

# How to run a Penguin Friendly (zero waste) School Fete or event Guide

## Introduction

Every year a school will organise and run a variety of events to build and strengthen their school community or to raise important funds for the school including fetes, grandparents' days, footy day, 100-day Kindergarten celebrations or a BBQ. Waste and litter that is generated has:

- A cost to school (time and money) to collect and remove the waste and litter
- An environmental cost of the litter when it is blown or washed from the school into the storm-water drains, then into local creeks and rivers

In South East Melbourne, Albert Park Primary School and St Kilda Primary School, with support from Port Phillip EcoCentre and City of Port Phillip, have been running zero waste fetes for a number of years.

In 2017 through the Victorian Government's Litter Innovation Fund delivered by Sustainability Victoria the schools were supported to run their own zero waste events with a positive wildlife messaging approach. The following 5 step approach is based on their experience and focuses on:

1. Waste and litter generated at an event and how to prevent it
2. Managing the event's waste and litter
3. War on Waste Washing up Kit
4. Starting small and setting realistic expectations
5. Involving students, parents and teachers

The 5 steps within this guide can be implemented by any school or community group regardless of the size of the school or event, the number of people involved or how sustainable the school is (many schools implement these steps to save money).



## Background

While the concept of a zero waste fete or event will make sense to an individual who is passionate or concerned about the environment, often when the idea is raised with school management or the event organising committee it is not met with enthusiasm and often doesn't progress beyond the idea.

For the idea to gain support from others a positive emotional connection with students, teachers and parents needs to be established. Connecting people to tangible sensory experiences that inspire them to take action is the best way to do this. Such experiences include a visit to a landfill or recycle centre or a visit to a local nature reserve or researching a wildlife species that is being impacted by waste and litter. Once an emotional or sensory connection has been made then participants will most likely choose to be involved with finding and implementing solutions.

Also, a successful zero waste school event is not an event that is organised and run in isolation to everything else the school is doing. If it is not integrated into student learning, student leadership,

teacher or business manager responsibilities or is not the focus for a student environmental group then it will be a hard task to complete.

Both Albert Park and St Kilda Primary schools learnt that their zero waste events required a partnership approach that involves students, teachers and parents. Support from a third party like the Port Phillip EcoCentre or local government did help but is not critical.

The sensory and emotional connection chosen by both schools was learning how their litter was hurting their local [Little Penguins](#) (St Kilda colony). The screening of the [BayKeepers Film](#) and ABC's [War on Waste](#) program provided additional inspiration and motivation for everyone involved.

To assist in engaging people to participate in their zero waste event the name was changed from zero waste to Penguin Friendly and the name of their washing up kits was branded as War on Waste washing up kit.

All schools within Melbourne can implement a Penguin Friendly event (since their stormwater and litter flows to Port Phillip Bay). Schools in other catchments can adopt another local animal that is being impacted by litter.



#### Checklist

☐ Emotionally connect students to the environmental impacts of litter through a local wildlife species

### Step 1 Waste and litter generated at an event and how to prevent it

Understanding how waste comes into a school event is an important step to include in the initial meetings when the brainstorming for the event is occurring. These meetings can be anywhere from 6 – 18 months before the date of the event.

Generally speaking a school event's waste will be generated from:

- 1.1. Stalls that are organised by the school / donations of items for the school stalls
- 1.2. Food and drink stalls not run by the school
- 1.3. Other non-food stalls not run by the school
- 1.4. Participants attending the event

Once there is an understanding of the waste that will be generated by each of these options, then the organising committee can look for where they have the ability to control or influence. They are listed 1-4 with 1 being the easiest place for a school to start reducing waste and litter.

See Appendix 1 for details about how both schools implemented this step.

#### Checklist

- ☐ Identify how waste comes into your event
- ☐ Work with identified target audience to reduce or eliminate this waste
- ☐ Identify how students and teachers will be involved in this step

## Step 2 Managing the event's waste and litter

While event organisers know they need bins it is normally a thought that occurs last minute and is not always well thought out. Step 1 is about minimising and reducing the waste coming into the event, this step is about managing the waste that will be generated.

Good event organisers develop a map of where everything will be located at the event. The location of the bins should be included on this map. When mapping the bins consider:

- Location of where the waste is going to be generated eg food stalls, bar
- Placing recycling and landfill bins together in visible and easy to access locations
- The process to empty or replaces bins and ensuring clear access for bins to be wheeled
- Where will the central bin collection area be located

For events like a fete a school will need to organise extra bins. Start by finding out if there are any bin records from the last event. It also helps to know what size bins the school currently has and who the waste contractor/s are who normally empty the school's bins. If additional bins are needed, make contact with the school's waste contractors to organise the delivery of extra bins and to schedule the collection of the waste and the bins. A school's local council is usually very supportive with providing additional bins, or the bin caps (yellow and red) that go over the top of the bins.

In most community/ school events the size of bin usually used are 120L or 240L bins (similar to household kerbside collection bins) for use by event attendees. The larger bins (eg 1100L skips) are placed in the bin collection area or in strategic locations (like a recycling skip next to the bar) for use by event staff and volunteers.

Plan how your bins will be signed – how will you make it easy for participants to know which bin to use for which item. Once bins have been organised, positioned and signed, think about how they will be emptied.

It is important to keep records of how many and what size bins you organised and the method of monitoring the bins (by how many people) as this will make it easier for the next event. The cost of this waste collection is a cost for the event organisers.



See Appendix 1 for details about how both schools implemented this step.

### Checklist

- ☐ Create map of event including location, types and number of bins. Also mark location of bin collection area
- ☐ Organise extra bins, bin caps and bin signage
- ☐ Organise bin collection for first working day after event
- ☐ Organise simple litter and bin audits to be completed at various times throughout the event
- ☐ Keep a record of your bin details (especially how many extra bins and the cost)
- ☐ Keep a record of your litter and bin audits results
- ☐ Identify how students and teachers will be involved in this step

### Step 3 War on Waste washing up kit

As part of the Penguin Friendly Events project the Sustainable Living Festival Wash Against Waste trailer was hired and used at the St Kilda PS Fete. This trailer has been established for large scale events that have different food and drink stalls to a school event. By trialing the washing up process the St Kilda PS Fete volunteers were able to identify what would be needed within a school event washing up kit. The Penguin Friendly War on Waste washing up kit has been developed for school events and contains the following items:

Item	Uses
Keep Cups with school colours and logo	Coffee, soup, cold drinks
Plastic cups (many colours)	Cold drinks, snow cones
Small entrée plates (165mm)	Morning and afternoon teas, lunches, evening nibbles, fruit salad, cakes stalls
Tea spoons, spoons, forks, knives	Snow cones, coffee, morning and afternoon teas, fruit salad
Washing up items	To wash used dishes
Collection baskets	To collect dirty dishes and to return clean dishes to the stalls
Buckets	To transport fresh and dirty water

The quantity of each item will depend on the size of the school and the size of the event. Both St Kilda and Albert Park PS have 200 of each item War on Waste washing up kit that they will be using for a variety of events, not just their fetes.

To comply with the National Food Safety Standards and Department of Health and Human Services<sup>1</sup> on washing of reusable crockery and cutlery the following washing process is used:

- Dishes scraped and then rinsed in water
- Cups/ cutlery/ dishes washed in hot water and detergent
- Cups/ cutlery/ dishes rinsed in hot water
- Sanitise cups/cutlery/dishes by immersing in water at temperature of 55+ degrees for 60 seconds



The suggested number of volunteers per shift to run the War on Waste Washing up Kit is:

Task	Number of Volunteers
Collecting dirty items from food stalls and eating areas/returning clean items to food stalls	Minimum 2 Ideally 1 per food stall/eating area
4 stage washing up station	4
Hot water Supervisor	1
Stall coordinator	1
<b>Total</b>	<b>8- 14 per shift</b>

The length of shift will depend on size of event and peak times.

<sup>1</sup> [www.foodsafety.com.au/resources/guides/a-guide-to-cleaning-and-sanitising](http://www.foodsafety.com.au/resources/guides/a-guide-to-cleaning-and-sanitising)

It has been noted that there is a loss of items through accidental throwing into a bin or people keeping them. Calculations from the events piloted during the Penguin Friendly Events project has the losses at less than \$50 to replace, which the schools will include within their fete budget. As noted by the schools this amount (or more) would normally be spent on the purchase of single use items.

For information on how to set up or purchase<sup>2</sup> your own Penguin Friendly/ War on Waste washing up kit please contact [Port Phillip EcoCentre](#). See Appendix 1 for details about how both schools implemented this step.

### Checklist

- ☐ **Organise a War on Waste washing up kit for your school**
- ☐ **Organise the washing up instructions and process for your school**
- ☐ **Organise War on Waste washing up volunteers**
- ☐ **Identify how students and teachers will be involved in this step**

## Step 4 Starting small and setting realistic expectations

Schools are encouraged to be realistic with what they want to achieve in their first year of organising a zero waste event. Experience from both schools is that the first year is the hardest and everything seems to take 3-4 times longer to research and complete than originally planned. Sometimes finding out how many bins the school has or finding the right officer at council can take 2-3 weeks.

For schools already on the journey to zero waste your next steps could be introducing 1-2 extra waste collection streams eg organics (fruit or coffee stalls) or soft plastic (stalls that use bread and ice). Or look at the paperwork for stall holders and adding relevant zero waste clauses.

With many schools showing interest in purchasing a War on Waste Kit schools are encouraged to put the planning in place to make sure that when the kit arrives it will be utilised. This planning includes understanding what events your school runs, how many participants and what size kit you might need. The use of a washing up kit works well where there is already a sustainability ethos at the school where parents, teachers and students will be willing to roll up their sleeves to help with the collection and washing up. Schools with a low sustainability ethos could start with one component of the kit (eg snow cones and spoons) and trialing it before implementing the full kit.

When reading what St Kilda and Albert Park PS are achieving many schools want to do exactly the same. It has taken both these schools 3-4 years to be where they are and it has taken incremental steps over these years. Starting small and focusing on one thing is sound advice. See Appendix 1 for details about how both schools implemented this step.

### Checklist

- ☐ **Identify 1-2 small and realistic zero waste actions**
- ☐ **Identify how students and teachers will be involved in this step**

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<sup>2</sup> The cost at December 2017 for a 10 box (200 of each item) washing up kit is \$2,500 + GST for the items or \$3,000 + GST + delivery for Port Phillip EcoCentre to develop the kit for you.

## Step 5 Involving students, parents and teachers

The most successful *Penguin Friendly* events involved students, parents and teachers in the pre, during and post event stages.

Included as part of the *Penguin Friendly Events* project was an environmental education student leadership program. These pre, during and post event sessions were delivered by environmental educators from Port Phillip EcoCentre in partnership with teachers from both schools. These educational sessions provided information and activities relating to:



- What is litter and waste
- The value of local Little Penguin colony
- The impacts of litter and waste on the environment especially Little Penguins
- Litter and waste auditing
- Developing student leadership skills especially team work and public speaking
- Developing and implementing projects with a litter and waste reduction focus
- Evaluation and providing recommendations for the next event

These sessions are designed for different year levels, relate to curriculum and compliment or build upon what the students have already learnt. These educational sessions allowed the involved teachers to appreciate how a fete (normally seem as an extra activity to be fitted in) could be utilised to complete curriculum criteria. The sessions also supported the school to complete many actions of the [ResourceSmart Schools](#) program especially the Waste module.

Delivering a zero waste event is possible without a formal environmental education sessions, though success will be greater if included.

The inclusion of sustainability teachers on the parent-led fete organising committees improved communication and provided a coordinated approach and understanding of being a zero waste event. This involvement in 2017 has already established better timelines and recording of zero waste information for their next events.

Many parents and members of the school community volunteer during the school's fete (and events) usually on stalls that sell items to raise money. The War on Waste washing up stall also requires volunteers. Informal feedback from the volunteers who participated at the St Kilda PS fete was that the conversations were very different to other stalls. The conversations were positive, involved sharing about how the washing up process worked and many people thanked them for doing such a great job for the school and environment. This created a very different feeling than trying to sell someone an item.

Also, the volunteers benefited from the social and community interactions. The volunteers nominated themselves for the washing up stall and all had a keen interest in sustainability. By



volunteering on the stall, they met likeminded parents and shared many ideas of what else the school could be doing for sustainability.

See Appendix 1 for details about how both schools implemented this step.

### Checklist

- ☐ Identify how students, teachers, parents and volunteers will be involved in your event
- ☐ Hold a post event discussion to record what you learnt and what would help for next event

### Further Information

Contact Port Phillip EcoCentre on:

P: 03 9535 3102

E: [schools@ecocentre.com](mailto:schools@ecocentre.com)

W: [www.ecocentre.com/programs/penguin-friendly-events](http://www.ecocentre.com/programs/penguin-friendly-events)

This how-to-guide was developed by Albert Park Primary School, Port Phillip EcoCentre and St Kilda Primary School with financial support from City of Port Phillip and funding by the Victorian Government's Litter Innovation Fund delivered by Sustainability Victoria.

## Appendix 1 Penguin Friendly Event Checklist

1. ☐ Emotionally connect students to the environmental impacts of litter through a local wildlife species
2. ☐ Identify how waste comes into your event
3. ☐ Work with identified target audience to reduce or eliminate this waste
4. ☐ Create map of event including location, types and number of bins. Also mark location of bin collection area
5. ☐ Organise extra bins, bin caps and bin signage
6. ☐ Organise bin collection for first working day after event
7. ☐ Organise simple litter and bin audits to be completed at various times at the event
8. ☐ Keep a record of your bin details (especially how many extra bins and the cost)
9. ☐ Keep a record of your litter and bin audits results
10. ☐ Organise a War on Waste washing up kit for your school
11. ☐ Organise the washing up instructions and process for your school
12. ☐ Organise War on Waste washing up volunteers
13. ☐ Identify and record 1-2 small and realistic zero waste actions
14. ☐ Identify how students, teachers, parents and volunteers will be involved in the above actions and at your event
15. ☐ Hold a post event discussion to record what you learnt and what would help for next event



## Appendix 2 Detail of how Albert Park and St Kilda Primary Schools implemented their 2017 fetes

The following detailed information has been gathered from both St Kilda and Albert Park Primary School fetes and is to be read in conjunction with the information in the how to guide.

### Step 1 Waste and Litter generated at an event and how to prevent it

Generally speaking a school event's waste will be generated from:

- 1.1. Stalls that are organised by the school / donations of items for the school stalls
- 1.2. Food and drink stalls not run by the school
- 1.3. Other non-food stalls not run by the school
- 1.4. Participants attending the event

#### 1.1 Stalls that are organised by the school / donations of items for the school stalls

The following table provides examples of how both schools planned and reduced their waste and litter associated with their school stalls.

Stall	Albert Park PS	St Kilda PS
Bottled water	Both schools chose to not sell bottled water due to environmental impacts. They had water taps and bubbles/ fountains for people to drink from and refill their water bottles. Notices were shared through school assembly and newsletter announcements to BYO water bottles to the fete.	
Cake stall	Donations of cakes and slices were wrapped in biodegradable cellophane wrapping that was sourced and provided by the school	Donations were small cakes and slices and had to be delivered in reusable containers (eg Tupperware) and were not to be wrapped. They were sold individually and in most cases eaten on the spot. Recycled serviettes were supplied to those who wanted one.
Chocolate Toss		Instead of a lolly stall with individually wrapped lollies, they had a chocolate coin toss stall. Families were asked to donate a block of chocolate. Participants won blocks of chocolate that they hit with coins. This was easier to organise than a lolly stall and raised more money and resulted in minimal litter.
Donated items – books, plants, clothes	Parents were asked to donate sturdy paper bags or boxes. These bags or boxes were used at the stalls selling donated items. Donated items are not to be delivered to the school in plastic bags. Any items not sold at the fete were donated to the local charity shop. This collection was organised as part of fete organising and was collected during the week after the fete.	
Drinks	The teacher stall sold homemade lemonades and ice teas. These	Homemade lemonade was served in washable plastic mugs with handles.

Stall	Albert Park PS	St Kilda PS
	were served in single use plastic cups that were recyclable. Next fete will use war on waste kit cups. The serving of these drinks reduced the sales of soft drink cans. No bottled water was sold.	These were collected and washed up
Fruit salad		Fruit was donated cut up in Tupperware containers. Fruit was served in bowls with spoons that were collected and washed up
Lucky jars	Each student is asked to bring a jar with personal items as a donation to the lucky jar stall. These jars are filled with small toys, knick knacks, collector cards etc that the student no longer uses, so is a type of reuse. These are then sold as a lucky dip or lucky jars. They are very popular with the children	
Raffles	Donated items for the fund raising raffles (basket of items) were not to be in plastic bags and were to have minimal packaging	
Snowcones (ice with colouring served in a cone with a spoon)	Replaced plastic cups from the previous fete with recyclable paper triangle cups. This reduced their waste/ recycling volumes and helped transition the consumers from plastic.	Used washable plastic coloured cups and spoons. These were washed and reused.
Strawberries and cream	An organic bucket was provided and the waste was put into the school's compost system. The strawberries were delivered in individual punnets with plans for for strawberries to be sourced in boxes without plastic containers. In future years. The strawberries were served in compostable bowls with spoons. Next year they will be served using plates from the War on Waste kits	
Sustainability stall – sporting goods	Sporting items like football boots, bikes, scooters, snorkels that children have grown out of are donated to the sustainability tent. Money raised is for the school garden program	

## 1.2 Food and drink stalls not run by the school

The following table provides examples of how both schools worked with their food/ drink stall holders to reduce waste and litter associated with stalls.

Stall	Albert Park PS	St Kilda PS
Bar	Drinks were sold in glass bottles, cans or single use plastic cups (wine). A 1100L recycling skip was placed beside the bar for the empties (mainly added by bar staff with some patrons assisting).	The bar contractor was required to take their waste away with them including the empty glasses and cans. The contract requested that the waste be recycled (cans, glass, plastic and soft plastic). The contractor's good will is required to complete the recycling. The contractor provided their ice in eskies and if plastic bags were used they were to be recycled. With the washing up stall being so successful, the school is considering running the bar themselves with kegs and washable glasses
Bike and blend smoothies	A compost bin was provided and the organic waste was added to school compost bins. Drinks were served in single use plastic recyclable cups with plastic straws. Next fete the straws will be paper (or no straws) and potentially using cups from War on Waste kits.	
Coffee	Keep Cups were offered as part of the coffee order for an additional dollar. The dollar was returned upon receiving the cup back. This scheme was possible through a donation of keep cups. Next fete the school will use the War on Waste kits and the cups will be washed. The stall holder took their coffee grounds away for composting	
Food stalls	A 1100L recycle skip was set up next to the pizza stall. This skip was full of pizza boxes by the end of the fete. A potential idea for next fete is to serve pizza without boxes (by the slice) just using recycled serviettes A non-school stall sold cold non-alcoholic drinks and plastic straws. Straws were one of the worst litter items. Next fete will not allow plastic straws, using paper or no straws.	A strong focus of the 2017 fete was working with the food stall holders to minimise the waste from food packaging. A list was given to stall holders on what types of packaging they could use. The school was very proactive in not allowing compostable plates or bowls, even when they are accepted at community events. The reason being the school's compost system was not large enough to take all the bowls/ plates and that they are not easy to break down in the compost

Stall	Albert Park PS	St Kilda PS
		system the school uses (open air). Plastic straws were not allowed. Signage that was developed by students was displayed at each stall showing how to use the bins. The next fete will build on this by including clauses within the contracts on what packaging is allowed. The signs will be updated to show which bin each item goes in. There is the idea to bring similarity across the stalls by all using the same packaging – to reduce confusion when standing at the bin.
Lolly Stall	An external stall provider ran this stall. Next fete the school will not allow this stall due to the litter it created (especially fruit bombs). The school also ran a highly successful chocolate coin toss stall.	

Both schools located their food stalls (both school and vendor) together Bins with signage and bin caps (yellow and red caps borrowed from City of Port Phillip) were placed side by side in clear view for people to find (not tucked away behind the stalls or in non-accessible locations. The seating areas were close to the food and bins.

### 1.3 Other non-food stalls not run by the school

Some schools also offer a section of their fete to stalls not selling food for example toys, cleaning products or information stalls. Albert Park PS had a section of these stalls at their 2017 fete. The Penguin Friendly student leaders noticed that one of the stall holders was giving out helium balloons with string. The litter audits recorded that the balloons were one of the most frequent litter item. The student leaders had previously learnt about the impact of balloons through the EcoCentre education sessions and the Melbourne Zoo [bubbles not balloons](#) campaign. They wrote a letter to the stall holder explaining their concerns. The reply letter from the stallholder contained an apology and commitment to not use balloons at the school. A real life experience empowering students with the knowledge that they can make a difference.

### 1.4 Participants attending the event

Albert Park PS chose their environmental leadership group (year 3-6) and St Kilda PS chose their Year 2 students to be their Penguin Friendly student leaders.

Preparation of the student leaders occurred in the 3-4 weeks leading up to the fete and the Penguin Friendly student leaders regularly presenting at



school assembly and wrote articles for the newsletters. On the day of the fete the Penguin Friendly student leaders dressed in shark and stingray costumes on loan from the Port Phillip EcoCentre. Ideally a penguin costume would have been used but there wasn't one available. They engaged with patrons to encourage them not to litter and demonstrated how to use the bins properly. St Kilda PS Penguin Friendly leaders also greeted participants at the gates and shared litter and waste information. The St Kilda PS leaders also created signs for the bins and stalls to encourage people to use the bins correctly and not to litter.

The Penguin Friendly student leaders also completed litter and bin audits at different times throughout the day. This was another great activity for participant engagement as many people asked what they were doing. The results of the audits gave great insights into the behaviours of participants and provided the students (and organisers) with ideas on how things can be improved at the next event.

For example, the opening of the lucky jars at Albert Park PS was usually done by children with their friends as they sat in a quiet part of the school. When they had finished sorting through their jars some of them left the items they didn't want as litter. The Penguin Friendly leaders' have suggested a change to the format of lucky jars for the next fete which will reduce the amount of 'useless' items within the jars that nobody wants.

The students volunteered in pairs or groups of 4 and would complete a 30min session. They were organised and managed by staff from Port Phillip EcoCentre. In future events, this task could be conducted by an adult from the school.

## Step 2: Managing the event's waste and litter

Albert Park Primary School has a community member who is in the waste industry and he volunteered for the whole event. He had plastic bags in each bin (black in landfill and clear in recycling). He continually walked around checking each bin and replacing the bags as they filled. The bags were then taken from the 240L bins to the 1100L skips and either thrown in (black landfill bags) or emptied (clear recycling bags). The skips were placed around the school in strategic locations (eg recycling next to pizza stall) and when these skips were full, 2 volunteers replaced it with an empty skip and wheeled the full skip to the bin collection areas.

The community volunteer supported the Penguin Friendly students with their auditing as well as swapping contaminants (items in the wrong bin) into the correct bin. By doing this throughout the day, it reduced the continuation of contamination. The school didn't use bin caps so people looked into the bin to be guided by what to add. If they saw their item in the bin they would add theirs even if it was the wrong bin. Other volunteers helped on the day through a goodwill non-rostered way.



St Kilda PS organised additional 240L bins and bin caps through the City of Port Phillip. The bin checking and replacement was completed by the School's Sustainability Coordinator and staff from Port Phillip EcoCentre. No bags were used it was a full bin swap. Care was taken to replace a yellow for yellow or red for red bin.

Extra skips were organised through the schools' waste collection service and these were positioned strategically. eg recycling skips near bar and the student's side-show alley (all activities in the side-show alley were made from reused cardboard and recyclable materials. When the activities finished they were all placed in skip). The skip near the bar was not required as the bar took all its waste away.



The simple bin audits were a great help to see how much waste was being generated and to identify contamination. For example, if soft drinks are being sold at your event consider what size to sell. Children are not allowed on rides with food or drink. The audit at Albert Park PS noted many 375ml soft drink cans<sup>3</sup> were half drunk and were litter items within the carnival area. The assumption is that they were keen to go on the ride they put the drink down and then forgot to return.

The litter audits revealed the following main items:

Albert Park PS: plastic straws, fruit bomb wrappers, bamboo skewers and cap gun bullets  
St Kilda PS: ride wristband stickers, napkins, paper

Albert Park PS are already taking steps to reduce the use of these items at their next fete.

Both schools organised students and parents to collect litter during and after the event. Bin collections were organised for the Monday after the weekend fete.

Albert Park PS had almost equal amounts of landfill and recycling. While St Kilda PS utilized the washing up kit to achieve a 3:1 split of recycling to landfill and an overall lower generation of waste. This is despite the fact that it was a larger event.

Bins full at end of event	Albert Park PS	St Kilda PS
Landfill bins	6 x 1100L	7.75 x 240L
Recycling bins	5 x 1100L	13 x 240L 1 x 1100L skip

### Step 3: War on Waste washing up kit

No additional information.

### Step 4: Starting small and setting realistic expectations

Actions for future fetes at both schools:

- Better promotion of what to do with the dirty dishes especially the snow cone cups

<sup>3</sup> The sale of soft drinks at a school event is a challenge. The sale of cans and bottles make a good income and participants do request soft drink. The decision to sell soft drink needs to be balanced with the unhealthy ingredients and environmental impact of the packaging especially when littered.

- Better signage and information at the stalls promoting the washing up process
- Having the washing up stall closer to the food stalls (not the water supply)
- A cost included in coffee price that would be refunded when the Keep Cup is returned
- Auditing of bins at the event and reusable items rescued where possible

## Step 5: Involving students, parents and teachers

St Kilda PS chose their year 2 students to participate in the environmental education sessions to build upon the recycling unit they had completed the previous year as year 1 students. The year 2 students were involved in:

- Pre-event announcements at school assemblies and writing newsletter articles
- Creating the fete signage to include penguins and a zero waste message
- Creating waste and litter signage for the stalls and bins
- Completing bin audits
- Meeting and greeting roles on the day to share the zero waste messages
- Wearing the shark and stingray costumes at the event to promote the connection to Port Phillip Bay
- Assisting with the washing up stall
- Event debrief and suggestions for following events

Albert Park PS chose their grade 3- 6 Green Team leaders to participate in the environmental education sessions. With the fete being in term 1 there was minimal time for before event sessions, with most occurring after the event. The Green team students were involved in:

- Pre-event announcements at school assemblies and writing newsletter articles
- Talking with stall holders to explain the importance of recycling
- Setting up soft plastic recycling and organic collection systems at relevant stalls
- Completing bin audits
- Meeting and greeting roles on the day to share the zero waste messages
- Wearing the shark and stingray costumes at the event to promote the connection to Port Phillip Bay
- Event debrief and suggestions for following events
- Learning about waste break down (plastic bags and computers) and the life cycle of waste

The students completed the following post-event waste and litter minimisation projects:

- Creating TerraCycle toothpaste tube and squishie yoghurt collection points
- Plastics survey quiz for green team families
- Soft plastics recycling for classrooms
- Letters to Premier of Victoria, Daniels Andrews MP to #ban the bag
- Handmade bags from tshirts





- Newsletter article for Konnective on waste reduction for the school community

## Appendix 3 War on Waste Kit Washing up Kit - example

The **War on Waste Washing Up Kit** includes:



QUANTITY	CONTENT
Box 1	200 round blue plates
Box 2	100 blue and green Keep Cups and 100 green lids
Box 3	100 blue and green Keep Cups and 100 green lids
Box 4	100 Knives
Box 5	100 Knives
Box 6	200 Forks
Box 7	200 Tea spoons
Box 8	200 Spoons
Box 9	Washing up items – 10 tea towels, 1L washing up liquid, gloves (12 x medium & 6 x large), thermometer (55°C for sanitisation bucket), sponges (10 x square and 4 x rectangle), tea towel hanger and these instruction sheets
Box 10	300 Snow Cones
5	4 Washing up tubs and 1 draining tub (purple) stored in Box 9
1	9L Bucket (white) with lid for carrying hot water
2	Perforated washing up tubs (for draining items in hot water) stored in Box 9
5	9L buckets (blue) for carrying water and food scraps
5	Collection baskets (white rectangle with handle)
2	Drying racks (white) stored in Box 9

### The Volunteer Process

The suggested number of volunteers per shift to run the War on Waste Washing up Kit is:

Task	Number of Volunteers
Collecting dirty items from food stalls and eating areas/returning clean items to food stalls	Minimum 2 Ideally 1 per food stall/eating area
4 stage washing up station	4
Hot water Supervisor	1
Stall coordinator	1
<b>Total</b>	<b>8- 14 per shift</b>

The length of shift will depend on size of event and peak times.

St Kilda PS 2017 fete used forks and plates for fruit salad, forks for the cake stall and spoons and cups for snow cones and lemonade. They had shifts of 1 hour. Peak times were 10-11am (all crockery and cutlery), noon – 2pm (all crockery and cutlery). The lemonade and fruit sold out early afternoon reducing the items to be washed. Due to the hot weather, the demand for snow cone cups being washed was constant.

### **The Wash Process**

Used crockery and cutlery is returned to the wash stall via collection baskets.

To comply with the National Food Safety Standards and Department of Health and Human Services<sup>4</sup> on washing of reusable crockery and cutlery the following washing process is used:

- Dishes scraped and then rinsed in water
- Cups/cutlery/dishes washed in hot water and detergent
- Cups/cutlery/dishes rinsed in hot water
- Sanitise cups/cutlery/dishes by immersing in water at temperature of 55+ degrees for 60 seconds

Using the thermometer, the Hot Water Supervisor monitors the temperature of the sanitising rinse water. When the temperature of this water falls below 55°C, the dirty grey water (1<sup>st</sup> tub) is discarded, sink contents are transferred 'downfield' (right to left) and a fresh load of hot water refills the sanitisation rinse.

Dishes are air dried (preferred) or towel dried and stacked

Clean dishes returned to food stalls

Cover all dishes and utensils with a clean cloth

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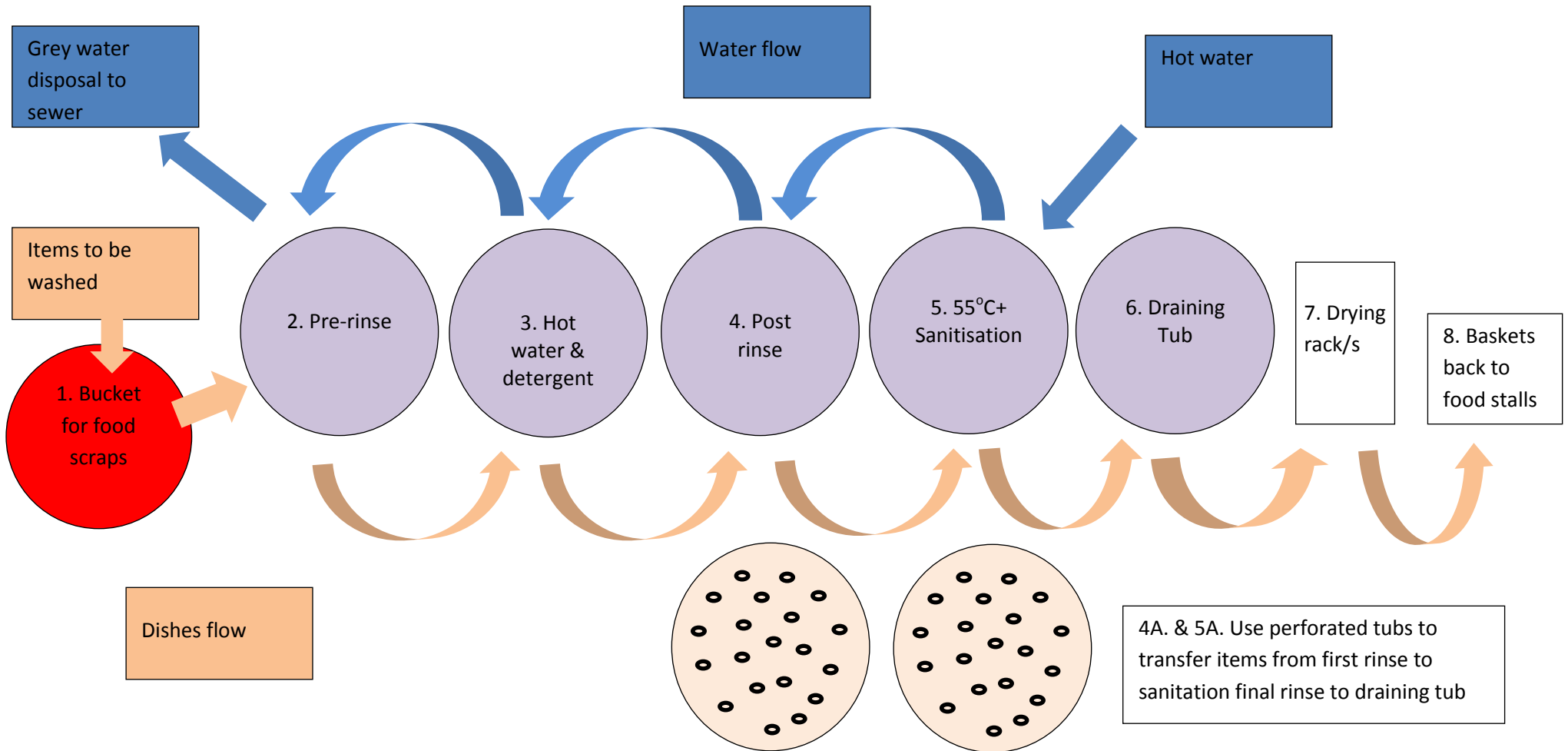
<sup>4</sup> <https://www.foodsafety.com.au/resources/guides/a-guide-to-cleaning-and-sanitising>



### Washing Up process

- Step 1: Food/ liquid from dirty plates scraped into bucket
- Step 2: Dishes washed in pre-rinse tub
- Step 3: Dishes washed in hot water and detergent tub (white bucket with lid to carry hot water)
- Step 4: Dishes rinsed in post-rinse tub.
- Step 4A: Dishes drained by lifted perforated tub (with dishes in them) out of the purple tub
- Step 5: Dishes sanitised in 55 degrees celsius water (use thermometer)
- Step 5A: Same as 4A
- Step 6: Dishes placed in purple tub to drain
- Step 7: Dishes placed in drying rack/s to dry (air dry or using tea towels)
- Step 8: Dishes placed in collection baskets and returned to stalls

## War on Waste Washing up layout



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## Appendix 4 Penguin Friendly Event Bin Audit



Date	dd/mm/yyyy	Time of Day	
Your name:			
Event (eg school fete)			

Bin infrastructure	Waste Bins	Recycle Bins	Organic Bins
Number of Bins:			

Location of bin station 1 (eg near BBQ stall):			
Is the bin: (look inside but DO NOT touch)	Waste Bin	Recycle Bin	Organic Bin
	<input type="checkbox"/> Empty	<input type="checkbox"/> Empty	<input type="checkbox"/> Empty
	<input type="checkbox"/> 25% full	<input type="checkbox"/> 25% full	<input type="checkbox"/> 25% full
	<input type="checkbox"/> 50% full	<input type="checkbox"/> 50% full	<input type="checkbox"/> 50% full
	<input type="checkbox"/> 75% full	<input type="checkbox"/> 75% full	<input type="checkbox"/> 75% full
	<input type="checkbox"/> 100% full	<input type="checkbox"/> 100% full	<input type="checkbox"/> 100% full
	<input type="checkbox"/> Overflowing	<input type="checkbox"/> Overflowing	<input type="checkbox"/> Overflowing

List up to 3 items in the wrong bin:	1.	1.	1.
	2.	2.	2.
	3.	3.	3.

Location of bin station 2 (eg near front gate):			
Is the bin: (look inside but DO NOT touch)	Waste Bin	Recycle Bin	Organic Bin
	<input type="checkbox"/> Empty	<input type="checkbox"/> Empty	<input type="checkbox"/> Empty
	<input type="checkbox"/> 25% full	<input type="checkbox"/> 25% full	<input type="checkbox"/> 25% full
	<input type="checkbox"/> 50% full	<input type="checkbox"/> 50% full	<input type="checkbox"/> 50% full
	<input type="checkbox"/> 75% full	<input type="checkbox"/> 75% full	<input type="checkbox"/> 75% full
	<input type="checkbox"/> 100% full	<input type="checkbox"/> 100% full	<input type="checkbox"/> 100% full
	<input type="checkbox"/> Overflowing	<input type="checkbox"/> Overflowing	<input type="checkbox"/> Overflowing

List up to 3 items in the wrong bin:	1.	1.	1.
	2.	2.	2.
	3.	3.	3.
Location of bin			



<b>station 3</b> (eg near oval):			
<b>Is the bin:</b> (look inside but DO NOT touch)	<b>Waste Bin</b>	<b>Recycle Bin</b>	<b>Organic Bin</b>
	<input type="checkbox"/> Empty	<input type="checkbox"/> Empty	<input type="checkbox"/> Empty
	<input type="checkbox"/> 25% full	<input type="checkbox"/> 25% full	<input type="checkbox"/> 25% full
	<input type="checkbox"/> 50% full	<input type="checkbox"/> 50% full	<input type="checkbox"/> 50% full
	<input type="checkbox"/> 75% full	<input type="checkbox"/> 75% full	<input type="checkbox"/> 75% full
	<input type="checkbox"/> 100% full	<input type="checkbox"/> 100% full	<input type="checkbox"/> 100% full
	<input type="checkbox"/> Overflowing	<input type="checkbox"/> Overflowing	<input type="checkbox"/> Overflowing

<b>List up to 3 items in the wrong bin:</b>	1.	1.	1.
	2.	2.	2.
	3.	3.	3.

<b>Location of bin</b> <b>station 4</b> (eg near canteen):			
<b>Is the bin:</b> (look inside but DO NOT touch)	<b>Waste Bin</b>	<b>Recycle Bin</b>	<b>Organic Bin</b>
	<input type="checkbox"/> Empty	<input type="checkbox"/> Empty	<input type="checkbox"/> Empty
	<input type="checkbox"/> 25% full	<input type="checkbox"/> 25% full	<input type="checkbox"/> 25% full
	<input type="checkbox"/> 50% full	<input type="checkbox"/> 50% full	<input type="checkbox"/> 50% full
	<input type="checkbox"/> 75% full	<input type="checkbox"/> 75% full	<input type="checkbox"/> 75% full
	<input type="checkbox"/> 100% full	<input type="checkbox"/> 100% full	<input type="checkbox"/> 100% full
	<input type="checkbox"/> Overflowing	<input type="checkbox"/> Overflowing	<input type="checkbox"/> Overflowing

<b>List up to 3 items in the wrong bin:</b>	1.	1.	1.
	2.	2.	2.
	3.	3.	3.

Adapted from the Victorian Litter Action Alliance's (VLAA) [Local Litter Measurement Toolkit](#) (LLMT)



## Appendix 5 Penguin Friendly Event Litter Audit

Date	dd/mm/yyyy	Time of Day	
Your Name			
<b>Location Information</b>			
Site Name:			
Street Number:		Street/Road:	
Suburb/town:		GPS lat	long
<b>Weather details</b>			
<input type="checkbox"/> No rain	<input type="checkbox"/> Light rain	<input type="checkbox"/> Heavy rain	
<input type="checkbox"/> No wind	<input type="checkbox"/> Light wind	<input type="checkbox"/> Heavy wind	
<b>Litter Count</b>	<b>Tally</b>	<b>Total Number</b>	<b>Weight</b>
Glass (bottles, jars)			
Aluminium cans or foil			
Hard plastic (bottles, bottle tops, containers and cups)			
Paper (newspaper, cups, paper plates)			
Cardboard			
Milk or juice containers (tetrapak)			
Food scraps			
Soft plastic (cling wrap, plastic bags)			
Straws			
Polystyrene (food containers, cups)			
Other (ice cream sticks, skewers, doo poo)			
			<b>PTO</b>

Bin infrastructure	Waste bins	Recycle bins	Organic Bins
Number of bins			
Bin is full	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bin needs repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bin signage needs improving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Litter hotspots rating – refer to <a href="#">Litter Hotspots Rating Tool</a></b>			
<input type="checkbox"/> 1 No litter	<input type="checkbox"/> 2 small amount	<input type="checkbox"/> 3 Moderate	<input type="checkbox"/> 4 Significant
<input type="checkbox"/> 5 Very significant			

<b>Litter distribution</b>	<input type="checkbox"/> Clustered	<input type="checkbox"/> Widespread
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Litter causes or sources			
<input type="checkbox"/> Outdoor eating	<input type="checkbox"/> From stalls	<input type="checkbox"/> From activities	<input type="checkbox"/> Smokers
<input type="checkbox"/> Bins	<input type="checkbox"/> wind	<input type="checkbox"/> Meeting place	<input type="checkbox"/> Passing foot traffic
<input type="checkbox"/> Other:			

Questions to Answer
1. What was the most littered item/s?
2. Where were the 'litter hot spots' with the most litter?
3. Why does the litter pile up there? (eg dropped by people, blows out of bins, rain washed it from the street)
4. What actions do you think could stop this litter?
<b>Notes</b>

**Remember to download the [Litter Hotspot tool](#) so you can complete the Litter Hotspots rating**

Adapted from the Victorian Litter Action Alliance's (VLAA) [Local Litter Measurement Toolkit](#) (LLMT)

## Appendix 6 Penguin Friendly Event bin stickers

The following bin stickers were created for both Albert Park and St Kilda PS and include items most common at their schools. These stickers are attached to bins in classrooms and bins at the events.



## Appendix 7 Penguin Friendly Event signage

There are no outside bins at both Albert Park and St Kilda PS and this can lead to littering by community users who use the school after school hours. The following signs were installed in key littering locations with the penguin image surrounded by the most common litter items. The colours of the signs match the school colours.

