

Event waste minimisation guide

We are committed to supporting people and businesses to reduce waste and be part of a thriving circular economy. Follow the steps below to minimise waste at your next community events.

1. Eliminate Single-Use Plastics

In line with the [statewide single-use plastics ban](#), the following single-use plastic items are prohibited:

- drinking straws
- cutlery and plates
- drink stirrers
- expanded polystyrene food and drink containers

In addition, [Council's resolution in 2018 to eliminate single-use plastic items in events](#) aims to :

- eliminate single-use plastic bags
- eliminate single-use plastic plates, bowls, cups, straws, cutlery and take away food containers
- eliminate bottled water, and provide alternative, free access to water
- avoid plastic packaging
- eliminate balloons at events
- reuse event materials where possible
- educate and guide event staff and audience on single-use plastic free practices

Scope

This applies to any event on council owned or managed land, including those run by council staff, community groups, and vendors.

Think about how you can avoid, reuse, or reduce waste:

- Avoidance
 - Do you need disposable cutlery or bottled water? Consider removing these entirely. Instead, provide water refill stations.

- Avoid balloons and use reusable banners, buntings, flags or flowers and leaves.
- Reusable Options
 - Encourage attendees to BYO plates, cups, and cutlery.
 - Access reusable [party kits](#) from local hosts or invest in your own.
 - If using reusables, plan for a wash station with running water and staff.
 - For reusable options consider services like:
 - [Green My Plate](#)
 - [B-Alternative](#)
 - [Good Cup](#)
- Menu Adjustments
 - Communicate with food suppliers about the requirements to provide single-use plastic free catering and add waste minimisation requirements to contracts.
 - Reduce individually wrapped items.
 - Offer finger foods that don't require wrapping or utensils.
 - Use reusable containers for sauces and condiments.
 - Avoid over-catering and have plans for leftover food

2. Signage and communication

- Event organisers to educate event staff and attendees on single-use plastics ban and promote reusable options and litter free events.
- Access a library of waste and recycling signage aligned with waste collection streams.
- You can pick up A4 copies of waste and recycling posters from Council.
- Waste collection companies can provide signage and bin stickers.
- Station volunteers (“bin fairies”) near bins to guide correct disposal.
- Event signage such as banners, flags, zip ties should be designed to be reusable wherever possible

3. Food Organics

Work with local community gardens, or local residents with the food and green waste bins to set up food waste collection and composting:

- Confirm what types of food waste they accept.
- Check available collection containers, such as kitchen caddies.
- Estimate expected food waste volumes.
- Ensure waste is manageable for transport.
- Consider stallholder tabletop caddies.

4. Additional Waste Collection Services

For one-off waste collection, contact:

- Visy
- Speedy Waste – 9305 2265 (site visit for quote)
- Waste Ninja – 1300 648 088
- Go Zero Waste – info@gozerowaste.com.au

Request a post-event report detailing landfill diversion.

Drink cans, bottles and cardboards (clean and folded) are accepted at Darebin Resource Recovery Centre for free.

5. Container Deposit Scheme

- Create a collection bin (a simple laundry basket will do).
- Arrange transport of bottles/containers to [your nearest refund point](#).
- Collaborate with VicReturn for branding.
- Add “No Coffee Cups” signage to prevent coffee cups ending up in the container collection bin.

Key Takeaways

- Avoid single-use plastics wherever possible.
- Promote reusable options whether that's BYO or providing reusable options with washing facilities.
- Use clear signage and volunteers to guide waste disposal.
- Partner with community gardens or local residents for food organics.
- Track waste diversion with post-event reports. Share results and learnings!

Watch how Fairfield Traders Association and Village Greening held a successful low waste [Fairfield Fun Day](#).