

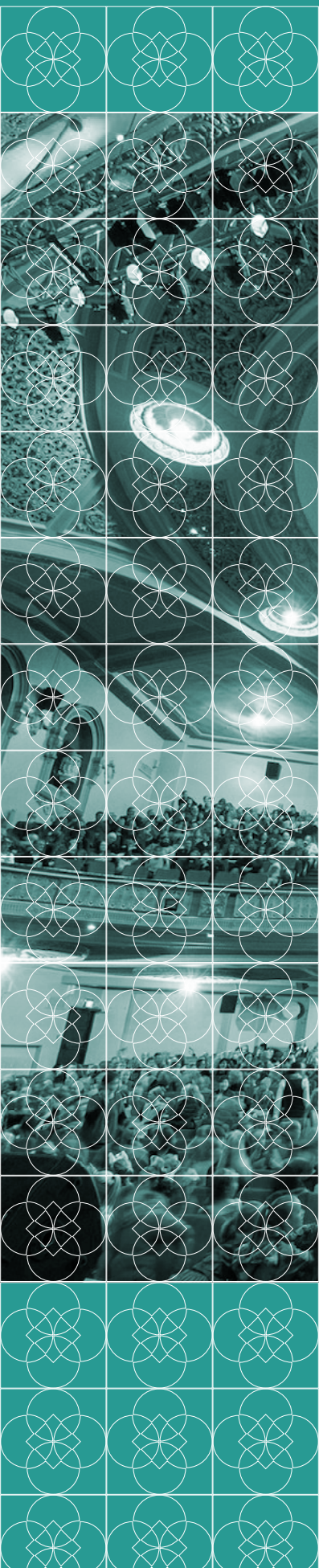


WASTE MINIMISATION AND MANAGEMENT AT EVENTS IN DUNEDIN

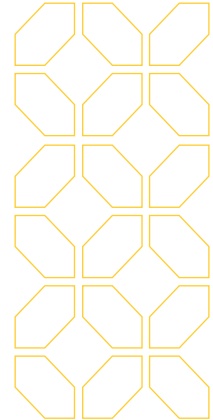
A GUIDE FOR EVENT ORGANISERS



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✦ The Regent Theatre, Dunedin.



CONTENTS

Pre-planning.....	2
Events Waste Manager Details.....	3
Name of event group/organisation.....	3
Where is the event to be held?	3
What is the event?	3
How many people will it attract/host?	3
How long will the event go for?	3
Waste Reduction Statement	4
Kinds of waste you might have	4
What mix of bins will you require and how will the bins will be serviced?.....	5
Free DCC Bins and Recycling Flags available	5
Budget and funding	6
Consider doing a waste audit	6
Considerations for the day of the event	7
Here is a simple guide to what can and can't be recycled in the Dunedin area	9
Waste and Recycling Management Directory	10
Case Study: Waitati Music Festival, February 2020.....	11
Checklist.....	12
DCC Events Bins Terms and Conditions	13

Increasingly, Dunedin event organisers want to do the right thing when it comes to waste management by reducing overall waste and increasing the recycling and re-use of materials.

This is a great fit with the DCC's commitment to protecting the city's environment and reducing waste to landfill, as outlined in our *Waste Minimisation and Management Plan 2020*. It supports a collaborative approach that encourages everyone to work together to achieve zero waste.

Simple pre-planning around waste reduction and minimisation could help your event achieve its goals and save costs. This guide will help you work out ways to reduce waste and send less to the landfill.

When planning for waste minimisation, keep in mind the waste hierarchy:

Most favoured option



Least favoured option

Pre-planning

Pre-planning is essential to hosting a successful event and waste management is a vital part of that. Committing to a reduced waste event can improve public perception of your event, and leave you with a tidier site and a more efficient waste managed process. *We recommend you start planning early.*

Take time to develop a clear understanding of the waste your event is likely to generate and work out what your waste reduction aspirations should be.

This will require some thought but once you have done it appoint a dedicated Event Waste Manager to design a plan to achieve your goals.

❖ Thieves Alley





EVENTS WASTE MANAGER DETAILS

Name:

Address:

Phone:

Email:

Name of event group/organisation

Name:

Where is the event to be held?

Location:

What is the event?

How many people will it attract/host?

How long will the event go for?



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Waste Reduction Statement

Writing your own waste reduction statement will serve as your mantra and could be part of your communication to vendors and stallholders.

In the policy, you *could* include:

- a vision statement
- the event goals, e.g. a 40% diversion of materials
- your expectations around stallholder and vendor responsibility for example banning certain packaging and waste that is problematic to manage
- the event's commitment to internal waste and promoting waste minimisation activity
- a commitment to providing a case study afterwards.

Kinds of waste you might have

Event waste can come from the public areas, where food is being prepared and served (food vendors or kitchen areas), during event set up and pack down, and if event activities use props such as balloons and confetti etc.

Identify the waste types expected and determine their appropriate collection and disposal. Communicate your expectations to stallholders before they register and use vendors who share the same view on waste minimisation. Waste that you might expect includes; glass bottle or jars, plastics bottles or containers, cardboard boxes, food scraps and surplus edible food.

How long is the event planned for? What is the size of the site? Will public be bringing their own waste, e.g. food? Answering these questions will help you determine the expected volume of waste streams.



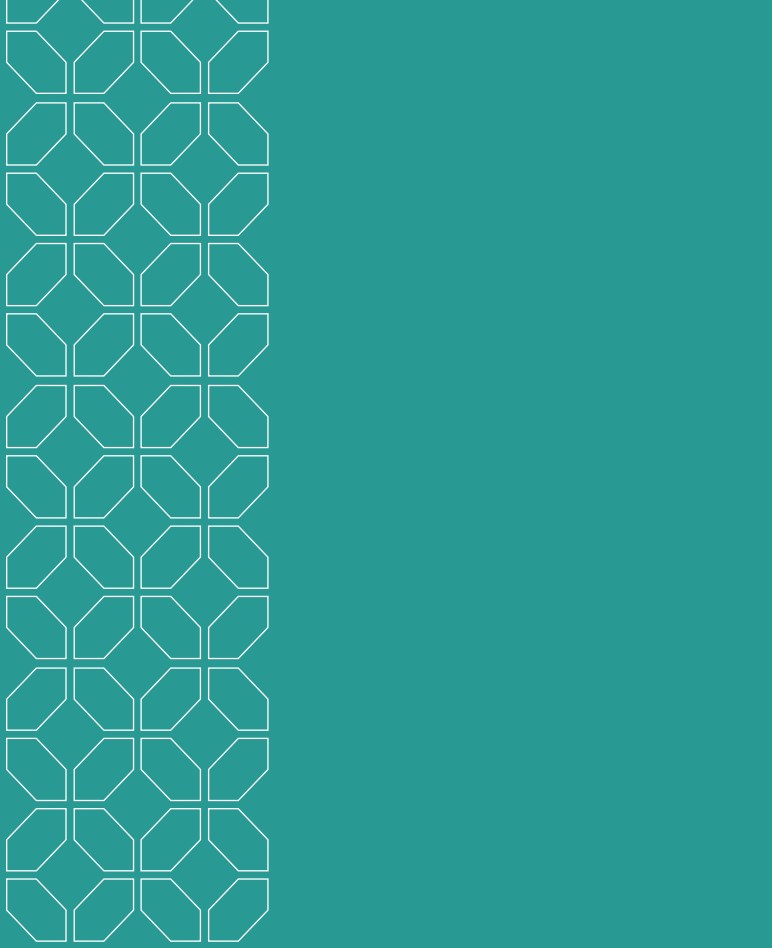
What mix of bins will the event need and how will the bins be serviced?

Do you intend to hire a contractor to collect the bins and provide the waste management service or do you intend to self-manage using your event volunteers/paid staff?


Self-management could save you money but it is worth seeking expert help if time and volunteer/staff numbers are an issue.

Remember, choosing either option will require a budget allocation.

DCC has event bins and some recycling flags that are FREE to use following a pre-booking acceptance. You will need to give a minimum of one month's notice before the event to secure a booking of the mix of bins required. You must also complete the *DCC Events Bins Terms and Conditions* form acknowledging your acceptance of conditions of use – this form can be found at the back of this document. Once this is completed and forwarded for processing we will let you know where the bins can be collected.



FREE DCC Bins and Recycling Flags available

Recycling 240 litre containers	Glass Mixed 240 litre containers	Residual 240 litre containers	LOVE NZ Flag
			

Budget and funding

When you work out your entry fee remember to include the costs of waste management. This can be done once you understand your event's requirements and have perhaps obtained quotes from waste managing service providers. If the event is free entry or the entry fee isn't likely to cover some of the costs, you might consider applying for a contestable Waste Minimisation grant. (This would be separate to any other grant you might be applying for from DCC). www.dunedin.govt.nz/wmf

Be sure to check the grant options and application period as they will vary. Grants will not be considered for retrospective funding, i.e. after the event has happened.

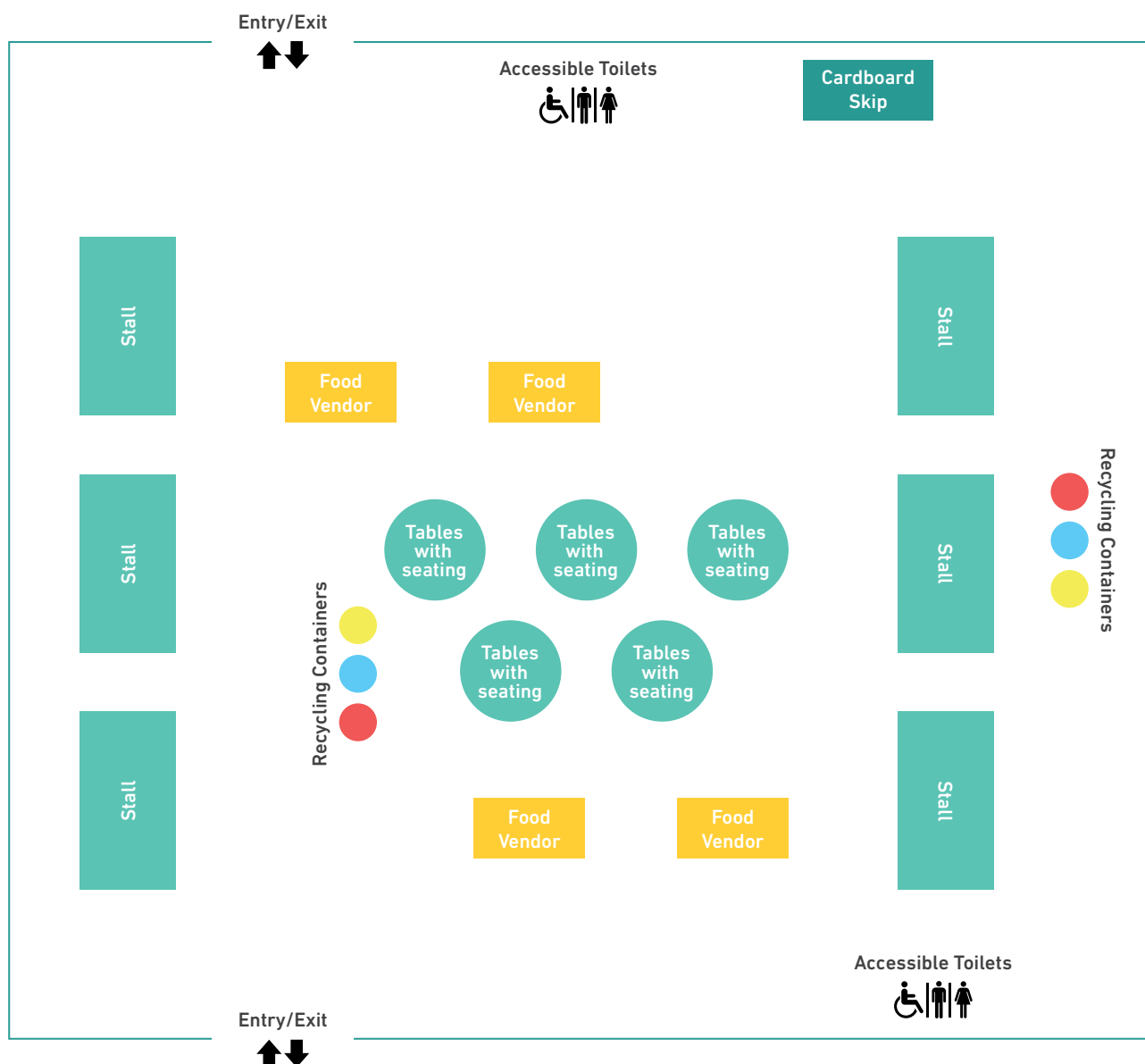
Other national contestable grants might be available. We can help you find the right grant avenue for your event. For any grant application it is a good idea to contact the reviewers first to find out the process, as this may differ from other grant applications.

Consider doing a waste audit

An audit is a useful exercise to understand what kind of waste is being generated at your event. This can be a good reminder for the following year's event and help you make changes to avoid certain types of waste. Contact the Waste Minimisation Officer at DCC for further details on 03 477 4000.

A Site Plan is useful planning tool for the event set up and delivery team – showing what goes where, site access and exit points, location of vendors/stalls and the placement of waste and recycling bin locations. Depending on the event's size this may also serve as a map for attendees.

Example below –



Considerations for the day of the event

Waste Educators

Several different approaches can be used to achieve waste diversion i.e. recycling or reusing waste to keep it away from landfill. Some people can be confused as to what goes where and one way to help your event attendees with that is to have a waste education team positioned at waste bin stations.

Along with emptying bin contents during the day, it may be necessary to do a little sorting to keep the separate waste streams as contamination free as possible.

This crew could come from your pool of volunteers or perhaps a local sports or community group such as Lions/Rotary might take it on as a fundraiser. Others may do it out of a passion for diverting landfill material. A nice little thank you for all volunteers would be to ask the food vendors to commit to providing some free lunch/dinner food, or give them a food voucher that can be redeemed and paid for from the event funds.

Ensure Waste Educators are part of your event's overall health and safety plan. Provide PPE gear such as hi-vis vests and gloves for waste handling (consider a strong cut resistant type). Supply sun block and sun hats, and if possible, choose a shaded location for waste bin stations. Make sure hand sanitiser and hand washing facilities are available. Guidance on safe handling of the bins and waste is important, along with shift changes as standing in one spot can be tiring. If appropriate, provide a seat.

Waste reduction ideas

Is it possible to use reusable cups, plates and cutlery? If a dish washing station or dishwasher were available, that could also be a volunteer task. This will reduce single use packaging quite dramatically, as waste audits show these materials are prominent in the waste to landfill.

Consider a coffee cup library. The cups could be giveaways or have a point of drop off for washing and re-use. Encourage vendors to provide a discount to those using their own cups or one from the coffee cup library. Consider compostable or re-useable entry wrist bands.

Starting your procurement early will help you factor waste minimisation into all aspects of your event. Here are some examples to consider:

- are giveaways likely to be kept or thrown away?
- which material purchases are unnecessary? (e.g. a branded reusable cup will reduce disposable cup waste, litter and could also presents a marketing opportunity as it is likely to be kept as a souvenir)
- can unwanted programmes be returned and reused or composted?
- re-use resources from previous events and following the event sell or donate them rather than throwing them away.

Packaging

Find out from your food vendors/merchandise stall holders what type of packaging they use and whether it's reusable or compostable. Are they willing to change to fit your event? Remember, this is your event, you can set the terms and conditions/prerequisites of being part of the event.

Identify your stakeholders

Advise them of your intentions. Including: sponsors, suppliers, stall holders, security, cleaners and media and in the advertising.

Advertise your intentions

When advertising your event include a paragraph about what attendees can expect in an effort to reduce on waste going to landfill. You could also ask people to bring their own bag and reusable cups.

Clear messaging at the event

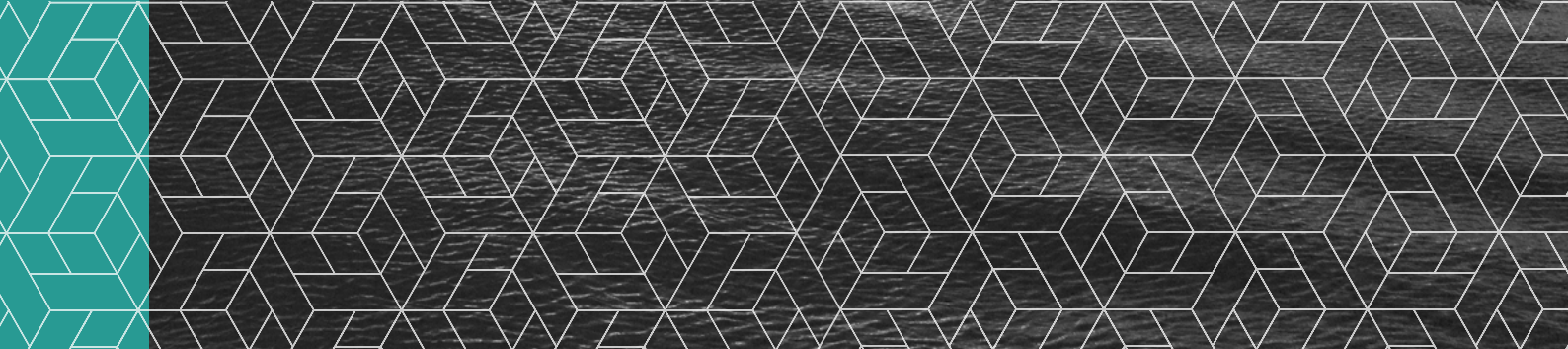
Waste station signage is helpful to show what goes where. This can be inexpensive if you make it yourself (<https://bit.ly/3IRGmVj>) or engage a sign maker. Signs should include items specific to your event, i.e. no point showing a picture of a milk bottle which will not feature at your event. Flags above waste stations can help people find them.

- Posters in toilets, food/merchandise stalls, at entrances and exit points, smoking areas.
- Volunteer t-shirts with slogans such as 'Waste Champion!'
- Public announcements during the event.

Clean Up

Remember, on completion of the event to give the site a once over with a litter pick. This can also include the collection of items for recycling rather than going into the rubbish waste stream.





Here is a simple guide to what can and can't be recycled in the Dunedin area

What items can be recycled:



RIGID PLASTICS CONTAINERS

- 1,2 & 5 clean as possible, devoid of food and liquid
- no lids or caps
- remove soft plastic sleeves to the rubbish



PAPER AND CARDBOARD

- Flattened
- Clean
- We do accept pizza boxes devoid of food – a small amount of grease ok



STEEL AND ALUMINIUM CANS

- Devoid of food and liquid.
- no lids



GLASS BOTTLES AND JARS

- Devoid of food or liquid.
- Colour sorted at drop off sites – may want to do that at the event
- no lids or caps

What items can't be recycled:

- Single use coffee cups and lids
- Polystyrene
- Rigid plastics 3,4,6 and 7s
- Plastic cutlery
- Straws (perhaps say no to straws)
- Containers with food and liquid still in them
- Wet cardboard or paper
- Compostable plates etc (consider a separate collection for these if you have somewhere to send the product for composting)
- Wooden cutlery (consider a separate collection for these if you have somewhere to send the product for composting)
- Soft plastics (wrappers, chip packets etc)
- Sleeves of drink bottles (easily removed so bottle can be recycled) can be put in the rubbish.

Be aware of broken glass as the waste volunteers may need to handle these.

Waste and Recycling Management Directory

Service Provider	Service Provision	Contact	Comments
Envirowaste	Rubbish/commingled recycling – including glass and cardboard	03 477 7722	Seek quote and extent of service provision options
McCallums Sweeping Contractors	Rubbish/ commingled recycling – including glass and cardboard	027 285 7493	Seek quote and extent of service provision options
Waste Management	Rubbish/ commingled recycling – including glass and cardboard	03 477 1700	Seek quote and extent of service provision options
OJI/Full Circle	Paper and cardboard recycling	03 488 0305	Seek quote and extent of service provision options
Res.Awesome Limited	Supporting businesses, schools, events and communities to reduce their waste through workshops, waste auditing, and zero waste management	info@resawesome.nz 022 027 3223	Seek quote and extent of service provision options
KiwiHarvest	Surplus, acceptable food	0800 601 609	Contact prior to event if you believe there is a chance of surplus, edible food remaining
Green Island landfill site resource recovery park	Rubbish and recycling drop off for smaller event loads	03 477 4000 (DCC)	
Waikouaiti transfer station	Rubbish and some recycling drop off for smaller event loads	03 477 4000 (DCC)	
Middlemarch transfer station	Rubbish, no recycling drop off	03 477 4000 (DCC)	

Celebrate and advertise success

Waste diversion success is something to be celebrated. Not only will the attendees be impressed but you could also save your event waste to landfill disposal fees. Congratulate all those involved with the event and let them know how well things have gone.

Types of events

Waste Diversion – Neighbourhood Junk to Joy event
www.dunedin.govt.nz/arrange-your-neighbourhood-junk

For any questions or advice related to waste minimisation and the management of waste at an event please contact the Waste Minimisation Officer at DCC 03 477 4000.

CASE STUDY



Waitati Music Festival, February 2020

(Waste Minimisation Community Projects and Events contestable grant recipient)

The event attracts several hundred attendees over the 12 hour period.

There were four recycling stations on the festival site. They were lined with reusable wool sacks (not plastic bags which happened in previous years). After the event the waste was sorted, taken to Green Island (landfill and recycling resource recovery park) and weighed. We made sign boards and created posters to help people know what to put where. We also had a pig food scrap bin and bokashi bin options.

Festival infrastructure:

At every level of our festival we thought about how we can avoid the use of single use plastic. No cable ties or gaffer tape was used. Reusable long nuts and bolts were purchased to hold the large décor graffiti boards in place (no cable ties!). To protect the goal posts from spray paint we banded them in the donated ex-hotel sheeting which we had cut into strips (no cling film!). Festival flags were held on with cotton sheet ties. All bunting was made from op-shop bed sheets. All cardboard from the kidzone was turned into mulch around native trees and the newsprint used to line a rabbit hutch! Other materials have been stored for use next year.

Wrist bands

We sourced compostable ones. These cost 30c each which was annoying so it was excellent to have this grant to help with this cost. Next year we will consider using screen printed hemp fabric or cotton.

Vendor Agreement

To ensure vendors were committing to the zero-waste philosophy, each vendor signed an agreement which included the requests below;

Information for Vendors

- The Waitati Music Festival 2020 will be practising a zero waste philosophy. This means we must work together to minimise the use of non-compostable materials.
- You must remove any of your own waste from the festival site.
- We request that you do not use any plastic, polystyrene or tinfoil containers.
- No plastic straws please.
- Compostable paper or cardboard containers/utensils will be accepted.
- We will provide compost bins for food scraps.
- The audience will be encouraged to bring their own plates, mugs and cutlery. We shall have a dedicated wash up station to ensure a constant supply of clean items.
- Vendors mainly complied and we diverted 80% of the waste from landfill.

Courtesy of Waitati Music Festival organisers (abridged)

Checklist

[illegible]



DCC EVENT BIN TERMS AND CONDITIONS

1. All goods for hire remain the property of Dunedin City Council (DCC).
2. A signed Terms and Conditions document must be read and signed before Events bin/lid/flag/LOVE NZ and some hi-vis vest collateral can be removed from the holding site. A copy will be provided.
3. Goods are due back on the indicated return date. If this is not possible please phone 488 2467. An alternative time must be no more than 24 hours beyond the original proposed return date and time.
4. DCC shall make their best efforts to supply the hirer with the items ordered, but reserve the right to supply you with similar goods.
5. If DCC resources i.e. bins, lids and flags are bought back damaged, dirty or with missing parts you will be invoiced for the repair, cleaning costs or replacement parts. It is the hirer's responsibility to prevent equipment loss or damage until returned.
6. The hirer accepts full responsibility for the correct manner of use of the equipment, and by signing this form will ensure excellent care is taken with items hired.
7. No responsibility is accepted by DCC for any damage to premises, property or people, caused by the hired equipment.
8. The hirer shall accept liability for any injury or damage caused to the hirer or associate users and their property.
9. Delivery, set up and servicing (i.e. recycling and landfill disposal) of the bin contents is not included in the hire. It is recommended that 240L black bag bin liners are used so as the materials can be removed easily and the bins can be cleaned before their return.
10. The collection site representatives will carefully check all items when issued. It is the hirer's responsibility to check the goods upon collection/delivery and immediately notify of any incorrect or damaged items supplied from the items ordered.
11. DCC will not be liable for any delays caused by circumstances beyond their control.
12. When using DCC resources there are reporting requirements. The collected information and data is supplied to the National Love NZ Project Team and allows them to measure and make improvements to event recycling systems and processes. The easy report back method will be advised at hire.
13. Note: alternative arrangements need to be made for collecting paper and cardboard such as; cardboard cages and paper only recycling bins.

I have read and understood and accept these terms and conditions for the hire of DCC resource hire:

Event:

Date:

Hirer Signature:

Printed Name:

Who will be collecting:

Contact number:

Mix of bins required: Yellow LID Recycling:

Blue LID Glass:

Red LID Rubbish:

Flags:

Collection Date:

Return Date:

Complete this editable form and email pdf form to: Catherine.Gledhill@dcc.govt.nz or alternatively print the form, complete, scan and email scan to: Catherine.Gledhill@dcc.govt.nz



For advice or information

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