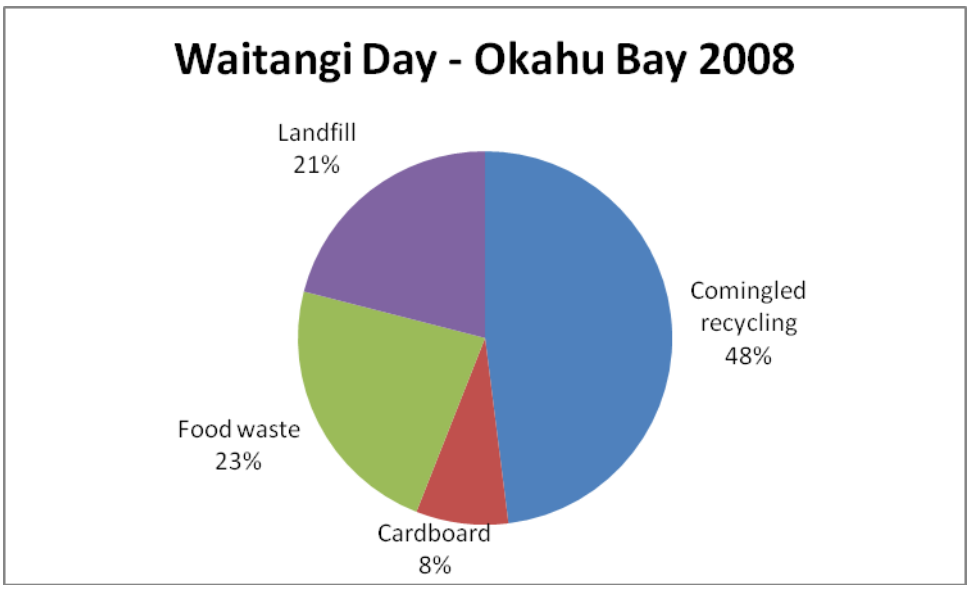
Waste composition

The composition of the waste from events will, like the quantities, vary depending on a similar range of factors including:

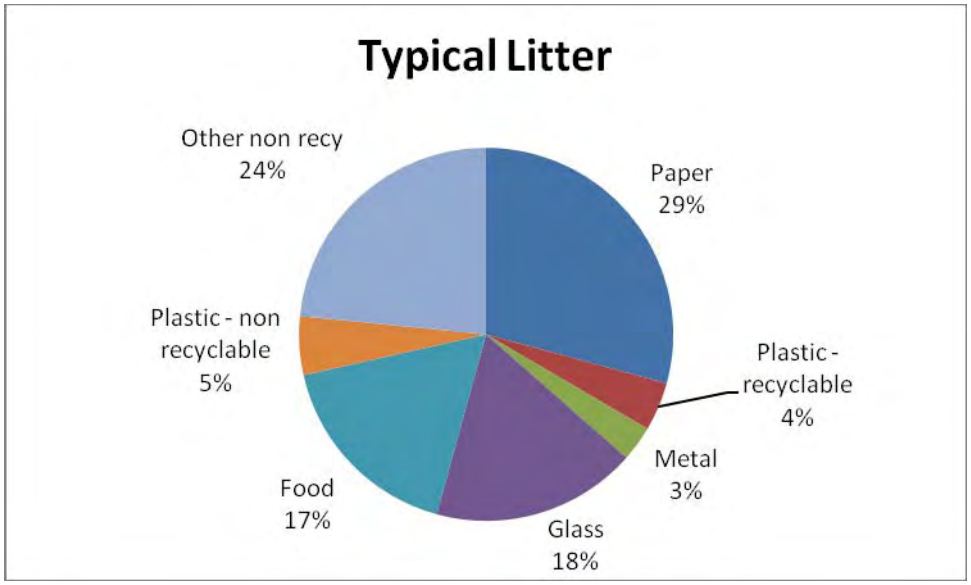
- The type of event
- The numbers of people attending
- The duration of the event
- The types of stallholders present
- Policies on material that is allowed to be taken into the event area

Taking these factors into account there is likely to be a reasonable degree of similarity in terms of the types of waste – although proportions will vary. The composition from a range of events is given below including typical litter composition in Auckland city for the purposes of comparison.

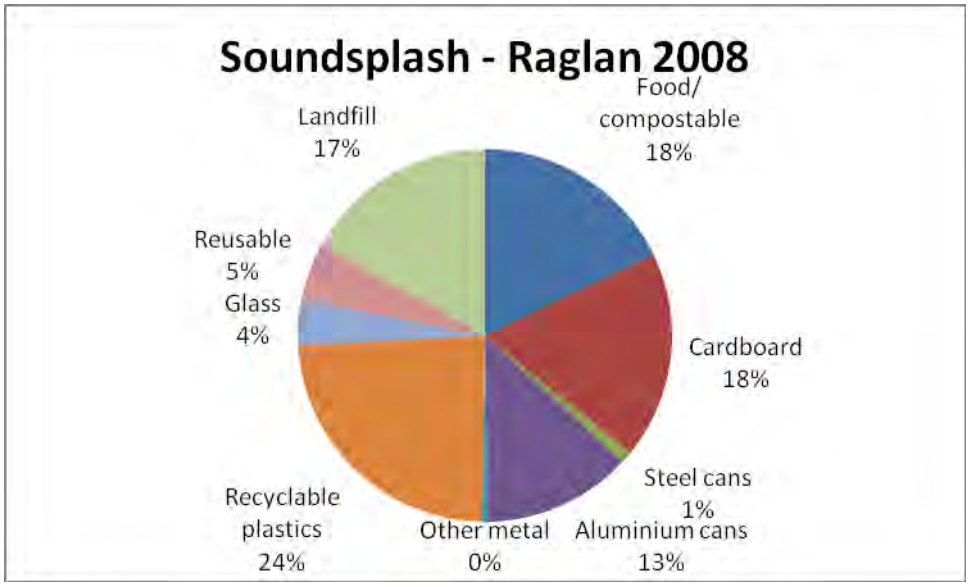
Note: the composition is provided in terms of weight. In terms of volume the composition will be different with high volume materials such as plastics and aluminium cans accounting for a greater proportion, and dense materials like food accounting for less.



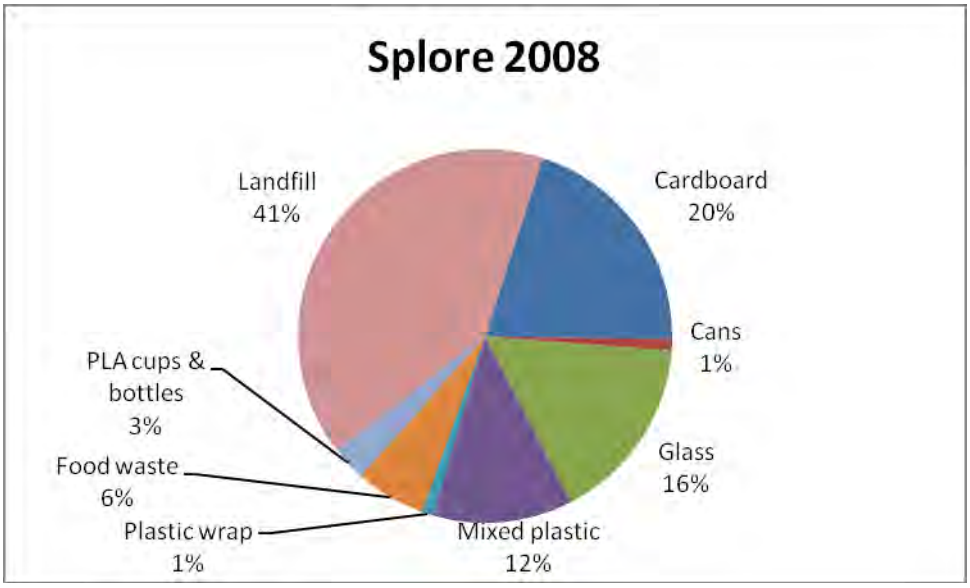
Notes: Estimated 30,000 people attended a single day event. Food vendors were required to use biodegradable plates, cups etc. Stall holders were required to pack out their residual waste at the end of the event.



Notes: 2,600 people attended Soundsplash over 3 days. Stallholders were restricted in the material they were allowed to bring on site.



Notes: 6,000 people attended Splore over 3 days.



IV. Biodegradable packaging

Biodegradable packaging is suitable where the material will be collected for composting. If the material will be sent to landfill, non-biodegradable options are preferable as they will not degrade in landfill and create greenhouse gases. A selection of some biodegradable packaging options is provided below for illustration.

(Note: The products shown here are for information purposes only, and no endorsement of any of the products or suppliers by Auckland City Council is implied or expressed.

Wooden cutlery



www.packaginghouse.co.nz

www.potatopak.co.nz

Cups

Kiwigreenpak pulp based hot or cold cups

Ecotainer Biodegradable plastic (PLA) lined paper cups

Kiwigreenpak PLA biodegradable cold cups

www.friendlypak.co.nz

www.packinghouse.co.nz

www.kiwigreenpak.co.nz

Biodegradable /reusable bags

Biobag Biodegradable cornstarch plastic bags

Cloth bags

Paper bags

www.elldex.com

www.attwoods.co.nz

www.friendlypak.co.nz

Biodegradable serving items i.e. plates, clamshells, bowls etc

White Plain Snack Box

BioWare Burger Pack

PLA Sandwich Wedges

www.kiwigreenpak.co.nz

www.packaginghouse.co.nz

V. Supplier agreements/ information to supplier

It is important to discuss the event's zero waste policy and requirements as early as possible with suppliers. Most of the material that becomes waste will be brought on site by suppliers and hence their participation is critical.

Some suppliers may be reluctant to use recyclable or biodegradable alternatives due to concerns about branding, cost, and performance. These concerns will need to be addressed, and decisions made about what concessions if any will be allowed. It may be worthwhile providing vendors with a vendor information sheet that sets out the events requirements, in terms of packaging and waste management practices – below is a sample vendor information sheet.

Sample vendor information sheet for zero waste events

Suppliers and vendors play an important role in helping create a zero waste event. Your cooperation in supporting our waste minimisation and recycling efforts is appreciated.

Please consider the following in your preparation on the day.

Recycling facilities for vendors and stall holders will be provided in back of house areas for the following materials:

- Cardboard (boxes to be flattened)
- Plastic film
- Plastic, tin, glass and aluminium containers
- Food waste

Recycling facilities for members of the public will be provided. There will be two waste streams collected – one for recycling and one for compostables. In terms of goods sold/dispensed, you are asked to only bring items and packaging into the event that are able to placed in one of these streams:

Recyclables:

- Plastic 1&2 drink containers and milk bottles
- Aluminium cans
- Plastic 6 cups
- Glass bottles
- Tins
- Programmes/Posters/Newspapers/Magazines/Cardboard

Compostable:

- Food waste
- Betal Nut, Potato plates, corn starch and wood cutlery
- Napkins and paper towels

Please do not use the following:

Non-recyclable plastic or paper plates

Plastic bags

Plastic plates, cups and cutlery

Polystyrene and wax paper cups

Chip bags and other non recyclable plastic film

Tips:

- Plan to recycle from the start
- Consider how your stall can avoid creating waste before you go to the event
- Avoid using non-recyclable containers for drinks

There will be signage to inform spectators about the event recycling. These will be located at the entrances and recycling stations.

Signage will be made available to vendors to place near serving areas to encourage recycling.

VI. Event waste service providers

Below is a partial list of event service providers in Auckland city. By providing this list Auckland City Council does not provide any endorsement or guarantee in respect of the operators named. For more information on other waste and recycling collection operators consult the yellow pages, or the ARC's Recycling Directory at www.arc.govt.nz

Packaging:

Attwoods

FREE PHONE: 0800 PACK IT (0800 722 548)
FREE FAX: 0800 377 758
www.attwoods.co.nz

paper bags

BCS Foodpak Ltd

Showroom: Unit C, 57
McLaughlins Road, Manukau,
Tel: 09 277 0104
Fax: 03 277 0115
email: info@bcsfoodpak.co.nz
website: www.bcsfoodpak.co.nz

Biodegradable cups

Castaways

Stephen Johnson
Tel 415 5120
Fax 415 5123

Stephen@catopackaging.co.nz

Variety of ranges of biodegradable products including platters, cups and cutlery

Eden Enterprises

116 Cook Street, New Plymouth 4310

Products range & prices available online
Tel (06) 751 3229
www.edengreennz.com

100% Biodegradable corn starch products, plates, cups, bowls, straws, bags, etc

Elldex Packaging Ltd

Philippa Wang (Auckland)
Tel 09 415 6747
Fax 09 415 6727
sales@elldex.com
www.elldex.com

Range of biodegradable packaging including bags, cups etc

Kiwi Greenpak Ltd

www.kiwigreenpak.co.nz

Biodegradable cups, plates, bowls, clamshells etc

Friendlypak

Box 83 132, Edmonton, Auckland
Tel 09 834 5340
Fax 09 834 5341
Mob: 027 410 4344

Kevin@friendlypak.co.nz or www.friendlypak.co.nz

Biodegradable cornstarch bags, potatopak plates, bowls etc, PLA lined paper cups

Packaging House

91 Kerrs Road, Wiri, Auckland
Tel 263 1150
Fax 263 1151

online@packaginghouse.co.nz

Range of biodegradable products including clamshells, cups and bags

Potatopak NZ Ltd

P O Box 746, Blenheim 7240

Products range & prices available online
Tel (03) 572 8977
www.potatopak.com

100% Compostable potato starch products, plates, bowls, punnets, trays, cutlery etc

Waste and recycling collectors

EnviroWaste Services Ltd

0800 240 120

345 Neilson St Onehunga Auckland

auckland@envirowaste.co.nz

Wheelie bins & Skips
Range of sizes, 80litre - 30m^3.
Home or business
Short or long-term
Site Remediation

Full Circle

0800 732 925

PO Box 12689, Penrose, Auckland

Recycling collections

Metro Waste

0800 422 477

597 Rosebank Road, Avondale

service@metrowaste.co.nz

Waste collection

Bin lids

Paper Reclaim Ltd

09 571 0242

33 Hugo Johnston Drive Penrose Auckland

Cardboard, Paper, Glass, Office Paper, Printers, Plastic, Commercial Businesses, Recycling

Rubbish Direct

0800 36 77 35

info@rubbishdirect.co.nz

www.rubbishdirect.co.nz

Waste and recycling collection

Waste Management

09 527 1300

86 Lunn Ave, Panmure

Waste and recycling collection

Waste Care

09 571 1400

Waste and recycling collection

Composting operators & worm suppliers:

Envirofert Limited

Private Bag MBE N340
Auckland
New Zealand
Tel 09 910 0050
www.envirofert.co.nz

WormsRus

53A Clark Road, R.D. 1 Karaka

Tel 09 292 7759
Fax 09 292 7039
info@wormsRus.co.nz
http://www.wormsrus.co.nz

Kiwi Earthworm Distributors

P O Box 13
Matakana
New Zealand
Tel 09 4229082
http://www.kiwiearthworms.co.nz

Sustainable Waste Management

26 Mays Street
Devonport,
Auckland,

VII. Bin types and features

Description	Additional information	Photo
On-site Compactor	Used for general rubbish containment and collection. Compactors reduce the volume of waste and mean collections can be less frequent. Compactors reduce the amount of storage space required for rubbish relative to non-compacting skips. Removal is by gantry truck, with the compactor being transported to a transfer station for emptying. Leakage may be an issue with compactors, as liquids are effectively squeezed out of the waste.	
3 /4.5 Metre Skip Bin	Used for general rubbish containment and collection. Requires front loading compactors. Footprint = 2.72 – 3m2	
1.5 /3 Metre cardboard cage	Used to store and collect flattened cardboard. Requires front loading compactors. Gated cages are available for manual collections where truck access is difficult. Footprint = 1.64 – 2.72 m2	
1m3 Wool Sacks (Fadges)	Fadges are woven polypropylene sacks hung on a metal frame. They are commonly used for collecting plastic film or compacted plastic bottles.	
1100 - 660 Litre Bin	Generally used for rubbish collections. Requires rear loading compactors or flat deck vehicles for container exchange. Footprint = 1 m2	
360 Litre Wheeled Bin	Used for rubbish and recycling collections. Can be easily manually moved on site. Requires side or rear loading compactors or flat deck vehicles for container exchange. Closed lid contains odours and restricts vermin access. Footprint = 0.6m2	

Description	Additional information	Photo
240 Litre Wheeled Bin	Used for rubbish and recycling collections. Can be easily manually moved on site. Requires side or rear loading compactors or flat deck vehicles for container exchange. Closed lid contains odours and restricts vermin access. Footprint = 0.43m2	
120 Litre Wheeled Bin	Used for rubbish and recycling collections. Can be easily manually moved on site. Requires side or rear loading compactors or flatdeck vehicles for container exchange. Closed lid contains odours and restricts vermin access. Footprint = 0.27m2	
Steel Drums	44 Gallon steel drums can be lined and used as litter bins or recycling containers as part of a recycling station	
Drum covers	Covers for steel drums provide an effective way to make the drums look tidy and communicate recycling messages.	
Recycling Bin lids	Designed to fit over 240 L wheelie bins, and link together in banks. Lids are provided complete with signage. More info: www.calvert-plastics.com Note: Metro Waste have these in stoke in Auckland	
Bio bin cornstarch plastic liners	Bio degradable and compostable liners for organic waste streams. Bin liners up to 240 Litres in size are available. More info: www.friendlypak.co.nz	

VIII. Public area waste stream collection options

One of the critical decisions to make in establishing the events waste systems is how many different waste streams to collect from the public areas. Separately collecting larger numbers of waste streams requires more careful management and, in the context of events, more complex systems can be prone to problems with contamination. Therefore it is best to keep the numbers of separate streams that will be collected to a minimum.

Good practice is to locate recycling and waste bins together at recycling/waste stations. This assists people to separate their waste without having to go to multiple locations. Care needs to be taken however to makes sure recycling and waste bins are clearly distinguishable otherwise waste will not be correctly separated and contamination may occur. Experience suggests that people often look inside bins to see what they should put in the bin (regardless of what the signs might say) – open topped bins or bins with good size openings can therefore help this process.

Some of the options that have been used successfully in best practice events include the following:

Three stream

1. Recyclables (glass and plastic bottles and containers, cans, paper)
2. Compostables (food waste, compostable packaging such as potatopak plates, cutlery etc)
3. Residual waste (everything else)

This is a good option for most events where it is not possible to fully control inputs into the site, and so where there will be a proportion of material that is not recyclable or compostable.

Two stream (compostable)

1. Compostables (food waste, compostable packaging such as potatopak plates, cutlery, paper, cardboard, biodegradable cups)
2. Residual waste (everything else)

This option is appropriate where it is possible to control inputs into the site very well and where all food and drink is able to be sold in biodegradable packaging.

Two stream (recyclable)

1. Recyclables (glass and plastic bottles and containers, cans, paper)
2. Residual waste (everything else)

This option is appropriate for where food is not being sold at the event or if it is not possible to compost food collected from an event

Two stream (recyclable & compostable)

1. Recyclables (glass and plastic bottles and containers, cans, paper)
2. Compostables (food waste, compostable packaging such as potatopak plates, cutlery etc)

This option may be applied where there is very good control over inputs to a space (such as an indoor venue) and where all items dispensed on site are able to be included in one of the two streams. A further possible option is to require visitors to take any non recyclable or compostable rubbish away with them.

Single stream (compostable)

1. This is an alternative option for where there is a high level of control over inputs to a site and where all items dispensed are able to be included in a composting stream. In this scenario food and drink would be dispensed using biodegradable plates, cutlery and cups. Paper and cardboard would also be able to be composted, along with biodegradable plastic bags and containers. The advantage of this option is that it requires no sorting by members of the public.

IX. Signage and recycling symbols

Signage

Signage at events is critical – patrons need to be able to find the waste and recycling points easily and when they do, be left in no doubt as to what they are supposed to put in each bin.

Tips:

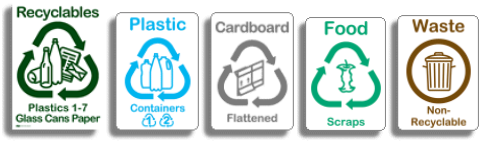
Use graphic images – people will not read detailed instructions. The New Zealand Recycling Symbols set out on the following page are a free resource.

If there are going to be crowds at your event it will be difficult to see where the bins are. Signage that can be seen above the crowd indicating the location of the waste station is good practice.

	
Queenstown winter waste fest (source: QLDC Zero Waste Events Guide)	Portland Oregon: www.recyclingadvocates.org/ pdf/pubs/events.pdf
	
3 Bin recycling system	Bin lids in use in Canberra, ACT, Australia.

New Zealand Recycling Symbols

The New Zealand Recycling Symbols can be downloaded in PDF format for free from: http://www.ronz.org.nz/RONZpage.aspx?pageId=19. High resolution EPS format versions suitable for graphic designers are available on CD ROM for $45 + $7.50 p&p (incl GST). Pre printed self adhesive labels are also available on request. For more information visit the Recycling Operators of New Zealand (RONZ) website: www.ronz.org.nz.



X. Event permitting process

Getting permission

You need to obtain an event permit for any event utilising Auckland city's open public space, pursuant to Auckland City Council consolidated bylaw 20.6.1. We have a team dedicated to assisting you through this process.

This is an outline of the process to receive a permit for an event:

Step 1

Contact us with your event proposal (including the preferred location and dates)

- we will assign a facilitator to assist you with your query.
- your facilitator will advise you on venue and date availability, fees and any further licenses you may require.
- we will make a tentative booking.
- we will post or email you an application form and safety information to complete.

Note - We need a minimum of six weeks before your event date for low impact events, and three to six months for higher impact events including those with traffic management.

Step 2

Return completed application form and additional documents such as site, safety, traffic management, waste and security plans as necessary.

Your facilitator will be available for any questions on completing the application documentation.

Step 3

Once your facilitator receives all of the information, they will confirm if a fee applies and will follow our internal process of seeking approval from relevant parties. They may request additional information from you.

Your event facilitator will also advise you on other specific aspects of your event that you may need to address to complete the event permitting process

- road closures in Auckland city
- parking
- food stalls and permits
- liquor licenses
- fire permits
- extending shop trading hours
- amusement device licenses / fireworks
- fire hydrant permits
- temporary building permits

Note - Depending on the scale of your event, you may need to attend a planning meeting with relevant stakeholders to discuss your event and address any areas of concern.

Step 4

If all relevant parties approve your event, we will send you a permit via post or email.

If your event is not approved, we will contact you and advise you in writing of the reasons why we have declined your application.

Step 5

Your facilitator will contact you after your event to establish how your event went and set up a debrief meeting, if required.

XI. Waste management plan template

Event Details	
Event Name	*The official name of the vent that will be referred to on any applications or permits*
Event Dates	*Start and finish dates and times*
Event Location	*Description of event location. Include a map if appropriate.*
Expected Attendance	*Give estimates of expected numbers that will attend the event. If the event has been held before estimates should be based on past attendance, with appropriate allowance made for any changes to the scale and scope of the event.*
Key Activities on Site	*List key activities that will take place during the event. E.g. Musical performance, food and drink vending, merchandising stalls etc.*
Contact Name	*Name of the person Council should contact in respect of the waste management plans for this event.*
Contact Details	*Full contact details*

Commitment to Zero Waste	Refer Step 1 of the guide
Details of Zero Waste Policy	
Key Waste Targets for Event	

Key Stakeholders & their Commitment to Zero Waste	Refer Step 2 of the guide
Key Stakeholders	Commitment to Zero Waste
	List key stakeholders in the event and whether or not they have agreed to commit to working towards a zero waste event.

Types & Quantities of Waste Expected

Refer Step 3 of the guide

List the main types of materials that are expected to be generated from setting up or packing down activities, and the estimated quantities. Use volume estimates if possible (litres or cubic meters) as this will enable the total volume of material generated to be calculated and the total recycling/disposal capacity required to be estimated.

Site Setup and Pack Down Wastes

Materials	Main Associated Activities	Estimated Quantities

TOTAL		

Notes:

Public Area Wastes

Materials	Main Associated Activities	Estimated Quantities
TOTAL		

Notes:

Back of House Wastes

Materials	Main Associated Activities	Estimated Quantities
TOTAL		

Notes:

Control of Inputs to the Site

Refer Appendix 6

This section of your event zero waste plan should indicate what measures have been put in place to consult with and inform suppliers.

Consultation & Information for Suppliers	
Supplier Agreements	
Non compliance bonds etc	

Collection Systems

Refer Step 4 of the Guide

In this section organisers should indicated how will each of the materials listed in section D will be managed. Is it expected to be able to eliminate or reduce the use of a material, reuse it, recycle or compost it, or send it to disposal?

This section should describe what size of bins will be used, whether they will they be lined, if they will have lids, how will they be identified, and whether they will be placed next to other bins in a recycling or waste station.

Set Up & Pack Down

Collection Stream	Materials	Bin Type & features	No. Of Bins on Site	Frequency of Servicing

Public Areas

Collection Stream	Materials	Bin Type & features	No. Of Bins on Site	Frequency of Servicing

Back of House

Collection Stream	Materials	Bin Type & features	No. Of Bins on Site	Frequency of Servicing

Bin/Bank locations

Site Plans

A plan of the event site should be drawn up and appended to your zero waste management plan. Include on the site plan the major activity areas including areas where people are likely to congregate, food and drink vending areas etc. Indicate where bins/recycling stations will be placed (bearing in mind the distance guides above), where back of house facilities will be placed, and where any areas for bulking waste, sorting, servicing containers etc are. Note access for emptying of bins including bulked waste and recycling

Access

Collection System Management	Refer Step 5 of the Guide
This section should detail the collection management system you will have in place	
Servicing Arrangements	
Waste Storage & Sorting Areas	
Clean Up	
Quality Control Measures	
Key Personnel/Positions and Responsibilities	
Incentives	

Communications	Refer Step 6 of the Guide
Pre Event Communications	
Vendors	
Public	
Post Event Communications	

Off Site Recycling & Disposal Arrangements	Refer Steps 2 & 5 of the Guide
Reuse	
Recycling	
Composting	
Disposal	

Monitoring, Reporting & Continuous Improvement	Refer Step 7 of the Guide
Monitoring	
Reporting	
Continuous Improvement	

Guideline and template feedback:

This guideline and template is being trailed for the 2008/09 event season, improvements will be made in May 2009.

Please send comments to amber.brooke@aucklandcity.govt.nz.