

REDUCING YOUR WORKPLACE WASTE!



0800 WAIPADC (924 723)
www.wastelesswaipa.co.nz

Waipā
DISTRICT COUNCIL

ABOUT THIS GUIDE



THE PURPOSE OF THIS GUIDE IS TO ENABLE BUSINESSES TO THINK DIFFERENTLY ABOUT THE WASTE THEY ARE GENERATING AND EMPOWER THEM TO MAKE SIMPLE CHANGES WITH A **BIG IMPACT.**



CONTENTS

WHY REDUCE OUR WASTE	01
IT STARTS WITH YOU	02
GETTING STARTED	02
WHAT CHANGES CAN YOU MAKE	04
KEEPING TRACK	07
CELEBRATING SUCCESS	08
CHECKLIST	08
RESOURCES	09



Understand your waste
BRING PEOPLE WITH YOU



WHY REDUCE OUR WASTE?

New Zealand is experiencing a significant shift in the expectations of customers, employees and other stakeholders which means environmental sustainability is now a key part of doing business.

Reducing the waste that is created in and by your business is an important part of your environmental impact, and offers numerous benefits:

CUSTOMER PERCEPTION

83% of Kiwis say they would stop buying from a company if they heard about them being irresponsible or unethical.*

People want to understand and feel good about what they are purchasing and who they are dealing with.

Sharing the story about your sustainability efforts enhances your brand.

INNOVATION

Finding new ways of doing things when it comes to waste minimisation fosters innovation. New ways of procuring, new partnerships and new ways of thinking are all beneficial upsides.

SAVE RESOURCES

There is often a "take, make, waste" approach in the things that we use and buy. Resources are "taken" and used to "make" what we use. Once we have finished using it we throw it away - 'waste'. Not only are we throwing away things that have value but we are also often not considering the additional resources, time, energy, and transport that have been used to create that product.

Focusing on waste minimisation leads to a more circular approach where resources are used for as long as possible. This ensures we can extract more value from them whilst in use. At the end of their useful life they can be repurposed or materials can be recovered.

EMPLOYEE ENGAGEMENT

73% of New Zealanders say it's important for them to work for a company that is socially and environmentally responsible.*

Bringing your employees with you on the journey creates engagement within the workplace and empowers them as individuals to make personal changes around sustainable living.

REDUCE COST

Reducing the amount of waste your business creates leads to a direct reduction of your disposal costs.

Diverting waste by recycling is also beneficial as in most cases recycling services costs less than those that send waste to landfill.

Reusing resources will also save you on your purchasing and handling costs.

PROCUREMENT

Many New Zealand businesses, councils, and government departments are now including sustainability requirements and measures as part of their procurement processes.

*Colmar Brunton Better Futures Report 2017

IT STARTS WITH YOU

“WHAT DIFFERENCE IS ONE BOTTLE GOING TO MAKE? - SAYS 7 BILLION PEOPLE”

@strawlessinchico

We often feel that the changes we make as one person or one organisation won't make a difference.

The reality is far from this, as we often underestimate the impact of what can appear to be a simple, isolated change:

ONE SMALL CHANGE

Waste minimisation is not an all or nothing game. It's about focusing on what you can do and making one change at a time.

Simple changes are achievable and make people feel empowered. This approach creates a 'gateway' that will lead to further change without feeling overwhelmed by trying to tackle everything at once.

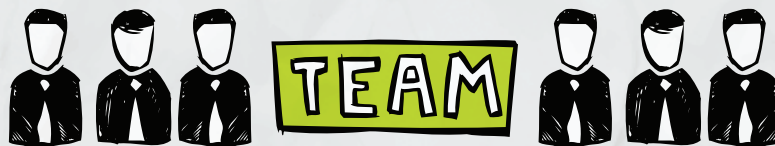
THE RIPPLE EFFECT OF CHANGE

The changes you make to minimise your organisation's waste will have a continuing and spreading impact. What you do will help to role model and normalise behaviour to your employees, suppliers, competitors and customers. Change is totally possible because of the actions of one person or organisation.

GETTING STARTED

“THE SECRET OF GETTING AHEAD IS GETTING STARTED”

- Mark Twain



PEOPLE MANAGEMENT SUPPORT

It is important to engage the decision makers in your organisation.

Giving them context around the 'why' is as important as helping them understand the how of waste minimisation. Linking waste minimisation

to the company's strategy and corporate brand, and getting agreement to include it in business processes and reporting will help ensure long-term success.

Getting them onboard early means you are more likely to get the resources you need.

Resource: In the resource section you'll find a handy one-page summary to help you tell the story.

GREEN TEAM

Approaching waste minimisation as a team is a far more effective way of creating and embedding change.

Establish a team of passionate and motivated people who represent a cross section of the organisation. Think about which parts of the business need to be represented.

It's important that you have a full picture of where and how waste is created and also have the right people to enable change.

The number of people you have on the team will depend on the size of your organisation.

UNDERSTAND YOUR WASTE

Conduct a walk-through waste inspection of your site.

This involves a snapshot of your current processes and the waste you create. It will give you a picture of where the opportunities are, and where to start.

A full waste audit where an external provider will measure and cost your waste in detail is available as a more advanced option. Refer to the resource section for local waste audit service providers.

Resource: Refer to the 'Business Walk Through Guide' in the resource section.

SHARE - BRING PEOPLE WITH YOU

For the plan to work you need to bring people with you. This includes your broader organisation as well as customers, suppliers and other relevant stakeholders.

People need to understand the 'why' and have clarity of what is expected of them.



It is important to get input into the development of your waste minimisation approach and to ensure there is an ongoing process for feedback. This allows people to feel heard and ensures the implementation is as user friendly as possible.

Note: It is recommended you do this stage after completing the business walk through - if people are aware their waste is being looked at, it may artificially change their behaviour.

PLAN - HOW YOU WILL REDUCE YOUR WASTE

From your 'walk-through' you will have a sense of the opportunity areas within your organisation.

The next step is to develop a waste minimisation plan. This will outline the 'what' and 'how' of what you are going to do to minimise your organisation's waste. Having a plan, writing it down and sharing it will help ensure changes are made and sustained.

Resource: Refer to the following "What changes can we make" section for ideas on how to start reducing your waste.

“ LEADERS DON'T FORCE PEOPLE TO FOLLOW, THEY INVITE THEM ON A JOURNEY ”

- Charles S. Lauer

WHAT CHANGES CAN YOU MAKE?

FOLLOW THE HIERARCHY

The Waste Hierarchy is a simple framework for the different ways we can deal with our waste. Focusing our efforts at the top of the hierarchy is the easiest and most effective way to reduce waste.

REDUCE

The most effective way to manage waste is to avoid it in the first place.

Often we do things out of habit. Considering the waste you are creating, **rethink** with fresh eyes the way you are doing things to see if there is an alternative or swap that won't impact the outcome.

Is there anything that you are providing or receiving that you can do without or can **refuse**?

Are there steps you can take to **reduce** the quantity of waste that is being generated?

Some coffee pods have
**SIX GRAMS OF COFFEE AND
THREE GRAMS OF PACKAGING**

- BBC News



EXAMPLES

RETHINK

- ☑ Replace your staffroom coffee capsule machine with plungers or machines that use beans.
- ☑ Provide a 'library' of reusable crockery and containers that staff can use for takeaways and avoid single use cups, plates and cutlery.
- ☑ Go paperless by leveraging digital technology.
- ☑ If you do staff rewards make them desirable items like reusable coffee cups. They can be branded to show your commitment to reducing waste at work.
- ☑ Can you rent, borrow or share it? From shared working spaces to Airbnb and Uber to rental IT equipment and Neighbourly- there are endless solutions.

Consider partnerships with others in your community e.g. do both you and your neighbours need a laminator?



REFUSE

- ☒ Promotional branded merchandise - how many pens and stress balls does one person really need? If you do purchase items always ask your supplier to not package them individually.
- ☒ Say no to unneeded extras like straws, serviettes, bags, soy sauce packets. As a retailer - only provide them if they are requested.

REDUCE

- ☒ Buying in bulk reduces packaging waste. Double length toilet paper halves the packaging waste and you only have to change the roll half as often!
- ☒ Reduce mail waste by removing yourself from distribution lists for unwanted magazines, promotional materials etc. Opt to receive email correspondence over printed mail where possible.

REUSE

If it's not possible to avoid using and disposing of an item, consider if there is a way to reuse it.

Is there anything that you are using or providing that is disposable, that can be replaced with a **reusable** option?

Is there another organisation or a charity that could **reuse** what you are going to dispose of,

or can you **re-gift** something you will not use?

Can you **repair** something instead of replacing it?

Is there anything that you can **repurpose** for an alternative use? Can you convert organic waste to compost to **recharge** the soil?

EXAMPLES

REUSE

- ☒ Switch from disposable to reusable products e.g. refillable toner cartridges and whiteboard markers, reusable cups and hand towels.
- ☒ Non-confidential single sided paper can be reused for notepaper. Used envelopes can be re-stickered.
- ☒ Use local buy, sell and swap networks to source what you need and re-home what you don't.

REPAIR

- ☒ Repair old furniture and office equipment.
- ☒ Buy furniture from suppliers of used office furniture.

RECHARGE THE SOIL

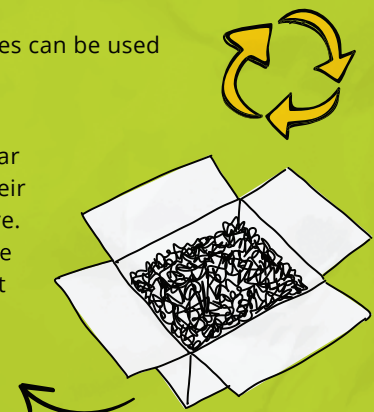
- ☒ Composted organic waste can be used to recharge the soil.

REGIFT

- ☒ Doing an office refit or have end of line stock? Ask local second hand shops or charities if they can rehome your old office furniture and end of line products.

REPURPOSE

- ☒ Waste paper can be shredded and used for packaging.
- ☒ Sturdy packaging cases can be used for office storage.
- ☒ Pallets and wooden cable reels are popular for people making their own outdoor furniture. Offer it online and see if you get any interest before sending to landfill or recycling.



RECYCLE

Once you have made all the steps to reduce and reuse your waste, the next option in the hierarchy is recycling.

The reason recycling falls further down the hierarchy is due to its complexity. It takes resource, time and energy to collect and process materials.

Plastics and paper can only be recycled a limited number of times as their quality is reduced each time. Ultimately they will become waste. Glass and aluminum are better suited to ongoing recycling.

Recycling is also only viable if there is an end market demand for the materials. The international recycling market is changing and we may see

stricter restrictions in the future which will impact plastics we can dispose of.

Is there anything that is currently being disposed of to landfill that can be **recycled**?

Do you have the right information for your area on what can be recycled and how it is collected?

Are there any component parts that can be **recovered**? Have you considered sending your electronic waste to a service that recovers and recycles the products?

RECYCLING SERVICE PROVIDERS

Below is a list of some of the recycling and waste providers in the Waipā district. Council cannot recommend specific providers, and other providers are also available.

Please note these businesses are privately owned and operated. Please contact them directly to understand their charges and services to find the best solution for your waste.

MATERIAL	DETAILS	PROVIDERS
Mixed materials	There are three transfer stations in Waipā where a number of waste and recycling streams can be handled	Cambridge – Envirowaste Te Awamutu – Waste Management NZ Te Awamutu – Red Bins Ltd
Paper and cardboard	Non plastic coated and without food residue	Numerous providers operate in the region
Mixed recyclables	Plastics (1-7), glass, cans, aluminium cans	Numerous providers operate in the region
Metal	Various metals including steel, aluminium, brass, copper	Scrap metal recyclers
E-waste	This includes obsolete electric appliances such as mobile phones, computers and televisions	South Waikato Achievement Trust GoEco Hamilton
Building and construction	It is helpful to be able to identify if your waste wood is treated. For further information visit branz.co.nz/REBRI	Demolition Traders, Resene Paintwise Recycling, various wood recyclers
Food waste	Food waste	Food waste: Local community gardens and pig farmers Food rescue: Food banks and Kaivolution Food Rescue
Green waste	Other organic waste such as garden waste	Numerous providers operate in the region
Hazardous waste	Chemicals, asbestos etc	Refer to waikato.govt.nz
General waste	For waste that cannot be reduced, reused or recycled	Numerous providers operate in the region
Recycling bins	Having a user friendly sorting system is important. There are standardised New Zealand bin colours for waste and recycling which should be utilised. Rubbish = Red Yellow = Plastic and paper recycling Blue = Glass recycling Green = Food waste and compostable packaging	Refer to wasteminz.org.nz for a guide on options for recycling. wasteminz.org.nz/sector-groups/behaviour-change/standardising-the-colours-of-mobile-waste-and-recycling-containers
Waste audits	Full waste audits are a paid service which will give you a more in-depth assessment of your waste	Xtreme Zero Waste

WHAT CHANGES CAN YOU MAKE?

PURCHASING APPROACH

Incorporating waste minimisation into your purchasing policy will create a framework to help you reduce your waste and to influence others to do the same.

SUPPLIERS

Source from suppliers who are on-board with taking a more sustainable approach (consider including this as a criteria in tender processes). Ask for no or less packaging. If they can't help you, look for someone who can.

MATERIALS AND PACKAGING:

Can you source reusable instead of disposable products?

Consider the types of materials that are being used. Can you switch to products that are made from recycled materials instead of products that use virgin materials?

Can you request less packaging, or an alternative type of packaging? If your usual supplier can't help you, are there other alternatives that can?

LIFE CYCLE

Consider the total life cycle of a product when making a purchase decision. Is it better to invest in a higher quality product that will last longer and is repairable?

What happens at the end of a products useful life - will it have a resale value, can it be repurposed or recycled?

PARTNERSHIPS

Working with other businesses can help with your waste minimisation.

The possibilities are endless - from sharing resources, to buying in bulk, or even having a joint worm farm.



KEEPING TRACK

“IF YOU CAN'T MEASURE IT, YOU CAN'T IMPROVE IT”

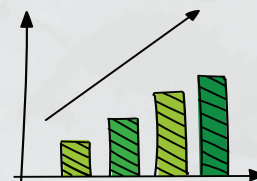
- Peter Drucker

You'll be reducing your waste, saving money and engaging people on your waste minimisation journey.

Keep a track of the progress you're making - it's a great way to keep everyone engaged and motivated.

Key measures to use include the volume of waste and recycling your business is creating over time

e.g. number of bins and also the cost that you are paying for disposal.



CELEBRATING SUCCESS

“ UNTIL FURTHER NOTICE, CELEBRATE EVERYTHING ”

- David Wolfe

Changing habits and reducing your waste is a journey - sharing the story and celebrating your success will help embed waste minimisation as a way of doing business for your organisation.

INTERNAL

Celebrate with your staff: Highlight the actions they're taking and the results they are achieving.

Ensure waste minimisation priorities and measures are reported in all management meetings and documents.

EXTERNAL

Bring your customers with you on the journey. Include your suppliers in what you are doing. Celebrate them when they make changes. Tell others about who is helping you create less waste - it can be as simple as tagging them in a social media post.



CHECKLIST

“ STEP BY STEP AND THE THING IS DONE ”

- Charles Atlas



START!

PEOPLE
ENGAGE
MANAGEMENT &
GREEN TEAM

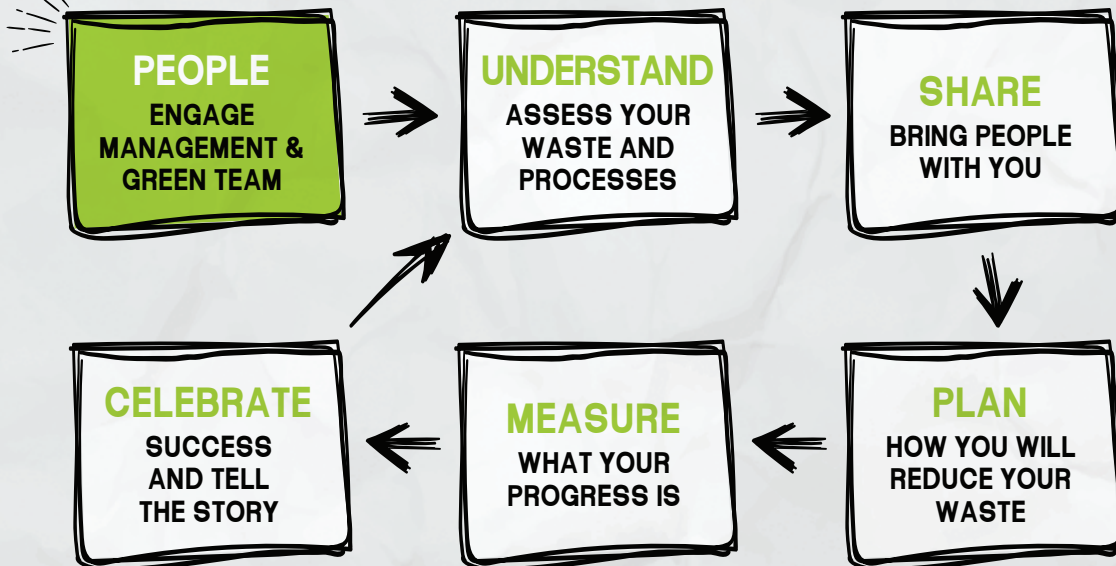
UNDERSTAND
ASSESS YOUR
WASTE AND
PROCESSES

SHARE
BRING PEOPLE
WITH YOU

CELEBRATE
SUCCESS
AND TELL
THE STORY

MEASURE
WHAT YOUR
PROGRESS IS

PLAN
HOW YOU WILL
REDUCE YOUR
WASTE



RESOURCE: WHY WASTE MINIMISATION IS GREAT FOR BUSINESS

Here is a simple summary to help engage others within your business around the importance of waste minimisation.

A downloadable version can be found at: waipadc.govt.nz/wasteminimisation

WHY WASTE MINIMISATION IS GREAT FOR BUSINESS



CUSTOMER PERCEPTION

People want to understand and feel good about what they are buying and who they are dealing with.



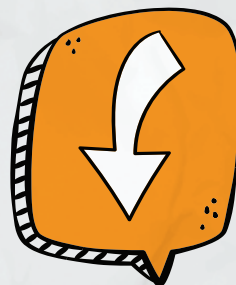
EMPLOYEE ENGAGEMENT

73% of New Zealanders say it's important for them to work for a company that is environmentally responsible.*



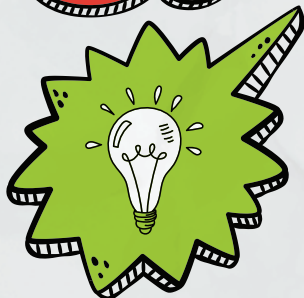
REDUCE COST

Reducing the amount of waste your business creates, leads to a direct reduction of disposal costs.



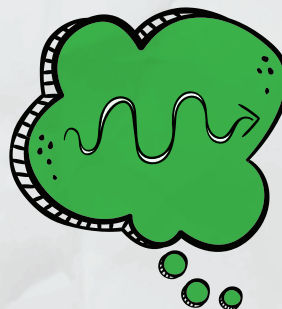
SAVE RESOURCES

Reducing your waste creates a more circular approach where resources are used for as long as possible.



INNOVATION

Minimising your waste creates new ways of procuring, new partnerships and new ways of thinking.



CREATE RIPPLES

Demonstrating waste minimisation behaviours will help role model and normalise it to others, creating a continuing and spreading impact.

*Colmar Brunton Better Futures Report 2017

RESOURCE: BUSINESS WALK THROUGH GUIDE

Take a walk around your business premises to get an understanding of the types of waste you are creating.

It's also important to understand what your processes and costs are:

- what sort of bins do you have and where are they?
- who is doing the sorting, emptying?
- who is collecting your waste/recycling?
- what are you currently paying for waste management? (look back over a reasonable period of time to ensure you capture any seasonal fluctuations)



How much does
YOUR WASTE COST
to dispose of
each year?

WHERE TO START

In deciding where to start reducing your waste, some helpful questions to think about are:



BIGGEST WASTE ISSUE
What type of waste do we have the most volume of?



MOST WORRYING WASTE ISSUE
What bothers us or is a reputational risk?



EASIEST FIX
What is something we can do right now?



BEST FIX
What will make the most difference but we're not able to complete/complete in full right now.



LOCAL OPPORTUNITY
What waste provides us with an opportunity?
E.g. We could sell it or give it away.



WASTE MANAGEMENT PROVIDER
How can my waste management provider help me?



HEAD OFFICE
07 872 0030
101 Bank Street, Private Bag 2402,
Te Awamutu 3840

CAMBRIDGE OFFICE
07 823 3800
23 Wilson Street, Cambridge 3434



0800 WAIPADC (924 723)



waipadc.govt.nz



facebook.com/waipadistrictcouncil

Printed on environmentally responsible offset paper.
Produced using FSC® Certified, 100% Post Consumer Recycled, PCF pulp.