
EVENT WASTE REDUCTION GUIDE

HURUNUI DISTRICT COUNCIL



INTRODUCTION

A guide to reducing waste

Hurunui has been, and continues to be, a great location for a diverse collection of entertaining events. These include markets, concerts, town shows and garden tours to mountain biking, marathons, wineries and the famous Hanmer Springs Thermal Pools and Spa.

Council is keen to support those organising events when it comes to tackling waste disposal.

This three-step guide will allow organisers to minimise their environmental impact through implementing sustainable waste management practices, providing practical steps for planning, running, and cleaning up following an event.

WHY RUN A SUSTAINABLE EVENT?

Reducing waste and maximising recycling offers numerous positive benefits, including:

- Diverting waste from landfill and saving on waste disposal fees.
- Reducing greenhouse gas emissions.
- Promoting sustainable behaviour through leading by example.
- Increasing public awareness of recycling and waste reduction.
- Supporting local businesses, social enterprises and community groups.

Knowing your waste and getting started

- Commit to waste reduction
- Reduce incoming waste
- What types of waste are you likely to have?
- Waste streams

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Waste minimisation

- Ideas to reduce waste
- Exhibitors
- Waste sorting to avoid contamination

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On the day

- Site set up
- Teamwork
- 4 steps to success
- Cost recovery

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STEP 1

Knowing your event waste and getting started

An action plan with clear concise steps and good communication between stakeholders prior to/during the event will help you achieve your waste minimisation goals. Those who need to be on board from the start include:



1
Stall holders and food and beverage outlets



3
Entertainers



2
Suppliers and sponsors



4
The public

Reducing incoming waste

Front of house:

This is where the largest volumes of waste will be generated, and where the greatest impact can be made. Although it will mostly be food and beverage waste, there will also be unwanted giveaways.

Back of house:

Planning in advance and communication will ensure the prevention of waste.

Set up and tidy up:

This is mainly contractor waste such as cardboard boxes and packaging.

WASTE STREAMS

Organics, recycling and waste to landfill

What types of waste are you likely to have?

Will food be sold?



Will alcohol in glass bottles be sold?



What type and number of exhibits will be present?



Are activities being run that could generate waste?



What giveaways will be handed out; are they recyclable?



Can those attended be encouraged prior to the event to bring coffee cups, water bottles or litter free lunches?



1 — ORGANICS

Food scraps will constitute most of the organic waste. Being a rural district, it should be easy to find someone with chickens or pigs who will be willing to take unwanted food scraps.

Paper napkins, paper straws and some paper-based containers are compostable. Some providers may have separate bins for organic waste so using compostable packaging could be a requirement of food vendors.

Be sure to check waste companies can process compostable food packaging.



Helpful hint -A post on a local community Facebook page may find someone willing to take the food waste for no charge.

2 — RECYCLING

✓ LET'S RECYCLE RIGHT!

In Hurunui, most of our recycling is processed by EcoCentral in Christchurch. They can accept the following clean recyclables and for further information click [here](#).

Steel and aluminum cans



Glass bottles and jars

Glass bottles and jars are recycled separately to other recycling and sent to Christchurch to be used in roading. All lids must be removed from glass bottles and jars.



General waste

General waste is not suitable for composting or recycling and needs to be taken to landfill at Kate Valley in Waipara. Examples of general waste include plastic cutlery, polystyrene plates, soft plastics, Tetra Pak, coffee cups and lids, nappies, bottle lids, serviettes, straws, etc.



Plastic bottles (no. 1, 2, and 5)



Lids

Some lids can be recycled. Amberley Lions collect aluminum wine bottle lids for Kidney Kids NZ, and there is a local outlet for plastic milk bottle lids. These can be dropped to any Hurunui transfer station.



Clean paper and cardboard



STEP 2

Ideas to reduce waste

Try to promote waste minimisation prior to the event consider the following:

Use digital tickets rather than paper to help reduce litter. E-tickets can be purchased in advance and displayed on a smart phone.

For those exiting and re-entering, use stamps rather than paper wrist bands.

Provide water refill stations to avoid plastic bottles, remember before the event to promote 'bring a bottle'.

Encourage food vendors to use refillable cups at a discounted price and promote this when advertising the event.

Group bins together to provide a choice of options to ensure waste is placed in the correct container, with bin ambassadors monitoring them.

Use social media prior to the event to promote waste reduction, or consider running a competition to encourage visitors to minimise their waste and share their ideas.

Helpful hint - Provide clear signage on your bins or hire Council's colour coded bins (red for waste; yellow for recycling). For details, call 03 314 8816 or email Recycling@hurunui.govt.nz.

EXHIBITORS

Food vendors, amusement rides, bars and stall holders

Prior to the event, let your stakeholders know the recycling requirements. For example, provide a waste estimation form as part of trader obligations and suggest ways to reduce waste. See examples below.

BARS AND FOOD VENDORS

- Many events operate a waste or recycling deposit initiative to encourage audiences to return their waste or materials. Cup deposits on reusable bar cups at events ensure a high percentage of reusable cups are returned and reused.
- Encourage food vendors to use compostable food containers rather than plastic.
- Request vendors not to use individual condiments for milk, salt, and sauces, but provide communal bottles/containers at the point of sale.
- Stipulate food vendors must take their back of house waste home.
- Encourage food vendors to store preparation food waste separately so it can be passed on to a local outlet for pigs or chickens.



DISPLAY STANDS AND ACTIVITIES

- Ask exhibitors to avoid wrapping give-a-ways. Make sure only useful items are given away that people will want/be able to more than once.
- Encourage them to provide a QR code rather than handing out flyers.
- Ask them not to give out business cards, but to have one on display for photographing.



GENERAL

- Prevent food vendors from providing straws, provide serviettes upon request and restrict promotional stands from giving away balloons.
- Communicate what you expect from stakeholders at all stages of the process.

WASTE SORTING TO AVOID CONTAMINATION

Front of house and back of house

F.O.H



Segregation is the most effective way to ensure the best end-use for materials. Contamination causes recyclable materials to end up in landfill.

Keeping recycling clean and dry will ensure it is recycled. Appoint bin ambassadors to stand by the bins to educate people on what goes where.

Remember to publicise what you are doing to recycle so people are aware in advance and use the registration/entrance on the day as an opportunity to remind.

B.O.H



This is where waste and recycling is checked/managed to ensure there is no contamination.

Several companies offer this service, but if run in-house, training prior to the event and equipment will be needed.

Council are happy to help with training.



Helpful hint - Ask a local school or sports group to work as bin ambassadors. Council's Waste Education Officer can provide training for free, call 03 314 8816 or e-mail Recycling@hurunui.govt.nz.

STEP 3

Site set up

Visibility is essential for successful source segregation. It takes two seconds for someone to decide which container to use, so make it easy by doing the following:

- Place bins in visible and accessible locations where they are most needed.
- Place recycling bins up to 20 metres apart - the maximum most will walk to avoid litter.
- Bins and signage should be identical throughout the site.
- If you are hosting a night time event, provide lighting around the bins.
- Use consistent colour coding for material types, ideally following the national [guidelines](#).
- Use symbols or illustrations for visual cues.

Team work

The helpers needed will be determined by the event size, consider having the following:

- **Team leader** - to oversee everything on the day and prior to the event, including bin placement.
 - **Waste removers** - to place bins out prior to the event and arrange for the full ones to be changed over or emptied during the event.
 - **Waste sorters** - to work behind the scenes sorting waste and removing contaminants.
 - **Bin ambassadors** - The point of contact with those attending who, if trained correctly, will have waste sorted.
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4 STEPS TO SUCCESS

To ensure your event runs smoothly, consider the following:

1

SITE LOGISTICS

- Establish a schedule with time and personnel emptying the bins.
- Are passes needed prior to the event to access the site or service areas?
- Train waste ambassadors on how to handle and transport waste and recycling safely, understand their responsibilities and answer questions. Choose friendly and helpful people.
- Send out details and a brief to vendors before the event so everyone knows their responsibilities.
- Create a drop off area for vendors to leave flattened and empty cardboard boxes.

2

WASTE SORTING AND PROCESSES

- Consider where waste and recycling will be stored and the process for managing a full bin.
- Arrange training prior to the event.
- Know what will be placed in each bin.
- Talk to Council before the event if you are using a local transfer station, Head to our [website](#) to view the acceptance criteria.
- Signage and education are key to success.

3

AFTER EVENT CLEAN UP

- Remove the bins once the event is finished to prevent contamination while cleaning up.
- If litter picking, do so in a line formation to remember where you have been.

4

HEALTH AND SAFETY

- Ensure everyone understands the importance of health and safety.
- Establish your emergency evacuation procedures.
- Hazard identification – make sure people know who to inform in an emergency.
- Wear PPE – high vis tops, gloves, and steel toe capped boots.
- Have on hand a first aid kit, accident forms and sunscreen.

COST RECOVERY

Waste disposal and recycling costs money, below are some suggestions for cost recovery.

- Develop a sponsorship package by approaching local businesses for support.
- If an entry fee is charged, add \$1 per entry to cover waste and recycling fees.
- Secure funding locally.

National options for funding, should time allow include the following.

www.packagingforum.org.nz/grants/

www.doc.govt.nz/get-involved/funding/other-fundng-organisations/

www.communitymatters.govt.nz/lottery-environment-and-heritage/

