



We all have a part to play in caring for the natural world and ensuring our actions have as minimal impact on the environment as possible, now and in the future. City of Monash is committed to avoiding litter and waste and minimising the use of single-use plastics. There are many ways you can minimise your event’s impact on the environment; some are mandatory as part of Council and State Government policies and others are optional to make your event even more sustainable.

ACTION 1

PROVIDE GENERAL WASTE AND RECYCLING BINS

Whether you’re hosting a small gathering or a large event, waste and litter are likely to be uninvited guests that you will need to manage. No matter the size of your event, general waste and recycling bins must be provided. Here’s what you should consider:

- Plan your event waste management requirements early on and consider the best way to clean up during and after your event.
- Not having enough bins can create litter on the day and public space bins cannot be used for event waste.

- If you have food vendors at your event, arrange food organic bins to keep food waste out of landfill. Used cooking oil and greywater (water used for washing utensils) cannot be tipped down drains or on lawn areas – ensure suitable disposable methods are provided or food vendors are advised if they will need to take this waste with them.
- Make sure bins are clearly signed with the right information on what can go in each bin.
- Have volunteers who know how to recycle correctly so they can help attendees sort their waste into the correct bins.

Depending on the size of your event, bins may be supplied by Council (a fee may apply) or an external contractor can be recommended to supply bins. Contact the Community Events Officer for advice on how many bins to provide at your event.



ACTION 2

COMMUNICATE EXPECTATIONS TO FOOD VENDORS AND STALLHOLDERS

If your event will have food vendors or stallholders, share your waste management plan with them. Communicate (in writing) your expectations regarding waste disposal and relevant sustainability actions they need to be aware of. You will need to let stallholders and food vendors know whether they need to provide their own bins and clean up their site after the event, or if this will be taken care of by event staff and volunteers. Remember to advise food vendors if you will be collecting greywater and used cooking oils or if they will be responsible for safely disposing of this waste.

ACTION 3

MAKE SURE YOUR EVENT SITE IS CLEAN AND LITTER-FREE

You will need to minimise the amount of litter on the ground during your event and ensure all litter and rubbish is picked up afterwards. Have sufficient volunteers or staff to pick up litter, cigarette butts, cable ties, food scraps and anything else left behind. Your event site must be left clean after your event. Remember, public space bins cannot be used for event waste.

ACTION 4

BE BALLOON FREE

City of Monash has proudly been balloon-free since 2006. This means all Council festivals and events – including those hosted by the community – do not use balloons as decorations or giveaways. There are many environmentally-friendly alternatives such as blowing bubbles, paper or material bunting, streamers and flags or tissue paper pompoms.

ACTION 5

SAY NO TO SINGLE-USE

Consider how single-use plastics can be minimised at your event. Single-use plastics may include shopping bags, water bottles, straws, stickers, takeaway coffee cups and plastic wrapping on items. All lightweight plastic shopping bags are banned by the Victorian Government and plastic straws should be made available on request only, or replaced with paper straws.

Discourage food vendors from providing single-use cutlery, cups and plates by setting up a crockery washing station run by volunteers and replace the sale of plastic water bottles with a hydration station for participants to fill their own bottle. Stallholders and sponsors should be encouraged to avoid giving out single-use plastic items at the event.



ACTION 6

CONSIDER THE WASTE HIERARCHY FOR A MORE SUSTAINABLE EVENT

Avoid: Where possible, you should try to avoid waste in the first place – look for things you can do without. For example, could attendees bring their own water in a reusable container?

Reduce: Avoiding waste may not always be possible, but there are ways to reduce the amount of waste produced. For example, if you need to use takeaway coffee cups, offer lids only on request.

Reuse: Reusing items is not only great for the environment, but can also save money. Look for items you already have that could be used at the event. For example: what decorations do you have at home?

Compost: If food is part of your event, consider how you could keep food waste out of landfill. Is there a committee member who composts at home, or can you find someone with a compost bin or worm farm via **ShareWaste**

Recycle: When you can't avoid, reduce or reuse waste, make sure it can be recycled. Look for items and packaging in glass bottles or jars, hard plastic bottles or containers, paper or cardboard.

ACTION 7

KNOW WHAT YOU CAN RECYCLE

The following items can be placed loose in recycling bins:

- Paper, cardboard
- Hard plastic bottles, containers
- Glass bottles, jars
- Aluminium cans, trays, foil
- Steel cans

The following items can be collected separately for recycling elsewhere:

- Food scraps – if your event is only small, see if a committee member composts at home or find someone who composts through ShareWaste. For larger events, consider organising a food organics bin either from Council or an external contractor.
- Soft plastics such as plastic bags, bread bags, chip packets, lolly wrappers – these can be taken to specially marked bins at your local Coles or Woolworths for recycling.

All other items should go in the general waste bin.

Need help?

If you need guidance on hosting environmentally-friendly events, or have any questions about sustainable alternatives or recycling, the Sustainable Monash team are here to help.

Email sustainability@monash.vic.gov.au

