



Wildfoods Festival Waste Management Plan 10 March 2007



March 2007

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Event Details

Name of Event: Hokitika Wildfoods Festival 2007

Date: 10 March 2007

Time: 10.00am – 5.30 pm

Address of venue: Cass Square, Hokitika.

Anticipated crowd size: up to 17,000.

Event activities: Food & Alcohol Stalls plus Beer tent
Live entertainment.

Venue Description: Public Park.

Existing waste management facilities: Local landfill, recycling and composting facilities.

Aim of waste management plan for this event:
See Waste Policy Appendix A

Waste Composition and Quantities

Activity

Activity	Types of waste expected	Volumes/Quantity
Main Stage	Beverage cups, plates, utensils, compostables	900kg
Stage area 2	Beverage cups, plates, utensils, compostables	700kg
Kiddies play area	General waste	600kg

Stallholders outside

Activity	Types of wastes expected	Volumes /Quantities
Sales of food	Beverage cups, plates, utensils, compostables	1000kg
Sales of beverages	Compostables cups and refuse	600kg
Toilets	Paper and compostable cups	500kg

Stallholders tents

Activity	Types of waste expected	Volumes/Quantities
Beer tent	Compostable cups, cardboard drink trays	1000kg
Dance Tent	Mussel shells compostable and non-compostable cutlery, plates cups, and serviettes	1500kg
Three other tented areas	Tooth picks, compostable and non-compostable cutlery, plates cups and serviettes	1500kg
Stallholders general	Cardboard cans compostables, paper, glass, general refuse	2000kg

Each stallholder will be given two different coloured plastic bags – one for recycling and one for general rubbish. Bins will be labelled on the to explain what should go into them.

Stallholders

- Information should be given to each stallholder to advise them of sources for environmentally preferable food packaging/catering options on application. (See Appendix B)
- An information sheet outlining recycling, waste procedures and policies for the Festival should be provided to each stallholder prior to the commencement of the Festival.
- Stallholders encouraged to keep their waste in neat sorted piles of bagged rubbish and flattened cardboard.
- Stallholders are encouraged to buy products that are reusable, recyclable and compostable.

Waste Minimisation Organisation Prior to the event

ACTION	WHO	DONE
Notify stallholders of waste requirements and policy	Wildfoods Committee	
Arrange for signage: Recycling Centre Promotional entry signs Signs above recycling stations	Wildfoods Committee Waste Officer	
Educate stallholders of waste system on the day	Waste Officer	
Write media release and issue to local media	Wildfoods Committee	
Include waste minimisation initiatives in advertising feature of event	Wildfoods Committee	
Arrange for stall to promote recycling at event/public education	Waste Officer	
Script announcements for MC	Wildfoods Committee	

How will waste be minimised and managed

Waste Types	Recycle	Compost	Reuse	Disposal
Cardboard	Advise these can be recycled			
Paper fliers handouts, bags	Advise these can be recycled			
Biodegradable cups, food waste		Advise these can be composted		
Mussel shells			Ground for mulch cover	Most likely option
Glass	Advise these can be recycled, glass to be left in box			
Stick Tooth picks				Most likely options
Cans	Advise these can be recycled			
Hazardous				To hazardous area at landfill
Plastic	Advise these can be recycled			
Construction demolition			Potential for reuse if metals or timber	

Waste Contractors

BD Waste Management Skip hire and Cage
Trans –West Freighters Skip hire (still to be decided)

Bins and Signage

Wheelie bins

To date 60 wheelie bins have been purchased in various colours. These will be strategically placed around the venue in banks secured by stakes and chains. Bins will have the appropriate labels on the lids and front sides accordingly

Wheelie bin colour codes:

Wheelie Bin Colour	Bin Nos.	Rubbish Type
Green	10	Rubbish
Red	10	Glass
Blue	10	Plastic
Yellow	30	Cups

Other Bins

Rubbish

- Green 150 litres vertex bins will be distributed around the site. These will need careful monitoring due to their shape making them difficult to empty when more than half full.
- High-sided skips will be placed at strategic points around the perimeter of the venue for easy waste disposal.

Cardboard

- Recycling cage at the recycling centre area. This cage needs clear labelling

Compostables

- Two high-sided skips at the recycling area. These skips need clear labelling

Location / Position of bins

See attached map Appendix D

Volunteer Requirements

Reporting to Festival Waste Officer

1. During Festival Hours

Minimum of 32 volunteers needed at the peak time who can rotate throughout the day
Volunteers needed from 10.00 to 19.00 on the day

Time	Total Number Volunteers Required	Notes
10.00am to 11.30am	20	Best time for escorted children
11.30am to 3.00pm	32	16 years upwards
3.00pm. to 5.30pm	20	18 years upwards
5.30pm to 7.00pm	30	All welcome

Volunteer Timetable

This is suggested only but an agreed timetable with names and total volunteer numbers will be in place prior to the Festival day.

Activity	Time	Notes
Volunteer change over	10.00am to 11.30am	Adults with escorted children up to 16 years
Volunteer change over	11.30am to 1.00pm	16 years to Adults
Volunteer change over	1.00pm to 3.30pm	18 years to Adults
Volunteer change over	3.30pm to 5.30pm	Male Adults strong personality and physical presence preferred in Beer tent area
Volunteer change over	5.30pm to 7.00pm	All welcome

Monitoring, Removal and Replacement of Bins During the Event

Position	Action	By whom	When/How often
Monteith's beer tent area and Tent with stage inclusive of stands	Monitor & clear all bins in the area Keep area clean of litter & cups, cup holders & food Empty mussel shell bins frequently	6 volunteers 1 volunteer rubbish	Continually patrolled and policed, bins emptied and relined
Bealey Street Tent and stands and outside area	Pick up rubbish particularly wooden sticks, empty bins	2 volunteers	Continually patrolled and policed, bins emptied and relined
Grandstand, Stands, Kiddies Playarea Shelter Shrubberies Stands	Rubbish Collection Recyclables Collection Empty bins	4 volunteers 2 rubbish 2 recyclables	Continually patrolled and policed, bins emptied and relined
Entertainment area No. 2	Rubbish Collection Recyclables Collection Empty bins	4 volunteers 2 rubbish 2 recyclables	Continually patrolled and policed, bins emptied and relined
Stafford Street Tent Stands and outside front areas plus shrubberies	Rubbish Collection Recyclables Collection	2 volunteers	Continually patrolled and policed, bins emptied and relined
Centre stands Not Monteith's tent side	Rubbish Collection Recyclables Collection Empty bins	2 volunteers	Continually patrolled and policed, Bins emptied, and relined
Entertainment area No. 1 Main stand	Rubbish Collection Recyclables Compostables Collection Empty bins	8 volunteers 4 rubbish 4 recyclables	Continually patrolled and policed, Bins emptied, and relined
Shelter Tent area	Rubbish Collection Recyclables Compostables Collection	2 volunteers	Continually patrolled and policed, Bins emptied and relined
Brittan Street stands and toilet areas	Rubbish Collection Recyclables Compostables Collection Empty bins	2 volunteers	Continually patrolled and policed Bins emptied and relined

Up to 6 volunteers will work through the crowd carrying small recycling crates to encourage waste minimisation and raise awareness of waste initiatives in place at the Festival.

Waste/Recyclable Removal and Disposals

	Collected by whom	Taken by when	Where to
Recyclables	BD Waste Management	Sunday am latest Monday am	Hokitika Landfill
Waste	Trans-West Freighters	Sunday am	Hokitika Landfill

Communication and Promotion

Action	Who
Before the event	
Advertise on the Wildfoods website	Mike /Michelle
Stallholders information pack	Mike/Michelle
Press releases	Mike /Michelle/Gill
During the Event	
Announcements by MC	Michelle
Signs and info at the entrance gate	Gill/ Michelle
Signs around site	Gill
After the event	
Information to stallholders on success	Mike/Michelle
Press release	Mike/Michelle/Gill
Information on website	Mike/ Michelle

Volunteer Requirements Post Festival

1. Time Period: 5.30pm to 8.00pm

Duties

A minimum of 15 adult volunteers will be required to clear rubbish and recyclables from stallholders as they pack down to minimise the clean up process. This is a suitable time period for those aged 14 yrs and older accompanied by an adult
Collect and stack unwanted wheelie and rubbish bins and/or relocate as required
Clean the festival site from all rubbish

2. Dance Event

Time Period: 8.00 to 11.00pm

A minimum of 10 volunteers will be required during this period all over 18 years of age.

Duties

Monitor all bins and empty'reline as required
Wander through the dance hall to collect recyclables and waste as is practical

3. Sunday Waste Clean Up

Time Period: 8.30 – 11.00am

Duties

A minimum of 15 volunteers required any age to clean up post dance event and walk the grounds to collect any missed mussel shells and tooth pics

The Key to Success is to keep the site as clean as possible at all times

West Coast Waste Management Group MFE Funding and Expected Outcomes

The West Coast Regional Council over the last three years has developed a good working relationship with MFE in relation to waste issues in the region. Approximately three years ago, MFE representatives attended a WCWMWG meeting, which led to the development of the Regional Waste Strategy document for the West Coast. MFE also assisted in the implementation of the Hazardous Waste collection and have recently contributed to the current Waste Minimisation objectives for the Region.

The proposed MFE funding outcomes for the Waste Minimisation Project are:

- Aid in the development of waste minimisation in the Westland District
- Develop and implement a waste minimisation plan for the Wildfoods festival.
- SWAP analysis to be completed at Westport, Hokitika and Greymouth landfills.
- Expand the West Coast Waste exchange services.
- Develop the education material required for kerbside recycling in the Buller District.
- Regional education programme expanded and delivered.

Appendix A



Wildfoods Festival

Waste Policy



March 2007

West Coast Waste Management Group

MFE Funding and Expected Outcomes

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- Regional education programme expanded and delivered

Report on organic and greenwaste disposal options on the West Coast

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Overview

As communities seek to reduce waste, interest in diverting waste generated at public events has increased. If obstacles to recycling can be overcome, the benefits can accrue to both the community and the event.

The practice of recycling generates good publicity for event organisers and can reduce waste disposal costs.

The Wildfoods Festival 2007 will be a waste minimisation event. Past festivals have trialled various informal waste minimisation projects with a limited amount of success. It was agreed that a more structured approach was required if waste minimisation strategies were to have significant impact on waste reduction to landfill. The Committee agreed to a full commitment to waste minimisation in order to achieve the aims of a waste minimisation festival. It was recognised that the infrastructure required was beyond budget allocations for waste services to the Festival in any given year and that the strategy would need to be implemented over a two to three year period.

Waste Minimisation Aims for the Festival

The aim of the Festival is to provide:

- a day of entertainment for visitors from throughout New Zealand, travelling tourists plus tourists who come to New Zealand specifically for the Festival.
- to act as a funding mechanism for all local Hokitika community and sports groups, providing funds that will support these groups throughout the year and for special projects.
- a selection of unusual and local wild foods and beverages for visitors to sample in a safe, clean and friendly environment.

Waste Officer

The Wildfoods Festival Committee, in consultation with the Westland District Council will appoint a Waste Officer annually.

Waste Management Plan

A waste management plan will be used to achieve the goals outlined below and to act as record for future events. This document will be a living document that will be updated every year by the Waste Officer, or as required.

Goals to be achieved

The following list the goals to be achieved:

1. Ensure that the Wildfoods Festival committee and stallholders fully support the waste minimisation policy and plan.
2. To control the materials used by the suppliers, and stallholders as much as is practicable, to reduce waste and increase the potential for waste minimisation. Examples of packaging waste that is not recyclable includes aluminium foil and polystyrene. It should be noted that no food for personal consumption can be brought into the Festival grounds.

3. To ensure the total cost of waste management is reduced by eliminating unnecessary packaging, matching packaging to the recycling system and minimising the cost of recycling and transportation.
4. To have a flexible recycling system that local community groups, under the direction of the Festival Waste Officer can easily operate.
5. To educate and train voluntary recycling staff, stallholders, and participants.
6. To evaluate the waste collected and tonnages/volumes recycled at the end of the event with the aim of continuous evaluation to identify areas for improvement.
7. To perform waste services as outlined in the Waste Management Plan.

Methodology

1. Ensure that the Wildfoods Festival committee and stallholders fully support the waste minimisation policy and plan.

Committee

Hold regular meetings with the Committee throughout the year to discuss

- waste tonnages, collected and recycled,
- education requirements.
- financial reports.
- general progress and any necessary improvements.

Stallholders

To supply all stallholders with the necessary education, information and service support necessary to achieve the aims of the Festival. Ensure that all stallholders understand and support the waste initiative by supplying the relevant ongoing information.

2. To control the materials used by the suppliers, and, stallholders as much as is practicable to reduce waste and increase the waste minimisation potential.

Encourage stallholders, via information leaflets, to substitute recyclable products for non-recyclable equivalents and minimise the amount of packaging materials that they bring to the Festival. This will be monitored and, depending on the success of the policy, may become compulsory in later years. Suggestions are:

- Stallholders will consider product substitution such as choosing cups, bowls and utensils made of recyclable or compostable materials.
- Stallholders will consider handing out straws and serviettes on request or have condiments in bulk rather than individual packaging that can also encourage waste reduction.

The Waste Officer will visit all stands to discuss waste minimisation requirements with stallholders and confirm their commitment to the policy.

3. To ensure the total cost of waste management is reduced by eliminating unnecessary packaging, matching packaging to the recycling system, and minimising the cost of recycling and transportation.

To inform all concerned of the range of materials that will be recycled which initially will be products such as cardboard and all organic compostables excluding mussel shells.

Products such as glass and cans are not permitted at the Festival for retail sale but steel or aluminium cans used by stallholders in the necessary preparation of food, will be recycled if rinsed prior to collection.

Recyclables collected throughout the site will be sorted by an on-site handling system to reduce transportation costs to the landfill/transfer station.

4. To have a flexible recycling system that local community groups under the direction of the Festival Waste Officer can easily operate.

The Waste Officer in conjunction with the Wildfoods Festival committee will be responsible for the annual design of waste minimisation services to include litter control which will be provided within the budget allocated to waste services annually.

The Wildfoods Festival committee will find volunteer groups to perform the waste service and will inform the Waste Officer of the groups selected at least 1 month prior to the Festival.

Volunteer groups should represent and follow the guidelines below:

- That they have a majority of members who are over 18 years and none younger than 14 years. Younger children may accompany adults.
- That the group(s) be prepared to work from 10.00 am until 6.30pm on the day or as requested by the Waste Officer.
- All participating members will wear appropriate clothing and enclosed footwear. Jandals and open toed sandals will not be permitted on the day.
- Members will be expected to provide their own sun block. It is recommended that all members wear sunglasses, carry a water bottle and wear a hat if the weather is hot and sunny
- All members will work according to the festival's health and safety plan.
- All members to be made aware that no food can be brought into the Festival site.

The Wildfoods Festival committee will provide:

- fluorescent jackets identifying the volunteers as waste collectors
- latex gloves
- rubbish bags
- small recycling crates to be carried on the day

Information dissemination to the voluntary groups will be the responsibility of the Waste Officer, as will the organisation of the service on the day.

5. To educate and train voluntary recycling staff, stallholders, and participants.

This is the responsibility of the Waste Officer and will be achieved by

- education meetings for volunteers
- visits to stallholders pre, during and post event
- providing information and signage at the Festival and limiting materials that participants can bring in to the ground such as glass and cans. This will be the responsibility of the Festival Committee.

6. To evaluate the waste collected and tonnages/volumes recycled post event, with the aim of continuous evaluation to identify areas of improvement.

A waste audit will be carried out on the day. The success of waste minimisation at the event will be evaluated within one week and reported to the festival organiser.

The report will include:

- tonnages diverted
- contamination in recycling bins
- recyclables in wrong bin
- recyclables in waste bins
- litter levels
- recommendations to improve communications to address issues such as contamination
- recommendations for further improvement of services and methods/systems to increase the volumes of recyclables collected

All stallholders will be informed of the achievements so as to gain their support and input for future improvements.

A summary and report of achievements released to the media within one week.

7. To perform waste services as outlined in the Waste Management Plan

The Waste Management Plan will identify services required pre, during and post event.

It will include but is not limited to the following:

Ideas to minimise the total amount of waste generated

How to reuse and recycle – for stallholders participants and suppliers

Will identify responsibility for tasks and services required

Identify waste and recycling services locations and collection points

Identify waste collection systems to include bins and signs

Monitoring removal and replacement of waste and recycling bins

Communications and waste promotions

An evaluation of waste minimisation after the event

Appendix B



Where to get Environmentally – Friendly Products for the Wildfoods Festival 2006

The list below has local companies that supply compostable cups, plate cutlery, bags and other items for the festival. If you are interested in using compostable items for you stall then I suggest you checkout several of these sites for price and contact direct to negotiate a more competitive price for larger quantities. If several stall holders worked together to achieve larger quantities then further price savings could possible be made.

Thank you for helping to reduce the large volumes of waste created at the Festival from going to the landfill.

Potato/Corn/Starch Based Products

Eden Enterprises
www.edengreennz.com
06 751 3229

Eco-Grow New Zealand Ltd
www.eco-grow.co.nz/bioproducts.php
0508 326 4769

Ashbec Trading
www.ashbec.co.nz
03 384 4831

NZ Potato Plate Co.
www.potatoplate.com
03 5879 1079

EcoGreen NZ Ltd
ecogreen@xtra.co.nz
03 382 6609

The above information was correct at the time of compilation

Appendix C

Bin Placement Map

Appendix D

Wildfoods Event Planning Check List

Activity	Who is Responsible	By When
Pre-Event		
Select Waste officer		
Revise Waste minimisation policy		
Revise waste minimisation plan		
Select recycling system 4-bin 6- bin		
Identify waste contractors		
Acquire waste contractor		
Acquire waste volunteers		
Communicate waste minimisation policy/plan to staff, volunteers and Stallholders		
Design site plan with bin and Skip locations		

Activity	Who is responsible	By When
Allocate actions to volunteers		
Ensure all bins are clearly marked		
Prepare communication and waste promotions		
Check materials/foods being sold/used by stallholders		
During the Event		
Place bins /skips as per plan		
Check for correct bin signage		
Promote waste minimisation through MC announcements		

Activity	Who is responsible	By when
Empty/exchange/bins/replace liners		
After the event		
Get feedback from volunteers /Committee what is working what not working		
Ensure all recyclables / compostables are marked and secure ready for taking to recycling at landfill site		
Obtain data from landfill contractor of weights recycled		
Provide waste minimisation result to Committee, media, website		