

Sustainable Events Canterbury: Organisers Guide

Introduction

Participating in this project offers a fantastic opportunity for event organisers to make a positive impact on the environment. As event organisers, we have a shared responsibility to minimise our events' environmental footprint.

By embracing sustainable practices, you'll enhance the culture of your event, demonstrating leadership in sustainable event management and encouraging attendees to join the movement.

The project

The Sustainable Events Canterbury (SEC) initiative brings together the efforts of Christchurch City Council's Composting Food Packaging at Events (CFPE) initiative and Selwyn District Council's Selwyn Events Sustainably Initiative (SESI).

This consolidation aims to simplify things for event organisers and exhibitors within the Canterbury region so that regardless of whether the event is in Lincoln or Linwood the packaging requirements will be the same.

Participating events operate a closed-loop system where all food is served in approved compostable packaging. This means that both food scraps and packaging can go into designated green bins for local composting.

It's important to note that while numerous products claim to be compostable, there are no New Zealand standards to prevent false claims, so this initiative for events only endorses packaging that has been vetted by the Council and local compost facilities to guarantee compatibility with our composting processes and standards.

Each event provides three waste streams for public use, similar to home kerbside bins but with event-specific distinctions:

- **Green:** For organics, including food and approved compostable packaging (unlike regular green bins that exclude packaging).
- **Yellow:** For clean cardboard, plastic bottles, drink cans, and glass bottles (mirroring standard recycling practices).
- **Red:** For landfill waste including all lids.

Some events, depending on budget, deploy bin ambassadors at stations to educate attendees on proper waste disposal practices.

All waste generated at events undergoes rigorous hand-sorting by trained staff or volunteers. This meticulous process is essential to eliminate contamination in compost and recycling streams, thereby optimising landfill diversion. Despite providing dedicated bins, events often experience high contamination rates, necessitating this sorting process for materials to be accepted at local processing facilities.

Through these measures, Sustainable Events Canterbury not only enhances environmental stewardship at events but also sets a precedent for sustainable event management practices across Canterbury.

Guidelines for event organisers

Pre-event

- Through your exhibitor registration process you will need to provide your exhibitors with the Sustainable Events Canterbury Exhibitor Guide which includes the requirements for exhibitors. These requirements must be included in your vendor agreements.
- You will need to organise waste sorting for your event. This can be completed by a waste management provider, a fundraising group or your event crew (for example) however they must be pre-approved by the Council prior to your event.
- You will need to get confirmation from your waste removal provider that they have confirmed with both the composting and recycling facilities your participation in this project, and that you have waste sorters on site. Without this the waste removal contractor or composting facilities may reject your skips.
- You must request your waste removal provider to record the individual weights off all waste streams removed from site and report these weights to you post event with the receipts from the receiving facility (including oil collection for recycling).

During your event

- You will need to have staff available who can carry out audits on your exhibitors. These audits will include checking food vendors to ensure they only have approved compostable food packaging. Audits will need to take place before your event opens to the public, a spot check during the event and rubbish checks after the event. The Council can provide training for these auditors. Please note food vendors are responsible for their own waste sorting back of house as the waste sorting contractor will not do this.
- You must ensure enforcement throughout the event and be clear that noncompliance will mean food vendors will not be permitted to trade at your event.

Post-event

- After the event you must report your individual waste stream weights to your local Council Events Team.
- You must provide a post event report to your local Council Events Team. Details regarding this will be provided to event organisers.

Event organiser terms and conditions

As a condition to participating in the Sustainable Events Canterbury project (SEC) run by the Christchurch City Council and Selwyn District Council (Council), organisers of events in the Canterbury region, (Event Organisers) agree to comply with the terms and conditions of the SEC outlined below for any event held by the Event Organisers (Event).

1. Event approval

- 1.1) Organisers must have their Event accepted by the Council 10 days prior to the Event, in order to participate in the SEC. In order for the Council to approve the Event, the Event Organiser must provide such information relating to the Event as reasonably requested by the Council in a timely manner.

2. General

- 2.1) All instructions made to Event Organisers by the Council regarding the terms of the SEC must be adhered to. This includes all instructions given pre- Event, during the Event and post Event.
- 2.2) Event Organisers must use the information outlined in this document for planning any aspect of the SEC at their Event. The Council will also be available throughout the planning and implementation process for support and assistance regarding the SEC requirements.

3. Exhibitor management

- 3.1) The Event Organiser must ensure all exhibitors attending the Event (Exhibitors) are aware of and comply with the Sustainable Events Canterbury: Exhibitor Guide which may be found at www.selwyn.govt.nz/eventwaste inclusive of its terms and conditions (Sustainable Events Canterbury: Exhibitor Guide). The Sustainable Events Canterbury: Exhibitor Guide must be kept on site for the duration of the Event.
- 3.2) The Council can, on a case-by-case basis, deliver an optional Exhibitor meeting prior to the Event, for the Event Organisers to brief exhibitors on SEC and what will be required of them. It will be the Event Organiser's responsibility to book this meeting and procure that the Exhibitors attend. The Council can provide a room and provide a space for the meeting to take place if requested by the Event Organiser.
- 3.3) The Event Organiser must ensure that Exhibitors attending the Event only purchase compostable food packaging from the approved list of compostable food packaging providers included in the Sustainable Events Canterbury: Exhibitor Guide.
- 3.4) The Event Organiser must ensure that audits of Exhibitors stalls are carried out prior to the official start time of the Event to ensure that the Exhibitors comply with the terms set out in the Sustainable Events Canterbury: Exhibitor Guide (Audit). The person selected by the Event Organiser to complete the Audit must be approved by the Council 10 days prior to the Event.
- 3.5) The Event Organiser agrees that it will use its best endeavours to procure that an Exhibitor does not trade at the Event if they do not comply with the terms set out in the Sustainable Events Canterbury: Exhibitor Guide or pass the Audit.
- 3.6) The Council can provide training for Event staff on how to carry out Audits.

4. Waste sorter and removal contractors

- 4.1) The Event Organiser must contract a provider to
 - 4.1)1. attend the Event,
 - 4.1)2. sort any and all waste into the different waste streams set out in this SEC organisers guide (Organisers Guide), and
 - 4.1)3. remove contamination from recycling and compost streams.

- 4.2) The actions in 4.1 above must be done prior to the waste being removed off site by the waste removal contractor.
- 4.3) The Event Organiser must submit the name of the waste management and sorting provider to the Council for approval 10 days prior to the Event. If the Event Organiser changes the waste sorting provider, such new entity must be submitted to the Council for approval 10 days prior to the Event.
- 4.4) The Event Organiser will use its best endeavours to ensure that the waste sorting provider is aware of the terms and conditions of participating in the SEC. The Event Organiser acknowledges and agrees that it is responsible for the actions of the waste sorting provider in adhering to the requirements of the SEC.
- 4.5) The Event Organiser must ensure that the chosen waste removal contractor has confirmed with both the composting and recycling facilities at least 2 working days prior to the Event, that (a) the Event is participating in the SEC, (b) the estimated time and date of the waste delivery to the facility, and (c) that the Event Organisers have a waste sorting provider on site.
- 4.6) The Event Organiser must ensure that receipts are provided by the waste removal contractor for all waste streams (landfill, compost and all recycling facilities) and copies of such receipts are given to the Council no later than four weeks after to the Event.

5. Marketing and communications

- 5.1) Any marketing, promotional, media and public communications in any format whatsoever, relating to the participation in the SEC must be submitted to the Council for approval one week prior to its release to ensure sufficient time for issuing approval or otherwise.
- 5.2) The Event Organisers must not release any statements to the media relating to the SEC or its participation in the SEC without the Council's prior approval.

6. Cost

- 6.1) Event Organisers are responsible for any and all costs, consents, application fees, charges and liabilities associated with taking part in the SEC unless otherwise agreed in writing by the Council.
- 6.2) Except to the extent that the law prevents the Council from excluding liability, the Council will not be liable for any loss or damage or liability of any kind as a result of the Event Organiser participating in the SEC.

7. Post event

- 7.1) The Event Organiser must submit a post Event report to Council within four weeks following the Event, with such report including the following information:
 - 7.1)1. Weights of all waste streams removed from site,
 - 7.1)2. Receipts for the disposal of all waste streams,
 - 7.1)3. Any learnings and feedback on the project.
- 7.2) The Event Organisers acknowledge and agree that failure to comply with these terms and conditions may result in the Council not approving their participation in SEC for future Events.

8. Intellectual property

- 8.1) Any intellectual property developed or created by the Council in connection with the SEC, including this Organisers Guide and the Sustainable Events Canterbury: Exhibitor Guide will remain owned by the Council.

9. Confidentiality

- 9.1) These terms and conditions, together with all information provided by the Council, including under this Organisers Guide or the Sustainable Events Canterbury: Exhibitor Guide, as well as the SEC and the Event Organiser's participation in the SEC, must be kept confidential by the Event Organiser unless:
 - a) the information is already in the public domain;

- b) the Event Organiser is required to disclose any information by any statutory or regulatory obligation, or by any judicial or arbitration process;
- c) the Council has consented in writing to the disclosure; or
- d) the disclosure is required to give effect to and implement this agreement.

10. Council as regulatory body

- 10.1) The Event Organiser acknowledges that Council, when acting in its regulatory function as a local authority, is obliged to (and will) act as an independent local authority and not as party to these terms and conditions.
- 10.2) The Event Organiser will have no claim against Council as a result of any lawful action or decision made by Council in the performance of its regulatory function.

Participate in this project

To participate in this project in Christchurch, please [submit an online application](#) to notify the Council of your event and confirming the details of your waste management and sorting providers. The above terms and conditions must be agreed to upon application.

To participate in this project in Selwyn, please contact the Council at events@selwyn.govt.nz.

Thank you for your cooperation and support in diverting more Event waste away from landfill.