

Whakatāne ZERO-WASTE EVENT GUIDELINES



Introduction

This guide is packed with things to help you run a great zero-waste event.

Look for the following:



Four Easy Steps:

There are four simple things to do.

The guide is split into sections to take you through each of these in turn.



Hints and tips:

We give you tips and ideas for success from people who have done it before.



More information:

We give you signposts to help you find the detail you might need.



Whakatāne is a zero-waste event zone!

What does this mean? It means if you're running an event in Whakatāne our community expects you to think about ways to use less, and throw away less- instead of being resigned to having lots of rubbish from your event. If an event ends up making lots of waste, it's a sign we are using up resources needlessly.

A zero-waste event is one where we think carefully about what is actually needed at the event, and whether anything could be avoided, recycled, or composted instead of being sent to landfill.

By running a zero-waste event

- You will send less rubbish to the dump and be kinder to the environment
- Less litter makes it easier and faster to clean up
- Less litter makes your event look and feel better
- People feel good about wasting less, which gives your event a positive vibe
- It is a public demonstration of the values you stand for
- Your event will be more attractive to sponsors, funders, and attendees
- Waste Zero Whakatāne volunteers can help make your zero-waste event a success
- A zero-waste event creates goodwill amongst your team

Any 'large' event in the Whakatāne District (more than 1,000 people) is required to complete an Event Waste Minimisation and Management Plan. However, an event waste management plan is a good idea no matter how big or small your event is – it won't take long to complete, and it could end up saving you money.

Whakatāne District Council have produced this zero-waste events guide to help you – and there are just four easy steps to turn your event into a zero-waste event:

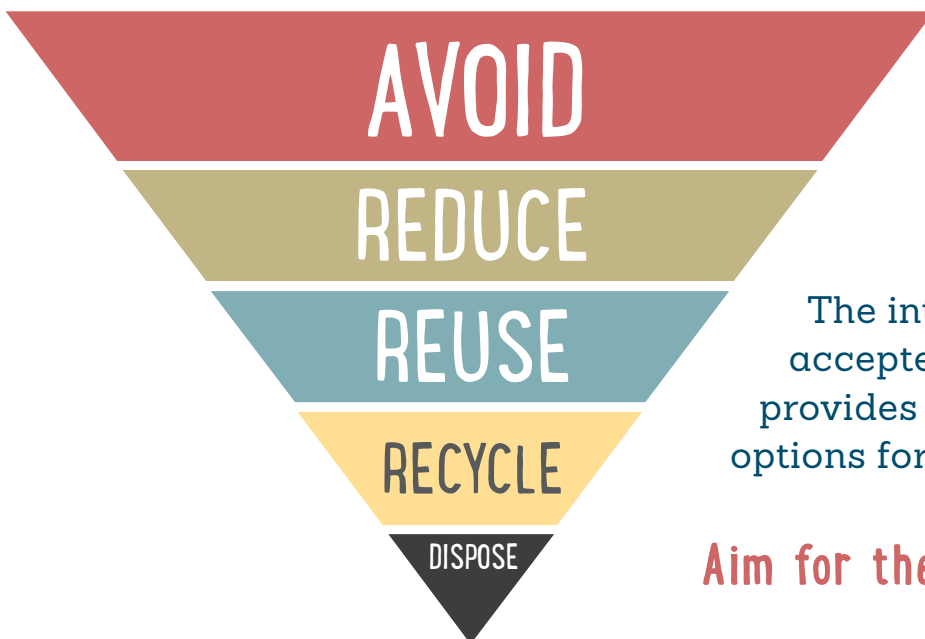
- 1 REDUCE WHAT COMES IN**
- 2 GET THE RIGHT BINS**
- 3 LET THE PEOPLE KNOW**
- 4 HOW DID IT GO?**



Checklist!

- ✓ **Complete the Council's event waste management plan;**
- ✓ **Discuss your event with Council's solid waste manager, Council's contractor, and any other contractor you may use – they can advise you on how you could manage your waste better, and what facilities / services they could provide for your event (and at what cost);**
- ✓ **Contact Waste Zero Whakatāne – they can also provide advice on events waste management, and might also be able to provide a volunteer crew for your event – give them at least six weeks' notice if you can;**
- ✓ **Check that you have all the equipment you need, and who will provide it/where you will get it from;**
- ✓ **Make sure that everybody involved has a copy of your event waste management plan during the event;**
- ✓ **Once your event is over - collect any information you can, complete your event waste management plan, and provide feedback to your event crew.**

- The Waste Hierarchy -



The internationally accepted 'waste hierarchy' provides a guide to the options for managing waste.

Aim for the top!

1

Reduce what comes in

This is where it all starts. Whatever comes into your event has to be managed. Make life easier on yourself by reducing what comes into the event as much as possible so you don't have to deal with it in the first place and – whatever you and your vendors do require – make sure it can be reused, recycled, or composted.

What does this mean in Whakatāne? It means that:

- Compostable packaging may be able to be processed locally – but this excludes PLA (polylactic acid) containers (these are the ones that look just like clear plastic, but are made from plant material).
- Food waste can often be separated to be taken for stock food (e.g. pigs or chickens).
- Some recyclables can be separated – but this depends on where you are planning to take them afterwards. Please liaise with Council and local contractors at a very early stage if you would like them to take your recyclables. If you are making arrangements for them to be taken elsewhere, make sure you check what is acceptable. Most recyclers won't take any plastics other than grades #1 (PET) and #2 (HDPE) now.
- You may find that if you have different colours of glass at your event, this will need to be separated into different colours for recycling.

Lots of different people, businesses, and organisations will be coming in to your event, all with different (and sometimes challenging) needs. You will need to work with stall holders, food/drink vendors, suppliers, sponsors, entertainers, set up/pack down crews, and – of course – the public. When talking with these different groups within your event, it's useful to think about the following areas:

Do you really need it?

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

- Avoid give-aways and other promotional material that will get discarded, such as glowsticks (or similar), thundersticks, and balloons
- Use ink stamps for entry instead of paper wristbands
- Issue 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, and sell drinks in recyclable bottles or reusable cups instead.



TIP - STALLHOLDERS:

Your stallholders and vendors are vital to a successful zero-waste event. If they are on board, good results should follow. Make it clear to vendors right from the start that if they are coming to your event, they need to sign up to the zero-waste plan – and do things like choose recyclables and compostable packaging, and sort their back-of-house waste too.

www.whakatane.govt.nz/documents/council-plans/waste-management-and-minimisation-plan

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 bags or reusable/ home compostable 'plastic' bags instead of plastic bags
- Don't use polystyrene or plastic clamshells, plates, cups, and cutlery. ¹ Instead use compostable alternatives like bagasse if you are collecting material for composting.
- 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 re-used and stored for future events

So what does 'compostable' mean?

'Compostable' 'Bio-degradable' 'Oxy-degradable'... It's all a bit confusing...

Basically it is just about how quickly something will break down. If something is home compostable, it will break down quickly and completely.



A guide to the different terms, products, and places they can be composted can be found here:

wasteminz.org.nz/pubs/guides-to-compostable-packaging-terminology/



HINT

Here is a quick list of what you can do with different materials:

REUSE

- Signage and props
- Washable cutlery and crockery
- Cups
- Timber

RECYCLE

- Aluminium and tin cans
- Plastic bottles #1 and #2
- Clean cardboard and paper
- Glass bottles

COMPOST

- Food waste
- Compostable plates and cutlery
- Compostable coffee cups and lids
- Woodchips/sawdust/animal litter

RECOVER

- Cooking Oil
- Meat waste and other food waste (for stock food)

How much will there be?

Once you've worked out roughly what is coming into your event, you can start to work out how much there will be, where it's coming from, and where it will go. How much and where will depend on a number of things such as the event type, attendee numbers, duration, stall types/activities, what materials you've allowed to be brought into the event area, unique event waste (such as coconut husks), and event areas (e.g. camping, bars, food, kids area, etc).

You will also need to think about where the waste is going to come from and when – which could be set up or pack down, front-of-house (where the attendees are) and back-of-house (waste directly from vendors, stallholders, etc.)

Set up and pack down waste:

A surprising amount of waste could come from this activity, and it will be different from other sorts of waste. It can include things like pallets, cardboard, strapping, shrink wrap etc. Much of which can be recovered, if you plan well.

Front-of-house waste:

This is the obvious one that everyone thinks about - and it will probably be the biggest chunk.

A lot of it will be food and drink packaging.

Back-of-house waste:

This is what stallholders and vendors generate, and a lot of it will be bulk packaging that has been used to transport items to the site (like boxes, cans, plastic wrap and containers etc.). This waste should be managed separately from what goes on in the front-of-house areas – the material will be bulkier and you will want bigger bins. You'll also have a better chance to educate vendors about the recycling/composting systems and how to use them.



TIP:

In theory some plastic plates and cups etc could technically be recycled – but in practice these are often too contaminated with leftover food which makes recycling impossible. It makes more sense to use a compostable alternative, where the plates can be collected along with the leftover food for composting. However – there is no point using compostable alternatives if you aren't able to collect material separately for composting.

2 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, where on the site the various types of waste will be coming from, and where the waste is going afterwards.

For the main 'front-of-house' area, Whakatāne District Council has five bin stands you can borrow, along with some other useful items like litter pickers, and scales. Local contractors, can also provide you with wheeled bins and clear bin liners by arrangement (this will usually cost).

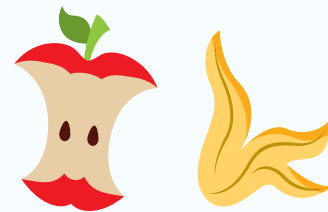
The bin stands come in two sections. The main section has a space for rubbish (red), recycling (yellow), and glass (blue). There is an optional section for food waste (green). If you need to, you can always cover up the existing signage with details relevant to your event.

In some cases, depending on what type of waste you will have and where it is going afterwards, you may want to add additional separation – for example, cardboard boxes could be flattened and put beside a bin, or plastic cups being returned for reuse could go in to a recycling crate.

In your main waste area, you can amalgamate all the separated materials into larger bins for collection by your contractor, or delivery to a recycling point. This may be a set of wheeled bins, or large skips, or a combination of the two. The best setup will depend on your specific arrangements.

If you have chosen to manage your vendor's waste for them, you will probably need different bins for the 'back-of-house' area. For example, if your vendors will have a large quantity of cardboard, you may need a cardboard cage or skip. If you are collecting cooking oil for reprocessing, you may need a cooking oil collection drum. Depending on what type of waste they have, each vendor individually may also need collection containers.

Council can usually arrange to cover any litter bins in the area, so that people use your waste stations and not the general litter bins (which are not designed to cope with large quantities of waste).



Why a bin for food waste and other stuff you can compost?

Lots of people think:

“food waste is ‘natural’ and will just break down in a landfill - so what’s the problem?”.

The problem is when it breaks down in a landfill it creates methane which is a powerful greenhouse gas. Although some of this gas is captured in modern landfills it still is bad for the planet. Composting it not only avoids this bad result but the compost can be put to good use growing crops.

Bonus.



Bin stations

Always put bins together in 'stations' – e.g. recycling and rubbish bins together or recycling, composting, and rubbish bins 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 – not a good result!



How many bins?

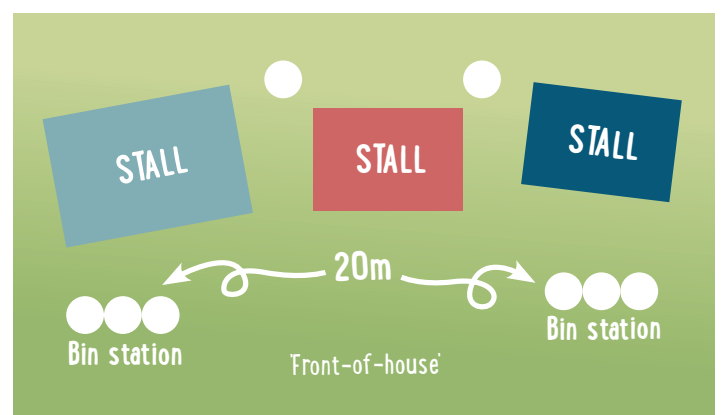
Once you've figured out how much, what types, and where your waste is going to come from- then you will need to figure out how many bins you need. Some tips:

- It is better to have too many than not enough – not enough will lead to littering and overflowing bins which just creates more clean-up 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, 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.

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.
- Put public recycling stations no more than about 20 metres apart if possible – 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 plastic liners that can be pulled out and the bin relined. Used clear bags for recycling (helps spot contamination), clear or compostable for food waste, and black bags for rubbish.
- Make sure there is enough room around your bins so that people can get to them easily, and have room to work out where all their waste is supposed to go. It is possible for the Council's bin stands to be used with bins located on both front and back, if necessary.
- 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.



Book an event waste station for your event now>>

www.whakatane.govt.nz/sites/www.whakatane.govt.nz/files/documents/event_waste_stations_-_booking_form_conditions_of_use.pdf

3

Let the people know

You can have the best system in the world but if you don't help people to separate out their stuff properly you can end up with a big contaminated mess. There are two things that make a big difference:

1) Good clear signage

2) Having staff at the bin 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.

If you use the Council's bin stands, these are already marked with the New Zealand recycling symbols signage and also follow the voluntary New Zealand standard for bin colours (www.wasteminz.org.nz/pubs/standard-colours-of-rubbish-and-recycling-bins). There are also colour coded bin lids available – these don't just help people understand what goes where; they also have smaller openings which make people think more carefully about what they are putting in the different bins.

If your waste streams don't line up with the ones printed on the signs, you can always cover these with poster paper and create signage relevant to your event.



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. How do 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 well- offer them some good incentives: e.g. free entry, a free or discounted meal, a T shirt. Thank them during the day if you have an MC or public notices, or take photos and post them on social media with messages of thanks.
- Keep the shifts reasonable, so it is not too draining – it can be really tiring saying the same thing to people over and over.
- Get sponsors to provide incentives (e.g. t-shirt, cap, etc.) That can be a win-win for everyone
- Get your volunteers together for training beforehand. This helps build a sense of team and commitment. If you can't provide detailed training, give each volunteer a clear guide on what materials should go where.
- Nominate an event team member to be the key point of contact for volunteers, so that they know who to ask for any questions, and to get clarification about any difficult or confusing materials. Signage may need to be amended during the event to reflect any unexpected materials that have been brought on site.
- If possible, nominate one of the volunteers to be a coordinator; to pass messages between crews, change liners and empty bins as necessary, monitor for any issues, and ensure that all bin stations are covered at all times.
- Provide appropriate equipment – gloves, hand sanitiser, access to water, and back up bin liners, crates and bins. Check that volunteers have hats or caps, or shade if necessary. Provide them with a space where they can take breaks.
- Pick people who are friendly and helpful while pretty assertive. They will be ambassadors for your event and help the public in other ways than sorting their waste – but they'll also need to be proactive in stopping people before they use the wrong bin. Younger people, like scout groups, can do a good job if they are really encouraged to speak out – otherwise this may be a job for adults.

Volunteers

Finding volunteers is not always easy. Luckily, in Whakatāne we have an active community group of volunteers involved in different waste projects – Waste Zero Whakatāne. Members of this group are usually able to spend some time helping out at events, and may be able to give you help in planning for your event waste management as well. If you think you might need their help, contact them through the Waste Zero Whakatāne facebook page at least six weeks before the event, to make sure enough people can make themselves available.

In addition to good signage and staffing the stations, you should publicise your zero-waste event arrangements in as many ways as you can – on promotional material, websites, social media, programmes, information for vendors, etc. as well as announcements on the day. Keep the messages clear and simple so people will remember what to do.



4

How did you go?

It is important to know how well you did at managing your zero-waste event. This will help you figure out what worked and what didn't, help you plan for future events and will also give you information that you can share with all your event team – volunteers, sponsors, stallholders, council, contractor, and others.

This won't just happen though – you need to plan how you will measure how well you did.

- Appoint someone to be responsible for measuring and recording data.
- Record the quantity of materials collected and where it has all gone (by weight or volume). The collection contractors should also be able to supply this information.
- Note any contamination – such as rubbish in the recycling or food waste bins.
- Consider doing an audit of the waste that is going to landfill. An audit means sorting out what is in the rubbish so you can see what is in there that could possibly have been recycled or composted, and what could have been avoided. This will help you determine where systems can be improved next time.
- Note where and when litter levels were a problem – this may help work out where and how many bins are needed next time.
- Request feedback from suppliers and the public about what worked and what didn't.

Once you have some data, write up the results and share these with the event team so they can see what their efforts achieved (Just a simple email with the key numbers is all that is needed). This will also help you to use the information to improve your next event. You might also be able to write about your event as a case study so you can pass lessons learned onto others.

Some easy ways to collect data include:

- Keep a record of the number of bags/bins of different materials – Council can loan you scales so that you can weigh bags of material.
- Ask your contractor for any data they can provide you on weights and/or volumes.
- Have a look at the waste that is going to landfill, and see if you can spot anything that could be replaced, recycled, reused, or avoided.
- Waste Zero Whakatāne volunteers may be able to help you to weigh and audit your waste at the end of the event – but make sure you give the team lots of notice.




5

Appendices

1.0 Typical event waste streams and what to do with them*

* Remember to check with your council/contractors for what they can accept.

| MATERIAL | | SET UP/ PACK DOWN | PUBLIC AREAS | BACK-OF-HOUSE |
|----------|-------------------|---|--|---|
| Paper | RECYCLE | Cardboard Posters | Brochures/leaflets Newspapers | Cardboard |
| | COMPOST | | Compostable coffee cups Napkins Paper plates | |
| | AVOID/ DISPOSE | | Regular disposable coffee cups Cigarette packets | |
| Plastic | REUSE | Plastic plumbing and spouting Signage Temporary Barriers | | |
| | RECYCLE | | Plastic: #1 Soft drink bottles #2 Milk bottles #4 Flexible squeeze bottles #5 Yoghurt containers, #6 Rigid plastic cups, Plastic cutlery. Plastic plates, Coffee cup lids | Plastic bags Shrink wrap Plastic strapping Vacuum wrap Plastic: #1 Soft drink bottles, strawberry punnets #2 Milk, cream and detergent bottles #3 Food and cleaning material bottles #4 Flexible squeeze bottles, ice cream lids #5 Icecream, yoghurt, margarine and chinese takeaway containers, #6 Some clear plastic cups, butter/ margarine containers |
| | 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 | #2 Plastic bags #4 Stretchy Plastic bags #6 Polystyrene clamshells and cups #7 Squeezable tomato sauce containers, Crisp packets/ candy bar wrappers | #6 Plastic cutlery and plates, Polystyrene packaging #7 Squeezable tomato sauce containers |



REMBEMBER
 Whakatāne District Council
 only accepts grades 1 & 2 plastics.

| MATERIAL | SET UP/ PACK DOWN | PUBLIC AREAS | BACK-OF-HOUSE |
|-----------------------------|------------------------------|--|--|
| Metal | RECYCLE | Electrical cables Roofing iron | Aluminium cans Tins Aerosol cans Foil |
| Glass | RECYCLE | Window glass | Glass bottles |
| Wood | REUSE | MDF/Chipboard Signage Temporary barriers Timber | |
| | COMPOST | | Stirring sticks Wooden cutlery |
| Organic | COMPOST | | Food preparation waste Leftover food Compostable packaging Used cooking oil |
| Textiles | REUSE | Banners/signage Canvas/tent fabrics | Cloth carry bags |
| Hazardous/ Other | AVOID/ DISPOSE | Paint | Cigarette butts Disposable nappies Broken merchandise |

2.0 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.



RED
PMS 032

RUBBISH



GREY
PMS 423

PAPER/CARDBOARD



LIME GREEN
PMS 361

FOOD WASTE & COMBINED
FOOD/GARDEN WASTE



YELLOW
PMS 109

MIXED RECYCLING
plastic, glass, cans, paper etc



BLUE
PMS 299

GLASS BOTTLES & JARS
OF ANY COLOUR



DARK GREEN
PMS 553

GARDEN WASTE



For more information see

www.wasteminz.org.nz/pubs/standard-colours-of-rubbish-and-recycling-bins

3.0 Compostable packaging

If you have decided to use compostable packaging for food and drink at your event, then the first thing you need to make sure is that all the material will go to an appropriate composting process (See Appendix 6.0). 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 to make sure of is that you are using the right sorts of products. Should they be degradable, biodegradable, 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:

- Natural materials such as wood and unbleached paper should be fine
- If the products are made from plastic (like cutlery) or have a plastic lining (like coffee cups)-go for certified 'Compostable' products. These have been tested and will break down in commercial composting systems. Biodegradable and degradable won't.
- If it doesn't clearly state that it is compostable to a 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 (Appendix 6.0).

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

WOODEN CUTLERY



Wooden or bamboo knives, forks, spoons, and chopsticks.

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.

COMPOSTABLE PLASTIC CUTLERY



Compostable knives, forks, and spoons.

Made from plant based PLA. They are able to be used in hot and cold foods. Designed to break down in commercial composting processes. **There are no facilities near Whakatāne that can take these.**

LINED PAPER CUPS



Compostable cups – single or double wall.

Ranges from 4oz (perfect for tastings) and goes up to 20oz/600ml size to replace milkshake cups.

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.

There are no facilities near Whakatāne that can take these.

CLEAR PLASTIC CUPS



Clear plastic cups and lids for cold drinks. Available in a range of sizes.

Made from PLA bio plastic, they look and perform similarly to PET (# 1) plastic. They are compostable in commercial composting processes. These should be avoided. **There are no facilities near Whakatāne that can take these.**

MOULDED PAPER CUPS



Pulp based hot or cold cups available in a range of sizes.

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.

CUP HOLDERS



Made from a recycled pulp.

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.

DRINKING STRAWS



Paper drinking straws

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

NAPKINS



Recycled paper napkins,
natural coloured

These kraft coloured paper napkins are made from recycled paper. They are food grade and free of toxic dyes.

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.

Clamshell container



Range of compostable pressed
fibre clamshells are available

Made from sugarcane (bagasse), wheat straw or paper pulp. They are unlined and compostable in commercial processes. They may also be accepted for composting locally by arrangement.

Noodle box



Noodle or salad shallow box
with water-based lining

Hot or cold.

Comes in range of sizes

This shallow cardboard box has a 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

BOWLS



Single wall PLA hot or cold
bowls for deli goods/icecream
etc. (preferred without lids)

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. They are unable to be processed locally in Whakatāne but could be used if you are able to transport them to an appropriate facility.

POTATOPAK



Range of plates, bowls,
and trays

Potatopak products are made from waste starch from the french-fry manufacturing industry, and are 100% biodegradable.

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. They may also be accepted for composting locally by arrangement.

WRAPS/POUCHES



Sandwich wrap with vegetable wax coated paper

Hot and Crispy pouch – Specially designed compostable pouches to keep burgers/ sandwiches hot

The hot and crispy pouch replaces the usually non-recyclable tin foil used in food servery- a paper-based product which can be processed through any composting environment including home compost and wormfarms.

Sandwich wrap contains a vegetable wax lining and is the only greaseproof paper which can be composted.

PINE BOATS



Pine servery Come in a range of sizes and shapes such as cones, boats, trays and platters.

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. They may be accepted for composting locally by arrangement.

BIN LINERS



Compostable bin liners in a range of sizes from 1 Litre to 240 Litres

Made from cornstarch, and can be processed in all commercial composting facilities.

Useful for lining bins that take compostable packaging and food waste. They aid in emptying of bins and keep them clean.

PAPER BAGS



Kraft paper bags
FLAT (e.g for jerky or similar)
Or
WITH HANDLE

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

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

4.0 Stallholder/vendor agreements and information

It is important to make sure that vendors and suppliers are clear on your event's zero-waste policy as early as possible. 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, you can make signing up to your zero-waste systems a requirement to be a stallholder at your event. If it is a commercial opportunity most stallholders will be willing to comply.

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 event's requirements in terms of packaging and waste management practices – below is a sample (note that this is based on how events in Whakatāne have been run historically – you may want to alter/widen the scope of materials diverted from landfill):

SAMPLE VENDOR INFORMATION SHEET FOR ZERO-WASTE EVENTS

Suppliers and vendors play an important role in helping create a zero-waste event. Your co-operation 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 #1 and #2, tin, glass and aluminium containers

Vendors are required to take their own rubbish off site.

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

Recyclables:

- Plastic # 1 and #2 drink containers and milk bottles
- Aluminium cans
- Glass bottles and jars
- Tins
- Programmes/posters/newspapers/magazines/cardboard

Compostable:

- Food waste
- Betal nut, begasse, potato plates, cornstarch 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 for a waste-zero event 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 signs to inform spectators about the event recycling. These will be located at the entrances and recycling stations.

5.0 Packaging

If you are going to use compostable packaging, make sure that all material can go to an appropriate composting facility. Some compostable packaging, like PLA, can only be composted at a few composting sites and there are none in the Whakatāne district. If you can't find a way to compost the packaging, it will go to landfill, and potentially cause more harm overall than using the traditional plastic options.

The website of the Waste Management Institute of New Zealand has a really useful guide on compostable products, and what all the terminology means. They also have a map of all commercial composting sites in New Zealand. Have a look on their website www.wasteminz.org.nz

The following is a partial list of compostable packaging suppliers. In providing this list, Whakatāne District Council is not endorsing or guaranteeing any of the suppliers named. This is a list of companies that supply compostable packaging. You will need to ensure that what you are purchasing is fit for purpose. One particular trap to look out for is that some companies will supply a compostable cup (such as for coffee, other hot drinks, or desserts) but provide a non-recyclable plastic lid with the cups. This results in an extremely difficult waste management message to communicate, confused customers, and probably material ending up in the wrong bin.



Compostable packaging suppliers

ATTWOODS

Paper bags

Phone 0800 PACK IT (0800 722 548) **Fax** 0800 377 758

www.attwoods.co.nz

AYRPAK

Biodegradable bags, cups, clamshells, recycled cardboard shelving.

Phone 0800 465 666 **Email** info@ayrpak.co.nz

www.ayrpak.co.nz

BCS FOODPAK LTD

Biodegradable cups

Showroom Unit C, 57 McLaughlins Road, Manukau,

Phone 09 277 0104 **Fax** 03 277 0115

Email info@bcsfoodpak.co.nz

www.bcsfoodpak.co.nz

BIOPAK

Comprehensive range of compostable packaging including bags, cutlery, containers, napkins, plates and bowls.

Phone 0800 246725 **Email** info@biopak.co.nz

www.biopak.co.nz or shop www.biopakshopnz.com

ECOWARE

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

Phone 0800 GO 4 ECO

Email hello@ecoware.co.nz www.ecoware.co.nz

EDEN ENTERPRISES

100% Biodegradable cornstarch products, plates, cups, bowls, straws, bags, etc

Address 116 Cook Street New Plymouth 4310

Products range and prices available online

Phone 06 751 3229 www.edengreennz.com

ELLDIX PACKAGING LTD

Biodegradable packaging including bags, cups etc

Contact Philippa Wang (Auckland)

Phone 09 415 6747 **Fax** 09 415 6727

sales@elldex.com www.elldex.com

EPICURE TRADING LTD

Range of compostable packaging

Pauline Moore **Phone** 09 377 8925

www.epicuretrading.co.nz

FRIENDLYPAK

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

Address Box 83 132, Edmonton, Auckland

Phone 09 834 5340 **Fax** 09 834 5341

Mobile 027 410 4344

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

INNOCENT PACKAGING

Phone 09 523 3870 info@innocentpackaging.co.nz

www.innocentpackaging.co.nz

6.0 New Zealand recycling symbols

These symbols can be downloaded in PDF format for free from www.wasteminz.org.nz/pubs/ronz-symbols

RECYCLING

Recycling



Plastics & Cans

Recycling



Plastics
Cans & Glass

Recycling



Plastics & Cans
Paper & Cardboard

Recycling



Plastics, Glass & Cans
Paper & Cardboard

Recycling



Plastics, Glass & Cans
Paper & Cardboard

GLASS

Glass



Bottles

Glass



Bottles & Jars

Glass



Clear
Bottles & Jars

Glass



Brown
Bottles & Jars

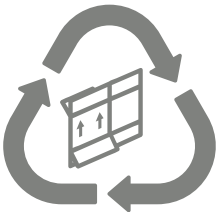
Glass



Green
Bottles & Jars

PAPER/CARDBOARD

Cardboard



Flattened

Paper



& Cardboard

Paper



Towels & Napkins

Paper



ORGANICS

Food



Scraps

Food



& Compostable
Packaging

Meat



Scraps

Coffee



Grounds

Food



& Garden

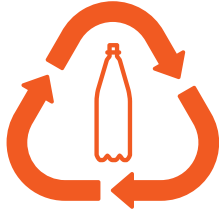
PLASTIC

Plastic



Containers 1 & 2

Plastic



Containers 1

Plastic



Containers 2

Plastic



Containers 5

Plastic



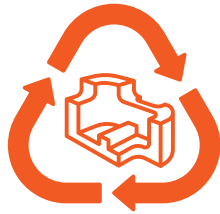
Fonterra Milk
Bottles

Plastic



Bags & Wrap

Plastic



Polystyrene

Plastic



Shopping Bags 2

Plastic



Strapping

METAL

Cans



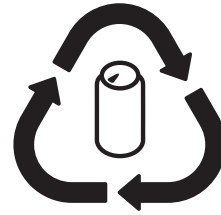
Food & Drink

Cans



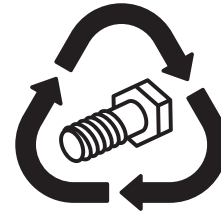
Food

Cans



Drink

Metal



Scrap

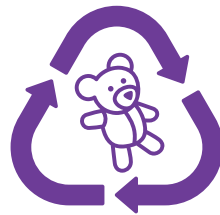
OTHER

Rubbish



Landfill

Reuse



7.0 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:

www.business.govt.nz/worksafe

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Whakatāne 3158, New Zealand

Phone: 07 306 0500

info@whakatane.govt.nz whakatane.govt.nz