

# Why waste it? When you can

AVOID RE-USE COMPOST  
REDUCE RECYCLE

## at events.



## WASTE MANAGEMENT AND EDUCATION TOOLKIT FOR EVENTS



**EastWaste**

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# Event Plan

The following aspects will need to be considered:

- Waste management plan and communication of this with staff, stall holders and service providers
- The type, number and volume of bins that will be provided for public use, stallholder or contractor use
- How the bins will be delivered, emptied and removed
- Determine if bins need to be secured before and after the event to eliminate contamination or overfilling of the bins before they are collected
- Collection points for bins. Is there space for collection vehicles to access the site
- Event site map highlighting the location of bin stations and bin transfer routes to a collection point

## **Determining how many bins (front of house/patron use)**

A rule of thumb for waste generation at events is one litre per person per meal. However there are variables, such as the type of catering facilities, whether or not there will be alcohol at the event, the crowd profile and the types of activities that are available. For example, at events such as food and wine festivals, the amount of waste generated per person is often more.

As an example: 2,000 people x 1 meal time = 2,000 litres of estimated waste. Divide 2,000 by 240 litres (a standard wheelie bin) = 8x wheelie bins. This could be distributed with 3 bin stations each with one recycling bin, one compostable and one waste/landfill bin. Less bin stations may be utilised if bins are emptied often, especially bins near food and beverages stalls.

## **Location of bins**

Place bins in easily accessible and visible locations and where the most waste is likely to be generated ie. where food and drink is being purchased and consumed. Bins should also be located near the entrance and exit points. East Waste recommends co-location of bins side by side from left to right in order of priority: compost, recycling then waste/landfill. If possible provide smaller bins for waste/landfill to encourage diversion of waste.

Use a site map to plan where bins should be located also considering walkway access and space available for the bins as well as ease of servicing/emptying them during the event if required.

## **Back of house/stall holder bins**

Consultation with stall holders should be undertaken before the event to determine if separate bins may be required for the collection of cardboard, HDPE milk bottles, soft plastics including plastic shrink wrap and plastic bags and food organics. These bins should be clearly signed and located behind the stalls for ease of access for stall holders. Stall holders should be reminded of the importance of correctly separating and disposing of materials into the correct bins.

## **Supply of bins**

The most cost effective option is for Councils to supply their own event bins and arrange for these to be delivered and collected with their council works staff. If this is not possible East Waste can supply a small amount of event bins. For large events, bins may need to be hired through another service provider.

Ensure bins are clean and in good working order with appropriate lid colours and signage. If bin liners are used, ensure their colour matches the waste stream (e.g. a green compostable liner for organics bins), making it easier for staff to quickly identify the right bin.

## **Servicing/emptying of bins:**

You will need to book the required service with East Waste (or an alternative provider) prior to your event and advise the number of bins, collection streams and collection location(s).

## **East Waste can empty bins under the following service options.**

### **1) Standard Litter Collection Service**

Due to contamination issues that are typically prevalent at events, bins are collected by a litter truck, with all materials going to landfill. This service is available on week days as well as Saturdays.

### **2) Recycling, Organics/FOGO and Waste/Landfill Collection Service**

If separation of waste streams is well managed and contamination is minimal, then collection of the separate streams may be arranged. The viability of this service will need to be determined at the end of an event after the bins are checked for contamination issues.

To minimise vehicle running cost and time, collection of bins will need to align with the kerbside/residential collection service. If the bins cannot be collected until several days following an event, then you may consider locking the bins to avoid contamination and overfilling of the bins. You will need to ensure that bins are unlocked and located at kerbside or in an area that is accessible by the collection trucks on the day of collection.

### **Monitoring of bins**

East Waste can assist with bin monitoring. Bin monitors/guides provide effective education to patrons by providing guidance on which bin items should be placed in at the bin stations.

It is important that staff and volunteers are trained and aware of their roles and responsibilities eg:

- Knowledge of expected waste items and which bin they need to be placed in
- Effective and friendly communication with patrons to provide guidance on correct bin use
- Monitoring and recording of how bins are being used throughout the event
- Reporting of any issues with bin usage ie. bins overflowing and contamination in bins
- Relocating or changeover of bins during the event if they are full
- Recording of materials collected in bins at the end of the event

East Waste can provide training for bin monitor/guides.

To add a fun element to what could be seen as 'bin policing' you may consider dressing up in costumes.



### **Additional service providers**

**Australian Green Clean** can provide bins, signage, monitoring as well as back of house sorting of materials after the event to maximise recycling and composting of materials. Contact 08) 7200 3764

**Scout Recycling** provide collection of CDL bottles and cans, plastic milk bottles and cardboard for recycling. Bins are also provided. Contact Scout Recycling on 08) 8285 8500 or email [src@scoutrecycling.com.au](mailto:src@scoutrecycling.com.au)

**Lions Clubs** can provide collection of CDL bottles and cans. Contact your local Lions Club to enquire: [lionsclubs.org.au/contact/sa/](http://lionsclubs.org.au/contact/sa/)

**YCA Recycling** can provide collection of soft plastics and HDPE milk bottles. Bin liners are provided for a small fee with collection to be arranged preferably from your Council Depot, after the event. Contact YCA 1300 503 882 or [gary.hau@ycarecycling.com](mailto:gary.hau@ycarecycling.com).

# Exhibitor and Food Vendors

It is important to gain a good understanding of the likely materials and waste items that exhibitors and food vendors will produce as well as the estimated amount of each type of material.

Exhibitors and vendors need to be made clear of the waste management plan and the importance of complying with what items they can supply as well as their waste disposal responsibilities. Encourage them to see waste minimisation as valuable, both economically and environmentally. Setting a specific target or goal for waste diversion and communicating this, can improve commitment to attaining desired outcomes.



East Waste recommends that Council's stipulate that all vendors must only supply 100% compostable or recyclable items. This will ensure that waste diversion is maximised through simplified waste streams as well as education. If all containers, plates, cutlery and cups are 100% compostable then all these items, along with leftover food and beverages can be placed into the green lidded compost/FOGO bins.

This will also reduce the need for co-mingled recycling bins and waste bins. If all food containers are compostable then the main recyclable items will be CDL drink containers and cardboard. You may consider employing Scouts Recycling or a Lions Club to collect your CDL containers. Caged bins work very effectively for CDL collections.



Stall holders and food vendors can produce large quantities of waste in setting up and taking down vending equipment or other materials, and in preparing food items. This may include packaging materials such as cardboard, plastics, plastic wrapping and wood. Animal exhibits will also produce food, straw and manure waste.

Designated bins for these materials will need to be considered.



# Exhibitor and food stall holder information (template letter)

Thank you for registering to participate in the **[insert event name]**.

We are aiming to create a zero waste event and we ask that you support this by only supplying **materials that are compostable, recyclable or reusable** so that minimal materials are wasted. The items list below includes acceptable containers and packaging. **Please note that you will be advised of alternatives for any non-compliant materials and/or asked to remove them in certain situations.**

## Compostable food and drink packaging required

All food containers, plates, cutlery, straws, cups and lids supplied must be 100% compostable. The recommended acceptable brands are [BioPak](#), [Vegware](#) and [Green pack](#) as these brands are accepted through our local composting facility.



## List of items to avoid and preferred alternatives:

Avoid and Reduce the use of these items	Preferable items that can be re-used, recycled or composted
Single use plastic straws, cutlery and stirrers  FROM MARCH 1, 2021 SINGLE-USE PLASTIC STRAWS*, STIRRERS AND CUTLERY ARE PROHIBITED FROM SALE, SUPPLY OR DISTRIBUTION IN SOUTH AUSTRALIA *Exemptions apply for people with a disability or health needs For more Information visit <a href="http://replacethewaste.sa.gov.au">replacethewaste.sa.gov.au</a>	Paper or wheat straws, wooden or bamboo cutlery (spoons, forks, knives) and stirrers. These can be placed in the green bin for composting. More alternative options listed here: <a href="http://www.replacethewaste.sa.gov.au/images-sup/resource-downloads/SUP_Alternative-Items-A5.pdf">www.replacethewaste.sa.gov.au/images-sup/resource-downloads/SUP_Alternative-Items-A5.pdf</a>
Plastic coated paper products are not acceptable. <i>Many paper products (including frozen food paper packages) are coated with plastic liners.</i>	100% paper containers including plates, napkins, paper towels, cups, and bags.
Expanded polystyrene/styrofoam clamshell containers, bowls, plates or cups are not accepted as it is not recyclable so please do not use these products.	<b>Compostable</b> :sugarcane/biocane, bamboo or cardboard clamshells, plates, burger and chip boxes and thermal /hot cups available through <a href="#">BioPak</a> , <a href="#">Vegware</a> and <a href="#">Green pack</a> .
Plastic takeaway containers. Please avoid these as they are difficult to recycle as they need to be empty and clean to recycle.	<b>Compostable</b> sugarcane/biocane, bamboo or cardboard clamshells and containers available through <a href="#">BioPak</a> , <a href="#">Vegware</a> and <a href="#">Green pack</a> .
Plastic cold drink cups, lids and plastic wine glasses. These are not accepted as they are difficult to recycle.	<b>Compostable</b> : cups and lids made from PLA/cornstarch: available through <a href="#">BioPak</a> , <a href="#">Vegware</a> , <a href="#">Green pack</a> and <a href="#">Packaging Pro</a> .  <b>Recyclable</b> : aluminum cans, liquid paperboard milk cartons and drink boxes, plastic and glass bottles
Plastic chopsticks, toothpicks, or skewers.	Wooden stir-sticks, chopsticks, toothpicks, and skewers. Must be plain wood without plastic decorated tops.
Plastic bags or plastic wrap.	Paper bags and reusable bags.
Single use/disposable and potential litter items such as plastic tablecloths, stickers, balloons, confetti, etc.	Unpackaged promotional materials that are reusable (pens, key chains, etc.).
Metallic, laminated, or non-paper materials.	Office paper, including flyers, brochures, etc. <i>Post-consumer or recycled content preferred.</i>
Pre-packaged foods in non-recyclable material, such as chip bags & single use sauce/condiment packs.	Provide hot chips in compostable paper/cardboard/bamboo/sugarcane packaging. Provide self-serve options for sauce and other condiments from large sauce/condiment containers.

# Exhibitor and food stall holder information (template letter cont.)

## Stall signage

To assist with education and promotion, we will provide you with poster signage identifying the disposable items you are selling and which bin they should be placed in. Please assist patrons by advising them which bin your materials should be placed in when they purchase from you.

## Signage Examples:



## Disposing of your waste:

It is important that you sort your waste into the appropriate bins for compostables, recyclables, or waste/landfill. Please familiarise yourself with the bin signs indicating which bin to place items in. Please refer to the *Catering items how to guide*.

Separate bins will be provided for stall holders for items such as clear soft plastic packaging including shrink wrap and plastic bags **[add details of any additional stall holder bins that you may be providing]**. These bins will be clearly marked and are for stall holder use only.

Council and East Waste staff as well as volunteers will be available to help sort and answer any questions you have. Look out for the people wearing the 'Why waste it? waste team' hi-vis vests.

***Thank you for helping us achieve a zero waste event!***



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# Catering waste items, how to:



Catering item	Typical waste produced	How to AVOID	How to REDUCE	How to RECYCLE Items can be placed in yellow recycle bins	How to COMPOST Items can be placed in green organics/compost bins
Baked potatoes, hamburgers	Foam containers				Use cardboard clams or plates and compost with food scraps
BBQ, roast, hot food	Plastic plates				Use cardboard clams or plates and compost with food scraps
Sandwiches, cold rolls	Non-recyclable plastic containers			Provide recyclable PET plastic containers when using a co-mingled recycling bin system	Wrap in paper or paper bag
Fairy floss	Plastic bags without handles Cellophane	Do not provide fairy floss from bags; make fresh			Supply in paper bag, if necessary, or on a wooden stick
Mini sauce containers, soy sauce sachets	Empty foil packets or sauce packets		Provide sauce or soy bottles at self-serve station or at food stall		
Mayonnaise, salad, gherkin packaging etc	Plastic bags with food waste	Obtain produce fresh and direct		Purchase in recyclable tubs or packaging	
Ice cream, yoghurt containers	Plastic containers		Buy only in bulk quantities	Use recyclable packaging and recycling bins provided	
Cutlery	Waste cutlery with food scraps	Use washable and reusable cutlery			Use bamboo or wooden forks, spoons, and knives
Table covers, serviettes	Paper or plastic waste tablecloths	Use washable fabric tablecloths and serviettes			Use paper tablecloths and paper serviettes
Wine, beer	Wine corks and beer bottle lids	Use kegs for beer and screw top lids for wine where available		Beer bottle lids can be recycled if contained inside a steel can.  Screw top lids can be recycled if collected and squashed together with aluminium foil.	Use cornstarch or compostable cups
Cold drinks	Plastic cups	Use washable reusable glassware		Use PET recyclable plastic cups	Use paper, cardboard cornstarch or compostable cups
Hot drinks	Plastic stirrers, polystyrene cups	Use washable reusable glassware			Use bamboo or wooden stirrers and cardboard 'ridged' cups



# Catering waste items, how to (cont.)



Catering item	Typical waste produced	How to AVOID	How to REDUCE	How to RECYCLE Items can be placed in yellow recycle bins	How to COMPOST Items can be placed in green organics/compost bins
Pre-packaged products	Cardboard			Place cardboard packaging in recycling bins provided	Small amounts of cardboard could be added to compostables
Bin lining	Garbage bags	Do not provide bin liners if possible			Use compostable cornstarch bin liners
Multiple items purchased	Plastic bags*	Do not provide plastic bags	Provide cardboard boxes or green bags/ compostable bags for carrying items		
Meals, snacks	Food scraps				Dispose of all food scraps and catering waste in green compost bins provided
Pre-packaged products	Shrink wrap plastic and plastic baling	Request that products do not come shrink wrapped or baled if possible		Use a separate recycling system for clean, soft plastics. <b>Cannot be placed in the yellow bin.</b> Must have a separate soft plastics collection bin!	

\* In 2009 The South Australian Government banned the supply of light weight, check-out style plastic shopping bags.

**FROM MARCH 1, 2021 SINGLE-USE PLASTIC STRAWS\*, STIRRERS AND CUTLERY ARE PROHIBITED FROM SALE, SUPPLY OR DISTRIBUTION IN SOUTH AUSTRALIA** \*Exemptions apply for people with a disability or health needs.

For more Information visit [replacethewaste.sa.gov.au](https://replacethewaste.sa.gov.au)

# Exhibitor and food vendor stall signage

Providing signage for exhibitors and food vendors promotes they are doing the right thing by supplying compostable or recyclable items and will allow them to be recognised for their efforts and serve as a marketing tool for patrons. Below are some examples of signs for vendors, which can be tailored to the specific items that they are supplying.

Send East Waste a list of the vendors and the items that each are selling and we can provide the appropriate signs for your stall holders.

COMPOST

**Why waste it?  
When you can  
compost it.**

Our cups, lids, straws, bowls, paper bags and serviettes are all **compostable!** Please place these (with any left over food) in the **green** bin for composting.

  
Cups & Lids

  
Paper Bags & Wrapping

  
All Leftover Food

  
Cutlery & Serviettes

  
Compostable Plates & Containers

AVOID

REDUCE

RE-USE

RECYCLE

COMPOST

EastWaste

COMPOST

**Why waste it?  
When you can  
compost it.**

Our plates and containers are **compostable!** Please place these (with any left over food) in the green bin for composting.

  
Compostable Plates & Containers

  
All Leftover Food

AVOID

REDUCE

RE-USE

RECYCLE

COMPOST

EastWaste

COMPOST

**Why waste it?  
When you can  
compost it.**

Our cups are **compostable!** Please place these (along with any left over drink/food) in the green bin when finished. Thank you!

  
Compostable Cups & Lids

AVOID

REDUCE

RE-USE

RECYCLE

COMPOST

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RECYCLE

**Why waste it?  
When you can  
recycle it.**

Please help us reduce waste by placing empty bottles and cans in the yellow lid recycling bins when you are finished.

  
Plastic water bottles (remove lids & empty)

  
Soft drink & beer bottles (remove lids & empty)

  
Drink cans (empty)

AVOID

REDUCE

RE-USE

RECYCLE

COMPOST

EastWaste

# Bin signage

East Waste can supply signage for your event bins in a number of different formats to suit your requirements.

## Bin stickers.

Stickers can be provided for the lid and front/sides of bins. These allow a simple, versatile and effective education tool which is easy set up and re-used on bins for future events. Stickers are printed on durable and UV resistant material so can be used for multiple events.



RECYCLE

**Why waste it?  
When you can  
recycle it.**

Please ensure all containers are emptied or scraped clean!

Plastic & Glass

Cardboard & Paper

Juice & Milk Cartons

Plastic & Metal Lids

Aluminium Foil

Plastic Cups, Containers & Plates

Adelaide Hills COUNCIL  
whichbin.com.au  
**EastWaste**

COMPOST

**Why waste it?  
When you can  
compost it.**

Left over Food

Serviettes, Paper Towel & Tissues

Paper Bags & Food Wrapping

Compostable Cups & Cutlery

Tea Bags & Coffee Grinds

Compostable Plates & Food Containers

Adelaide Hills COUNCIL  
whichbin.com.au  
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WASTE

**Waste  
to Landfill**

Polystyrene/  
Foam/Styrofoam

Chip Packets &  
Plastic Food  
Packaging

Nappies

Plastic Bags

Plastic Cutlery  
& Straws

Cigarette butts  
Please butt it then bin it

Adelaide Hills COUNCIL  
whichbin.com.au  
**EastWaste**

RECYCLE

**Why waste it?  
When you can  
recycle it.**

10c REFUND

Glass & Plastic  
Bottles

Cans

Milk & Juice  
Cartons

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# Bin signage

## Flags

Educational signage can be printed as tear drop flags which are particularly useful for events where bin stations may not be easily seen due to crowded areas such as in street party events.

## Corflute signs

Corflute signs can be used to place above bins

Both of these options work well when also using bin sleeves as pictured. Bin sleeves can be purchased through [Source Separation Systems](#) or hired through Australian Green Clean.



## Event promotion

It is important to promote what you are wanting to achieve eg. A 'Zero Waste Event' through event signs as well as in your marketing fliers and online marketing. East Waste can assist with event promotional signage , online promotions and marketing.



# Why waste it? Education Stall

Events provide a great opportunity to engage with local residents. This face-to-face interaction is one of the most effective ways to educate people about the importance of waste diversion and correct recycling and composting practices. This is achieved through conversations, providing printed flyers and bin stickers as well as informing residents about services available to them such as kitchen caddy systems and the at call hard waste service. Residents are encouraged to ask questions so they can be confident in their waste management decisions.

The mini-bin game provides an attractive fun element to the stall and helps to maximise interest and interaction with children as well as parents and families.



## Touch-a-Truck

An East Waste collection truck may also be considered as a fun interactive activity at larger events. This will need to be booked well before the event. Availability will be dependent on driver availability on the day.



# Audit and evaluation

## Monitoring and evaluation during the event

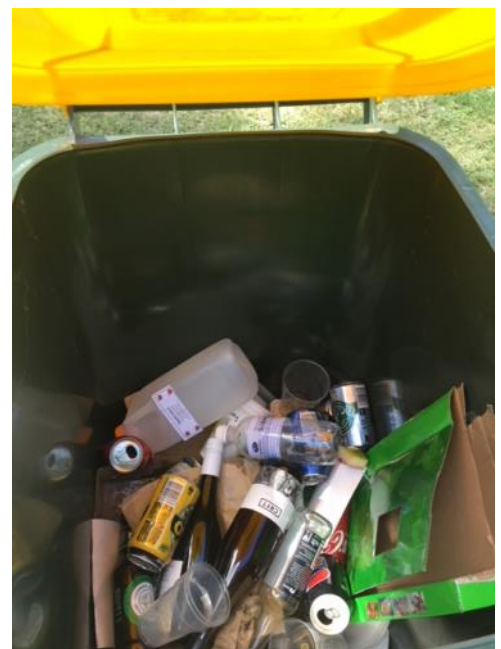
It is important that event staff and volunteers monitor the materials collected in the bins and evaluate how effective signage and other education is during the event. Other factors that may influence the results are the location and number of bins available.

## End of event materials audit, evaluation and report

At the end of the event a bin materials audit can be performed in a number of ways:

- 1) Lift and look—to determine what materials have been collected as well as identify contamination issues.
- 2) Bin materials audit and sorting. This is recommended to maximize resource recovery and minimise contamination issues. This will require dedicated staff and volunteers to separate and sort materials into the required categories for collection. ie. **Recyclables:** cardboard and paper, rigid plastics, drink cartons, glass and plastic bottles, aluminium foil and trays, CDL containers., tins/cans. **Compostables:** All food, compostable (paper, cardboard, PLA, bamboo or wood) plates, cups and lids and food containers. Bamboo or wooden cutlery and paper straws can also be composted. **Waste/Landfill:** Polystyrene/foam, cups or containers, polystyrene (PS) plastic lids (from coffee cups), composite materials, plastic plates and \*soft plastics. *(You may consider a separate collection for soft plastic recycling)*

A report can be provided which includes a record of the materials collected and diverted from landfill as well as contamination issues and recommendations for improvements for future events.





# Other resources

## **Sustainable Events: Waste Management Checklist – City of Adelaide**

Adelaide City Council have created a kit of sustainability resources to assist events big and small. To help make positive change you can download the [Sustainable Event Guidelines](#), checklists, tips, supplier and product lists, and templates.

## **Waste Minimisation Guide 2010—Zero Waste SA**

This is a comprehensive guide providing templates for a waste management plan, waste assessment, SWOT analysis, examples of contract clauses for services providers and vendors and more.

## **Service and product providers**

- [Australian Green Clean](#) (bin sleeves, bin supply, monitoring and sorting)
- [Scout Recycling](#) (collection of CDL bottles and cans, HDPE milk bottles, cardboard and bin supply)
- [Lions Clubs](#) (collection of CDL bottles and cans)
- [Plastic Free SA](#) (resources and information on reusable and compostable catering options for café's and restaurants.)
- [KESAB environmental solutions](#) (education, bin monitoring and sorting)
- [BioPak](#) (compostable food and drink packaging items)
- [Vegware](#) (compostable food and drink packaging items)
- [Source Separation Systems](#) (bin sleeves)
- [Compost-a-pak](#) (bin sleeves and compostable bin liners)