



Notice is hereby given that a meeting of the Waste Advisory Group (WasteNet) will be held in the Invercargill City Council Chambers, 101 Esk Street, Invercargill, on Monday 16 October 2023, at 10.00am.

Elected member representatives

Gore District Council

Cr Keith Hovell (Chairman)

Mayor Mr Ben Bell (Deputy Chairman)

Cr Glenys Dickson

Southland District Council

Mayor Mr Rob Scott

Cr Christine Menzies

Invercargill City Council

Cr Ian Pottinger

Cr Barry Stewart

Cr Peter Kett (alternate)

Waste Advisory Group (WasteNet) - Public

16 October 2023 10:00 AM

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PUBLIC EXCLUDED SESSION

Moved , seconded that the public be excluded from the following parts of the proceedings of this meeting; namely

- (a) Minutes of the Public Excluded Minutes of the Waste Advisory Group Meeting Held on Monday 11 September 2023

The general subject of each matter to be considered while the public is excluded, the reason for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered	Reason for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution
(a) Minutes of the Public Excluded Minutes of the Waste Advisory Group Meeting Held on Monday 11 September 2023	Section 7(2)(b)(ii) Protect the information where the making available of the information would be unlikely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information	Section 48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.



Minutes of the Waste Advisory Group (WasteNet) held in the Gore District Council Chambers, 289 Bowler Street, Gore, on Monday 11 September 2023, at 10am. (10am – 12.39pm (PE 11.29am – 12.39pm))

Present

Gore District Council

Councillor Keith Hovell (Chairman)
Mayor Ben Bell (Deputy Chairman)
Councillor Neville Phillips

Southland District Council

Mayor Rob Scott
Councillor Christine Menzies

Invercargill City Council

Councillor Ian Pottinger
Councillor Barry Stewart

In attendance

Gore District Council

Councillor Glenys Dickson
Chief executive – Steve Parry
Group manager communication and customer support - Sonia Gerken

Southland District Council

Group manager infrastructure and capital delivery – Fran Mikulicic
Development and solid waste engineer - Regan McNaught
Committee advisor – Fiona Dunlop

Invercargill City Council

Chief executive – Michael Day
Group manager Infrastructure – Erin Moogan
Contracts and commercial manager – Annie Benjamin

1. Apologies

There were no apologies for absence.

Late item

Chair Hovell advised that there was a late public excluded item for the advisory group to consider which is the sale of Bond Contracting to WasteCo NZ Ltd.

The reason why the item was not on the agenda is that staff were not in a position to provide advice to the advisory group prior to the agenda being compiled because of contract negotiation.

The paper cannot wait until a further meeting because of the sale of Bond Contracting on 30 September 2023.

Moved Chair Keith Hovell (GDC), seconded Mayor Rob Scott (SDC) the motion that the Waste Advisory group consider the late item sale of Bond Contracting to WasteCo NZ Ltd.

The motion was put and declared CARRIED.

2. Declaration of Councillor conflict of interests

There were no conflicts of interest declared.

3. Confirmation of minutes

Moved Councillor Barry Stewart (GDC), seconded Mayor Rob Scott (SDC) the motion:

That the Waste Advisory Group (WasteNet):

- a) confirm the minutes of the meeting held on 24 July 2023 as a true and correct record of that meeting.

The motion was put and declared CARRIED.

4. Koha Kai

The advisory group noted the background paper on a green waste and food waste minimisation pilot for Southland, provided by the Koha Kai Trust which was attached to the agenda.

Dan Butterfield of Kiwiskips and Stella O'Connor from the Murihiku Kai Collective presented to the advisory group regarding a proposal from Koha Kai for a green waste and food minimisation pilot for Southland.

The proposal outlined a potential solution and seek expressions of interest and funding to support and redirect as much of the green waste as possible into a commercially viable compost to support further development in the community.

The Koha Kai Board and Murihiku Kai Collective have researched the most appropriate option being a hot compost system which they would like to pilot at the Kiwiskips processing site in Bond Street, Invercargill. This system works best when processing significant amounts of organics waste alongside garden and green waste.

The advisory group agreed to endorse the proposal to the Ministry for the Environment.

Moved Mayor Scott (SDC) and seconded Councillor Barry Stewart (ICC) the motion:

That the Waste Advisory Group (WasteNet):

1. Receives the report and endorses the proposal to the Ministry for the Environment.

The motion was put and declared CARRIED.

5. WasteNet – waste to landfill performance update

The advisory group considered the WasteNet – waste to landfill performance update report which had been prepared by the Invercargill City Council.

Moved Councillor Ian Pottinger (ICC) and seconded Mayor Rob Scott (SDC) the motion:

That the Waste Advisory Group (WasteNet):

1. Receive the report.
2. Note the waste to landfill and recycling data and trends, note the request for service data and trends and note the WasteNet Key Performance Indicator trends for FY22/23.

The motion was put and declared CARRIED.

6. WasteNet – education and community activity updates

The advisory group considered the report WasteNet – education and community activity updates which had been prepared by Invercargill City Council.

The report provided an update on WasteNet education and community activities across the Southland region to change behaviour, minimise waste and increase awareness.

The advisory group asked staff to take into account for future programmes to include composting in schools as well as what you can do at home.

Moved Councillor Ian Pottinger (ICC), seconded Councillor Christine Menzies (SDC) the motion:

That the Waste Advisory Group (WasteNet):

1. Receive the report.

The motion was put and declared CARRIED.

7. Waste Minimisation Community Grants – update

The advisory group considered the report about the waste minimisation community grants scheme process and the composition of the group to consider and approve applications to the community waste fund.

The advisory group agreed that the chair and up to three staff assess and approve applications to the fund. The results of the applications will be reported to an advisory group meeting.

Moved Councillor Ian Pottinger (ICC), seconded Councillor Barry Stewart (ICC) the motion:

That the Waste Advisory Group (WasteNet):

1. Receive the report.
2. Endorse the timeline for applications opening on 18 September and closing on 30 October 2023.

New 3. Agrees to consider and approve grants received and include the Waste Advisory group chair and up to three staff.

~~3. Agrees that the panel to consider the grants received include the Waste Advisory~~

~~Group (WasteNet) chair and two other WasteNet staff.~~

The motion was put and declared CARRIED.

8. Update on waste action plan

The advisory group considered the waste action plan which was attached to the agenda which provided an update on the waste action plan for the 2023/2024 financial year.

The following categories were reported on:

- Separate glass collection investigation
- School waste education programme
- Residential education and community engagement
- Kerbside standardization
- Organic business case
- Battery disposal facility
- New WasteNet website and
- Community grants

Moved Councillor Ian Pottinger (ICC), seconded Mayor Rob Scott (SDC) the motion:

That the Waste Advisory Group (WasteNet):

1. Receive the report.

The motion was put and declared CARRIED.

9. Financial report

The advisory group considered the final pre-audit version of the financial report for the year ended 30 June 2023.

Moved Mayor Rob Scott (SDC), seconded Councillor Barry Stewart (ICC) the motion:

That the Waste Advisory Group (WasteNet):

1. Receives the final pre-audit version of the financial report for the year ended 30 June 2023 be received.

The motion was put and declared CARRIED.

10. Date of next meeting

The advisory group noted that their next meeting is on Monday 16 October 2023 to be hosted by Invercargill City Council.

EXCLUSION OF THE PUBLIC

Moved Chair Keith Hovell (GDC), seconded Councillor Ian Pottinger (ICC) the motion that the Waste Advisory Group (WasteNet) exclude the public from the following parts of the proceedings of this meeting, namely the items as listed below.

Presentation from Bond Contracts
 Conditions of funding for pelletiser plant
 Proposed glass separation at kerbside
 Sale of Bond Contracting to WasteCo NZ Ltd (late item)

The general subject of each matter to be considered while the public is excluded, the reason for passing the resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987, for the passing of this resolution are as follows:

General subject matter	Reason for passing this resolution in relation to each matter	Grounds under Section 48(1) for the passing of this resolution
Presentation from Bond Contracts	Protect information where the making available of the information – (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	Section 7 (2)(b)(ii)
Conditions of funding for pelletiser plant	Protect information where the making available of the information – (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	Section 7 (2)(b)(ii)
Proposed glass separation at kerbside	Protect information where the making available of the information – (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	Section 7 (2)(b)(ii)

Sale of Bond Contracting to WasteCo NZ Ltd (late item)	Protect information where the making available of the information – (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.	Section 7 (2)(b)(ii)
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The motion was put and declared CARRIED.

The public were excluded at 11.15am.

The meeting adjourned at 11.15am and reconvened at 11.29am.

The meeting returned to open at 12.39pm and closed at 12.40pm.

WASTENET COMMUNICATION PLATFORM UPDATE

To: Waste Advisory Group

Meeting Date: Monday 16 October 2023

Open Agenda: Yes

Purpose and Summary

This report seeks to provide the Waste Advisory Group with information on the new communication platform, "Rethink Rubbish", for Wastenet.

Recommendations

That the Waste Advisory Group receives the report "WasteNet Communication Platform Update."

Background

In light of the Ministry for the Environment's recent release of a new Waste Strategy and its bold vision of establishing a circular economy by 2050, a communication platform is essential for driving the right message to the community and achieving the desired results. Recent media releases that portrayed Southland as a dump yard and WasteNet as not being a liked voice in the Southland region once again emphasised the need for a revised approach to drive local engagement and involvement.

Developments

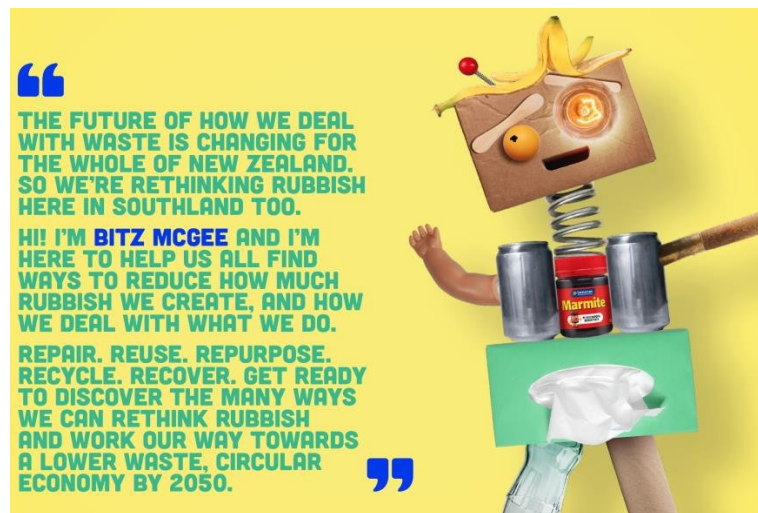
WasteNet staff engaged Plato Creative at the start of FY23/24 to produce digital content for WasteNet and assist staff with creating bespoke messages from MfE's national campaigns for the Southland Community. Plato has been working with WasteNet staff during their Research and Discovery phase to gather information in order to build a strong foundation on which to develop a campaign that most effectively engages the Southland community.

Through thoughtful planning and a cohesive approach, Plato designed the "Rubbish Rethink" campaign and unveiled a mascot as the face of WasteNet communications. These developments will better connect with all demographics and lay the foundation for developing and managing successful educational campaigns.

Development No. 1: Introduction of "Rethink Rubbish" as the new overarching campaign platform



Development No. 2: Introduction of a WasteNet brand mascot to deliver regional waste communications.



Expected Outcomes.

- Capture the public's attention;
- Connect with a broad range of target groups across the Southland region from schools to businesses to residents;
- Inject a bit of joy to a somewhat utilitarian topic;
- Generate community engagement and involvement;
- Put Southland recycling on the map in a positive way.

WASTENET WASTE TO LANDFILL PERFORMANCE UPDATE

To:	Waste Advisory Group
Meeting Date:	Monday 16 October 2023
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

The purpose of this report is to update the Committee with respect to waste to landfill performance across the three Southland Councils including kerbside and transfer station levels of diversion.

The total waste discarded through transfer stations to the landfill is currently tracking 8.9% (278.8 tonnes) below this time last year.

Recommendations

That the Waste Advisory Group:

1. Receives the report "WasteNet Waste to Landfill Performance Update".
2. Note the waste to landfill data and trends.
3. Note the recycling data and trends.

Background

The WasteNet councils have a statutory obligation to promote effective and efficient waste minimisation and management within the Invercargill City, Southland District and Gore District under the Waste Minimisation Act 2008. WasteNet is currently operating under the Joint Waste Management and Minimisation Plan (WMMP) 2020-2026.

This report provides the August 2023 update to the Waste Advisory Group in relation to WasteNet's waste performance to landfill.

Issues

Waste to Landfill

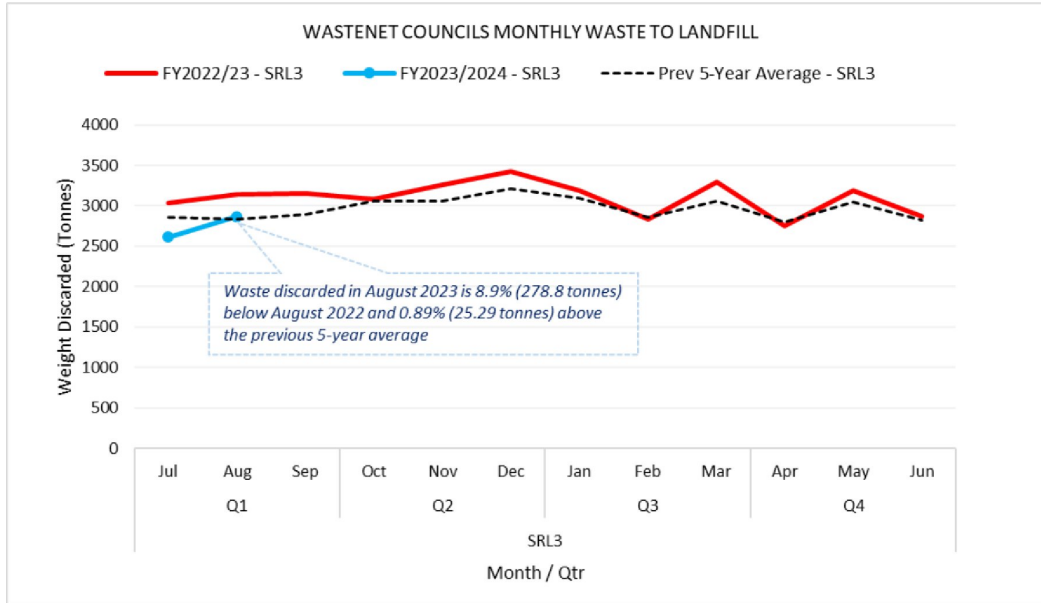


Figure 1: WasteNet Monthly Waste to Landfill (excluding Authorised Users)

- The total waste discarded through transfer stations to the landfill, all councils combined, in August 2023 is 8.9% (278.8 tonnes) below August 2022.
- The total waste discarded to landfill including authorised users (going direct to landfill) in August 2023 is 11.13% (536.89 tonnes) below the tonnage discarded in August 2022.

Recycling

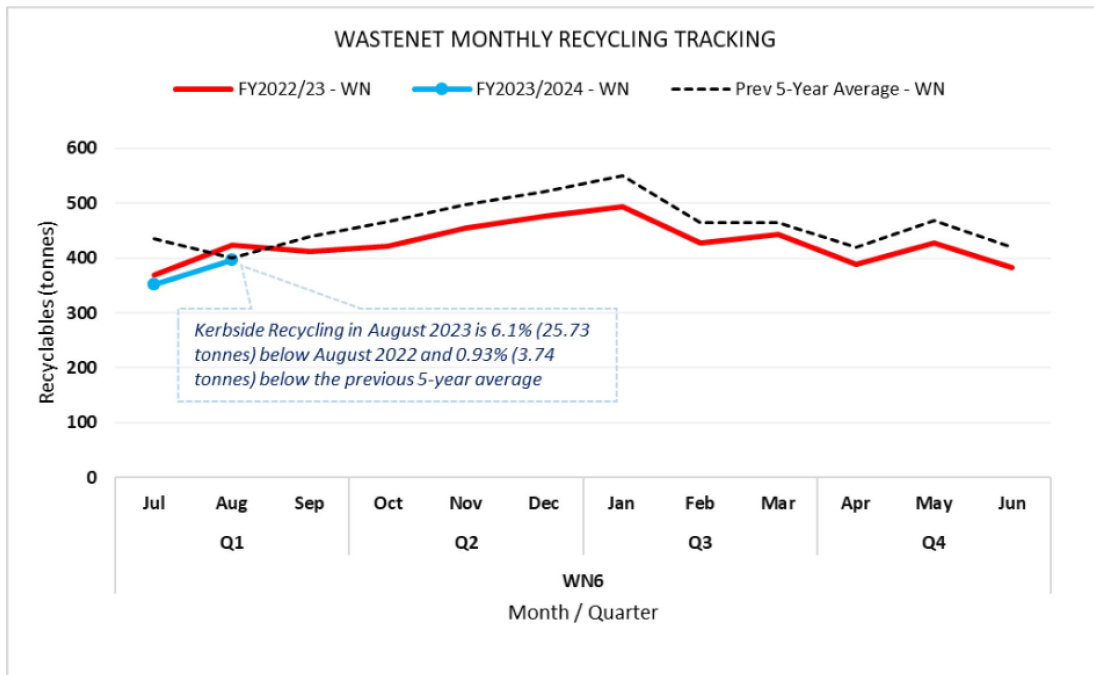


Figure 2: WasteNet Monthly Recycling Tracking

- Kerbside recycling ICC and SDC combined in August 2023 is 6.1% (25.73 tonnes) below August 2022.
- Kerbside recycling ICC and SDC combined in August 2023 is 0.93% (3.74 tonnes) below the previous 5-year average.

Inference

As viewed from the graphs above, there has been a decrease in waste generation and a slight decrease in recycling since the start of 2023/2024 financial year compared to the previous.

Residential Waste to Landfill Activity – August 2023



Total Kerbside Waste

ICC	859.87tonnes
SDC	285.56tonnes
GDC	228.98tonnes
Total	<u>1374.41 tonnes</u>



LANDFILL

Total residential waste discarded to landfill:
1460.99 tonnes



Total Contaminated Recyclables

ICC	53.68 tonnes
SDC	32.90 tonnes
Total	<u>86.58 tonnes</u>

Waste Diversion from Landfill – August 2023



Total materials diverted from landfill including Recyclables: 580.07 tonnes
ICC: 464.79 SDC: 129.57 (green waste not included) GDC: Not available
 (No Clean-fill accepted at SDC Transfer Stations)
Total Refuse from Recycling – 20.17% Total Recycled – 79.83%
Gore District Council does not participate in the Recyclables Acceptance Contract.

WASTENET EDUCATION AND COMMUNICATION UPDATE

To:	Waste Advisory Group
Meeting Date:	Monday 16 October 2023
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

This report aims to update the Waste Advisory Group on the upcoming education and communication programmes and also activities carried out during the months of August and September.

The education and communication activities aim to deliver a collaborative education and communication programme across the Southland region to improve behaviour, minimise waste and increase awareness.

Recommendations

The Waste Advisory Group receives the report 'WasteNet Education and Communication Update'.

Background

Education and communication is a high priority for the financial year 2023/2024. Within this report, staff have focused on the school programmes that will run from 13 to 17 November, including radio and social media campaigns.

School Waste Education Programme

Waste Free Wanda

Waste Free Wanda is an interactive stage show for primary-aged children, written and performed by award-winning singer/songwriter Anna van Riel. It helps school children learn how to reduce waste and discover tools that prevent us from counting solely on recycling to save our planet.

WasteNet Staff have engaged Waste Free Wanda for the second time this year to run a school education programme from 13-17 November. Staff have approached eight local schools this time within Invercargill, Southland District, and Gore for their availability for the week beginning 13 November 2023.

Enviroschools

On 15 November 2023 Environment Southland's education team will be hosting the 2023 Enviroschools Regional Hui at Hedgehope School. Enviroschools is an environmental action-based programme where young people are empowered to design and lead sustainability projects in their schools and neighbourhoods.

The Regional Hui provides schools an important opportunity to connect with each other through learning, celebrate the achievements of the past year, and be inspired to continue their Enviroschools kaupapa.

The Regional Hui will focus on the 'Living Landscapes' theme area of the Enviroschools curriculum, including the five key concepts:

- Habitats are places to live; living landscapes have spaces for all the children of Ranginui and Papatūānuku.
- Our Enviroschool is part of an ecosystem.
- Whenua is the land that nourishes life.
- People value and change landscapes in different ways.
- Co-creating and caring for living landscapes.

This event will bring together over 124 students from 14 Enviro schools from across Southland for a fun-filled and educational day of activities that showcase the importance of a healthy environment.

Enviroschools receive funding from Invercargill City Council, Southland District Council and Gore District Council. There is no funding from WasteNet.

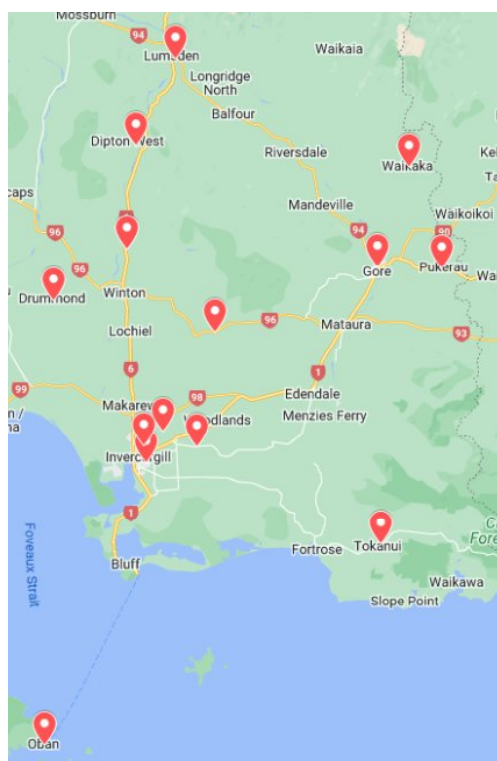


Figure 1: Enviroschools workshops confirmed at Southland schools

Staff have collaborated with Anna Van-Riel to run a 'simple swaps' workshop and represent WasteNet at this event. The students are placed into groups of 15 and present to each educator for 25 minutes. Each session would focus on encouraging the children to match up the single-use and reusable items that go together. Tamariki will learn the "rule of thumb" (R.O.T) *refuse, reduce, reuse, rehome, recycle and rot.*

Radio Advertising and Community Engagement

Staff have collaborated with NZME and The Hits Southland to run the Bin Good promotion to support the upcoming yellow bin inspections. Media Works have also been contacted to run the advertisements.



HAVE YOU BIN GOOD?

With kerbside yellow bin inspections incoming.. We want to make sure that Southland is aware and ready to reduce their unnecessary landfill and give them some fun motivation to do so!

- Liv will post a photo on The Hits Invercargill Facebook with a photo of her studio, asking people to spot the 3 recyclable items hidden in the picture and comment to be in to WIN.
- Liv will talk about the post in liners on air, sharing information on the bin checks as well as recycling information.
- The Facebook post will have a caption sharing information on the yellow bin checks to make sure Invercargill is aware of it.

Deliverables:
Timing- 2 Weeks

- 1 x Facebook post on The Hits Invercargill Facebook Page
- 10 x Liners
- 40 x Trailers

Figure 2: Recycling Bin-Inspection Communications

2023 Labour Day- Statutory Holiday Weekend

In anticipation of the upcoming Labour Day holiday on 23 October, staff are working with Radio partners and ICC Communications to communicate bin collection date changes. A new public holiday advertisement that provides the public with clear instructions, has been prepared and will be broadcast on radio stations.

Community Based Social Marketing

Community based social marketing draws from the idea that sustainable behaviour change is most effective when it involves direct contact with people and is carried out at the community level.

Staff are focusing on changing public behaviour on kerbside standardisation. During the next 3 months staff will be updating social media daily with 'tips of the day' regarding kerbside

standardisation. Staff are awaiting additional communications and a toolkit from Ministry for the Environment (MfE) for the first phase of the kerbside standardisation. Staff are also working with Plato Creative to create a bespoke campaign based on materials provided by MfE on kerbside standardisation in order to communicate the appropriate messages to the community.

What goes in your Yellow Bin?

LOVE SOUTHLAND
PUT WASTE IN ITS PLACE!

GLASS BOTTLES AND JARS
Wash and remove the lids from your glass bottles and jars.

PAPER AND CARDBOARD
Flatten your boxes and recycle your clean paper and cardboard.

PLASTIC BOTTLES AND CONTAINERS 1, 2 AND 5
Wash, remove the lids/caps and don't squash your plastic bottles and containers.

ALUMINIUM AND STEEL TINS AND CANS
Wash and don't squash your aluminium tins and steel cans.

wastenet southland

WASH DON'T SQUASH!
RECYCLING ONLY

www.facebook.com/wastenetsouthland

Figure 3: Social Media Communications



WasteNet – Waste Activity Plan Update

16 October 2023



ACTION PLANS FOR FY2023/2024 – ACTIVITY STATUS UPDATE

SEPARATE GLASS COLLECTION INVESTIGATION

- Draft options and costs of glass kerbside collection services presented to WAG
- Joint consultation is proposed by Strategy, Policy, and Engagement.
- Consultation as part of LTP process in Q3 of FY23/24 for implementation start of FY24/25
- Final costs and timeline to be developed and report to be taken to WAG

SCHOOL WASTE EDUCATION PROGRAMME

- Waste Free Wanda – Scheduled to tour 8 schools plus 1 Enviroschool Hui. Will deliver an interactive show from 13 -17 November.
- Enviroschools – Environmental Hui 15 November
- Education material for early learning

RESIDENTIAL EDUCATION AND COMMUNITY ENGAGEMENT

- Social Media Marketing –Driving behaviour change through the WasteNet Facebook page and spreading waste awareness.
- Radio Advertising and Community Engagement – Radio partners have completed two promotions.
- NZME – Have you Bin Good Airing now till 23 October
- Plato Proposal
- Staff to commenced bin audits mid October.

KERBSIDE STANDARDISATION

- Kerbside standardisation rolled out and in effect by 1 Feb 2024
- Awaiting campaign concepts from MfE.
- Developing bespoke campaign based on MfE requirements, including bin stickers and communications.

ACTION PLANS FOR FY2023/2024 – ACTIVITY STATUS UPDATE

ORGANICS BUSINESS CASE

- Organics funding application approved by MfE
- Staff to engage a consultant for the feasibility study

BATTERY DISPOSAL FACILITY

- Staff are working with industries to expand this project to cover medium-sized lithium batteries.
- Staff in discussions with Mitre 10 on collection points for domestic household batteries.
- Staff in discussion with Phoenix Metal Man and Kiwi Skips, exploring a potential pathway to provide a sustainable battery recycling option to Southlanders.
- Report to WAG meeting in December.

NEW WASTENET WEBSITE

- ICC Information Systems and Comms approached to support assess requirements and solutions to ensure the service we select is the best fit.
- Meeting with ICC Comms team to discuss scope and delivery timeline
- Content creation

COMMUNITY GRANTS

- Drop-in session held 12 August
- Community grant to be made available to the public from 18 September to 30 October.
- Available budget of \$50,000
- Application forms and guidelines have been developed in collaboration with the ICC Communications.
- Scoring sheet, successful and unsuccessful letters developed.
- Communications to run from 7 September to 29 October – Social media, WasteNet, and council websites.
- Adverts arranged in Southland Times and Ensign.



WASTENET KERBSIDE RECYCLING BIN INSPECTION

To:	Waste Advisory Group
Meeting Date:	Monday 16 October 2023
Open Agenda:	Yes
Public Excluded Agenda:	No

Purpose and Summary

This report aims to update the committee on Kerbside Recycling Bin Inspection.

The purpose of the kerbside recycling inspection is to deliver a targeted education in areas with known poor performance for recycling.

- Inspections will be conducted across all presented residential yellow bins.
- Focusing educational material on recycling messaging and information to assist residents with their recycling.
- Inspections will be conducted in teams and utilise a highly visible presence.

Recommendations

The Waste Advisory Group receives the report "WasteNet Kerbside Recycling Bin Inspection".

Scope

Overview

The kerbside inspections will be delivered by a team of five staff, who will assess all presented yellow bins and action appropriately. Information will be recorded.

During the inspections, staff will work as a group, with a highly visible presence, to inspect all bins presented for collection. For bins with incorrect items, educational material will be provided to the property.

Activities

The inspection program will utilise the high contamination route.

- Inspections to be agreed upon by parties involved, and will prioritise areas that have generated rejected loads.
- Inspection will occur in two consecutive collection periods for the chosen bin type.

- Inspection routes to be clearly marked and routes arranged so that inspectors stay ahead of drivers.

Process for Inspection

Each recycling bin presented on the kerbside of the targeted area is visually inspected without emptying it. If contamination is found, the following action will be taken.

- Apply bin tag.
- Record bin number on contamination inspection sheet and note contaminants.
- Provide educational material.
- For contaminated bins, they are recorded and capture
 - Address details
 - Bin serial number
 - Contamination types
 - Photograph of contaminated bin contents, serial number, and showing bin tag.

Health and Safety

- Verbal abuse from the public – Staff to be trained on how to deal with customers and complaints.
- Trips – Staff to be aware of surroundings, remove debris, and fall protection.
- Vehicle Movements – Staff to keep to marked footpath areas. Wear high viz clothing at all times.
- Staff will stay ahead of the bin truck at all times.
- Pedestrians – Staff to be highly visible and wearing appropriate PPE, and shall also be aware of any public pedestrians adjacent to any bin inspection area(s).

Expected Outcomes

We anticipate the key outcome of the planned bin inspections.

1. Will be an opportunity to provide educational recycling content to any property that has been identified as a contaminated bin.

Timeframe

We have planned bin inspections to be undertaken for a period of 2 weeks, starting 9 October 2023. Inspection locations will be within both Invercargill and Southland District areas. Inspections have been pre-planned to align with typical recycling routes and frequencies of our waste collection contractor, which maximises efficiency.

WASTE MANAGEMENT AND MINIMISATION PLAN IMPLEMENTATION INTERIM REPORT

To: Waste Advisory Group

Meeting Date: Monday 16 October 2023

Open Agenda: Yes

Purpose and Summary

This paper outlines the range of actions that WasteNet Councils have carried out over the past 18 months to provide effective and efficient waste management and minimisation. Each action is unique and responds to a particular need of the community.

Recommendations

That the Waste Advisory Group receive the report "Waste Management and Minimisation Plan Implementation Interim Report".

Background

Under the Waste Minimisation Act 2008, it is a legal requirement for WasteNet Councils to provide effective and efficient waste management and minimisation. The Southland Joint Waste Management and Minimisation Plan (WMMP) is founded on an overall vision of working together as a region to become waste-free. This plan sets out how the WasteNet Councils intend to effectively and efficiently manage waste and includes a range of actions to be undertaken to achieve our waste minimisation objectives. These will mainly happen over the 6 year life of the plan, but some may take longer than that to complete. In some cases, the proposed actions involve the continuation of educational and community support programmes already under way. In others, scoping and investigation of potential projects will be required along with public consultations to determine the best way forward.

Issues

Over the recent period since the budget was approved the focus has been on implementing a number of items which had been in the planning and review phases including:

- Residential education and community engagement
- School waste education programme
- Facebook and advertisement communications
- Creative content creation
- Bin Audits
- Key performance indicator (KPI) / Data Reporting
- WasteNet Waste Minimisation Community Grant

- Glass Separation
- Organics Business Case
- Battery Disposal Project
- Kerbside Standardisation

Policy related items have been slow in development due to available resources and timeframes to undertake engagement and consultation. Several key items are now intended to proceed later this year and early next year. A focus for this year has been on implementing quick wins with positive impacts from the WMMP action plan. An upcoming focus is on identifying WMMP actions which were in the mid-long term timeframe within the original action plan and identifying and agreeing next steps to progress these. A high level summary on the WMMP action plans is appended to this report. The below section provides a detailed status on the current priority WMMP actions.

Residential Education and Community Engagement

Radio Advertisements and Promotions - A key focus over the recent period has been improved communications and engagement. New campaign advertisements have launched this year using an approach that allows for flexibility in the content being issued and with a wider reach across more platforms.

Bin Audits – Communications being issued on upcoming bin audits to be undertaken post school holidays.

Love Food Hate Waste - WasteMinz provides staff with the content for this programme. This education programme is being run through our Facebook page and website.

Targeted education programmes are being run through the Southland App as this has been identified to create greater reach in this demographic.

School Waste Education Programme

Implementing waste education programmes in schools has been another key focus since the beginning of the financial year. Waste Free Wanda has already completed round one in July. Ten schools participated and the engagement yielded positive response. There has been ongoing engagement with Para Kore educational initiatives and these have received continued interest. Waste Free Wanda has been engaged for a second round in November to cover another eight schools. In order to broaden the reach and alignment, staff have collaborated with Anna Wan Riel to represent WasteNet at the Enviro Schools Hui in November where 120 plus students are expected to attend.

Creative Content Creation

Plato have produced initial concept content for website and general media. Website and App development is under review with the ICC communications team to confirm options and timeframes.

Bin Audits

As part of the upcoming kerbside standardisation and to better understand the current make up of yellow bins, staff have established a plan to perform recycling bin audits in late October. The audits will be conducted by staff, who will evaluate presented yellow bins. The outcomes of the audit will be used to deliver targeted education in areas with poor recycling performance. Bin inspections will be conducted for a period of two weeks. The inspection locations are within Invercargill and Southland District. Inspections have been pre-planned to align with typical recycling routes and frequencies of our waste collection contractor, which maximises efficiency.

KPI / Data Reporting

Reviewing the KPI criteria for waste quantities has been another key focus since the start of the year. An updated dashboard reporting waste volumes and key recycling information has been produced by staff. This dashboard is now being shared and provided to the relevant council partners. KPI's have been set up for each of the following:

- ICC internal measures
- ICC LTP measures
- Wastenet measures

The WasteNet KPI's are reported to the WAG Committee on a quarterly basis.

WasteNet Waste Minimisation Community Grant

The WasteNet Waste Minimisation Community Grant is an opportunity for the Southland community groups to apply to the grant funding available in the WasteNet budget. An application form, guidelines, accountability form, and an evaluation template have been developed along with successful and unsuccessful letters. The application form will be available to the public from 18 September until 30 October on the websites for Invercargill City Council, WasteNet, Southland District Council, and Gore District Council. The community grant programme has launched and is currently open for applications which will close later this year.

Glass out Service

The Waste Advisory Group have been provided with the information they need to understand the costings and effectiveness of implementing a glass kerbside service as well as the potential environmental and economic impact it would have on the existing waste management infrastructure. Consultation on collection has been decided to be undertaken across all three councils in April 2024 with an expected service rollout by July 2025.

Organics Business Case

Funding for the business case and application from WMF has been included in the revised budget. This has been prioritised following the release of the new Waste Strategy in March 2023 and the legislative requirement to have an organics service in place by 2030. Staff have collaborated with Resource Coordination Partnership (RCP) to file the WMF proposal for funding an organics business case on behalf of WasteNet.

The application and supporting documents submitted have been reviewed by the Ministry for the Environment (MfE) committee panel. MfE have notified staff that the funding request has now been accepted.

Battery Disposal Project

In order to provide Southlanders with a sustainable battery recycling option, staff have been working on a battery disposal project and are in discussions with contractors and trade businesses like Mitre 10. Staff are looking into the establishment of collection points for domestic and household batteries. The delivery model, available options and costings are currently being finalised by staff.

Kerbside Standardisation

From 1 February 2024, territorial authorities will be required to standardise the materials they accept in council-managed kerbside recycling. The new requirements were published in the New Zealand Gazette on 13 September 2023. The Services must accept the standard materials, must not accept the excluded materials, and will have discretion over accepting the discretionary materials as specified for the Services. MfE is in the process of developing a toolkit with campaign ideas and digital content that councils could use to design their communication and educational materials. Staff are working with Plato, ICC communications and channel partners to develop a delivery strategy.

Solid Waste Bylaw

Timeframes and priority requirements for the bylaw and key information are to be guided by Strategy and Policy based on the team's capacity and overarching ICC priorities. Gore District Council are currently progressing actions in this space which will provide technical input and support to the work for Strategy and Policy's team.

Develop a Waste Management and Minimisation Approach for In-House Operations

This document has been finalised and issued. Internal guidance on recycling has been placed within ICC main office staff areas to encourage appropriate waste management. A plan for an internal audit has been developed and intended to be undertaken in the coming months based on internal staff availability. Engagement with GDC and SDC on internal in-house operations and if any learnings between organisations can be shared and applied.

Develop a Public Place and Events Waste Minimisation Policy

A guidance document (see attachment) has been produced and finalised. This is available to be shared with the events team within relevant councils, local event partners, and should be made available on the WasteNet and council websites as guidance information. Engagement on next steps is ongoing with internal team and a plan to engage with community is being developed.

Waste Advisory Group (WasteNet) - Public - WMMP Implementation Interim Report (A4919730)

WMMP Action Tracker

Action	Detail/Description	What this will mean for the region	Measure	ICC Timeframe	Current Status	
1.1	Review Regional Communication and Education Strategy to ensure it meets needs and decide if a new or modified strategy is required	Communication and education for behavior change play a fundamental supporting role in all aspects of the waste hierarchy. This Strategy is a key component to foster a culture of resource efficiency, and paramount in supporting operational and service elements of this Plan.	The community will see a consistent approach to waste communication, education and co-ordination of resources. The community will know what their services rules are, why they should participate and what happens afterwards.	The Strategy is reviewed, and a new or modified Strategy is adopted.	Complete	An updated strategy approach has been developed and documented at the start of this year which has set current budgets and strategy.
1.2	Work with WasteNet Councils to develop a Sustainability Policy	The WasteNet Councils will devise waste management and minimisation plans for their own in-house operations which may include: <ul style="list-style-type: none"> Regular waste assessments Continuous improvement plan based on waste assessment results Broader sustainability initiatives 	The community will see the WasteNet Councils taking the lead and actively practicing the actions they are encouraging.	All WasteNet Councils adopt a policy	2020 - ongoing	Internal plans are in development and internal audits to commence at ICC and then flow into other regions.
1.3	Encourage businesses to undertake waste assessments	<ul style="list-style-type: none"> Provide tools for self-assessments Business waste partnership programme 	Businesses will be more aware of their waste stream which may result in them improving their resource use.	Business Waste Programme launched	2022 - ongoing	Working with local businesses to develop an appropriate audit tool.
1.4	Further develop regional waste data management systems	<ul style="list-style-type: none"> Release regional data Align waste data with National Waste Data Framework Research opportunities for waste data modelling. 	The community will be more aware of their waste stream which may result in Improved resource use. Aligning Southland's waste data with national data frameworks will allow benchmarking and in-depth analysis.	Regional data is published regularly. Adopt national data framework. Waste Data modelling used in next Waste Assessment.	2020 - ongoing 2021/2022 2022/2023	Regional data gathering and reporting has been updated. Data modelling and measures against KPI's has begun and is being reported to the WAG.
1.5	Partner with industry and community	Fostering sustainable design, recovery and repair of products, through partnering with industry and community may include: <ul style="list-style-type: none"> Advocating for national product stewardship schemes Promoting national programmes (i.e. REBRI, Green Start) Support Waste Minimisation Fund bids Support community-led programmes 	Industry will be more aware of their resource use and take actions to support their bottom line. Recognising and support the key role community groups have in achieving the Plans vision and objectives.	Number of partnerships formed	2021 - ongoing	Funding grant applications currently open to the community for submissions. Organics business case WMF funding application approved by MfE.
2.1	Develop a Reuse Education Programme	<ul style="list-style-type: none"> Research the barriers to repair and use of second-hand goods Devise initiatives to mitigate identified barriers Form partnerships (i.e. repair agents, second-hand merchants) 	The community will be provided with simple action to reuse, repair and repurposing materials. Businesses will see customer growth.	Reuse Programme launched.	2022 - ongoing	Fix it Saturday programme being investigated
2.2	Research opportunities for an inorganic collection service	Not all residents have the ability to easily dispose of large and/or bulk items (i.e. furniture, whiteware). <ul style="list-style-type: none"> Research the barriers Devise initiatives to mitigate identified barriers Form partnerships (i.e. repair agents, second-hand merchants) 	The community will be provided with an enhanced level of service which may include: door-to-door pick up and/or free trailer hire.	Research presented to WasteNet Councils.	2023/2024	Considering a coupon / token approach for disposal of large items
2.3	Review Southland A to Z waste guide to ensure it meets needs and decide if a new or modified strategy is required.	<ul style="list-style-type: none"> Continue to update content Promote the guide Encourage businesses to register 	The community will be provided with an online guide on how to reduce, reuse, recycle and dispose of materials in Southland.	Number of products listed	2020 - ongoing	Content has been reviewed and updated. Ongoing engagement on better opportunities to display this through app and website updates
2.4	Advocate to Central Government	Working towards national solutions e.g. tyres, e-waste, batteries, farm plastics, packaging.	The community will receive an enhanced level of service by having access to product stewardship and/or take back schemes.	Evidence of advocacy	2020 - ongoing	Next steps to be identified What needs to be advocated for? What pathways are to be utilised?.

Waste Advisory Group (WasteNet) - Public - WMMP Implementation Interim Report (A4919730)

Action	Detail/Description	What this will mean for the region	Measure	ICC Timeframe	Current Status	
2.5	Investigate upgrading Waste Transfer Station signage	<ul style="list-style-type: none"> Align signage with national guidelines. Rename from Waste Transfer Station to Resource Recovery Parks. 	The community will see a consistent approach to signage. By removing 'waste' from the signage and replacing it with 'resource', it will reinforce the regional commitment to 'waste is a resource'.	Research presented to WasteNet Councils	2021/2022	Signage updated Next steps for a Resource Recovery Park to be investigated.
3.1	Review the "Love Southland put waste in its place" brand to ensure it meets needs and decide if a new or modified strategy is required.	Communication and education programme to support the delivery of the kerbside recycling and rubbish collection services	The community will be able to sort their materials into kerbside recyclables and kerbside landfill-rubbish.	Decreasing trend in recycling contamination.	2020 - ongoing	Under review with work being undertaken by Plato and Comms team
3.2	Where feasible extend kerbside recycling and rubbish collection service areas.	When demand arises, Councils' will investigate extending the service areas.	The community will receive enhanced level of services, by providing a convenient method to recycle and dispose of waste.	Number of mobile bins in service	2020 - ongoing	Ongoing and being managed in line with needs and operational opportunities.
3.3	Develop a public place and events waste minimisation policy.	The public place and events waste minimisation policy could include the following initiatives: <ul style="list-style-type: none"> All Council run events to be zero waste events Public events held on Council land will be required to submit a waste plan Installation of public place recycling bins 	The community will see an increased presence of opportunities to divert waste from landfill while out and about, and a consistent approach to recycling at public events.	Policy is adopted.	2021 - ongoing	Guidance document produced and finalised. Draft policy to be developed and issued. Next steps to engage with community and formalise at a future date. Formal policy adoption not currently main priority.
3.4	Collaborate with industry to provide a secure e-waste collection service.	The e-waste sector is required to establish a product stewardship scheme. Opportunity for WasteNet Councils to work with industry to develop a system which works for Southland.	The community will be have access to an e-waste collection service.	E-waste product stewardship scheme is launched in Southland	2024 - ongoing	E-waste currently directed to be returned to distributors and suppliers. Working on wider partnership opportunities.
4.1	Develop a Southland Organic Waste Strategy.	<ul style="list-style-type: none"> Undertake a detailed organic waste assessment. Identify practicable options available to manage organic waste Undertake a better business case approach for the preferred option/s. 	The region will have a clear, strategic direction on how to manage organic waste. This work will lead into the development of the next Waste Plan.	Strategy is adopted.	2021-2024	MfE has approved the WMF funding application to fund business case and feasibility assessment for organic waste.
4.2	Develop a garden waste education programme.	<ul style="list-style-type: none"> Research the barriers for households to manage garden waste. Devise initiatives to mitigate identified barriers Form partnerships (i.e. garden centres, community gardens) 	The community will be provided with simple actions to manage their garden waste.	Garden waste programme launched.	2022 - ongoing	Garden waste opportunities to be investigated alongside organic waste business case.
4.3	Facilitate the implementation of the Love Food Hate Waste New Zealand programme in Southland.	The aim of the Love Food Hate Waste Programme is to minimise household food waste by creating a conversation around reducing food waste and to inspire people to take actions to reduce their food waste.	The community will continue to be provided with simple actions to reduce their food waste.	Love Food Hate Waste programme implemented.	2020 - ongoing	Programme being implemented and shared through comms engagements.
5.1	Operate a network of public waste management and minimisation facilities.	<ul style="list-style-type: none"> Recycling (drop-off) centres Green waste site Transfer Stations (Resource Recovery Parks) Southland Regional Landfill Closed Landfills 	The community will have access to facilities for the appropriate disposal of discarded materials.	Services are provided to the community. LGNZ Section 17A Review is adopted.	2020 - ongoing 2023/2024	Ongoing service delivery
5.2	Facilitate kerbside recycling and rubbish collection services.	Provide kerbside recycling and rubbish collection services.	Participating properties will have a convenient and effective method to dispose of their recycling and rubbish.	Weight of recycling collected. Weight of rubbish collected.	2020 - ongoing	Ongoing service delivery - Review of opportunity regarding glass collection underway and to go to community consultation next year.
5.3	Investigate regional opportunities for the management of hazardous waste.	<ul style="list-style-type: none"> Undertake a Hazardous Waste Assessment. Identify practicable options available to manage hazardous waste Undertake a better business case approach for the preferred option/s. 	The region will have a clear, strategic direction on how to manage hazardous waste. This work will lead into the development of the next Waste Plan.	Strategy is adopted.	2024/2025	Next steps to be identified

Waste Advisory Group (WasteNet) - Public - WMMP Implementation Interim Report (A4919730)

Action	Detail/Description	What this will mean for the region	Measure	ICC Timeframe	Current Status
5.4	Investigate regional opportunities for the management of littering and illegal dumping (fly tipping). <ul style="list-style-type: none"> Undertake an assessment of littering and illegal dumping. Identify practicable options available Undertake a Better Business Case approach for the preferred option/s. 	The region will have a clear, strategic direction on how to manage littering and illegal dumping. This work will lead into the development of the next Waste Plan.	Strategy is adopted.	2024/2025	Assessment of information on illegal dumping has been undertaken and 'hot zone' areas identified. Illegal dumping signage have been installed at hot spots. Continuous monitoring to be undertaken in collaboration with Compliance team
5.5	Develop a Southland Solid Waste Bylaw. <ul style="list-style-type: none"> Kerbside collections Transfer Stations (Resource Recovery facilities) Public Place and Event waste management Recycling centres (drop-off) Littering and illegal dumping Licensing 	Consistent approach to solid waste service.	Solid Waste Bylaw is adopted.	2020 /2021	Draft bylaw in development and to go for consultation in 2024.
5.6	Review WasteMINZ standardisation of kerbside collection guidelines and decide if a new/modified level of service is required for the region. <ul style="list-style-type: none"> Compare existing levels of service with guidelines Identify how to transition to the guidelines 	Nationally consistent approach to solid waste service i.e. communications, improved quality, support national labelling.	Report is adopted.	2020/2021 (TBC)	Kerbside standardization to come into effect from 1 February 2024.

Attachments

WasteNet Southland - Public Place and Event Recycling Guideline (A4942085)

WasteNet Southland

Public Place and Event Recycling Guideline



www.wastenet.org.nz

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BACKGROUND

As a nation we have adopted the **Waste Minimisation Act 2008 (WMA)**. This Act encourages a reduction in the amount of waste we generate and dispose of in New Zealand and aims to lessen the harm of environmental waste.

As per the WMA, Territorial Authorities are legally required to adopt a Waste Management and Minimisation Plan. Given that this legislative requirement comes under the joint committee banner of 'WasteNet Southland', Gore District Council, Invercargill City Council and Southland District Council' have developed a joint Waste Management and Minimisation Plan for the Southland Region.

The **Southland Waste Management and Minimisation Plan 2012-2018 (WMMP)** documents the strategic direction (vision, goals and objectives), actions and funding policy for the councils to meet both public health protection issues and the legal requirements to promote effective and efficient waste management and minimisation.

The joint Plan presents a new vision for our region, one of working collaboratively to become a minimum waste producer by maximising opportunities to reuse, recycle and recover our resources. It sets out a practical action based programme of large and small actions for the long and short term.

The **WasteNet Action Plan 2013-2014** has been developed to assist the WasteNet Councils with implementing the actions outlined in the WMMP and includes information on how we plan, manage, deliver and fund activities.

The 2013-2014 actions are divided into four 'groups of activities'; Education, Community, Regulatory and Administration and Contract Management. The intention is for the WasteNet Councils' to be able to encourage residents and businesses to be efficient with their waste materials.

The Community group includes activities which focus on the knowledge that everyone creates waste. The WMMP recognises that 'waste is a resource with a residual value' and that Southlanders must take responsibility for their waste. The WMMP also acknowledges that we must work together to improve the efficient use of resources. WasteNet's legislative obligation such as the plan to adopt a Public Place and Event Recycling Policy is linked to action 3.3 in the WMMP.

The development of this Public Place and Event Recycling Policy is Important as the councils need to be seen as 'taking the lead' by actively practicing the activities they are encouraging.

This 'Public Place and Event Recycling Guide' is designed to help event organisers in Southland plan and host events whereby waste is minimised and effectively managed.

The Guide is a product of WasteNet's work with event organisers from ILT KidZone, UCI Junior Worlds and Environment Southland who trialled event recycling throughout 2012/2013. Information gathered as part of the trial was used to develop the guide which aims to:

- Increase the opportunities for residents to recycle while they are out and about, and
- Provide a consistent approach to recycling at public events.

INTRODUCTION

The 'Public Place and Event Recycling Guideline' includes information, templates and forms to assist with the planning, operating and monitoring of waste management procedures that event organisers are faced with when implementing recycling at their event. The Guideline is relevant to all events in Southland regardless of size and type, ranging from music festivals to street parades and sports events.

Why recycle at your event?

As rubbish disposal costs continue to rise, recycling will continue to be the more cost effective method to manage at events.

Most items at events are disposable and are only used once then thrown away (such as cups, plates, drink bottles, bags, serviettes etc.) These items can often be recycled or composted, however unless appropriate waste facilities are made available, these items will go to waste and will end up in our landfill or left littered around the event venue.

By reducing, reusing and recycling, event organisers will minimise the harmful effects of waste on the environment by reducing the amount of waste disposed to landfill. This will also have health and safety benefits and will enhance the 'clean green' image of your event.

Five reasons to recycle:

- 1) **Reduces the impact of waste on the environment.**
- 2) **Recycling portrays a 'clean green' image which is appealing and attractive to sponsors.**
- 3) **Reduces the cost of waste disposal.**
- 4) **Provides a clean, positive environment that ignites the 'feel good' factor for stakeholders and event attendees.**
- 5) **Increases environmental awareness.**

GAIN COMMITMENT

To successfully minimise waste and support recycling at your event the cooperation of everyone involved e.g. event organisers, suppliers, stall holders etc. is vital.

Implementing a Waste Management and Minimisation Policy (WMMP) will enable you to clearly state your waste minimisation intentions so that everyone involved in the event is aware of the specific waste and recycling goals and targets.

A WMMP will also ensure that key people involved in the event understand how waste minimisation affects their role and expectations of what is required of them - this is especially important for large multi-day events which can involve sponsors, staff, volunteers and vendors.

Please see appendix 1 for an example of the 2013 ILT Kidzone Waste Management and Minimisation Policy.

EVENT PURCHASING POLICY

Seek vendors that are packaging responsible, having the support of your vendors and suppliers is crucial when it comes to minimising waste at your event. You need to have control over the types of materials entering the event to ensure that they can be reused, recycled or composted through the waste collection facilities set up onsite. If a material cannot be reused or recycled in some way, it may pay to work with suppliers to investigate other alternatives.

Below is an example of an Event Purchasing Policy template. This can be implemented to ensure that your suppliers are in agreement and working towards the same waste minimisation goals outlined in your WMMP.

Event Purchasing Policy Template
Background
Suppliers and vendors play a vital role in successfully minimising waste at this event. This Policy provides a framework to manage waste generated during <i>(Event Name)</i> in an attempt to reduce waste to landfill and minimise/avoid adverse effects on the environment. Your cooperation in supporting our waste minimisation and recycling efforts is appreciated.
Scope
This Policy outlines objectives and practical applications to ensure that event vendors and suppliers take appropriate steps to minimise waste and associated environmental impacts by purchasing environmentally friendly products that can be collected, reused and/or recycled through the waste collection facilities available.
Aim
<i>(State your waste minimisation aim/s)</i>
Primary objectives / applications to achieve this aim:
<i>(State the objective/s you will need to achieve in order to meet your waste minimisation aim/s)</i>
This Policy will be mentioned in vendor briefings in included in any other appropriate means of internal communication.

Brief the Vendors

It is important to brief vendors of what is expected of them. On page 7 is an example of a vendor survey form that will allow you to gauge the volume and type of recycling and rubbish created by each vendor.

You may also wish to:

- Specify in vendor contracts that they may only sell or use products that are recyclable, biodegradable or reusable.
- Provide a list of products acceptable for use at the event with the product supplier contact details.
- Provide a list of materials that are not acceptable and should not be brought into the event.

To help WasteNet gauge the volume and type of recycling and rubbish created by the vendors/stall holders, complete the below section for all products available for sale.

WasteNet Southland

C/o Solid Waste Department | Invercargill City Council, Private Bag 90104 | INVERCARGILL 9810

VENDOR STALL WASTE APPLICATION FORM

Stallholder / Trading as: _____

Name: _____

Mobile No: _____

Email: _____

Type of Stall: _____

Date(s) of Event: _____

Products for sale	Packaging (what will the customers throw away?)	Estimated quantity (per day)
<i>eg Coffee</i>	<ul style="list-style-type: none"> • <i>Takeaway coffee cups</i> • <i>Sugar packets</i> • <i>Wooden stirring sticks</i> 	<i>300 customers</i>
<i>eg Hot chips</i>	<ul style="list-style-type: none"> • <i>Takeaway pottles</i> • <i>Tomato sauce packets</i> • <i>Serviettes</i> 	<i>400 customers</i>

If you require more room, please staple an additional sheet to this form.

If you have any questions about this form, please do not hesitate to contact the Waste Officer at the Invercargill City Council on 211-1777 for assistance.

TYPICAL EVENT WASTE STREAMS

Material	Setup/ Pack down	During Event	Back of House
Paper & Cardboard	<ul style="list-style-type: none"> • Cardboard • Paper 	<ul style="list-style-type: none"> • Brochures/ leaflets • Coffee cups • Napkins • Newspapers • Paper plates 	<ul style="list-style-type: none"> • Cardboard
Plastic	<ul style="list-style-type: none"> • Electrical ducting & ties • Plastic plumbing and spouting • Signage • Tape • Temporary barriers • Shrink wrap • Plastic strapping 	<ul style="list-style-type: none"> • Plastic bottles • Plastic plates • Plastic cutlery • Plastic wrappers • Plastic bags • Coffee cup lids • Plastic stirrers 	<ul style="list-style-type: none"> • Plastic bags • Shrink wrap • Plastic strapping • Vacuum wrap • Plastic bottles • Plastic • Polythene
Metal	<ul style="list-style-type: none"> • Electrical cables • Roofing iron • Aerosol cans 	<ul style="list-style-type: none"> • Aluminium cans • Aerosol cans 	<ul style="list-style-type: none"> • Tins • Steel cans • Aluminium cans • Aerosol cans • Aluminium foil
Glass	<ul style="list-style-type: none"> • Window glass 	<ul style="list-style-type: none"> • Glass bottles 	<ul style="list-style-type: none"> • Glass bottles
Polystyrene	<ul style="list-style-type: none"> • Polystyrene packaging 	<ul style="list-style-type: none"> • Polystyrene cups • Takeaway clamshells 	<ul style="list-style-type: none"> • Polystyrene packaging
Wood	<ul style="list-style-type: none"> • Chipboard • Plywood • Timber • Signage • Temporary barriers 	<ul style="list-style-type: none"> • Chopsticks • Stirring sticks • Wooden cutlery 	<ul style="list-style-type: none"> • Stirring sticks • Wooden cutlery
Organic	<ul style="list-style-type: none"> • Foodwaste 	<ul style="list-style-type: none"> • Foodwaste • Biodegradable packaging 	<ul style="list-style-type: none"> • Foodwaste • Biodegradable packaging • Used cooking oil
Textiles	<ul style="list-style-type: none"> • Banners / signage • Canvas / tent fabrics 		

TIPS FOR REDUCING, REUSING, RECYCLING AT YOUR EVENT

Reduce:

- Event tickets – use electronic ticketing.
- Specify use of minimal and recyclable packaging by suppliers.
- Avoid selling products packaged in foil and plastic wrappers (e.g. chip packets, candy bar wrappers).
- Prohibit the use of Styrofoam packaging (e.g. cups, takeaway containers)

Reuse:

- Drinks – specify and / or supply refillable plastic, glass or ceramic cups.
- Provide reusable plates, bowls and cutlery where possible.
- Signage that may be stored and reused for future events.

Recycle:

- Packaging from setup, food and drink deliveries – provide appropriate recycling facilities for setup crews and vendors.
- Plastic drink cups and bottles – provide appropriate comingled recycling bins for the public at suitable locations e.g. by drink stations, security check points, seated areas.
- Food waste and food containers – provide organic waste bins for the public and for vendors / caterers. Arrange for regular emptying. This will depend on organic waste facilities are available to you.
- Provide clear and concise signage and promotion of recycling bins.
- NB. See appendix 2 to 6 for signage examples of what can and can not be recycled in the bin stations.

OTHER ITEMS TO CONSIDER:

Recommendations as to event guide content:

- Think about the number of people anticipated to attend the event – These numbers will help guide the number bin stations needed.
- Anticipated types of waste generated at the event i.e., vendors, venue decorations, activities, entertainment etc.
- Seek vendors that are packaging responsible.
- Is the event able to provide bin station champions/educators to advise users on the correct bin to use.
- Provide a site plan, think about bin station placement and ease of emptying them if needed during the event.
- Include costs of waste management when working on the cost of entry fees.
- How often will bins need to be emptied during the event?
- Who will monitor waste volumes during event?

SIGNAGE

Clear signage is vital to the success of your event waste management system. Event attendees should be able to locate recycling stations easily and know exactly what goes in each bin.

Helpful hints:

- Use graphics on bin labels – such as visual examples illustrating the types of waste products that go in each bin. It is preferable to have the types of waste pictured on the labels consistent with the actual waste that will be generated at the event. This information can be gathered from the vendor survey form.
- Clear and concise placing of signage by bin stations – It is important that signage can be seen clearly, especially if there are going to be large crowds at your event where it may be difficult to see where the bins are.

See appendixes 2 to 6 for examples of signage. Contact the team at WasteNet www.wastenet.org.nz for more information.

EVENT WASTE SERVICE PROVIDERS

Below is a partial list of event service providers in Southland. By providing this list WasteNet does not provide any endorsement or guarantee in respect of the operators named. For more information on waste collection contractors consult the yellow pages.

Waste and recycling collectors	Receptacles
All Waste Solutions Victoria Ave 03 214 4959	<i>Wheelie bin hire Skip bin hire 2, 4.5, 6.5m³ Recycling collection General rubbish collection</i>
Bond Contracts LTD www.bondcontracts.co.nz 03 218 7007	<i>Wheelie bin hire Skip bin hire (18m³) General rubbish collection</i>
Cleanways 385 Bay Road, Invercargill 03 218 8848	<i>Skip bin hire 2, 3.5, 4.5, 5.5 & 8m³ 200L drums Recycling collection General rubbish collection All liquid waste removal</i>
Easy Bins Southland LTD 0800 327 924	<i>Wheelie bin hire 240L Skips 2, 3, 3.5, 4.5m³ Hooker bins 6.5m³-8m³ Recycling collection General rubbish collection</i>
J D Souness Limited 16 Stratford Street Gore 03 208 0443	
Joes Drum and Wheelie Bin Refuse Clearance Service and Greenwaste Specialists PO Box 7028 03 2162271	
Paddys Bins 2005 Limited PO Box 173 Gore 03 208 9870	<i>Wheelie bin hire 240L Skip bins 3-11m³ 200L drums General rubbish collection</i>
Southern Transport CO LTD 3 Spey Street, Invercargill 03 216 9059	<i>Wheelie bin hire 240L Skip bin hire 2-7m³ Recycling collection (Southland disAbility Enterprises & Full Circle Recycling) General waste collection</i>

WASTE STREAM OPTIONS

When recycling at your event, it is important to think about the number and type of facilities you will need to provide for both front and back of house. Front of house refers to the public and event attendees, back of house refers to volunteers, vendors and event organisers.

It is good practice to locate your recycling and waste bin stations together (bin stations or hubs) to encourage people to sort their waste and ensure that the bins are clearly labelled to avoid contamination.

Some options that have been successfully trialled at events in Southland include the following:

<p>Three Stream:</p> <ol style="list-style-type: none"> 1) Recyclables (clean glass, plastic, cans, polystyrene, paper and cardboard) 2) Foodwaste (food waste with the packaging removed) 3) Landfill (residual waste, dirty/ non-recyclable, non-compostable packaging, textiles, rubber gloves etc.) 	
<p><i>The three stream option is common for most events as it captures all waste and recycling streams together in place.</i></p>	
<p>Two Stream:</p> <ol style="list-style-type: none"> 1) Recyclables (clean glass, plastic, cans, polystyrene, paper and cardboard) 2) Landfill (residual waste, dirty/ non-recyclable, non-compostable packaging, textiles, rubber gloves etc.) 	
<p><i>This option is appropriate where food is not sold at an event or if it is not possible to compost organics.</i></p>	

PREPARING AND SUBMITTING YOUR EVENT WASTE MANAGEMENT PLAN

An event waste management plan enables you to have control over the types of materials entering the event to ensure that they can be reused, recycled or composted through the waste collection streams set up on site.

An event waste management plan will assist organisers and waste service contractors with:

- Planning bin locations and service areas
- Clarifying access ways for waste collection vehicles
- Determining signage and its positioning
- Communicating with vendors and volunteers

Below is a template that has been designed to provide guidance on the information required by WasteNet to be satisfied that adequate provisions have been made on site for waste management and minimisation at your event. The level of detail provided in your waste management plan will depend on the type and size of your event.

It would be appreciated if event managers could provide a site map marking up their event plan including bin station locations.

For case study examples that may help in the preparation of event plans see appendix 7, 8, 9.

EVENT WASTE MANAGEMENT PLAN TEMPLATE

EVENT DETAILS			
Event Name <i>(The official name of the event that will be referred to on any applications or permits.)</i>			
Name of the organisation managing/hosting the event			
Contact details for event organiser(s)	Name		
	Phone or Mobile		
	Postal Address		
	Email		
Event Date			
Event Duration <i>(Number of days/nights)</i>			
Event Venue Address			
Event Location <i>(Please indicate)</i>	Indoor	<input type="checkbox"/>	Outdoor
Type of Event <i>(Please indicate)</i>	Sports	<input type="checkbox"/>	Music Concert
	Festival (Multiple Days)	<input type="checkbox"/>	Street Parade
	Conference	<input type="checkbox"/>	Exhibition
	Promotion	<input type="checkbox"/>	Competition
	Other		
Expected Attendance <i>(Number of Participants)</i>			
List key activities on site <i>(e.g. musical performance, food vendors)</i>			
On site vendors or stall holders <i>(Please indicate if applicable)</i>	Drinks	<input type="checkbox"/>	Food
	Merchandise	<input type="checkbox"/>	Information
	Other <i>(please state)</i>	<input type="checkbox"/>	First Aid
List any temporary facilities/infrastructure <i>(e.g. stage, marquees, tables, toilets)</i>			

WASTE GOAL	
The Waste Minimisation Target is to reduce / recycle:	_____ % of total event waste

WASTE COLLECTION FACILITIES				
Are the contractors providing you with weights after the event?	Yes		No	
If weights are not provided by the contractor how will the total weight of recycling, organic materials, and rubbish collected from the event be recorded?				
Will facilities be available at the event for washing recyclables, i.e. plates, bowls, cups, cutlery?	Yes		No	
How will contamination (if any) in recycling / organic bins be recorded: <i>(e.g. visual inspection or waste audit)</i>				

ONSITE PROMOTION OF WASTE MANAGEMENT AND MINIMISATION		
<i>Outline how the recycling facilities and key concepts of waste minimisation will be promoted during the event, including:</i>		
	Yes	No
Will recycling facilities be promoted in event media such as website, tickets, brochures and programmes?		
Will signs/posters be displayed in key areas of the event and at point of sale to encourage event attendees to use the waste management facilities provided?		
Will all bins/receptacles be clearly labelled?		
Will event performers/special guests endorse and encourage waste minimisation on site?		
Will you monitor and promote the waste management and minimisation systems		
Will event attendees be given an incentive to sort their waste e.g. spot prizes etc.?		
Will there be bin station champions to help supports event attendees in which bin to use.		
<i>State any other promotional materials/activities planned to promote recycling at the event such as loud speaker announcements; event MC interludes etc. (attach other pages if required)</i>		

EVENT SITE PLAN ATTACHED INCLUDING:	Yes	No
• The location of all receptacles by type (recycle, organic, rubbish, glass if applicable) including front and back of house placement.		
• Location of any onsite bins (such as skip bins) for consolidating the materials.		
• Location of access point for waste contractors vehicles.		
• Location of all signage promoting waste management and minimisation system.		

FUNDING	
How will the management of waste at the event be funded? (Please indicate)	
Incorporated into the ticket price for the event	
Surcharge on products sold	
Deposits on reusable food-ware and/or cups	
Vendor fees	
Sponsorship	
Volunteer support	
Other (please state)	

SUBMITTING YOUR EVENT WASTE MANAGEMENT PLAN	
Please ensure you have completed all sections of this event Waste Management Plan and attached your site plan and Estimated Waste Types and Volumes worksheet.	
Please submit to	WasteNet Southland
Post	Private Bag 90104, Invercargill 9840
Deliver	Civic Administration Building, 101 Esk Street, Invercargill
Email	donna.peterson@icc.govt.nz

CHECKLIST	
Site Plan	
Worksheet: Estimated Types and Volumes of Waste	
Any additional sheets as required	

ESTIMATED TYPES AND VOLUMES OF WASTE WORKSHEET

The worksheet below is an important planning tool that will help event organisers to:

- Estimate types and volumes of waste
- Calculate the number and type of bins required
- Determine how frequently bins will be emptied

Please complete the worksheet and attach it to your Waste Management Plan.

ESTIMATED TYPES AND VOLUMES OF WASTE						
<p>List the main types of materials and estimated quantities that are expected to be generated from the following:</p> <ul style="list-style-type: none"> • Event Set up • During the event • Behind the scenes • Pack down of Event 						
	Recycling		Organics		Landfill	
DURING EVENT						
Materials (Please indicate) e.g. cardboard boxes, plastic bags, food scraps etc.						
Total expected quantity (Please indicate)						
Bins Expected number and type ie 60L wheelie bin etc	Type	Number	Type	Number	Type	Number
How often will bins be emptied during event? (please indicate if known)	Every 2 hours		Every 2 hours		Every 2 hours	
	Twice daily		Twice daily		Twice daily	
	Daily		Daily		Daily	
	Other (please specify)		Other (please specify)		Other (please specify)	
Collection details	Contractor Name:		Contractor Name:		Contractor Name:	
	_____		_____		_____	
	_____		_____		_____	
Phone:		Phone:		Phone:		
_____		_____		_____		
_____		_____		_____		
Disposal Facility:		Disposal Facility:		Disposal Facility:		
_____		_____		_____		
_____		_____		_____		

APPENDIX 1

An example of the 2013 ILT Kidzone Waste Management and Minimisation Policy.

<p>2013 ILT Kidzone Waste Management and Minimisation Policy</p>
<p>Policy Background</p> <p>This Policy provides a framework to manage waste generated during the 2013 ILT KidZone Festival in an attempt to reduce waste to landfill and minimise / avoid adverse effects on the environment. The ILT KidZone Festival is an annual family event run by Venture Southland. The festival is held over six days and offers a wide range of activities, food and refreshments. The Festival attracts large numbers from all over Southland - the waste stream is diverse and relatively high volume. To appropriately and effectively manage the waste stream Venture Southland employed the help of WasteNet Southland – a committee actively working to promote sustainable actions and attitudes towards waste management and minimisation in Southland.</p>
<p>Scope</p> <p>This Policy outlines objectives and practical applications to ensure that all those involved with the 2013 ILT KidZone Festival (organisers, volunteers and participants) take appropriate steps to minimise solid waste and associated environmental impacts in all aspects of event operations, activities and facilities.</p>
<p>Aim</p> <p>To meet or better the 24% recovered materials from the 2012 ILT KidZone Festival by:</p> <ul style="list-style-type: none"> ❖ Establishing within the event the key concepts of sustainability and working towards Zero Waste. ❖ Promoting the effective and efficient stewardship of waste as a resource with a residual value to protect our health and our environment as advocated in the Southland Waste Management and Minimisation Plan 2012 – 2018.
<p>Primary objectives / applications to achieve this aim:</p> <ul style="list-style-type: none"> ❖ Individually assess event activities and appraise current waste management systems in order to identify areas where waste minimisation can be achieved or improved. ❖ Identify methods to reduce waste at the source and advocate methods to event managers, sub-managers and volunteers. ❖ Identify techniques to re-use materials where possible, and advocate these techniques event managers, sub-managers and volunteers. ❖ Plan and implement a recycling system within the event which provides facilities for the recycling of materials including: <ul style="list-style-type: none"> - Paper and cardboard - Plastic - Glass - Aluminium and steel cans - Polystyrene - Foodwaste - Other materials where practicable ❖ Ensure that all event managers, sub-managers and volunteers are familiar with the 2013 ILT KidZone Festival Waste Minimisation Policy and the recycling systems in their area of work.
<p>This policy will be mentioned in event briefings and included in any other appropriate means of internal event communication.</p>

APPENDIX 2

Signage example



APPENDIX 3

Signage example

Welcome to ILT KidZone Festival!



Recycling

Please empty containers of all food and liquids.

Aluminium Can Plastic Bag Glass Bottle Plastic Food Container Milk Bottle Water Bottle

Foodwaste

(Compost) please remove all packaging first (no liquids)

Mouse Trap Pie Fruit Peelings Cup Cake Banana Sandwich

Rubbish

(Landfill) anything else that can't be recycled or composted

Take Away Cups Food Wrapper Packets Wrapper Dirty Paper Disposable Plates

Thank you for sorting your waste.

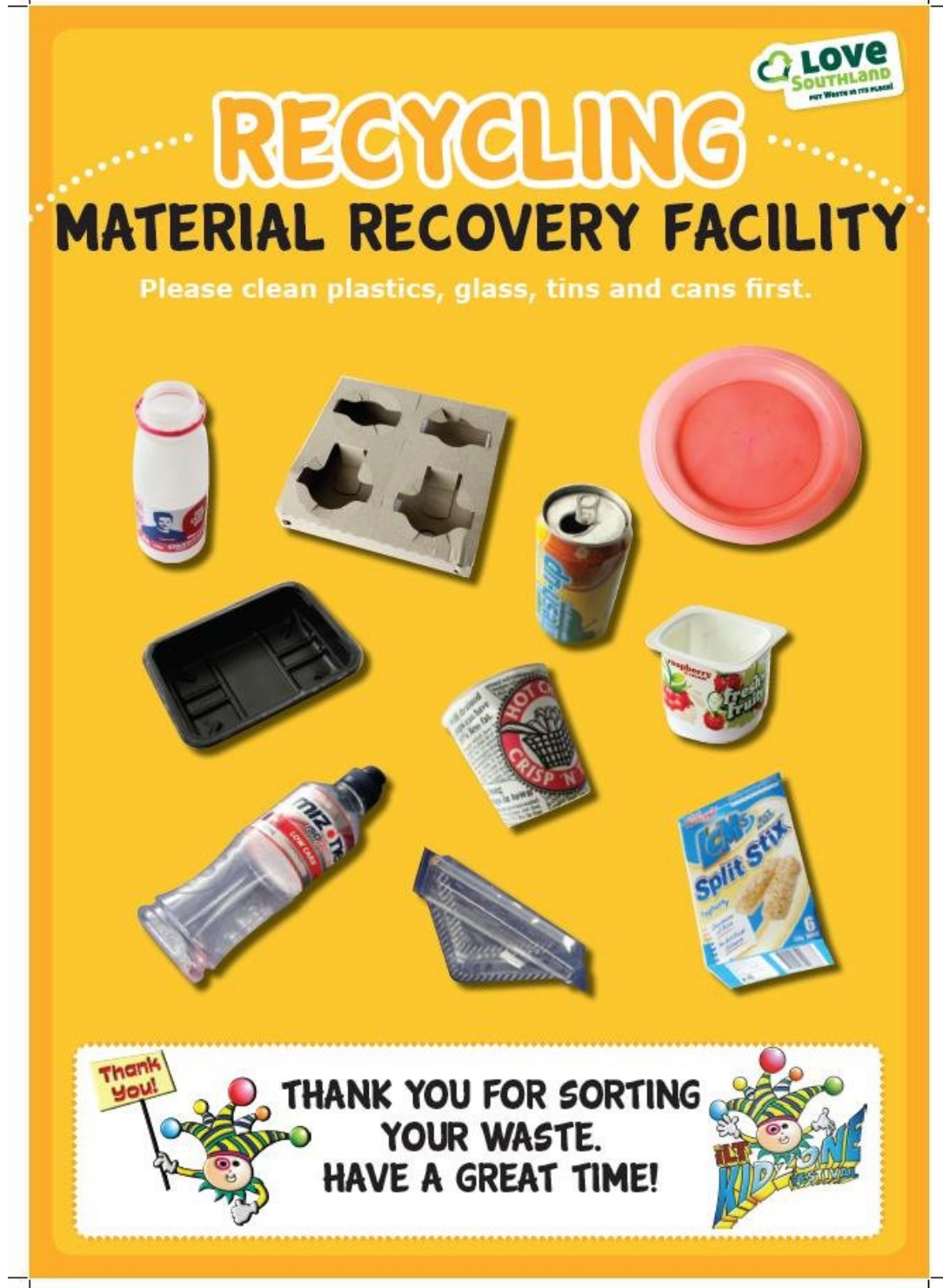


Have a great time!



APPENDIX 4

Signage example



APPENDIX 5

Signage example



APPENDIX 6

Signage example



APPENDIX 7

Case Study – 2013 ILT Kidzone Festival

The ILT Kidzone Festival is an annual family event run by Venture Southland. The festival was held over six days and offered a wide range of activities, food and refreshments.

The Festival attracted over 11,000 participants from all over Southland - the waste stream is diverse and relatively high volume. With support from WasteNet Southland, event recycling was trialled at the 2012 Festival. Lessons learned from the trial last year were implemented at the 2013 ILT Kidzone Festival.



Who: Venture Southland and WasteNet Southland

Aim: To equal or better the 24% material diverted from landfill at the 2012 ILT Kidzone Festival.

Summary: From 17-22 July, event recycling was implemented at the ILT Kidzone Festival for the second year running. A total of 973kg of waste was recovered (40% of total event waste diverted from landfill - a 33% improvement on last year).

Evaluation Criteria:

- The percentage of total event waste diverted from landfill
- The amount of contamination in recycling and foodwaste bins (visual inspection)
- Public awareness about recycling and the concept of 'zero waste'.

Research: A case study on the 2012 Festival highlighted areas where improvements could be made. This knowledge was valuable when planning logistics such as the number, type and location of recycling facilities for the 2013 event. One key suggestion was to have a recycling skip and a rubbish skip available during set up and pack down to capture the large waste stream generated by these activities.

Results:

- 973kg of materials were recovered. This meant that 40% of event waste was diverted from landfill – a 33% improvement on last year.

- Recycling and foodwaste bins in the gymnasium (incredible edibles) and cafeteria were observed to have higher levels of contamination than other areas. However, the overall amount of contamination in the recycling was observed by Southland disAbility Enterprises (recycle centre) to be low.
- Public was observed to have a good awareness about recycling and the concept of zero waste. This was reflected in the high use of the bins and low levels of contamination.

Delivery:

- Waste management systems were managed by WasteNet Southland with support from Bond Contracts, Cleanways 2003 LTD, Invercargill City Council Parks Department and James Hargest College (Senior Campus) caretakers and Kidzone volunteers
- The Caretakers and Kidzone volunteers assisted WasteNet with the setup of the recycling stations, promotional posters, and covering existing bins on Tuesday 16 July – the day prior to the event
- A WasteNet staff member and Caretaker were on site daily to monitor bins and change bin liners. The Caretaker informed the contractor when skip bins required emptying
- Cleanways was the contractor employed to collect the rubbish and recycling skips. The recycling was taken to Southland disAbility Enterprises and the rubbish was taken to the Invercargill Waste Transfer Station. WasteNet was able to obtain accurate weights for both the recycling and rubbish
- The foodwaste was collected and composted by the Invercargill City Council Parks department. A Kidzone room manager volunteered to weigh the bags of foodwaste at the end of each day and recorded the weights in a spreadsheet
- It cost WasteNet Southland \$1996.50 to implement recycling at the 2013 ILT KidZone Festival

Information and Promotion: Printed material such as posters on the bins and toilet doors proved to be the most effective channel of communication to promote recycling at the Festival. The effectiveness of promotional media was measured by observation and feedback from event participants.

Recycling was promoted before the event predominantly through print media such as brochures and Busting Waste articles which featured on two occasions in the Southland Times Newspaper.

Recycling was also promoted via social media through WasteNet Southland's facebook page and Radio Kidzone was utilised during the event to remind people to recycle.

Behaviour Change Tools:

Prompts – visual aids such as posters on the bins and toilet doors and auditory aids such as Radio Kidzone were utilised throughout the event to remind people to recycle and sort their waste correctly.

Norms – people observed the behaviour of others around them which may have influenced them when sorting their waste.

Policy – WasteNet created a Waste Management and Minimisation Policy specifically for the 2013 ILT Kidzone Festival which was agreed upon and accepted by the event organiser.

Convenience – endeavoured to situate recycling facilities in convenient locations. Bin hoods were used in the cafeteria and gymnasium to further enhance user convenience.

Evaluation: From 2012-2013 WasteNet used the ILT Kidzone Festival as a case study for event recycling in Southland. The results obtained provided WasteNet with information on how to host future zero waste events in Southland and will assist the development of effective policy, plans and guidelines on sustainable waste management at public events.

The amount of waste materials recovered at the 2013 Festival improved by 33%. This improvement may have been due to the jumbo sized recycling skip that was available on site during set up and pack down which captured the large waste stream generated from these activities.

The overall level of contamination in the recycling was low as observed by Southland disAbility Enterprises (recycle centre). Improvements could be made however in areas such as Incredible Edibles and the cafeteria where contamination was highest.

A suggestion for the next year is to have more public recycling stations on site and to improve the recycling and waste facilities in activity rooms e.g. having a specifically labelled bin for wood scraps in the Mitre10 Mega room.

Conclusion: Recycling at the ILT KidZone Festival proved to be extremely successful with 40% of event waste being diverted from landfill - a 33% improvement on last year's efforts. Next year with the implementation of suggested improvements a further 5% of waste recovered hopefully be achieved.

Summary of Weights:

	2012 weights (kg)	2013 weights (kg)
Landfill	2190	1440
Recycle	620	840
Organics	85.5	133.13
TOTAL	2895.50	2413.13
Diverted Total	705.5	973.13
Percentage Diverted (%)	24	40

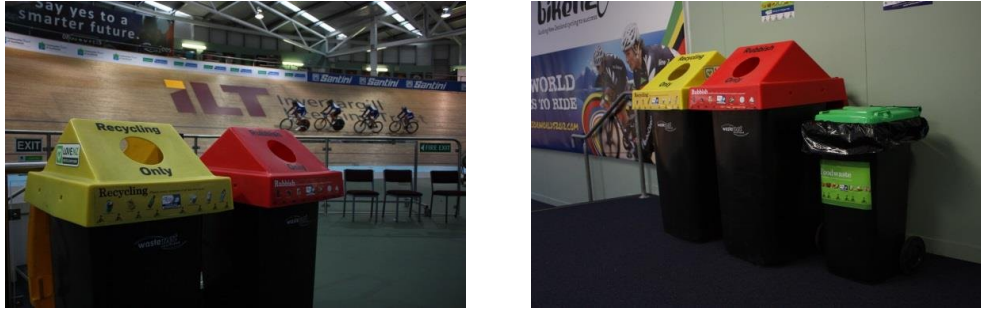
$973.13 - 705.5 = 267.63\text{kg}$ more than last year (diverted).

$267.63 / 705.5 = 0.38$ (38% increase on last year)

APPENDIX 8

Case Study - 2012 UCI Juniors Track World Championships

The 2012 Junior World Track Cycling Championships took place in Invercargill from 22-26 August. Approximately 1800 people attended the event including the world's best under-19 cyclists from more than 20 countries. Recycling was implemented to support the international environmental focus of providing a "pure New Zealand" experience.



Who: UCI Junior Worlds 2012, Cycling Southland and WasteNet Southland.

Aim: To introduce and demonstrate the sorting of waste and recycling at the Invercargill Velodrome.

Summary: From 22-25 August, event recycling was implemented at the UCI 2012 Junior World Cycling Championships. A total of x kg of waste was recovered

Evaluation Criteria:

- The percentage of total event waste diverted from landfill
- The amount of contamination in recycling and foodwaste bins (visual inspection)
- Public awareness about recycling and the concept of 'zero waste'
- Staff responsiveness and awareness

Research: A case study on event recycling at the 2012 ILT Kidzone Festival highlighted areas where improvements could be made. This knowledge was especially valuable when designing posters and signage for the bins and planning logistics such as the number, type and location of recycling facilities at the event.

Results:

- X kg of materials were recovered. This meant that x % of event waste was diverted from landfill
- There was very little contamination observed in the bins as most of the waste was clean glass bottles, aluminium cans and paper programmes.
- The public seemed to have a good awareness about recycling and the concept of 'zero waste' – this was reflected in the high use of the bins and low levels of contamination.
- Staff responsiveness and awareness could be improved as a large proportion of recycling was accidentally disposed of into the rubbish skip.

Delivery:

- Waste management systems were managed by WasteNet Southland with support from UCI Junior Worlds staff, Stadium Southland, Bond Contracts and Southern Transport Co. Limited.

- Estimated the number of bins needed based on people numbers and size of venue.
 - X18 240L yellow recycling bins
 - X18 240L red rubbish bins
 - X18 80L green food waste bins
- Mapped where the bins would be placed around the venue.
 - X6 (3 bin) recycling stations around the track.
 - X6 (2 bin) recycling stations in the middle of the track.
 - X1 (2 bin) recycling station at the badminton hall.
 - X2 (2 bin) recycling stations at stairwell (x2)
- A Junior Worlds 2012 staff member assisted WasteNet with the setup of the recycling stations and promotional posters on – the day prior to the event. The location of existing bins were identified and replaced with the event recycling bins to encourage people to sort their waste properly.
- A stadium Southland staff member was on site daily to monitor the bins and change bin liners. Velodrome staff notified contractors when the skips needed emptying.
- Southern Transport was the contractor employed to collect the rubbish and recycling skips. The recycling was taken to Southland disAbility Enterprises and the rubbish was taken to the Invercargill Waste Transfer Station. WasteNet was able to obtain accurate weights for both the recycling and rubbish.
- The foodwaste was sorted separately but then disposed of with the rubbish as the disposal option fell through.

Information and Promotion: Printed material such as posters on the bins and toilet doors proved to be the most effective channel of communication to promote recycling at the event. The effectiveness of promotional media was measured by observation and feedback from event participants.

Recycling was promoted before the event predominantly through print media such as brochures.

Behaviour Change Tools:

Prompts – visual aids such as posters on the bins and toilet doors were utilised throughout the event to remind people to recycle and sort their waste correctly.

Norms – people observed the behaviour of others around them which may have influenced them when sorting their waste.

Convenience – endeavoured to situate recycling facilities in convenient locations. Bin hoods were used on the recycling and rubbish bins to further enhance user convenience.

Evaluation: Event attendees responded well to recycling at the UCI Junior Worlds 2012. Bin usage was high and level of contamination was observed to be low.

The biggest challenge was trying to effectively communicate the key logistics behind the recycling and waste facilities to staff and volunteers. To overcome this challenge next time all staff and volunteers would be briefed on the recycling systems before the event and a Waste Management and Minimisation Policy would be implemented at the planning stage of the event.

Conclusion: The aim to introduce and demonstrate the sorting of waste and recycling at the Velodrome during the UCI Junior World Cycling Championships was achieved. As a result of the trial, management decided to implement recycling permanently at the velodrome.

APPENDIX 9

Case Study – 2014 under 15 South Island Softball Tournament

The 2014 Under 15 South Island Softball Tournament was held from 2-5 January at the Southland Softball grounds. The tournament attracted approximately 400 people daily including spectators and competitors from throughout the South Island.

Recycling was implemented at the tournament in an attempt to save on waste disposal costs and to reduce the amount of waste disposed to landfill.

Who: Southland Softball Association

Aim: To minimise waste disposal costs and to reduce the amount of waste disposed to landfill.

Summary: from 2-5 January recycling was implemented at the Under 15 South Island Softball Tournament. 31.6kg of recycling and 15kg of foodwaste was diverted from landfill.

Evaluation Criteria:

- Waste diverted from landfill
- Money saved on waste disposal costs
- Contamination in recycling and foodwaste bins (visual inspection)

Research: case studies from previous events where recycling was implemented were used to help with the implementation of recycling at this tournament.

Suggestions and improvements highlighted in previous case studies (such as ILT KidZone and UCI Junior Worlds) were tailored to meet the needs of this smaller scaled event.

Results:

- 31.6kg of recycling and 15kg of foodwaste was diverted from landfill.
- The cost of the wheelie bin liners offset the cost saving to recycle.
- The contamination in the recycling and foodwaste bins was observed to be very low.

Delivery:

- Waste management systems were managed by Southland Softball Association members with support from WasteNet Southland, Bond Contracts and Southland disAbility Enterprises.
- A Southland Softball member collected 8 yellow recycling bins with hoods, 5 green foodwaste bins and 8 red rubbish bins with hoods from Bond Contracts.
- Waste facilities were monitored by a Southland Softball member. The recycling and foodwaste was weighed at the end of the week. The recycling was taken to Southland disAbility Enterprises and the foodwaste was composted and fed to animals.

Information and Promotion: Printed materials such as posters on the bins were the predominant source of information/ promotion at the event.

Behaviour Change Tools:

Prompts – visual aids such as posters on the bins and toilet doors were utilised throughout the event to remind people to recycle and sort their waste correctly.

Norms – people observed the behaviour of others around them which may have influenced them when sorting their waste.

Convenience – endeavoured to situate recycling facilities in convenient locations. Bin hoods were used on the recycling and rubbish bins to further enhance user convenience.

Evaluation: Recycling at the 2014 Under 15 South Island Softball Tournament was relatively successful. The aim to reduce the amount of waste disposed to landfill was achieved with 31.6kg recyclables and 15kg of foodwaste recovered.

The aim to reduce waste disposal costs by recycling was offset by the cost of the wheelie bin liners. The number and type of wheelie bin liners purchased would be investigated before implementing recycling at an event like this again.

The level of contamination in the recycling and foodwaste was observed to be low. The recycling was physically hand sorted by a Southland Softball member, as was the foodwaste. The recycling was taken to Southland disAbility Enterprises and the foodwaste was composted and fed to animals.

Conclusion: Recycling was successfully implemented at the 2014 Under 15 South Island Softball Tournament from 2-5 January. 31.6kg of recycling and 15kg of foodwaste was recovered.