



ZERO

WASTE EVENT

GUIDELINES

MAKE THE MOST OF WASTE
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Te Kaunihera o Tāmaki Makaurau



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INTRODUCTION

Guide to the guide

This guide is packed with things to help you run a great zero waste event. Look for the following:

4 Easy Steps

The guide has 4 sections taking you through each simple step

Tips

We give you tried and true tips for success throughout the document

CASE STUDIES

Case studies are available so you can see how others have done it in the real world

MORE INFORMATION

You will find additional detailed information in the appendices

Case studies

Supplementary case study sheets are also available with further specific tips and case studies for your event type. They are:

- A** Large outdoor unticketed event
- B** Large outdoor ticketed event
- C** Large multi-day event
- D** Community market event
- E** Community-led event
- F** Small community event
- G** Community clean-up event



4 Steps

There are 4 easy steps to turn your event into a zero waste event:

-  **1** REDUCE WHAT COMES IN
-  **2** GET THE RIGHT BIN
-  **3** LET THE PEOPLE KNOW
-  **4** HOW DID IT GO?

This guide takes you through each of these.

What is a Zero Waste Event?

A Zero Waste Event is where event organisers think carefully about what products are used on site and where these will end up after the event. Planning this way can result in items being recycled, composted or avoided altogether.

This approach encourages organisers and stallholders to design an event in a manner that not only creates less waste, but also creates the right kind of waste that can have ongoing value.

It also involves educating patrons about waste and raising environmental awareness around waste production and disposal.



Why your event should be zero waste

- ★ You will create less landfill and be kinder to the **environment**
- ★ Less litter is created – making it **easier** and quicker to clean up
- ★ Less litter also means your event looks and feels **better**
- ★ People feel good about wasting less, giving your event a **positive** vibe
- ★ You can show the public the **values** you stand for
- ★ Your event is more **attractive** to sponsors, funders and attendees
- ★ Zero waste staff can **interact** with and help visitors in lots of ways
- ★ A zero waste event creates **goodwill** amongst your team.



REDUCE WHAT COMES IN

This is where it all starts. Whatever comes into your event will have to be managed in some way – either recycled, reused, composted, or sent to landfill. Make it easy on yourself by not having to deal with it in the first place. Then, whatever you and your stallholders do need, make sure it can be reused, recycled or composted. If everything that you use at your event is able to be recycled, composted or reused – then you are at zero waste!

Of course the tricky part is that lots of different people, businesses, and organisations will be coming into your event all bringing things they 'need'. To reduce what comes into your event you will have to work with different people like:

- ★ Stall holders and food and beverage vendors
- ★ Suppliers & Sponsors
- ★ Entertainers
- ★ The public

The following are some things to think about:

Do you really need it?

Is it possible to substitute something that causes waste with something that doesn't?

For example:

- ★ Avoid giveaways and promotional material that will get discarded such as thundersticks, balloons and glowsticks
- ★ Ink stamps instead of paper wristbands
- ★ Consider issuing electronic tickets instead of paper ones
- ★ Avoid excess packaging and products that are sold in non-recyclable packaging e.g. chip packets, candy bars, blister packs, chocolate bars
- ★ Avoid disposable cups. Sell drinks in bottles or reusable cups

– Tip –

STALLHOLDERS

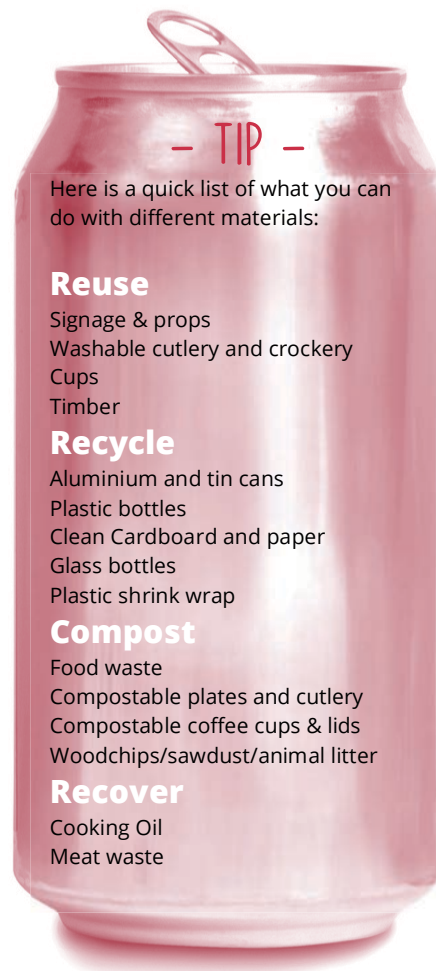
Your stallholders and vendors are vital to making everything work. If they are on board good results should follow. The best approach is to only use vendors that are committed from the start. When seeking stallholders make it clear that to come to your event they need to sign up to your zero waste plan, and do things like use recyclable and compostable packaging and sort their back of house waste.

See Appendix A.4 for more ideas

Can it be reused, recycled or composted?

If it can, then great. If not, then think about what you can use instead that won't have to go to landfill. For example:

- ★ Use paper, reusable, or compostable bags instead of plastic bags
- ★ Replace disposable cutlery with reusable – see 'Wash against Waste'
- ★ Don't use polystyrene or plastic clamshells, plates, cups, and cutlery¹. Instead use compostable alternatives if you are collecting material for composting (see appendix A.7).
- ★ Offer reusable cups with a deposit
- ★ Paper coffee cups are not recyclable as they are lined with plastic. You can use compostable ones (lined with plant-based plastic) but make sure they are going to get composted not landfilled!
- ★ Use paper napkins instead of plastic containers to serve food items like baking
- ★ Use signs that can be stored and re-used for future events.



'Wash against Waste' is a pop-up unit that allows you to wash dishes so you don't have to use disposable items. The trailer comes fully equipped with a solar powered washing system, crockery and cutlery. All you need is a source of power, water and some helping hands. For more info see: <http://www.washagainstwaste.co.nz/>

So what does 'compostable' mean?

Compostable, bio-degradable, oxy-degradable... It's all a bit confusing...

Basically, it is about how quickly something will break down, and what it breaks down into. 'Compostable' is the quickest and breaks down totally when you compost it.

'Biodegradable' will take longer and might not break down properly in some systems (like a home compost bin). 'Oxy' and 'photo' degradable plastics just break down into little pieces but don't go away completely.

The rule is use certified compostable if it is going to get made into compost!

(See Appendix A.7 for more info)

¹ Although some plastic plates, cups etc. may technically be able to be recycled, in practice they are often contaminated with leftover food which makes recycling not viable. Hence it makes sense to use compostable alternatives where the plates etc. can be collected together with the leftovers for composting. There is no point in offering compostable alternatives though if you are not collecting stuff separately for composting

How much waste will there be?

Once you know roughly what is coming into your event you can start to work out how much recycling, composting, and other materials you will need to manage, and roughly where that material will be produced. How much and where will depend on a number of things such as:

- ★ The type of event
- ★ The numbers of people that come
- ★ How long it goes for
- ★ The types of stalls or activities
- ★ What material you allow to be taken into the event area
- ★ Unique event waste (e.g. coconut husks)
- ★ Different areas of the event (e.g. camping, bars, food etc.).

You will also need to think about where the waste is going to come from and when.

Waste can come from:

- ★ Setting up and packing down
- ★ 'Front of House' – where all the attendees are
- ★ 'Back of House' – vendors and stallholders etc.





GET THE RIGHT BIN

What bins do you need?

What bins you choose will depend on what materials you think you will have to deal with, and how successful you have been at making sure everything that comes into the event can be reused, recycled, or composted.

GOOD: Rubbish and Recycling Bins. *You are recycling—well done.*

BETTER: Rubbish, Recycling and Composting Bins.
Food and other compostable material often makes up a large portion of the waste, so collecting them separately will lead to big reduction in what you send to landfill.

BEST: Recycling and Composting/Composting Bins only.
– when all your waste is either compostable or recyclable, then you’ve made it.

You will need different bins for the Front of House and Back of House areas of your event. For example you might need cardboard cages, or cooking oil collection drums at the back of house, while you might have bin stations for waste, recycling, and compostable materials at the front of house.



Bin stations

Always put bins together in ‘stations’ – e.g. a recycling and a rubbish bin together or, if you are separating into 3 streams, a recycling, composting, and rubbish bin together in a group. A recycling bin on its own will end up with lots of rubbish, and a rubbish bin on its own will end up with lots of recycling in it – not a good result!



How many?

If you have figured out how much of what types of waste material you are going to produce, then you will need to figure out how many bins you need. Here are some tips:

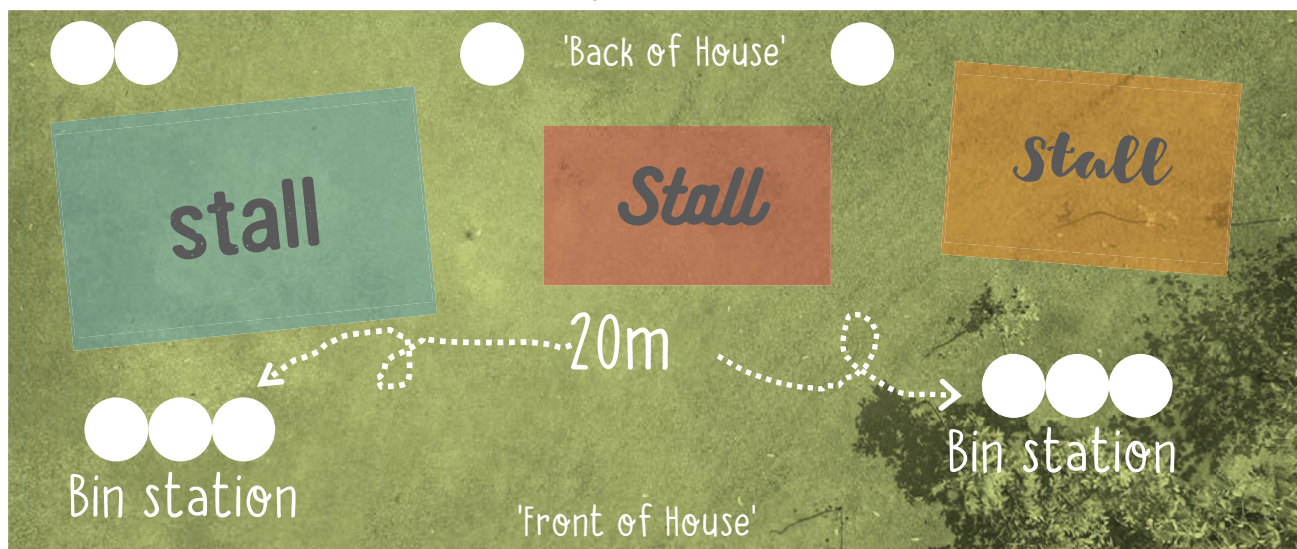
- ★ It is better to have too many than not enough – not enough will lead to littering and overflowing bins which just creates more cleanup hassle and cost and looks ugly
- ★ Think about peaks and plan for enough capacity for those
- ★ How many bins you need will also depend on how often you are going to empty them. If you empty more often then you can get away with fewer. Try and set your service schedules to empty bins before they get full to avoid overflowing bins
- ★ Talk to your collection provider – they are pretty experienced at knowing how many bins you might need. (See Appendix A.6 for a list of service providers).

Where do they go?

Here are the key things you need to remember:

- ★ Sounds obvious, but put the bins where they are needed most! – For example you don't need so many bins where people purchase food and drink – but you do need them where they gather to eat. The 'Case Study' sheet for your type of event will give you more guidance
- ★ Put public recycling stations no more than about 20 metres apart – that is about how far people will go out of their way to avoid littering
- ★ Make up a site plan and mark out where the main activities will be – that will help you figure out where you will need the bins
- ★ Think about how bins will be accessed and serviced – especially if the place is packed. A good technique is to have liners that can be pulled out and the bin relined. Used clear bags for recycling (helps spot contamination), compostable for foodwaste, and black bags for rubbish
- ★ Make space behind the scenes for storing all the waste materials you have collected around the site before it gets taken away. It will need to be somewhere that collection trucks can access safely.

How to place your bins





LET THE PEOPLE KNOW

You can have the best system in the world but it won't work unless you let people know how to use it properly. There are three things that make a big difference:

- 1 Good clear signage
- 2 Promoting zero waste
- 3 Staff the stations

Good clear signage

Signs need to be clear with bold writing. Colour coding is also helpful not just on the signs but on the bins as well, and symbols or pictures also provide visual cues.

Use flags or big signs so people can easily spot where the stations are.

New Zealand has a standard for bin colours (see Appendix A.11).

You can also access the New Zealand Recycling Symbols signage for free (see Appendix A.10).

Go to www.wasteminz.org.nz/pubs/ronz-symbols/

Promote zero waste.

In addition to good signage and staffing the stations, you should publicise your zero waste system in as many ways as you can: on promotional material, websites, social media, programmes etc., as well as announcements on the day.

Keep the messages clear and simple so people will remember what to do.



Staff the stations

Even with really good signage you can still get a lot of people putting stuff in the wrong bin. People can find it confusing trying to figure out what can be recycled and what can't. The most effective way to get things in the right bins is to have helpers at the bin stations who can tell people which bin to use. Here are some things to help you make that happen:

- ★ Use volunteers. Depending on how many bin stations you have, you might need a lot of people. Getting volunteers to help is a good way to keep down the cost
- ★ Look after your volunteers - offer them good incentives: e.g. free entry, a meal, a T shirt
- ★ Keep the shifts reasonable, so it is not too draining. Aim for at least one person per station
- ★ Get sponsors to provide incentives (e.g. t-shirt, cap, etc.) That can be a win win for everyone. Consider offering a koha to a local charity for their help
- ★ Get your volunteers or staff together for training before hand. This builds team and commitment
- ★ Pick people who are friendly and helpful. They will be ambassadors for your event and help the public in other ways than sorting their waste.

For more information refer to Appendix A.5





HOW DID YOU GO?

It is really important that you know how well you did at sorting out and reducing your waste. This helps you not only figure out what worked and what didn't, but it gives you information you can share with all the people who had a part to play – your volunteers, your sponsors, your stallholders, local board, etc.

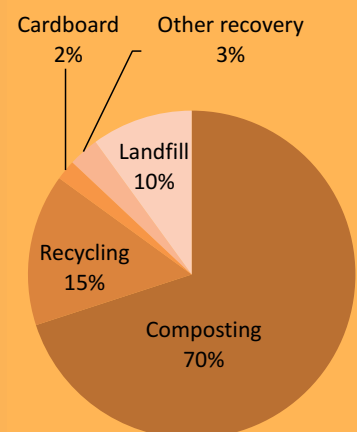
Good data doesn't just happen though – you need to plan how you will get it:

- ★ Appoint someone to be responsible for ensuring that data from the event recycling systems is measured and recorded
- ★ Choose someone to make sure the the amount of waste and recycling is measured and recorded from each of the collection streams (by weight or volume). The collection contractors should also be able to supply this information
- ★ Note if some stations are worse than others – such as rubbish in the recycling or food waste bins
- ★ Consider doing a rubbish audit of the waste that is going to landfill. An audit means sorting out rubbish so you can see what is there – particularly what can be recycled or composted, and what you can avoid. This will help you determine where systems can be improved next time
- ★ Note where and when litter is a problem. That will help you figure out where you need more bins or more emptying
- ★ Request feedback from suppliers and the public about what worked and what didn't.

Once you have some data, write up the results. You can pass written results onto suppliers, helpers, sponsors etc. so they can see what their efforts achieved (just a simple email with the key numbers is all it needs to take). Your written results will also enable you to use what you have learned to plan your next event. Finally, you might also consider writing about your event as a case study so you can pass lessons learned onto others.

Here are a few ways you can generate some numbers to see how your event went:

- ★ Count the bags or bins of rubbish and recycling. That will give you a rough idea of how much is recycling and how much is rubbish
- ★ Look in the rubbish and make some estimates of the types things that are in there, and how much could be recycled or reduced
- ★ Ask your contractor for the data - some of them will provide you with weights for each of the types of bins they take away
- ★ Conduct an audit. This means doing some proper measuring. You will need a set of scales and a dedicated area to weigh all waste into categories before it is disposed. You will also need protective gear like gloves, overalls and masks.





APPENDICES

- A.1 Event permitting process & getting permission
- A.2 Waste management plan template
- A.3 Auckland Council zero waste event loan gear
- A.4 Stallholder/vendor agreements and information
- A.5 How to Staff the Stations
- A.6 Waste and recycling collectors
- A.7 Compostable packaging
- A.8 Compostable packaging suppliers
- A.9 Health and safety
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- A.13 Typical event waste streams & what to do with them

A.1 Event permitting process & getting permission

Customers can now apply online for their event permits (we encourage this, and have had over 90% uptake) – go to www.aucklandcouncil.govt.nz and select 'plan your event' from the right hand dropdown menu.

Pursuant to Auckland Council Trading and Events in Public Places Bylaw 2015, Clause 23, Clause 6.1.

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

Step 1

Contact us at events@aucklandcouncil.govt.nz with your event proposal, including the preferred location and dates (email: events@aucklandcouncil.govt.nz)

- 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, we will have a look at this, and then ask you for any 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 license
- alcohol licenses
- fire permits
- amusement device licenses / fireworks
- temporary building consent.

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.

A.2 Waste management plan template

When you apply for a permit for your event, you will need to complete a waste management plan. The Council will supply you with a template to help you do this. A copy of what the template contains is provided for your information below.

Part 1- Waste minimisation

This section of your waste management and minimisation plan relates to your event planning. It include details for waste management and minimisation.

<p>NAME OF EVENT the official name of the event that will be referred to on any applications</p>	
<p>EVENT ORGANISER/DETAILS main point of contact responsible for delivery of the event</p>	
<p>DATE AND TIME include start and finish dates and times</p>	
<p>VENUE description of location</p>	
<p>EXPECTED NUMBERS estimate of people that will attend the event as both participants and spectators and identify potential waste generators</p>	
<p>EVENT ACTIVITIES list the activities that will take place during the event. Eg. Entertainment, food and drink stalls, merchandising stalls, etc.</p>	
<p>EXPECTED TYPES AND QUANTITIES OF WASTE GENERATED BY THE EVENT list the type of waste (food waste, recyclables, general waste) and the expected volume of waste generated. For example, events with food stalls will likely generate more waste per person (in volume) than events without food stalls</p>	
<p>STEPS TAKEN TOWARDS WASTE MINIMISATION (more information in part 2) ie. Separation of waste streams - type of materials allowed/banned - Zero Waste event. Our waste minimisation team has a list of resources for event organisers.</p>	
<p>STEPS TAKEN TOWARDS MAXIMISING THE COLLECTION AND RE-USE OF RECYCLABLES. for example: volunteers helping the public at aid station, signage. Availability of bins.</p>	

Packaging

What packaging initiatives will the event take to reduce waste to landfill (tick one column)

	Will use	Won't use
Use of bio-degradable plates and cutlery (including proper disposal of this waste stream post-event)		
Use of recyclable plastic cups (PET or type 1 plastic)		

What is your strategy for avoiding the following unrecyclable event waste such as:

- Plastic bags
- Poppers, balloons, glow sticks and other giveaways
- Polystyrene
- Plastic cups, straws and cutlery

Waste type <i>(List type)</i>	Strategy <i>Describe measures you will adopt to avoid this waste stream at your event</i>

Stallholders waste

Type	Suggested recover or recycle strategy	Are you recovering or recycling this?	
food scraps	organics bins	YES*	NO
<i>*HOW: List the facility food scraps will go to for composting.</i>			
biodegradable cups and plates	organics bins	YES*	NO
<i>*HOW: List the facility biodegradable cups and plates will go to for composting.</i>			
cardboard boxes	separate cardboard collection	YES	NO
aluminium cans	comingled recycling bin	YES	NO
Paper cups	comingled recycling bin	YES	NO
plastic containers	comingled recycling bin	YES	NO
glass bottles	comingled recycling bin	YES	NO
plastic bottles	comingled recycling bin	YES	NO
Where you have indicated NO . Explain why and what you are doing instead:			

Part 2– Waste management

This section of your event management plan relates to the management of the waste generated by the event on the date.

<p>NAME OF THE COMPANY RESPONSIBLE FOR COLLECTING AND DISPOSING OF WASTE</p> <p>Must be a licensed waste collector under the Auckland Council Solid Waste Bylaw. There may be an opportunity to discuss the possibility of using existing council contractors for rubbish collection and disposal</p>	
<p>METHODS TO BE USED FOR THE COLLECTION AND TRANSPORTATION OF WASTE.</p> <p>i.e. on site sorting, on site compacting, mixed or separate transportation</p>	
<p>NAME OF THE FACILITIES WHERE THE WASTE WILL BE TAKEN</p> <p>Must be a licensed waste disposal facility. A list of licenced facilitators can be identified from the Auckland Council website</p>	
<p>PLAN WITH LOCATIONS OF WASTE STATIONS, WASTE SORTING AND STORAGE FACILITIES</p> <p>Attach plan to this application that will clearly identify all waste stations and space for sorting/storage of waste</p>	
<p>IF A COUNCIL CONTRACTOR IS REQUIRED TO CLEAN-UP THESE AREAS AFTER THE EVENT, THE COST OF THE CLEAN-UP WILL BE CHARGED TO THE EVENT ORGANISER.</p>	
<p>Explain how the collection of litter from public places including surrounding local streets where the public will park will be carried out.</p>	
<p>Explain how all waste will be cleared from the site within one hour of the event finishing. A longer time period may be negotiated with the council depending on the size of your event.</p>	

A.3 Auckland Council zero waste event loan gear

To assist community groups and schools to minimise waste sent to landfill from their events, Auckland Council provides zero waste event loan gear for use at events run in the Auckland region.

Auckland Council have a large variety of loan gear available suitable for everything from small events of less than 100 people through to large events of 5000 people plus. The loan gear is organised into plastic pyramid tops for smaller events, bin surrounds for large events and litter bin covers for events in public places.

The small event loan gear includes colour-coded plastic pyramid tops (red for landfill, yellow for mixed recyclables & green for compostables) as well as recycling tear-drop banner flags for attracting attention.

The large loan gear includes bin station surrounds with signage, tear-drop banner flags and waste grabbers.

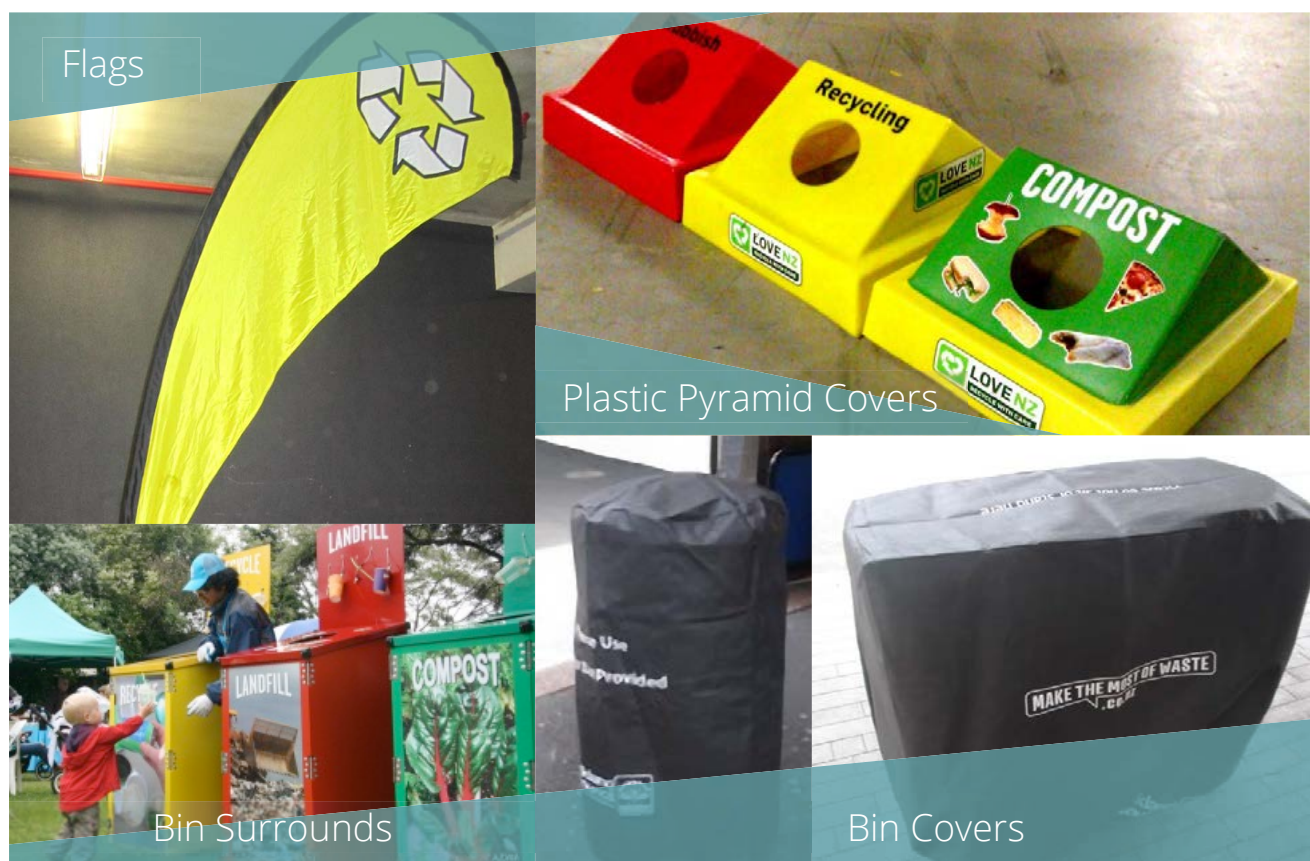
Litter bin covers are also available.

As an event organiser you will need to supply your own wheelie bins (240L) to sit underneath the plastic pyramid tops and have a plan in place for proper disposal of all waste collected.

A list of waste and recycling collections service providers can be found in Appendix A.6.

All loan gear is offered free of charge and is subject to availability. Bookings should be made at least 10 working days prior to your event taking place.

For more information or to book Auckland Council loan gear please contact wastewise@aucklandcouncil.govt.nz



A.4 Stallholder/vendor agreements and information

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

If you want to go hardcore, make signing up to Zero Waste systems a requirement for stallholders at your event. For commercial opportunities most stallholders will be willing to comply.

If you are not in that position, you may find that some stallholders are concerned about branding, cost, and performance if they use recyclable or compostable alternatives. These concerns will need to be addressed, and decisions made about what concessions, if any, will be allowed. Provide vendors with an information sheet that sets out the events requirements in terms of packaging and waste management practices:

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 be 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

A.5 How to staff the stations

This section will give you some tips if you are planning to get people to look after your bin stations. It will make a big difference if the bin stations are being monitored and questions can be answered.

Sourcing staff & volunteers

The most important thing is to make sure you have enough people. It could add a lot to the cost if you pay people to monitor the bin stations, so recruiting volunteers is a good idea. Think about how you are going to find the volunteers, and remember that they will need training to make sure they are working in the way you want them to.

Each type of event will have different opportunities for finding volunteers and the numbers you need will vary depending how big your event is and how long it will go for.

Whoever you approach, you will need to make it obvious why they should support your event and what you actually need. You will need to let them know:

- Why they should support your event;
- What support volunteers will get (e.g. training, food and drink, free T-shirts/caps etc.);
- How many people you need,
- When you need people, for how long, and what their duties will be; and
- What requirements you have for people who volunteer—such as age, ability, good communication skills.

Here are some sources you can try when looking for volunteers:

Community groups and schools

- Neighbourhood groups
- Scouts
- Sports clubs
- Lions/rotary etc
- Churches/temples
- Cultural groups
- Marae
- Students at university or school
- Parents of children in early childhood education like kindergartens or playcentres
- Political groups e.g. local Green Party Branch
- Environmental organisations like conservation groups, Transition Town groups.

These groups are not necessarily well resourced themselves, so a good way to approach them is to offer them something, like a donation, in exchange for them supplying helpers.

Businesses and volunteering organisations

Think about local businesses that have a natural connection to the type of event you are running. Any publicity that you can offer them at the event will be more valuable to them if it is relevant to their business.

The general public

Use social media and/or any early publicity for your event to put out a call to the general public and your local community. Volunteers can be easier to manage if they all come from the same business or community group.

Bin stations need to be staffed consistently. Get people to fill out a form when they sign up so you know when they are available, that they are making a commitment to being there, and you have all their contact details. Consider sending texts or e-mail reminders, or if you have the time, phoning beforehand to confirm.

Rewarding volunteers

If you are approaching groups to supply volunteers, think about what you can offer them in return for their support other than a donation. Here are some ideas:

Businesses may be interested in branding and sponsorship opportunities. This offer would apply whether they are helping out with providing volunteers, or are just interested in being sponsors.

If you are approaching a community organisation you will need to provide them with different types of benefits. Here are some ideas:

- Donation to the organisation
- Free tickets
- Provision of stall space (where they could run their own fundraising or awareness raising activities for example)
- Publicity for the organisation if it is a group that is seeking to increase their membership

Sponsorship/branding opportunities could include:

- The supply of branded t-shirts, caps, vests, aprons etc to volunteers
- Mention in event announcements
- Mention in event advertising and social media
- Brand signage
- Provision of stall space
- Provision or funding of corporate hospitality – free entry, meals, drinks etc for key staff

Finding the right people

Someone monitoring a bin station needs to be cheerful, friendly, and enthusiastic. They don't necessarily need to know anything about zero waste or events – this can be part of your training.

Beyond these skills, think about the environment that they are going to be working in and who would be most suitable, or unsuitable. For example, an event where alcohol is served is probably not going to be an appropriate place for younger people to volunteer. An event where lots of very heavy lifting is needed

wouldn't suit very young or very old people. Are you going to need your volunteers to help to sort the waste? Some people may be happy to talk to the public, but not handle the waste itself.

Training volunteers

Once you have your volunteers, you will need to train them so that they understand their role. Here are some things to consider:

- Have a designated volunteer coordinator at all times
- Have a team-building get together before the event if possible, where you share a meal. Do a presentation on why their contribution is important, and make them feel a part of achieving your zero waste goals
- Identify those that already have some experience and/or knowledge, so you can place inexperienced volunteers with more experienced ones
- Have some sort of code of conduct for volunteers outlining what is and isn't okay, e.g. smoking, drinking, swearing loudly etc. whilst volunteering
- Make sure the volunteers have all the things they need. You might want to supply them with T shirts, hats and/or high-vis vests that identify them as official helpers. Bright clothing or high-vis vests will ensure that visitors to the events know who to ask if they have questions
- Set up a volunteer base at the event, with a gazebo or tent if the event is outdoors. This can be your location for training, briefings, gear returns, shift changes, first aid, and refreshments.

Make sure your volunteers have the information they need to do their job:

- Brief them about **what** they need to do, and **why**
- Prepare and share with volunteers your event waste management plan which outlines the roles of the volunteers and how they fit into what you are doing
- Demonstrate with actual products and packaging what needs to go into which type of bin.
- Have a hands-on session where volunteers have a go at putting each type of litter in the right bin
- If they will be interacting with the public, have a role playing session so everyone has a taste of what it will be like before they start and feels comfortable
- Encourage questions and ideas to make things work best. This will help them feel more involved
- Coach the volunteers in good customer service. You can give people a simple script or opening lines to help them know what to say when people approach the bin stations. If you want them to provide information about the event generally, make sure they know where the toilets are and where people can get water
- Teach volunteers how to empty the bins once they are full, how to put in a new liner, as well as how and where to store the materials.
- Explain to volunteers where any extra supplies can be found, e.g. bins, liners and tape

Looking after volunteers

It is important to look after your volunteers well – you want them to come back next year! Experienced volunteers will make everything work much more easily.

- Coach the volunteers in handling negative behaviour from the public. Ensure they feel confident that they can walk away from any conversation or situation that may feel unsafe.
- Even though you are not paying them, you are responsible for your volunteers in the same way as if they were employed, so you will need to keep good records, and offer the same training and support as if they were employed.
- They will need hats, water, and sunscreen if it is hot. Volunteers will most likely need to arrive wearing covered shoes. If there is any health and safety equipment they need (e.g. gloves if they are expected to handle waste or litterpickers), make sure they have it.
- Keep the shifts to a reasonable length and make sure you tell them early on how many shifts they will have and how long they will be. You will probably need to have some flexibility around timing and length of shifts depending on the weather, numbers of people, who attend, and how well things are working.
- On shifts longer than a couple of hours, people will need toilet and refreshment breaks. For long events, such as those that last several days, make sure that volunteers have the opportunity to take some longer breaks so they can enjoy the event as well, if this is the deal they have been offered – such as having an entire morning, afternoon, or evening off at some stage.
- At the end of the shift thank people and maybe give them a small appropriate gift (e.g. meal or drink voucher, or chocolate bar – think about the packaging though!) This will give you a chance to collect any equipment you have given them such as hi-vis equipment which can easily be accidentally not returned.
- Keep their details (e.g. e-mail) and update them afterwards on how well the event did in its zero waste efforts and how they helped to achieve this
- Be aware of personal safety issues – especially for events that extend into the evening. Make sure volunteers feel comfortable moving around the site, or have them stick together in pairs. This can be especially important at events where alcohol might be consumed.

Once the event gets under way you may find that there are different types of waste that you didn't expect that the volunteers have to deal with. If you don't have a system to deal with this, then each volunteer will have to figure out what to do themselves and will probably do it differently.

Some things you can do include:

- Have a supervisor check the bin stations and ask if there are any issues and how they have dealt with them.
- Have a quick debrief at the end of each volunteer shift and ask how they handled anything they hadn't been told about, then (if appropriate) pass that on to other volunteers.
- Encourage volunteers to pass on any tips to their replacements at the end of their shifts.

Refer to the event guide for community clean-ups – organising volunteers for these events can be quite different.

A.6 Waste and recycling collectors

To help you find your way, we have provided a partial list of businesses in Auckland that can help you with collection services for your event. This is not a complete list so feel free to do your own research.

By providing this list Auckland 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 Recycling Directory at www.recycler.org.nz/

City Parks Services

PO Box 8428
Symonds Street
Auckland 1150
info@cityparks.co.nz
Phone: 09 367 2400
Fax: 09 634 4770
www.cityparks.co.nz/what-we-do/event-clean-up/

Clean Event Ltd

106 Paihia Rd
George Seton Ph: 021 738 664
George@cleanevent.co.nz
www.cleanevent.co.nz
www.facebook.com/cleaneventnz

EnviroWaste Services Ltd

0800 240 120
345 Neilson St, Onehunga, Auckland
auckland@envirowaste.co.nz

*Wheelie bins & Skips. Range of sizes, 80litre - 30m³.
Home or business. Short or long-term. Site
Remediation.*

Green Gorilla

09 636 2244
1 Victoria Street
PO Box 13-827, Onehunga
<http://www.greengorilla.co.nz/>
Waste and Recycling Collections

JJ Richards

09 2626 500
P.O. Box 76 – 647, Manukau City 2241
www.jjrichards.co.nz/

Waste and recycling collection

OJI

09 633 0600
Private Bag 92 004, Auckland 1142
www.ojifs.com/fullcircle/

Recycling collections

Reclaim Ltd

09 571 0242
222 Station Road, Penrose, Auckland
www.reclaim.co.nz

*Cardboard, Paper, Glass, Office Paper, Printers, Plastic,
Commercial Businesses, Recycling, Food Waste
Collection*

Rubbish Direct

0800 36 77 35
info@rubbishdirect.co.nz
www.rubbishdirect.co.nz

*Waste, recycling, and food waste collection. Food waste
processing using a 'Bio Cosmo' aerobic digester*

Waste Management

09 527 1300

86 Lunn Ave, Panmure

www.wastemanagement.co.nz

Waste, food waste and recycling collection

We Compost

0800 We Compost

info@wecompost.co.nz

<http://www.wecompost.co.nz/>

Offer 'Zero Waste Events' collections. They collect three streams - compostables, commingled recycling and rubbish

WormsRus

53A Clark Road

R.D. 1 Karaka, Papakura

Tel 09 292 7759

Fax 09 292 7039

info@wormsRus.co.nz

<http://www.wormsrus.co.nz>

A.7 Compostable packaging

If you have decided to use compostable packaging for food and drink and your event, then you need to make sure that all the material will go to an appropriate composting process (see Appendix A.6). If it doesn't, that means it will go to landfill - and it is actually worse to put compostable material (that will break down) in a landfill than material that won't (like plastic).


The next thing is to make sure you are using the right sorts of products. Should they be degradable, biodegradable, or compostable? Aren't they all the same thing? What should you use? It can all get a bit confusing, so here are some simple rules:


- Items made from natural materials such as wood and unbleached paper are okay to compost
- If items look like they are made from plastic (like cutlery) or have a plastic lining (like coffee cups)- then make sure you use 'compostable' products that are certified to a European Union or Australian standard. These have been tested and will break down in commercial composting systems. Biodegradable and degradable won't
- If the item doesn't clearly state that it is compostable to a European Union or Australian standard, then best to steer clear.






Getting it right is important: Sending the wrong products to the composting facility will contaminate their end product. If there is too much non-compostable material in a load this could lead to the entire truckload of product getting taken to landfill and the event may receive a fine from the service provider, as well as paying for the whole load to go to landfill.




The list below will help give you an idea of what is out there that you could use. Compostable products don't always cost more, and you can even save money by using less or simpler packaging such as paper napkins, or bags instead of boxes. The range of available products are growing and changing all the time, so be sure to check out the suppliers (see Appendix A.8).

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

<p>WOODEN CUTLERY</p> 	<p>Wooden or bamboo knives, forks, spoons, and chopsticks.</p>	<p>Pine cutlery is the easiest of the cutlery products to break down in composting environments at a very competitive price. These products can be disposed of in any composting environment including home composting.</p>
<p>COMPOSTABLE PLASTIC CUTLERY</p> 	<p>Compostable knives, forks, and spoons.</p>	<p>Made from plant based polylactic acid (PLA). They are able to be used in hot and cold foods. Designed to break down in commercial composting processes.</p>

<p>LINED PAPER CUPS</p> 	<p>Compostable cups – single or double wall.</p> <p>Ranges from 4oz (perfect for tastings) and goes up to 20oz/600ml size to replace milkshake cups.</p>	<p>These cups look and perform similar to regular paper cups but have a thin plant based plastic PLA lining instead of the regular plastic lining. These cups break down readily in all commercial composting environments but are not designed for home composting or worm farms.</p>
<p>CLEAR PLASTIC CUPS</p> 	<p>Clear plastic cups and lids for cold drinks. Available in a range of sizes.</p>	<p>Made from PLA bio plastic, they look and perform similarly to PET (number 1) plastic. They are compostable in commercial composting processes.</p>
<p>MOULDED PAPER CUPS</p> 	<p>Pulp based hot or cold cups available in a range of sizes.</p>	<p>Ideally made from recycled paper and are non-bleached or dyed. They are fully compostable in any environment including home composting and worm farms and are widely available from most packaging suppliers.</p>
<p>CUP HOLDERS</p> 	<p>Made from a recycled pulp.</p>	<p>Ideally made from recycled paper and are non-bleached or dyed. They are fully compostable in any environment including home composting and worm farms and are widely available from most packaging suppliers.</p>
<p>DRINKING STRAWS</p> 	<p>Paper drinking straws.</p>	<p>The paper straws are made from food grade recycled paper and can be found at most packaging retailers. They are suitable for processing through all composting environments such as home composting and worm farming as they use soy based inks and are 100% recycled paper. They are quite suitable as a straw for a thin drink (not smoothie/thickshake) and hold their shape well. They come in a range of colours and designs.</p>

<p>NAPKINS</p> 	<p>Recycled paper napkins, natural coloured.</p>	<p>These kraft coloured paper napkins are made from recycled paper. They are food grade and free of toxic dyes.</p> <p>These are preferred for composting over coloured napkins. These natural/kraft coloured napkins are widely available at packaging retailers and wholesalers and are extremely cost effective.</p>
<p>CLAMSHELLS</p> 	<p>Range of compostable pressed fibre clamshells are available.</p>	<p>Made from sugarcane, wheat straw or paper pulp. They are unlined and compostable in commercial processes.</p>
<p>SHALLOWBOXES</p> 	<p>Noodle or salad shallow box with water-based lining. Hot or cold. Comes in range of sizes.</p>	<p>This shallow cardboard box has a water based lining which is completely compostable in any composting environment. This particular product from "Friendlypak" differs to most similar products on the market which usually have a plastic lining which makes them neither recyclable nor compostable.</p>
<p>BOWLS</p> 	<p>Single wall PLA hot or cold bowls for deli goods/ icecream etc. (preferred without lids).</p>	<p>These are very similar to the Hot/cold cups above and have a thin lining on the inside of the paper walls which is made from PLA. This can readily break down in commercial composting facilities but is not designed to be put through a home composting unit or worm farm.</p>
<p>POTATOPAK</p> 	<p>Range of plates, bowls, and trays.</p>	<p>Potatopak products are made from waste starch from the french-fry manufacturing industry, and are 100% biodegradable.</p> <p>Potatopak products are suitable for all fast-food applications (with the exception of boiling water and blood-meat products). They break down quickly and are actually edible.</p>
<p>WRAPS/POUCHES</p> 	<p>Sandwich wrap with vegetable wax coated paper. Hot & Crispy pouch – Specially designed compostable pouches to keep burgers/sandwiches hot.</p>	<p>The hot and crispy pouch replaces the usually non-recyclable tin foil used in food service, a great innovation, a paper based product can be processed through any composting environment including home compost and wormfarms.</p> <p>Sandwich wrap contains a vegetable wax lining and is the only greaseproof paper which can be composted.</p>

<p>PINE BOATS</p> 	<p>Pine servery Come in a range of sizes and shapes such as cones, boats, trays and platters.</p>	<p>Pine servery can be a great way of presenting tapas style or finger food. It does also come in a flat tray. The fibres are easy to break down in all commercial composting facilities and also in home composting and worm farming.</p>
<p>BIN LINERS</p> 	<p>Compostable bin liners in a range of sizes from 1 litre to 240 litres.</p>	<p>Made from cornstarch, and can be processed in all commercial composting facilities.</p> <p>Useful for lining bins that take compostable packaging and food waste. They aid in emptying of bins and keep them clean.</p>
<p>PAPER BAGS</p> 	<p>Kraft paper bags. Flat (e.g for jerky or similar) or with handle</p>	<p>Bags are ideally made from recycled paper and are non-bleached or dyed. They are a cost effective alternative to carry-bags which are fully compostable in any environment including home composting and worm farms. They are widely available from most packaging suppliers in the flat version and the carry bag version. Vendors can use a water based ink stamp to brand bags if necessary.</p>

Adapted from: COMPOSTABLE PACKAGING FOR EVENTS, Guidelines for Tauranga City

A.8 Compostable packaging suppliers

To help you find your way, we have provided a partial list of businesses in Auckland that can help you with compostable packaging for your event. This is not a complete list so feel free to do your own research.

By providing this list Auckland Council does not provide any endorsement or guarantee in respect of the suppliers named.

Attwoods

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

paper bags

Ayrapak

Freephone: 0800 465 666
Email: info@ayrapak.co.nz
www.ayrapak.co.nz/

Biodegradable bags, cups, clamshells, recycled cardboard shelving

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

Ecoware

Tel: 0800 GO 4 ECO
email: hello@ecoware.co.nz
web: http://www.ecoware.co.nz/

Compostable cups, cutlery, clamshells, plates, bowls, napkins, lids, food boxes

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

Friendlypak

Box 83 132, Edmonton, Auckland

Tel 09 834 5340

Fax 09 834 5341

Mob: 027 410 4344

Kevin@friendlypak.co.nz

www.friendlypak.co.nz

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

Innocent Packaging

Tel 09 523 3870

info@innocentpackaging.co.nz

www.innocentpackaging.co.nz/

Compostable cups, cutlery, clamshells, plates, soup bowls, noodle boxes, napkins, lids, straws

Kiwi Greenpak Ltd

www.kiwigreenpak.co.nz

Biodegradable cups, plates, bowls, clamshells etc

Potatopak NZ Ltd

P O Box 746 Products range & prices available online

Blenheim 7240

Tel (03) 572 8977

www.potatopak.com

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

Packaging House

91 Kerrs Road

Wiri, Auckland

Tel 263 1150

Fax 263 1151

mailto:online@packaginghouse.co.nz

Range of biodegradable products including clamshells, cups and bags

A.9 Health and safety

Under the new Health and Safety at Work Act (2015) Principals have much greater responsibility if anything goes wrong and there are accidents or incidents. As an event organiser this will apply across everything that you do on site, including waste management. You will need to ensure that all of your zero waste systems comply with the relevant health and safety standards and practices.

Key risks that workers and members of the public could be exposed to in managing waste include:

- Hazardous chemicals or biological agents
- Manual lifting of bins and bags
- Broken glass and other sharp objects
- Sharps (needles etc)
- Slips/trips falls
- Being hit by heavy machinery (e.g. trucks picking up or moving bins).

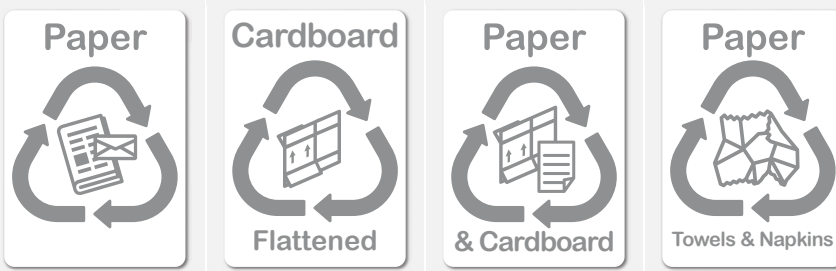
For more information see: <http://www.business.govt.nz/worksafe>

A.10 New Zealand recycling symbols

The New Zealand recycling symbols can be downloaded in PDF format for free from WasteMinz – search 'recycling symbols' on www.wasteminz.org.nz



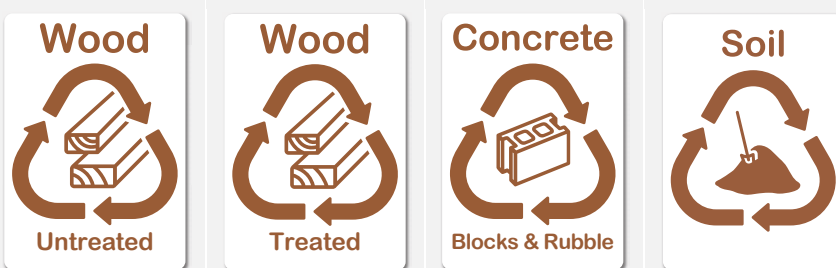
Paper / Cardboard



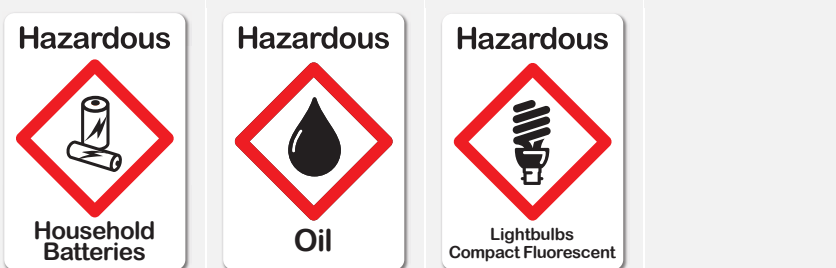
Organics



Construction



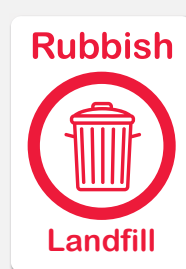
Hazardous



Reuse



Waste



A.11 Standard colours of rubbish and recycling bins

New Zealand has adopted a voluntary standard for colours of rubbish and recycling bins and bin lids. If they are not using these colours already, most operators will be moving towards them over time. Using these colours will help the public to recognise what needs to go in which bin.



For more information see: <http://www.wasteminz.org.nz/pubs/standard-colours-of-rubbish-and-recycling-bins/>

A.12 Typical event waste streams & what to do with them

MATERIAL	ACTION	SET UP/PACK DOWN	PUBLIC AREAS	BACK OF HOUSE
PLASTICS	REUSE	Plastic plumbing and spouting Signage Temporary Barriers		
	RECYCLE		Soft drink bottles Milk bottles Flexible squeeze bottles Yoghurt containers Rigid plastic cups Plastic cutlery Plastic plates Coffee cup lids	Bottles and containers Milk, cream and detergent bottles Food and cleaning material bottles Flexible squeeze bottles, ice cream lids Icecream, yoghurt, margarine and chinese takeaway containers Some clear plastic cups, butter/margarine containers Soft plastics
	COMPOST		Compostable plastic packaging Compostable plastic cups, plates, cutlery etc.	Compostable plastic packaging Compostable plastic cups, plates, cutlery etc.
	AVOID/ DISPOSE	Electrical ducting and ties Tape	Plastic bags Stretchy plastic bags polystyrene clamshells & cups Squeezable tomato sauce containers Crisp packets/candy bar wrappers	Plastic cutlery and plates Polystyrene packaging Squeezable tomato sauce containers

MATERIAL	ACTION	SET UP/PACK DOWN	PUBLIC AREAS	BACK OF HOUSE
PAPER	RECYCLE	Cardboard Posters	Brochures/leaflets Newspapers	Cardboard
	COMPOST		Compostable cups Napkins Paper plates	Coffee
	AVOID/ DISPOSE		Regular disposable coffee cups Cigarette packets	

MATERIAL	ACTION	SET UP/PACK DOWN	PUBLIC AREAS	BACK OF HOUSE
METAL	RECYCLE	Electrical cables Roofing iron	Aluminium cans	Tins Aerosol cans Foil

MATERIAL	ACTION	SET UP/PACK DOWN	PUBLIC AREAS	BACK OF HOUSE
GLASS	RECYCLE	Window glass	Glass bottles	Glass bottles

MATERIAL	ACTION	SET UP/PACK DOWN	PUBLIC AREAS	BACK OF HOUSE
WOOD	REUSE	MDF/Chipboard Signage Temporary barriers Timber		
	COMPOST		Stirring sticks Wooden cutlery	

MATERIAL	ACTION	SET UP/PACK DOWN	PUBLIC AREAS	BACK OF HOUSE
ORGANIC	COMPOST		Leftover food Compostable packaging	Food preparation waste Leftover food Compostable packaging Used cooking oil

MATERIAL	ACTION	SET UP/PACK DOWN	PUBLIC AREAS	BACK OF HOUSE
TEXTILES	REUSE	Banners/signage Canvas/tent fabrics	Cloth carry bags	

MATERIAL	ACTION	SET UP/PACK DOWN	PUBLIC AREAS	BACK OF HOUSE
HAZARDOUS/ OTHER	AVOID/ DISPOSE	Paint	Cigarette butts Disposable nappies Broken merchandise	Broken merchandise

For more information contact:

WasteWise Advisor (Zero Waste Events)

wastewise@aucklandcouncil.govt.nz

www.makethemostofwaste.co.nz

Auckland Council

Private Bag 92300, Auckland

MAKE THE MOST OF WASTE
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Council**

Te Kaunihera o Tāmaki Makaurau

