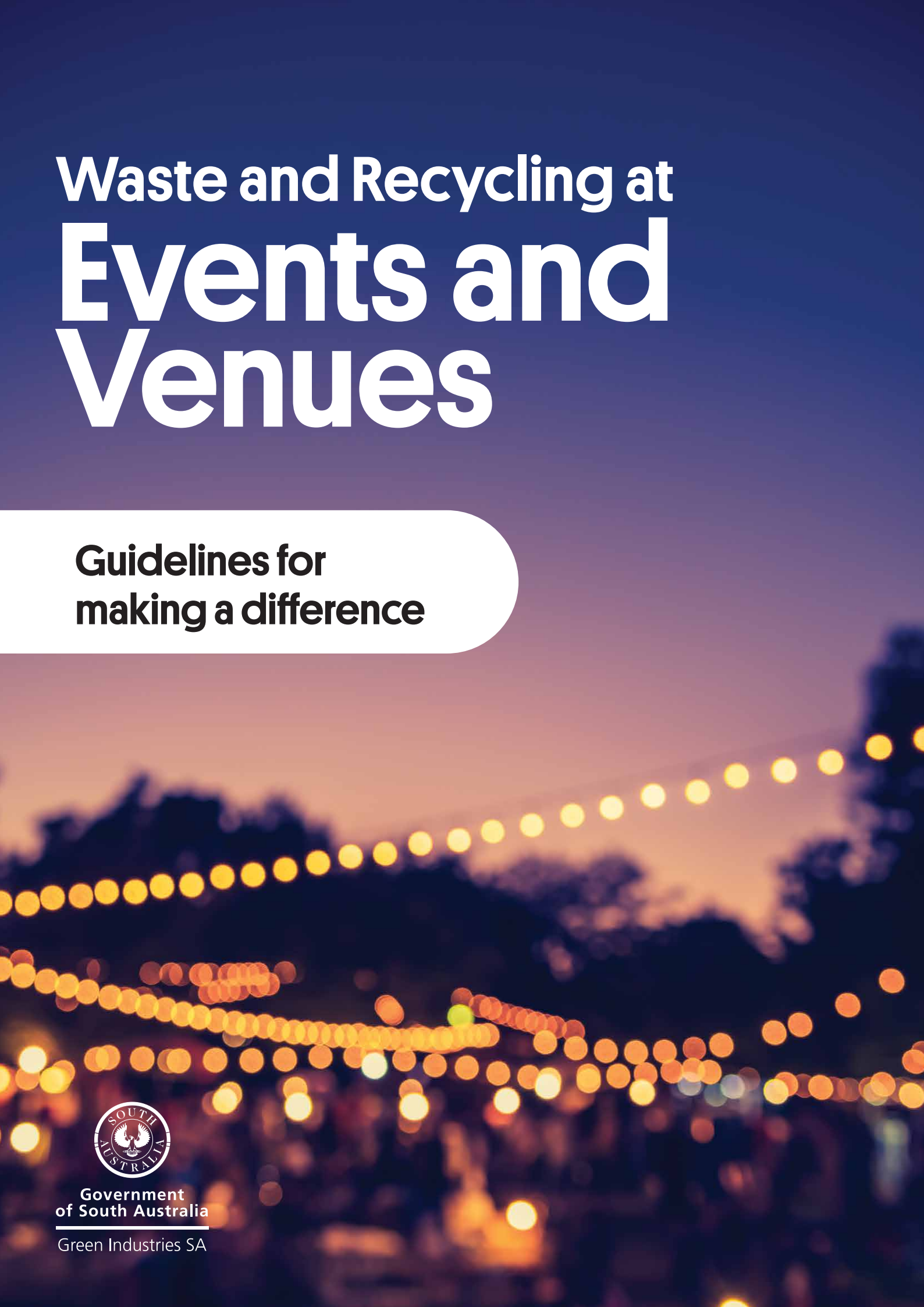
Waste and Recycling at Events and Venues

Guidelines for making a difference



Government of South Australia

Green Industries SA

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About Green Industries SA
Green Industries SA is an enabler and driver of change, supporting the development of the circular economy through diverse collaborations which improve productivity, resilience, resource efficiency and the environment. Its statutory functions are set out in the Green Industries SA Act 2004. Its purpose, vision and key priorities are in green industry development, the circular economy, and supporting commercialisation and investment.

www.greenindustries.sa.gov.au

Acknowledgement of country

We acknowledge and respect the Traditional Custodians whose ancestral lands we live and work upon and we pay our respects to their Elders past and present. We acknowledge and respect their deep spiritual connection and the relationship that Aboriginal and Torres Strait Islander people have to Country.

We also pay our respects to the cultural authority of Aboriginal people and their nations in South Australia, as well as those across Australia.

Contents

Better practice is the main event

South Australia's events and festivals provide an opportunity not only to celebrate our vibrancy as a community and showcase our creative and cultural talents, but also to demonstrate our environmental credentials.

This document provides guidelines and a toolkit to support event coordinators and venue managers, as well as landowners and councils involved in coordinating or issuing approvals for events.

Our aim is 'better practice', which underpins continual improvement of waste and recycling management at events. It responds to changing community and customer expectations, standards, available services, regulations and technology.

Better practice also considers that each event may have different needs and improvement options.

Whether the event is small or large, permanent or transient in nature, based regionally or within the metropolitan area, the principles of event waste avoidance, reuse and recycling remain the same.

Importantly, the industry has demonstrated innovation in delivery and the ability to develop key new ways to engage and connect with audiences.

This guide outlines the key measures events and venues can implement to minimise waste. Practical tools are provided, including bin signage, a bin estimation calculator, a recycling performance calculator, staff education posters, checklists and templates.

Larger permanent venues, including sporting stadiums, can apply the principles but may wish to seek further advice.

What is possible?

The following estimated performance metrics, comparing a better-practice event with a typical event, are based on analysis of a dataset of a sample of events held within Australia.

Estimated diversion* performance metrics %	Better-practice event	Typical event
Total landfill diversion rate**	98%	58%
Recycling diversion rate* (comprising material diverted for recycling or composting)**	86%	43%

* Diversion refers to material that would have otherwise been disposed of as waste to landfill but has instead been recovered for beneficial use or recycled in accordance with the waste management hierarchy.

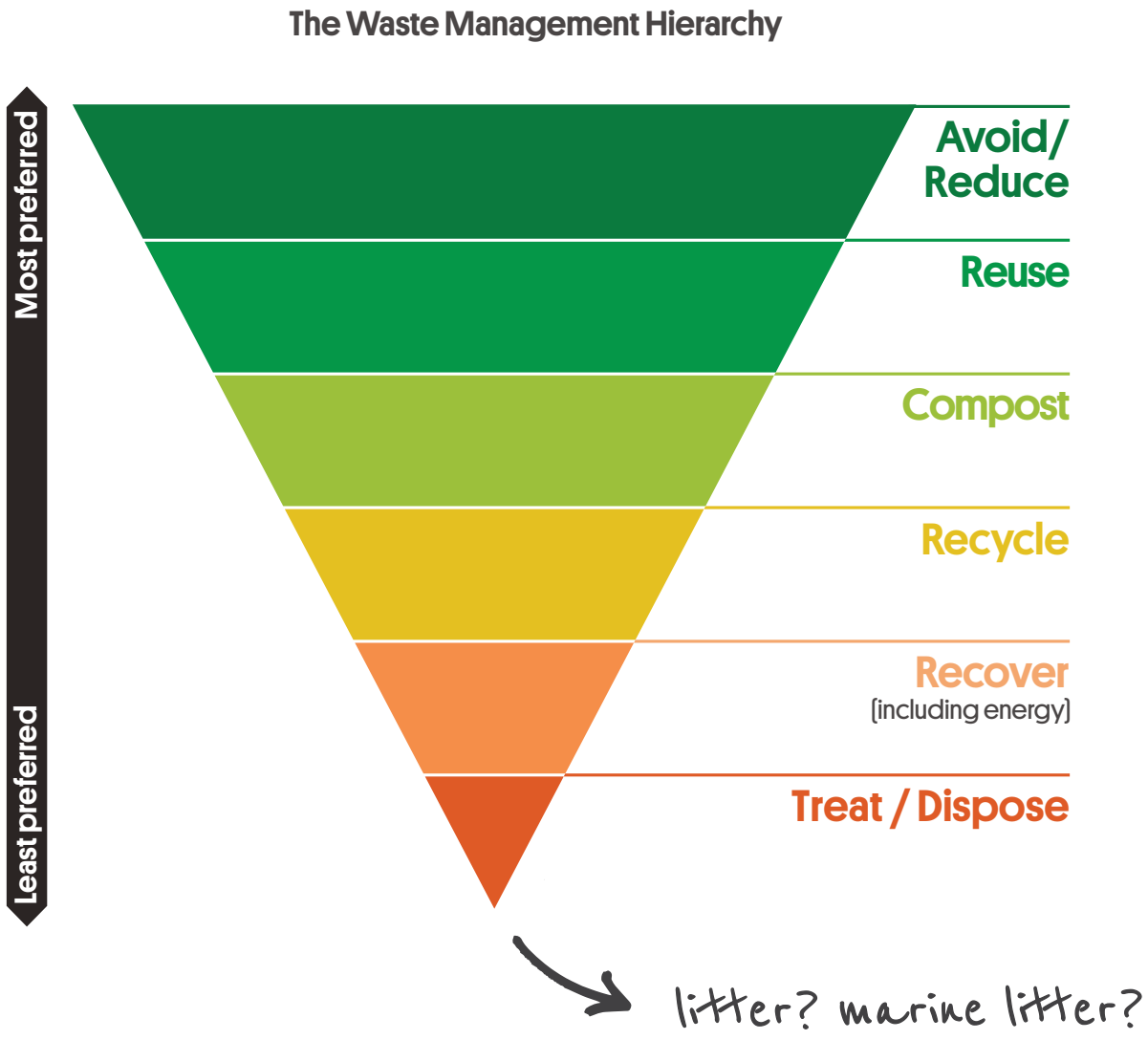
** **Total landfill diversion** refers to all material diverted from landfill, including material recovered for energy from waste.

*** **Recycling diversion** comprises material diverted for recycling (including composting) or reuse only (and does not include material diverted for energy from waste).

Key principles

Working with the waste management hierarchy

The waste management hierarchy is recognised internationally as an aspirational framework for sustainability. **Its principles have been adapted for this guide to account for differences in the context of an event setting in South Australia.**



Successful waste management

The following overarching principles for waste management at events are guided by the International Organisation for Standardisation, ISO 20121.

A successful and engaged event:

- ✓ integrates principles of the circular economy and the event **waste management hierarchy** at all levels
- ✓ recognises the **expectations of the public** in terms of minimising impacts on the environment and access to waste management systems
- ✓ incorporates systems and practices defined as **better practice** in its initiatives, waste systems, procurement, support and reporting
- ✓ is **fit for purpose**, in that the complexity of the systems adopted are proportional to the intended size and scope of the event
- ✓ allocates adequate **resources and infrastructure** to waste management practices
- ✓ encourages **continuous improvement** at every level of event organisation.

Garden of Unearthly Delights, SATC.

Quick guide

Planning for better practice

There are five main components to a successful and effective waste management strategy.

1. **Avoid waste by reducing the number of unnecessary items brought to the event and the amount of waste created during the event.**

   As well as reducing the potential for littering and contamination of recycling systems, this cuts the cost of waste management. *See Minimising Waste, page 6.*

2. **Incorporate an organic recycling stream.**

   Require vendors to only use reusable or compostable service ware, contract specialist providers to take material to a commercial composting facility and, where practical, partner with food rescue organisations to collect quality surplus food. *See Developing a Waste Management Plan, page 7.*

3. **Have a comprehensive waste bin system for the public and vendors.**

   Ensure you have co-located bin stations in the right places and that event staff or volunteers regularly monitor bin stations to assist with correct disposal of waste. Service providers can help with planning. *See Getting the Right Infrastructure, page 10.*

4. **Use clear and effective signage**

   A good bin system is ineffective if it's not clear what goes where. People who want to do the right thing need to know how to. *See Getting the Right Infrastructure, page 10.*

5. **Collect and evaluate waste and recycling data.**

   Understanding what did and didn't work can help in developing better and more cost-effective strategies for future events. *See Reporting and Evaluating, page 18.*

Key steps to success

1. Minimising waste
2. Developing a waste management plan
3. Getting the right infrastructure
4. Contracting service providers
5. Providing the right information
6. Reporting and evaluating

Minimising waste

Less waste means fewer potential problems and more streamlined waste management. Consider some of the following to help ensure litter does not distract from the overall experience of the event.

Ticketing and information

- Prioritise digital marketing and ticketing.
- Provide digital programming through an app or link. Electronic schedules also enable last-minute changes to be incorporated and information on artists or speakers to be provided.
- Encourage patrons, staff and vendors to bring their own refillable water bottles (see page 9).

Marketing

- Avoid 'throw away' novelties or promotional items. If they are used, ensure they are useful, reusable and made from sustainable resources.
- Provide handouts only on request and printed on recycled paper.

Vendors

- Reduce use of packaging and single-use products where possible.
- Encourage reusable service ware where feasible
- Provide or sell reusable bottles or cups for your attendees for use across your event.
- Ensure purchased items are recycled content material, are recyclable, reusable or are designed for durability and ongoing use.

Set-up and pack-down

- Preference sustainably procured products designed for ongoing durability, repair, reuse and recycling.
- Use reusable (or recyclable) signage rather than non-recyclable options (for example, corflutes which are to be used for a single event).
- Only use decorations that are reusable, compostable or recyclable.
- Choose reusable cable ties for temporary signage or cables.
- Support sharing of fixtures and equipment (including hiring or leasing).

Developing a waste management plan

Developing a Waste Management Plan (WMP) helps with planning and evaluation, supports contracting of waste management services, ensures more efficient use of resources, and allocates actions to responsible parties. It can be reviewed after the event and used to plan future events or encourage continuous improvement.

As part of the event planning process, take a real or virtual 'walkthrough' of all areas of the venue to gather as much information as possible and detail:

- the activities that will be part of the event and the types of materials generated, or likely to be generated
- the estimated amount of each type of material
- any food and beverage areas, and high-traffic-flow areas
- waste collection locations and any existing waste and recycling infrastructure currently in place.

Get advice from service providers on the best recycling system for your event, differentiating between front-of-house and back-of-house needs.

For example, co-mingled recycling systems may be suitable front-of-house at some events where cardboard, wine bottles and clean rigid plastic packaging are likely to be generated (such as a picnic setting) but are otherwise best suited back-of-house for the collection of milk bottles, cardboard and metal containers.

A Waste Management Plan template that can be modified for your event is available in the toolkit (Appendix 4). Service providers (*see Contracting Service Providers, page 13)* also can provide specific assistance.

Specific issues

Understanding organics

At events, 'organics' are more than just the food and green waste we all put into household green bins. All food waste, serviette and napkins, compostable service ware, cardboard food trays, fibre-based straws and certified compostable packaging can be directed straight to the organics bin, simplifying systems and messaging.

What are certified compostable products?

Certified compostable products are made of materials that do not leave behind any toxic material, breaking down readily in a commercial composting system. This can include items that look like plastic such as bowls and cups. They will always state they are 'certified compostable'. Australia has two of the highest standards in the world when it comes to certification:

Certified compostable products are clearly marked with these logos.

AS 4736 – this certifies the material can be composted through your green bin at a commercial compost facility.

AS 5810 - this certifies the material can be composted in your home compost bin.

What's the difference?

Commercial compost facilities generate much more heat than a home compost bin, and use oxygen and water to break down materials into compost. Both AS 5810 and AS 4736 certified compostable products can be processed at commercial composting facilities.

As home composting systems do not reach the same high temperatures that are achieved at commercial composting facilities, only AS 5810 certified compostable products are suited to these systems.

Food and beverage service

Ensure vendors are aware of and meet the requirements of South Australia's single-use plastics legislation. For more information on prohibited items and alternatives, see https://www.replacethewaste.sa.gov.au/event-management

Where single-use service ware is used, vendors should use only compostable service ware, with the exception of 10c drink containers. This simplifies the disposal messaging, reduces contamination, and avoids the need for laborious back-of-house sorting.

For further information on compostable service ware, visit www.replacethewaste.sa.gov.au and www.plasticfreesa.org

An alternative is to provide reusable food and beverage service ware, which is returned by patrons after use, but this requires greater coordination and appropriate washing facilities. An option is a fee for vendors to cover costs of hire and washing systems; this is offset by avoiding purchase of single-use options.

Drinking water

Event patrons are increasingly bringing reusable or refillable drink containers, and expect to find water refill stations. SA Water offers portable refill stations for large events. For information visit https://www.sawater.com.au/education-and-community/community-and-events/drinking-water-for-community-events

Cigarette butts

If smoking is allowed in designated areas (check the *Tobacco Products Regulation Act 1997* for requirements) provide designated bins for butts in these areas. Even if smoking is not allowed, provide bins at site entry points.

Disposable nappies

For certain events and venues, it is important that baby-changing facilities with dedicated bins for nappies are provided. Alternatively, for public health reasons, patrons should place disposable nappies into a bag and in the landfill bin only.

Sporting events

If required, provide cups at hydration stations that are compostable or reusable and create strategically placed throw spots to minimise litter. Another innovative option to consider is hydration pods made from compostable material.

Multi-day and camping festivals

Broken or abandoned tents and chairs are bulky, so take this into account when calculating landfill bin requirements. Through promotional material and in the closing stages of the event encourage patrons to take such materials with them.

Animal exhibits

Ensure that organics bins are provided in convenient and accessible locations for exhibitors to dispose of animal waste streams.

Event bump in/out

If not able to be reused, untreated timber and pallets can be sent for organics recycling. Check with your waste management contractor about how these can be collected.

Large quantities of clean, soft plastics, such as pallet wrap, ice bags and packaging, often arrive on site. If this is expected at an event, include this recycling stream in discussions with waste contractors.

Lighting, e-waste, batteries, gas bottles

These materials are banned from landfill in SA. Check with your waste management contractor about specialised recycling collection services or the items can be taken to collection locations (e.g., councils, recycling centres).

Liquid waste

Liquid waste, such as cooking oil and washing-up water, will require special consideration. To avoid vendors disposing of liquid waste inappropriately, estimate how much will be produced and organise drums for disposal through commercial oil recyclers or waste management contractors.

Getting the right infrastructure

'Infrastructure' refers primarily to the waste collection systems employed at an event. Your aim is to:

- provide an adequate number of bins relative to the size and scale of your event and ensure these are strategically located
- work with vendors to provide compostable service ware and utilise bin infrastructure that supports effective waste management
- configure segregated back-of-house and front-of-house systems to maximise recovery of materials.

Use the waste calculator tool (Appendix 4) to support your understanding of bin requirements and discuss your event, expected number of patrons and duration with your waste management provider or collection contractor.

A basic estimate for food and beverage waste is 1 litre per patron per meal. This will vary depending on catering, number of attendees and waste minimization strategies used.

Bin systems

For front-of-house (FOH) systems, three co-located streams are recommended

- organics - food and compostable items
- recycling (10 cent drink containers and/or co-mingled recycling)
- landfill.

A back-of-house (BOH) system usually has five co-located streams

- organics - food and compostable items
- recycling (10 cent drink containers and/or co-mingled recycling)
- paper and cardboard
- soft plastics or pallet wrap
- landfill.

Separate streams also may be required for:

- sanitary items
- nappies
- cigarette butts
- e-waste, batteries and lighting
- waste oil.

Bin placement

To maximise capture and diversion, bins should be located

- at entrances and exits
- near tables or grounds where food is consumed
- along walkways and high traffic areas
- near toilets or other utilities
- at car parks.

Bin signage and colour standards

Providing consistent signage and messaging helps to avoid confusion and reduce contamination. Ensure signage is clear and highly visible – on the bins, on the lid of bins and, if possible, above the bins. Some event waste management suppliers offer signage and bin covers as part of their package or as an additional cost.

Green Industries SA also has sets of printable signage available for events – see www.replacethewaste.sa.gov.au/zerowasteguide.

These are in line with Australian Standards AS 4123.7 2006: Mobile waste containers - Colours, markings, and designation to promote consistency in systems across all settings.

When printing signage for use, consider where the bins will be located.

- Do you need to have signs professionally printed on material that can withstand harsh weather conditions or have an extended life?
- Do you need to resize signs to fit the side and lids of the bins you will be using?

If existing council public bins will be available, consider how best to incorporate these with the event if possible. For example, additional bins could be co-located with these to create bin stations. Alternatively, existing public bins could be covered and patrons directed to event bin stations.

For more detailed information about recommended bin systems and signage for front-of-house and back-of-house areas see Appendix 3 on page 22.

Waste streams generated at events and venues

The waste streams generated at events and venues are highly variable. Below is a list of some of the key materials that may be generated and the optimal waste collection streams for these items.

MATERIALS	STREAM	WHAT HAPPENS TO IT?
Food waste (including preparation), serviettes, paper towels, compostable items (including service ware), garden waste.	**Organics - food and compostable items**	Segregated food and any other compostable materials are taken to a composting facility and processed into soil improvement products.
Container Deposit Scheme (CDS) containers	**10 cent bottles and cans**	Sorted at collection depots before materials are reprocessed into new products. Organisations (e.g., Scouts South Australia) can be engaged to manage this stream.
Bottles (glass, plastic), jars, cans, hard plastic or metal containers, liquid paperboard, mixed paper and cardboard	**Co-mingled recycling**	Recyclables are separated at a Materials Recovery Facility (MRF) for reprocessing into new products.
Cardboard Paper, flyers and brochures	**Cardboard and/ or paper**	The cardboard is collected, baled and reprocessed into new paper and cardboard products and packaging.
Soft plastic packaging such as ice bags, chip wrappers, cling wrap and zip lock bags.	**Soft plastics**	Mixed soft plastics may be collected in dry recycling streams. Very clean streams of segregated soft plastics, such as pallet wrap, may be recycled into new plastic products.
Items unsuitable for recycling such as masks and wipes, cable ties, plastic strapping, mixed packaging, novelty promotional items, nappies	**General waste**	Material is sent to landfill. No further value is extracted from the materials. As an alternative to landfill, 'dry waste' services may be available. Organics and other 'wet wastes' need to be kept separate from these dry waste services. This material is processed at a local facility into fuel for use as a gas alternative and sits within the 'recovery' rung of the waste management hierarchy.

Contracting service providers

A number of companies specialise in providing waste management services for events. Most also can assist with planning, provision of bins and skips, staff and collection and transporting material streams for recycling or disposal. Cleaning contractors may or may not be engaged as part of this service delivery package.

Commercial waste collection companies can be directly contracted. Skips and/or front of house bins will be provided for the determined waste and recycling collection streams with the contractor responsible for transport of material for recycling or disposal.

Smaller events may find that appropriate waste and recycling services are available through their local council. Services may be offered through an event permit application, but may be limited.

Consider waste and recycling strategies that will be employed and how this may impact on servicing requirements. Ensure that a minimum three bin systems are offered by the contractor and you feel supported to implement the systems. Seek information from your service provider on:

- provision of bins for the event and consolidation of waste for collection
- frequency of bin changeovers
- how collected materials are charged for
- processing destinations for the materials collected in each stream
- what reporting will be provided
- staff that will be available before, during and post the event.

Some things that waste contractors will want to know from you are:

- closed or open event and expected number of patrons
- activities that will be taking place
- duration of event
- requirements on service ware for food and beverage vendors
- size of event grounds.

A number of event service providers also can provide staff to assist patrons at bin stations.

Regional events

There may be fewer services available from commercial waste providers in regional areas, particularly for organics recycling. This is due to local processing infrastructure and larger travel distances affecting the cost effectiveness of collection services.

Regional events and venues may be able to access collection services provided by their local council or waste subsidiary, especially if an event is being held on council property through a lease or hire arrangement. Council services are generally more cost effective than commercial providers but have fewer service options available (for example, the same services as available to householders). Services vary between councils.

Waste service costs

Managing waste and recycling at an event or venue comes at a cost, regardless of whether bins are collected by a commercial operator or a local council. These costs cover staff time to collect and manage waste materials at the event or venue, as well as waste service costs. A large, but less visible cost is product wastage due to overbuying or inefficient operations. Food waste is the most common.

Collection costs

These include the costs for the drivers, trucks, bins, fuel and other administration or business costs. Charges can be either per bin lift (even if not full) or by weight collected. Collection costs may also include bin rental, depending on the contractor. Costs can vary depending on the type of material, size of the bin and location of the event and disposal or processing facility.

Processing or disposal costs

These include the costs for sorting the material, processing it into new products or resources, treating it for safe disposal, and/or disposal into landfill. Costs vary depending on the location and type of processing or disposal facility and the quality or contamination rate of the material presented.

Costs include gate rates and the solid waste levy, which applies for receiving waste at a landfill; gate fees for diverting material to energy from waste facilities (for example, alternative fuels); and for separated material for recycling or composting.

In South Australia, costs associated with diverting material for recycling or composting are considerably less than the costs associated with disposing waste to landfill. Therefore, in addition to meeting customer expectations, there is likely to be a direct financial benefit for South Australian event organisers to divert material into recycling and composting.

This may be particularly relevant for events where a large proportion of food and service ware could be reasonably collected for processing into a compostable resource stream, thereby potentially reducing disposal and processing costs for the event.

South Australian solid waste levy costs

The South Australian solid waste levy is a charge applied to every tonne of waste disposed of in a landfill. Its purpose is to promote recycling and resource recovery and reduce the amount of waste sent to landfill. To minimise landfill costs, it is important that events and venues work towards increasing their recycling and resource recovery.

Example contract and tender clauses

The toolkit (see Appendix 4) provides example Contract and Tender Clauses as a starting point for developing specific clauses or wording for agreements between parties. Not all examples presented here will suit your situation. Select the clauses that best fit your event or venue and alter the wording to suit your needs.

The examples cover: Requests for tender – waste contracts; Requests for tender – caterers/cleaners or other service providers; Waste target clause; Waste collection monitoring clause; Waste management system – conference/exhibition; Vendor/stallholder obligations – conference/exhibition; Education and training; Food and beverage vendor agreements/clauses.

Australian Green Clean

Providing the right information

Supporting staff and vendors

Distribute a summary of your Waste Management Plan (WMP) to staff and vendors, and be clear about expectations and responsibilities for different roles. Key points to include are the benefits and outcomes sought, systems in place and what will happen to waste instead of going to landfill.

As staff at events are often short-term employees at the site, information needs to be clear and easy to read and understand. Useful approaches include memos to staff, contractual obligations referring to the WMP, briefing/training sessions, posters, signage, and distribution of appropriate waste management contacts for any questions.

Update and educate staff about any changes to existing procedures through:

- a brief training session
- staff inductions
- information provided to staff as they arrive for a shift
- posters placed around back of house.

An example staff training/vendor poster is provided in the toolkit (see Appendix 4).

Food and beverage requirements

It is particularly important to clearly communicate expectations around service ware at the event, and to help vendors meet these expectations.

If they will be required to use compostable service ware, provide information and assistance in advance of the event to ensure appropriate items are purchased. Some events require service ware to be purchased from a selected range or suppliers as part of the vendor agreements to ensure the materials are compliant.

South Australia's 'Replace the Waste' website lists providers of alternatives to plastic single-use service ware. https://www.replacethewaste.sa.gov.au/alternatives

Beer & Bubbles, East End Cellars, SATC.

If your event will be operating with reusable options for some or all service ware items, let vendors know the cost arrangement for this (if any) and arrangements for collection and washing of service ware.

Engaging with your patrons

Most people now expect that waste and recycling systems at events will align with waste streams generated. Promotion plays an important role in the success of the waste management plan.

Information in simple, easy-to-understand messages is encouraged. Promote your efforts continuously leading up to and throughout your event or at your venue. Tell patrons your reasons for minimising waste going to landfill and provide them the appropriate infrastructure to separate their waste.

A variety of tools and techniques can be used to promote waste minimisation and recycling during an event or continuously at a venue to encourage correct use of the systems.

Some examples are:

- signage and posters in areas of high visitation
- PA/MC announcements promoting placement of all compostable service ware into green bins
- signage regarding disposal at point of sale
- social media messages ahead of the event
- reminders to bring reusable options in event promotion activities
- staff and volunteers spreading the message on the ground while monitoring and managing bin stations.

Monitoring at bin stations by staff or volunteers will support patrons to use the systems confidently, ensuing that the materials are placed in the right bin, reducing contamination and increasing diversion.

Reporting and evaluation

Setting clear goals allows you to act decisively before and during an event and assists with your subsequent review of performance and outcomes.

These goals should be simple, measurable, achievable, realistic and time-based – and all stakeholders need to be aware of them. It is important to match the options for improvement to your goals identified in your Waste Management Plan.

Record your defined goals next to your options for improvement on the following Goals and Options for Improvement Template. To support this, your event may include:

- a detailed audit of waste streams collected and processing destinations
- seeking feedback from vendors and patrons on the event's waste management systems
- requirements in the contract for waste collection and processing service providers to provide reports on waste tonnage or other measures such as contamination rates
- review of event waste management costs.

These processes will help identify what was effective and what areas needed improvement, how signage or bin infrastructure may be altered, and what recommendations should be made for future events.

Establishing a reporting process for events and documenting waste minimisation and recycling actions and progress will enable post-event communications and reporting to organisers and sponsors and potentially promote the events achievements.

Examples of options for improvement and goals and targets

- Reduce the amount of waste sent to landfill by 20% (based on previous years or standard level).
- Increase the amount of recycled material (by either tonnage or %) collected (based on previous years or standard level).
- Require all vendors to use certified compostable food service ware and provide composting systems for food and compostable packaging waste.
- Increase the proportion of organics and recycling bins to general waste bins.
- Become a recognised leader in running a sustainably focused event or venue.
- Minimise contamination of recycling and/or composting bins (based on previous years or standard level).

Options for improvement	Goal and targets

Reporting can be input into the Calculator (see Appendix 4) to estimate greenhouse gas emissions and other savings as a result of waste and recycling actions.

Appendix 1: Better practice waste management at events – benefits and key features

Improving waste management at events and venues can be an evolving process with achievements gained over time.

Benefits

- Support the implementation of *South Australia's Waste Strategy 2020-2025*, including the state's vision to transition to a circular economy.
- Align your event's practices with the internationally recognised waste hierarchy.
- Reduce waste generation.
- Improve amenity and minimise the impacts of litter.
- Support *South Australia's Single-use and Other Plastic Products (Waste Avoidance) Act 2020*.
- Enhance your waste management profile, providing a positive experience for your event or venue patrons.
- Promote segregated collection systems and improve the environmental awareness of vendors and patrons.
- Reduce disposal or processing costs for waste management at your event.
- Increase resource recovery of materials rather than disposal to landfill, reducing greenhouse gas (GHG) emissions.

Key features

- Goals are set embracing the key principles where events and venues can make the biggest gains in waste management.
- Waste management plan is in place to support the diversion of materials in accordance with the event waste management hierarchy
- Complies with or surpasses the requirements of the *Single-use and Other Plastic Products (Waste Avoidance) Act 2020*.
- Requires vendors to use reusable or compostable food packaging and service ware.
- Ensures a minimum three bin-system is in place for front-of-house. Refer waste infrastructure and systems below.
- Incorporates regular bin monitoring and education for attendees to ensure the correct disposal of items in the right bin.
- Measures, reports and evaluates waste and recycling outcomes.

Appendix 2: Better practice checklist

Event name/Organisation:	
Reviewer name:	**Date:**
Contact details:	

Pre event

	Yes/No/Unsure	Comments
Does the event have an overarching sustainability policy or plan?		
Does the event have a waste management plan in place?		
Does the event have a designated waste team leader or champion?		
Has the event organiser communicated waste minimisation and recycling goals and overall sustainability of event with staff, volunteers and contractors?		
Are staff, volunteers, and contractors trained to follow waste and recycling practices/requirements?		
Does the event have a formal contract with the waste service provider(s)?		
Has the event publically communicated sustainability theme/ goals with public? (*can also be during the event through announcements*)		
Has the event hired vendors who are familiar with sustainable practices?		
Has the event required vendors to supply reusable crockery and cutlery and/or compostable items (no single-use items)? (*Ideally via a contract*). *Alternatives to plastic single-use service ware can be found at https://www.replacethewaste.sa.gov.au/alternatives*		
Has the event partnered with food rescue organisations (*in conjunction with vendors around food waste*)		
Has communication and promotional material been kept to a minimum and electronic/online? (*to reduce unnecessary waste*)		
Have bin monitors been hired? (*to assist with appropriate waste segregation*)		

During event

	Yes/No/Unsure	Comments
Has the event calculated approximate bins required and streams to maximise performance against the Waste Management Hierarchy?		
Has the appropriate placement of bin structure been considered (*for example within proximity to food and beverage locations for FOH and easily accessible for staff BOH*)		
Is bin signage consistent throughout the event, both FOH and BOH?		
Has bin signage been considered with appropriate placement? (*for example at eye level and corresponds to the bin it refers to*)		
Will regular announcements regarding bin usage and locations be provided?		
Is waste collection optimised? Are bins/skips collected at appropriate times (when bins are full)?		

Post event

	Yes/No/Unsure	Comments
Does the waste service provider(s) report on waste collected (volume/weight) and how it is processed (recycled, recovered or disposed)?		
Were goals/actions outlined in WMP met?		
Have recommended improvements for future events been documented?		

Appendix 3: Determining optimal waste infrastructure

Front of house

Structure

Whether utilising existing or new bins, make sure the bins are structurally sound and easy to locate, even from a reasonable distance. Avoid low overhanging trees, shrubs or other obstacles. Most importantly bins must be easy to use.

Place signs on the side and at the point of disposal (lid or opening) of each bin. You may even decide to use overhead signage, particularly for large outdoor events. Some event waste management providers offer bin covers in the colour of the intended waste stream.

Bin placement and service requirements

Bins should be co-located at bin stations in considered locations. This will minimise contamination and ensure that the most appropriate bin is used – not just the closest one. Placing bins side-by-side is considered more effective than back to back. Bin openings should all face the same way.

Bins should be placed where most waste will be generated and where people are likely to congregate, for example:

- where food and drink are available and will be consumed
- near the entrance and exit to the event or venue
- around the perimeters of events, particularly those that are not ticketed.

Use a map or plan of your event or venue or do a walk through to work out the best location for bin stations.

Bins should be easily accessible, highly visible (during day and night) and facing the flow of traffic through an area. Consider lighting for events that run at night or placing the bins in already well-lit areas.

In terms of the order of bins at co-located bin stations, it is generally preferable to place the general waste on the right. It is likely that patrons are more likely to read from left to right (as is general convention to read English text in that way). The left side bin should therefore be the bin allocated to the most likely expected recycling stream with the general waste bin on the right, as the final disposal point rather than the first option that patrons may see first[1].

For example, at an event that is likely to produce large amounts of organics, including food waste and compostable service ware, place the organics bin on the left of the co-located bin station, followed by other recycling streams (10c drink containers and/or co-mingled recycling), followed by the general waste bin.

Frequent monitoring and servicing will help all bin options be available at any time. Volunteers or staff positioned at bin stations during periods of high use (e.g. mealtimes) can help with the correct separation of waste or recycling items and prevent litter.

Estimate when most material will be generated and any entertainment scheduling to gauge the best times for bins to be emptied or replaced – your event or venue remains clean and tidy, and contamination of waste streams is less likely.

1 Verdonk, S. Chiveralls, K. and Dawson, D. (2017), *Getting wasted at WOMADelaide, The effect of signage on waste disposal sustainability*, page 8.

Back of house

Structure

The size and configuration of bins in kitchen areas will be constrained by the space available. Choose the best option that still allows the space to function effectively and hygienically. Minimise misuse and contamination problems with good signage and by training staff in your expectations.

Remember to consider loading and unloading needs for larger venues or at outside events. Clear signage and staff/vendor training will also be important for appropriate waste separation and will avoid frustration and/or confusion for everyone.

Work health and safety (WHS) considerations also must inform your decisions on bin size and location, particularly if waste is transferred from smaller bins to skip or roll-on roll-off bins. You might need to arrange for steps or a bin lifting device. Discuss these types of issues and availability of infrastructure with your staff and waste contractor or service providers.

Bin placement and service requirements

While planning your event, estimate the times when most waste will be generated and when your bins are likely to need emptying. Discuss this with your waste service provider, cleaning contractor and any staff that will be involved in moving bins to aggregation points. You may need to designate access areas/times for moving bulk waste material.

Frequently monitor bins in case collection times need to be modified.

At a large music event consider crowds and accessibility of transfer routes. Work around set times to ensure maximum capacity in the bins during peak food and beverage consumption periods. Make sure that those responsible for emptying the bins are told about delays or changes to programs.

Appendix 4: Better practice toolkit

The following resources are available at:

www.replacethewaste.sa.gov.au/zerowasteguide

Waste Management Plan

Waste Calculator

Roles and Responsibilities

Example contractor terms and conditions

Printable signage

Example staff training/vendor poster

Fire Gardens - Adelaide Festival, ***Compagnie Carabosse.***

Appendix 5: Glossary

AS	Australian Standard
Back of house (BOH)	Areas closed to the public including areas designated for administration, kitchens, staff, vendor only areas and service areas.
Better practice	Continual improvement as community and customer expectations, and standards, available services and technology change over time.
Better practice event	Refer to Planning for Better Practice
Container Deposit Scheme (CDS) **10c Deposit**	Container deposit scheme. South Australia's incentive to recycle selected beverage containers with a refund provided to the depositor[2].
Co-located bin stations	The event's recycling and waste bins placed together side-by-side in stations (with all waste stream options available at each station) for appropriate segregation of waste materials.
Comingled recycling	Refers to items that can be recycled in the yellow lidded bin including: aluminium cans, glass and plastic drink bottles, drink cartons, rigid plastic containers, aluminium foil (clean and balled), cardboard and paper.
Compost	A product produced by the breakdown of organic matter, such as garden and food waste, by bacteria and other micro-organisms into a nutrient rich natural fertiliser. Compost improves soil structure, providing nutrients for plant growth and increases water and nutrient retention in the soil.
Compostable	For the purposes of the Guide and Toolkit, a product is compostable if it can disintegrate into natural elements and is able to be processed into soil improvement products (meeting Australian Standard 4454-2012, 4419-2018 or 3743-2003) in a commercial compost environment within 90 days. For service ware, items that are certified compostable meeting Australian Standard 4736-2006 or Australian Standard 5810-2010, or by nature are made solely of fibre material for which the Australia Standard is not applicable, such as paper and cardboard, wooden cutlery or serviettes.
Contamination	Materials and items within a recycling stream that are not consistent with the nominated recycling stream, readily recycled or are a hazard to processing.
Contractors	A company or organisation that provides services to an event
Circular economy	The circular economy is an alternative to the wasteful traditional 'linear' economy based on 'take, make, use and dispose'. It's a self-sustaining system driven by renewable energy with an imperative to keep material resources in use, or 'circulating' for as long as possible. It extracts the maximum value from these resources while in use, then recovers and regenerates products and materials.
Dry waste for energy recovery	Instead of going to landfill, difficult or non-recyclable items are made into a fuel source to replace natural gas in local industries. Organics and other 'wet wastes' need to be kept separate from these dry waste services. The recovery of this material addresses the 'Recover' rung of the waste management hierarchy.
Event	'A planned gathering with respect to time and a place where an experience is created and/or a message is communicated' (ISO 20121:2012).

2 South Australian Environment Protection Authority, Container Deposits: www.epa.sa.gov.au/environmental_info/waste_recycling/container_deposit

E-waste (electronic waste)	Waste electrical or electronic equipment. This includes televisions, computers and their peripherals (e.g mice, keyboards), whitegoods, large and small appliances (e.g. kettles, fridges, microwaves), IT and telecommunications equipment, radios, video cameras, speakers, and automatic dispensers (for drinks or food).
Front of house (FOH)	Areas open to members of the public, for example grassy spaces, marquees, exhibition spaces, bars, dining areas and toilets.
Food waste	Organic waste derived from food preparation and/or surplus food. All food scraps including meat and seafood scraps, vegetable and fruit peelings, seeds/husks and dairy products.
Greenhouse gas emissions	Emissions that contribute to the global issue of climate change, including carbon dioxide, methane, nitrous oxide; in a waste management context, they could be generated by waste transport and disposal methods.
Infrastructure	Front of house and back of house waste management systems, consisting of bins and signage.
International Organisation for Standardisation 20121:2012 – Events Sustainability Management System (ISO 20121:2012)	ISO 20121:2012 specifies requirements for an event sustainability management system for any type of event or event-related activity, and provides guidance on conforming to those requirements.
Organics	Materials derived from garden sources, food waste and paper (tissues, napkins), as well as teabags and coffee grinds.
Packaging	Packaging products used for food, drinks and other items.
Patrons	Visitors (both paying and non-paying) to an event or venue.
Plastic	A material made from, or comprising, organic polymers, whether plant extracts or of fossil fuel origin.
Prohibited plastic product	The sale or supply of plastic products subject to the provisions and definitions within Single-use and Other Plastic Products (Waste Avoidance) Act 2020
Reusable	For the purpose of this guide, 'reusable' gives reference to an item or product that is characteristic of a product that has been conceived and designed to accomplish within its life cycle, a certain number of trips or uses for the same purpose for which it was conceived.
SA	South Australia
Service ware	For the purposes of this guide, serving ware is a reference to any items used for the purposes of serving and consuming food and drinks – including (but not limited to): bowls, plates, platters, cups, trays, clamshells, napkins, straws, and cutlery.
Single-use plastics	In relation to a product, means a plastic product designed or intended to be disposed of after one use.
Single-use	In relation to a product, means a product designed or intended to be used once or for a limited number of times before being disposed of.
Source separation	The separation of waste materials into different streams (for example, recyclables, compostable material, and refund items) at the location (source) where they are generated or produced.
Sustainability	For the purposes of this guide, references to sustainability means the degree of sustainable development (refer below) in the context of the organisation or event (ISO 20121:2012, 3.2).
Sustainable development	Development that meets the needs of the present without compromising the ability of future generations to meet their own needs (ISO 20121:2012, 3.3).

Sustainable development goals	The 17 Sustainable Development goals adopted as a global framework by the United Nations General Assembly to be achieved by 2030 by world leaders: https://sustainabledevelopment.un.org. Of relevance particular relevance to waste management and events are: Sustainable Development Goal 12: focused on responsible consumption and production patterns; and Sustainable Development Goal 14: focussed on 'life below water' and includes a specific target: 'by 2025 prevent and significantly reduce marine pollution of all kinds, in particular from land-based activities, including marine debris and nutrient pollution.'
Sustainable procurement	ISO 20121:2012 defines Sustainable procurement as: *'The integration of sustainable development issues into all aspects of the procurement cycle…Four key aims should be addressed when integrating sustainable development management into the procurement process:* a). *Minimising negative impacts of products and/or services [e.g. impacts on health, air quality, generation of hazardous waste, social impacts due to alcohol and other drugs];* b). *Minimising demand for resources [e.g. by using resource-efficient products such as energy efficient appliances, fuel-efficient vehicles and products incorporating recycled content];* c). *Minimising the negative impacts of the supply chain itself, in particular the social aspects [e.g. by giving preference to local suppliers and "sheltered workshops" [where the workforce includes a proportion of those with disabilities] and organizations that meet minimum ethical, human rights and employment standards, including equal opportunities];* d). *Ensuring that fair contract terms are applied and respected.'*
Transient event	An event held at multiple locations rather than at a fixed event location – for example, tours.
Vendors	Any person or company that provides goods or services at an event or venue.
Waste contractor/service provider	A provider of services and/or infrastructure to manage waste generated.
Waste management hierarchy	The nationally and internationally accepted guide for prioritising waste management practices for the optimal environmental outcome; it sets out the preferred order of waste management practices from the most preferred to least preferred.
Waste streams	Waste items separated into different categories (e.g. cardboard and paper, refund/deposit items, plastic wrapping and compostable material).

Tasting Australia 2016, SATC.

Appendix 6: Acknowledgements, references and further resources

Acknowledgements

Green Industries SA would like to thank the support of key stakeholders including the events industry, councils, the broader community and State Government agencies who have provided advice to Green Industries SA through the development of this guide.

Green Industries SA also acknowledges international moves in the direction of sustainable and better practice waste management at events, which has been vital to understand opportunities for South Australia.

Further contacts and resources

The following selected further resources are not exhaustive but may provide helpful reference material or further contacts for South Australian events when implementing this Guide and Toolkit.

1. **General resources:**

- International Organisation for Standardisation, ISO 20121:2012 – Events Sustainability Management System: https://www.iso.org/standard/54552.html
- For events and venues located in the Adelaide city area, also refer to the City of Adelaide Sustainable Events Guidelines for advice regarding event sustainability and reducing carbon emissions and other environmental impacts. Available at https://www.cityofadelaide.com.au

2. **Sustainable procurement**

- Green Industries SA: https://www.replacethewaste.sa.gov.au/alternative-items for information on alternatives to single-use plastic products and legislation
- Plastic-Free SA: https://www.plasticfreeplaces.org/ includes further information on alternatives to single-use plastic products.

3. **Food hygiene and public health**

- SA Health: Advice for Food businesses and Industry
- SA Government: *Roadmap to Recovery – Outdoor Dining*
- World Health Organisation: COVID-19 and Food Safety: Guidance for Food Businesses
- Australian Government Health website
- Food safety requirements, Standards 3.2.2 and 3.2.3 apply to all Australian businesses.

4. **Useful contacts supporting events in South Australia:**

- Events SA: https://www.eventssa.com.au/
- South Australian Tourism Commission: https://tourism.sa.gov.au/events/event-and-festival-support
- Festivals Adelaide: https://www.festivalsadelaide.com.au/

5. **General contacts and advice**

- South Australian Aboriginal Business Register: https://www.industryadvocate.sa.gov.au/policy-and-resources/sa-aboriginal-business-directory
- Volunteering SA: Volunteering SA: https://www.volunteeringsa-nt.org.au/
- Multicultural Communities of SA: http://mccsa.org.au/
- Inclusive SA: https://inclusive.sa.gov.au/
- SA Health, Smoke Free: https://www.sahealth.sa.gov.au/wps/wcm/connect/public+content/sa+health+internet/healthy+living/healthy+communities/workplaces/ideas+for+action/smoke+free

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