

Why waste it? When you can



at events



Waste Management and Education Toolkit for Events



EastWaste

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Event Planning

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 useful rule of thumb for event waste is 1 litre per person per meal, though this can vary depending on catering style, alcohol availability, crowd profile, and event type (e.g. food and wine festivals often generate more waste).

Example:

- 2,000 people × 1 meal = ~2,000 litres of waste
- Standard wheelie bin = 240 litres → ~8 bins needed

Suggested bin setup:

3 bin stations:

- Two stations with 2 x organics/compostables and 1 x recycling/CDL bins near eating areas
- One station with landfill and CDL bins near exit points

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 food organics and compostables, cardboard, HDPE milk bottles, soft plastics including plastic shrink wrap and plastic bags. 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

Once the amount and type of waste is determined, event organisers may request support from Council for event waste collection. However, depending on the size and location of the event, external waste management services may need to be engaged to provide bins and collection.

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 and patrons to quickly identify the right bin.

Servicing/emptying of bins:

Council 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 service options

1) Standard Litter Collection Service

Due to contamination issues that are typically prevalent at events (without educational signage and bin monitoring), bins are usually 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 waste separation is well managed and contamination is low, separate recycling, organics, and waste collections may be arranged. Viability will be assessed after the event once bins are checked.

To minimise costs and vehicle use, collection should align with residential kerbside schedules. If bins remain onsite for several days post-event, they should be locked to prevent contamination or overfilling, and made accessible for collection.

Bin Monitoring/Education

East Waste can assist with bin monitoring. Bin monitors provide guidance at bin stations, helping patrons correctly sort waste. 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 go in
- Effective and friendly communication with patrons
- Monitoring and recording of bins as required
- Reporting of any issues e.g bins overflowing or contamination
- Relocating or changeover of bins
- Recording of materials collected and number of bins



Training for bin monitors is available, and adding costumes or themes can make the role more engaging.

Additional Service Providers

- **Australian Green Clean:** Event waste management including bins, bin covers, monitoring, and back-of-house sorting. Available for events of all sizes. ☎ (08) 8229 7400 | ✉ info@agreenclean.com.au
- **Waste Reduction SA:** Event waste management including bin covers, signage and on-site bin education, monitoring and sorting of materials. Available for events of all sizes. ☎ Kathy 0424 224 742 | ✉ kathy@wastereductionsau.com.au
- **Scout Recycling:** Collection of CDL bottles, cans, milk bottles, and cardboard. (08) 8285 8500 | ✉ src@scoutrecycling.com.au
- **Lions Clubs:** Collection of CDL bottles and cans. lionsclubs.org.au/contact/sa/
- **YCA Recycling:** Collection of soft plastics and HDPE milk bottles. 1300 503 882 | ✉ gary.hau@ycarecycling.com

Exhibitor and Food Vendors



Understanding Waste Generation

Identify the types of waste vendors may generate, such as food organics, cardboard, wrapping, timber, straw, or manure. Provide designated bins for these materials if needed.

Communicating Responsibilities

Outline your event's waste management plan, approved materials, and disposal requirements. Encourage waste minimisation as both environmentally and financially beneficial. Setting a diversion target can help maintain focus.



Compliance with Single-Use Plastics Legislation

All supplied items must comply with South Australia's **Single-Use Plastics Legislation**. Vendors should use only **100% compostable or recyclable** products. Compostable food service items—containers, plates, cutlery, and cups—can go with leftover food and drink in green-lidded compost/FOGO bins.

Simplifying Waste Streams

As the majority of waste generated will be from food and packaging which is compostable, this greatly reduces the need for recycling and landfill bins. The main recyclables will be **CDL drink containers** and **cardboard**. Consider engaging **Scouts Recycling** or a **Lions Club** to collect CDL containers, using **caged bins** (which can be built by local **Men's Sheds** or **metal fabricator**).

Clarifying Accepted Waste Streams

Clearly communicate which waste streams Council will collect and which materials vendors are responsible for removing. For example, excess cardboard can quickly fill bins, so vendors may be required to take flattened boxes off-site for recycling.

Communication and Compliance

Engage with vendors early to confirm understanding of requirements before the event. Include waste management requirements in booking terms and conditions, and reinforce expectations through emails (see template pg. 5) and phone calls.

Food vendor stall signage

Providing clear signage for exhibitors and food vendors reinforces compliance with event waste requirements and demonstrates their commitment to supplying compostable or recyclable items. Signage also enables vendors to be visibly recognised for their efforts and serves as an effective marketing and education tool for patrons.

Examples of vendor signage are shown below and can be tailored to reflect the specific products being sold. To facilitate this, please provide East Waste with a list of participating vendors and the items each will be selling prior to the event. This will enable the preparation and supply of appropriate signage for stallholders.



Vendor bins and signage

East Waste recommends that Council provide separate bins for back-of-house waste management.

These bins should align with the specific waste streams generated by vendors — for example, **co-mingled recycling bins** for cardboard, large 2 L milk and juice bottles, and **separate bins for soft plastic packaging** (if a recycling service such as YCA Recycling is engaged to receive this material).

Food vendors may also be supplied (by Council) with **small receptacles for food waste and compostable materials**, such as the **corflute Eco Bins** (as pictured).

Back-of-house—Vendor Bin signs:



Exhibitor and food stall holder information (template email or letter)

Thank you for registering to participate in the [\[insert event name\]](#).

We are committed to creating a **zero waste event** and ask for your support by supplying **only compostable, recyclable, or reusable materials** to minimise waste.



Compliance Requirements

Please note that all vendors **must comply with the South Australia Government Single Use Plastic Bans** that have been in effect since 2021. The list below includes acceptable containers and packaging. If non-compliant items are found to be on sale or supplied, you will be required to remove them from sale at the event.

Waste Separation and Disposal

Vendors are required to separate and dispose of their waste correctly. Please familiarise yourself with the correct use of the bins. Bin signage at the stations will assist you in sorting compostables, recyclables, and general waste appropriately. Council and East Waste staff and volunteers wearing 'Why Waste It? waste team' hi-vis vests will be available to assist and answer questions.

Compostable food and drink packaging required

All food containers, plates, cutlery, straws, cups and lids supplied must be 100% compostable. As of 1 March 2026, compostable beverage cups and food containers and their lids must be certified compostable to Australian standards (AS) that is, AS 4736 (Industrial Composting) and/or AS 5810 (Home Composting). The recommended acceptable brands are [BioPak](#), [Vegware](#) and [Green pack](#) as these brands are accepted through our local composting facilities.

Items to avoid and preferred alternatives:

Avoid and Reduce the use of these items	Preferable items that can be re-used, recycled or composted
As of 1 March 2021, single use plastic straws*, cutlery and stirrers and cutlery have been 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	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: replacethewaste.sa.gov.au
As of 1 September 2024, plastic-lined cups are banned from sale, supply or distribution in South Australia. This includes disposable coffee cups, ice-cream cups and frozen food packaging that are coated with plastic liners, as these are not recyclable or compostable and must not be supplied.	Compostable: Cups and containers are available through BioPak, Vegware and Green pack. *ensure that lids are also certified compostable PLA and not plastic PS #6.
Expanded polystyrene cups, bowls, plates and clamshell containers have been banned from sale, supply or distribution in South Australia since 1 March 2022. These items are not accepted as they are not recyclable.	Compostable :sugarcane/biocane, bamboo or cardboard clamshells, plates, burger and chip boxes and thermal /hot cups available through BioPak, Vegware and Green pack.
Since 1 September 2024, plastic food containers, including plastic-lined or aqueous-coated containers used for same day takeaway food such as single-use bowls, trays, and cups with lids including sauce/condiment containers and are banned with some temporary exemptions.	Compostable sugarcane/biocane, bamboo or cardboard clamshells and containers available through BioPak, Vegware and Green pack . Provide self-serve options for sauce and other condiments from large sauce/condiment containers.
As of 1 September 2024, Plastic cold drink cups, lids and plastic wine glasses are banned from sale, supply or distribution in South Australia. These are not accepted as they are difficult to recycle.	Compostable: cups and lids made from PLA/cornstarch: available through BioPak, Vegware, Green pack and Packaging Pro Recyclable: aluminum cans, liquid paperboard milk cartons and drink boxes, plastic and glass bottles
Plastic plates and bowls; As of 1 September 2023, these items are prohibited from sale, supply or distribution in South Australia.	Compostable: cups and lids made from PLA/cornstarch: available through BioPak, Vegware, Green pack and Packaging Pro
Since 1 March 2021, plastic chopsticks, toothpicks, or skewers have been prohibited from sale, supply or distribution in South Australia.	Compostable: Wooden stir-sticks, chopsticks, toothpicks, and skewers. Must be plain wood without plastic decorated tops.

Avoid and Reduce the use of these items	Preferable items that can be re-used, recycled or composted
As of 1 September 2023, plastic pizza savers are prohibited from sale, supply or distribution in South Australia	Consider supplying pizza on a compostable paper plate instead of in a box, this will save a lot of unnecessary packaging and space in the green bins!
As of 1 September 2024, plastic produce or barrier bags prohibited from sale, supply or distribution in South Australia. Please also avoid the use of plastic wrap.	Compostable: paper bags and reusable: bags.
Single use/disposable and potential litter items such as plastic tablecloths, stickers, balloons, and confetti, which was banned of 1 September 2024	Unpackaged promotional materials that are reusable (pens, key chains, etc.).
Metallic, laminated, or non-paper materials.	Recyclable: office paper, including flyers, brochures, etc. Post-consumer or recycled content preferred.
Pre-packaged foods in non-recyclable material, such as foil lined hotdog and chip bags.	Compostable: provide hot-dogs and chips in compostable paper/cardboard/bamboo/sugarcane packaging.

Stall signage

To support education and promotion, we will provide poster signage identifying the disposable items you are selling and indicating the correct bin for disposal. Please help patrons by advising them which bin your materials should be placed in when they make a purchase.



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 compostables and 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!

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.



***New Which Bin? Event Bin Signage for front-of-house public use bins**



Bin Covers

These new bin covers are now available for hire through East Waste. A limited supply is available. Hire is free for Member Council events. Covers will need to be returned cleaned or a cleaning fee will be charged. They are fully machine washable, woven nylon covers easily wiped.



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

Both options work effectively when used with **bin covers** such as those supplied by Australian Green Clean (as pictured). Alternatively, East Waste has bin covers available for hire, as shown on page 7.



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? Which Bin? Education Stall

Events provide valuable opportunities to engage directly with local residents.

Face-to-face interaction remains one of the most effective ways to educate the community about waste diversion and correct recycling and composting practices. This engagement is supported through conversations, distributing flyers and bin stickers, and promoting available services such as kitchen caddy systems and the at-call hard waste collection. Residents are encouraged to ask questions so they can feel confident in making the right waste management choices. The **mini-bin game** is always a popular attraction, adding a fun and interactive element to the stall. Participants can win prizes such as mini-bins, mini-truck models, and recycled plastic keyrings, helping to spark interest and reinforce positive waste and recycling behaviours among children 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 (PS), plastic lids, composite materials, soft plastics, nappies, face masks and wipes.

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.



Appendix:

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 and Recycling at Events and Venues Guide—Green Industries SA](#)

Download the guide for practical advice, tools, examples and tips on how to reduce your event or venue's carbon footprint and reduce waste to save costs. .

[Service and product providers](#)

- [Australian Green Clean](#) bin covers, bin supply, monitoring and sorting
- [Waste Reduction SA](#) bin covers, signage, monitoring and sorting
- [KESAB environmental solutions](#) education, bin 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.
- [BioPak](#) compostable food and drink packaging items
- [Vegware](#) compostable food and drink packaging items
- [EcoBin](#) small back of house bins
- [Source Separation Systems](#) bin covers
- [Compost-a-pak](#) bin sleeves and compostable bin liners

[Replace the Waste](#)

Details about phased and manageable move away from single-use plastics, enabling all South Australians to replace waste by avoiding single-use plastics and adopting 'clean and green' alternatives.

BANNED SINGLE-USE PLASTIC ITEMS

South Australia's *Single-use and Other Plastic Products (Waste Avoidance) Act 2020* is the first legislation of its kind in Australia. The following items have been or are planned to be banned.

BANNED 2021



Single-use plastic beverage stirrers



Single-use plastic cutlery



Single-use plastic drinking straws (exemptions apply)

BANNED 2022



Expanded polystyrene (EPS) cups, bowls, plates and clamshell containers



Oxo-degradable plastic products

BANNED 2023



Single-use plastic bowls and plates



Plastic-stemmed cotton buds



Plastic pizza savers

BANNED 2024



Thick supermarket or boutique plastic bags



Plastic barrier bags



Plastic confetti and balloon stick ties



Plastic bread tags



Single-use plastic food containers

Expanded polystyrene (EPS) consumer food and beverage containers



Single-use plastic beverage containers (including coffee cups)

BANNED 2025



Plastic soy sauce fish



Plastic fruit stickers



Pre-packaged and attached products

REPLACE
the **WASTE**

www.replacethewaste.sa.gov.au



< DETAILS BANNED ITEMS

ALTERNATIVES >



Government of
South Australia

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/compostables bins
Baked potatoes, hamburgers	Foam containers *now banned				Use cardboard clams or plates and compost with food scraps
BBQ, roast, hot food	Plastic plates *now banned				Use cardboard clams or plates and compost with food scraps
Sandwiches, cold rolls	Non-recyclable plastic containers *now banned				Use compostable paper or cardboard packaging. E.g. 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	Small plastic (fish) containers *now banned foil packets, or sauce packets		Provide sauce or soy bottles at self-serve station or at food stall	Large empty sauce containers; plastic or glass bottles and jars can be recycled	
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	Purchase in recyclable tubs or packaging	
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 * now banned	Use washable reusable cups			Use certified compostable PLA, paper/cardboard cups.
Hot drinks	Plastic stirrers, polystyrene cups *now banned	Use washable reusable cups			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. Cannot be placed in the yellow bin. Must have a separate soft plastics collection bin!	