



Minimising Waste and Recycling at events in Upper Hutt



Upper Hutt City Council can offer advice to event organisers considering how to improve their event's waste management practices.

“Zero waste” is an aspirational goal for many event organisers as it saves management costs, results in cleaner and tidier grounds, and it sends a clear message to the public that doing the right thing is a priority for the both the event organisers and the local community.

In reality, for most event organisers, aspiring towards “zero waste” actually means **reducing** the amount of waste going to landfill and **increasing** the volume of materials diverted for recycling and composting.

Further, by implementing an event waste management policy, increasing your recycling and composting, you may even be able to eliminate waste related costs from your event budget entirely.

To find out more please read the following information and if you have any questions or would like some help, please contact Council's Sustainability Officer:

sarah.cole@uhcc.govt.nz
or call Sarah on 04 527 2169 x755.

What You Need to Know

Once you've committed to holding a zero waste event, there are several steps that you can take to succeed.

The **Goal** is to minimise waste by controlling the flow of materials entering and leaving your site.

The easiest and cheapest way to achieve this is for all materials (that you don't eat or drink) used on site to be reusable, recyclable or compostable and to provide Waste stations.

SIX SIMPLE STEPS TO SUCCESS

1. Engage stakeholders – including event staff & volunteers, suppliers, stallholders, security guards, cleaners, sponsors, media, waste collectors and guests. Outline your waste objectives and secure stakeholder support. Many events require all stallholders to agree to “Zero Waste” conditions (e.g. BAN polystyrene packaging as it cannot be recycled)

Why?

- Lower your event's environmental footprint
- Save on waste disposal costs
- Increase waste awareness in your community
- Attract a variety of sponsors and guests

2. Identify potential waste streams – involve suppliers and stallholders in the decision-making process on what materials will be brought on site. Ask stakeholders to suggest reusable, compostable and recyclable alternative. (Note: not all ‘biodegradable’ products are easy to compost at home.) Guests may generate up to 2 litres of waste per person for one-day events and up to 10 litres per person per day for multi-day events.

3. Plan your waste minimisation system – Consult with waste collectors to decide which waste streams will be collected. Estimate numbers expected to attend your event. From this, work out how many ‘waste stations’ you will need and what size/types of bins and liners to use. Waste and recyclables may have to be checked for contamination in a ‘bulking’ area. Determine how many staff/volunteers you will need to do this. Create a site plan.

4. Manage your system – appoint an operations manager to ensure everything runs smoothly on the day. Monitor stallholder compliance with Zero Waste conditions.

5. Communicate with users – before, during and after the event. Simple, positive messages are best (see photos below). Simple and clear waste station signage is crucial. Engage **waste station monitors** to ensure that event participants and stallholders are educated on how to use the system correctly and reduce the need for re-sorting or having to send contaminated recycling to landfill afterwards. Monitors could be volunteers working in exchange for free admission or a community group fundraising. After a couple of events, people won’t require any more education, it will be the new norm that costs you less and helps the environment too.

6. Evaluate your system – weigh waste streams to determine your diversion percentage. Note contamination. Are there recyclable/compostable items in the ‘waste to landfill’ bin? Seek feedback from stakeholders and record lessons learned for future events.

Waste Station design ideas

The make-up of your waste stations will depend on your local recycling and disposal services and facilities. Some collectors will accept co-mingled recycling streams; others may require glass to be separated by colour. For more information on options in Upper Hutt, please contact sarah.cole@uhcc.govt.nz or call Sarah on 04 527 2169 x755.

