

Your guide to a sustainable and waste wise event in Cardinia Shire

Why make your event sustainable?

- Any change, big or small, can be easy and built over time.
- Reduce clean up after the event.
- Save money on disposable packaging, clean up and bins.
- Help minimise the impact your event has on the environment.
- Reduce carbon emissions.
- Support local businesses.
- Ensure your event is meeting community expectations by reflecting their interests and sustainability goals.
- Help engage visitors and stallholders in sustainable practices.



Council support

If you have commitment from your organising committee to be more sustainable and reduce waste, during the planning stages of your event, please contact us at mail@cardinia.vic.gov.au. We can assist with planning your sustainable options and waste management.

Council officers may be available to attend a limited number of events each year with fun education resources to engage your attendees.



How to make your event sustainable

Consider the following guidelines to help minimise the impact your event has on the environment.

Venue choice

Indoor

Consider a venue with

- energy-efficient features such as LED lighting, effective ventilation or is powered by renewable energy (e.g., solar panels).
- water efficient features such as dual flush toilets, rainwater collection and drinking taps.
- sustainable supplies and environmentally friendly alternatives (such as cleaning products).

Preference venues that have separate recycling on site or consider taking your recyclables with you.

Outdoor

- Provide clearly marked pathways for attendees to use.
- Ensure you and your guests take your waste with you.
- Avoid high noise levels and unnecessary lights as this can disrupt natural behaviours of surrounding wildlife.
- If your event is dog friendly, ensure dogs are kept on a lead.

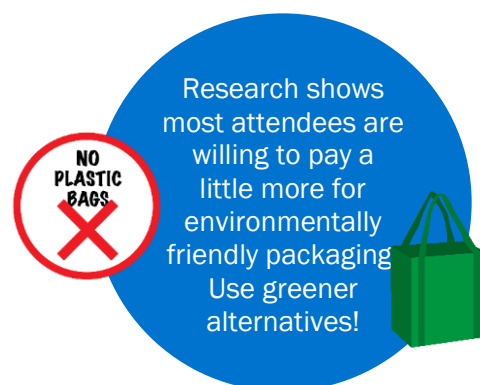


Transport

- Encourage attendees to walk, cycle or take public transport to reduce carbon emissions and road congestion.
- Consider providing “getting there” information, including walking/cycling routes and offer incentives to your attendees.
- Ensure there’s adequate infrastructure to support bikes at your event.

Promote your efforts

- Use digital promotions and recycled paper.
- Promote the event with local community groups that align with your sustainable initiatives.
- Promote sustainable actions you wish to encourage and any discounts on offer, these might include bring your own (BYO) coffee cups, reusable bags, and active travel.
- Include sustainable practices on event signage and announcements on the day.



Engage your stallholders

- When promoting your event to stallholders, include information about your sustainability actions.
- Consider adding a sustainability clause in your stallholder contracts to ensure they share your vision.

Waste management

See Table 1: items to avoid at your event and alternatives

Setting up bins on site

- Create bin stations to help visitors separate waste correctly.
- Bins should always be in a set.
- Ensure bins are clearly signed (Council supplied bins come with stickers) and accessible.
- Consider recruiting volunteer bin monitors.



Soft plastics to REDcycle

- Clean, soft, flexible plastics can be collected and dropped to major supermarkets for recycling. This separation helps prevent soft plastics from being included in your recycling bins.

Food waste

- A Council service for food waste and soiled paper may be an option for events.
- This service requires bin monitors and no contamination.
- Contact Council’s Waste Management team to discuss availability of this service.



Low impact food and drink

- Prioritise locally and seasonally sourced food, this can reduce carbon emissions and cost.
- Include vegetarian options.

Food and drink containers

- If applying for a Council festival and event grant, consider applying for the expense of reusable items through your application.
- See Table 2 for sustainable options.

Table 1. Items to avoid at your event and alternatives

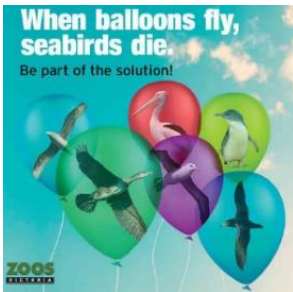



Item	Impact	Alternatives
Balloons	Balloons and their attachments easily escape into the environment and cause harm to wildlife. Even balloons marketed as “biodegradable” can take years to break down and will release chemicals as they do.	<p>It is now illegal to release helium-filled balloons in Victoria.</p> <ul style="list-style-type: none"> Instead of balloon decorations, try using reusable banners, flags, bunting or blowing bubbles. Native potted flowers are great for decorating tables and can be taken home by guests. Make it a condition that vendors cannot bring balloons. You can register your balloon-free event at www.zoo.org.au/balloons/ 
Plastic straws	<p>Straws contaminate recycling and their size makes it easy for them to end up as litter.</p> <p>Did you know? Straws are used for an average of 20 minutes, but can last for 600 years in landfill.</p>	<p>Note: plastic straws will be banned by the Victorian Government from February 2023</p> <ul style="list-style-type: none"> Ask vendors to have straws available for collection by customers instead of automatically Ask vendors to remove straws from sight and only provide on request. Ask vendors to supply paper or other alternative straws. Ask attendees to BYO a reusable straw if they have one. 
Plastic water bottles	Plastic water bottles are only used for a short time and are one of the biggest contributors to litter around the world.	<ul style="list-style-type: none"> Ask attendees to BYO water bottle and provide a well signed refill and drink tap station. Large events should book a water hydration station early in the planning stage. If applying for a Council festival and event grant, consider applying for this expense through your application.
Merchandise or giveaways that won't be used beyond the event	These items significantly contribute the waste generation of an event, can be dropped and become litter or are used only briefly before they break or are disposed of.	<ul style="list-style-type: none"> Make your event plastic bag free, consider paper or reusable bags if needed. Ask your vendors what items they intend to supply at the event, and do not allow items likely to be thrown away quickly. Do not allow vendors to give away balloons or other items that quickly become litter. Avoid printing maps and schedules. Provide information on a display and encourage attendees to take a photo for reference. Encourage vendors to provide flyers printed on 100% recycled, carbon offset paper. Even better avoid flyers by using a QR code to link to the information in a digital form. 
Glitter	Although pretty, glitter is usually made up of small pieces of plastic, that easily blow or wash into the local environment.	<ul style="list-style-type: none"> Avoid glitter by asking face painters, crazy hair stands and children's activities to not supply it. If unavoidable, request only non-plastic, biodegradable glitter be used. 

Table 2. Choosing food and drink containers

Avoid – single use plastics	Better – use non-plastic items	Best – reusable items
<p>Polystyrene: Food containers, cups and lids (labelled with 'PS' or number 6). These cannot be recycled.</p> <p>Single serve items: Individual sugar and sauce packages.</p> <p>Degradable items: Plastic items that are <i>degradable</i> break into small pieces and are extremely dangerous to local wildlife.</p> <p>Disposable plastic: cups, bottles, plates, straws, drink-stirrers and cutlery.</p> <p>Note: Plastic straws, cutlery, plates and drink-stirrers will be banned in Victoria from February 2023. Polystyrene food and drink containers will also be banned.</p>	<p>Biodegradable: non-plastic products that can be broken down by microorganisms (bacteria or fungi) into water and gases in the correct conditions.</p> <p>100% Compostable: materials that will break down in industrial compost conditions. Note: composting facilities in Victoria do not currently accept these items.</p> <p>PLA/CPLA: plastic-like material made from plants, such as sugar, corn starch or sugar cane. Note: these products cannot be recycled.</p> <p>Wooden/paper/cane/bagasse: non-plastic products. Clean paper products may be recyclable.</p>	<p>All events</p> <ul style="list-style-type: none"> • BYO coffee cups and water bottles and incentives to those who do. • Create a 'mug library'. • Use dispensers for condiments, sugar, salt and pepper instead of individual serves. <p>Small events</p> <ul style="list-style-type: none"> • Use existing cutlery/crockery on site. • Borrow reusable event kits www.partykitnetwork.org/ • Council has some items available to borrow, contact the Waste Team for more information. <p>Medium to large events Consider companies that supply reusable items, including:</p> <ul style="list-style-type: none"> • Bettercup – rents reusable cups. • Wash Against Waste – provides food and drink ware, and a washing trailer that is manned by volunteers. • B-alternative – can provide a full-service solution for borrowable items, as well as other waste solutions.

A to Z Waste Guide

Check what items can go in Council's recycling bins at www.cardinia.vic.gov.au/atozwasteguide

Case study - Upper Beaconsfield Village Festival 2020

Organisers formed a waste sub-committee and considered the types of waste that would normally be created at their events. Several actions were put in place to avoid rubbish and increase recycling with help from the Cardinia Shire Waste Management team.

Three bin stations were set up, each station included bins for landfill, recycling, food, coffee cups and soft plastics. Local primary school students monitored each station to help visitors use the bins correctly. The students were equipped with litter pickers, High Vis vests and a waste cheat sheet.

Other actions included:

- Working with stallholders to minimise waste and giveaways.
- Mug library and coffee discount for BYO cups.
- Food waste collection from vendors.

The event was able to send around 70% of the waste to be recycled or composted correctly. Overall, waste generation was reduced and the site was very clean after the event.



Assess and set goals for next time

After event

- Take note and celebrate the sustainable initiatives you were able to implement.
- Promote these to your committee, volunteers and community.
- Identify areas that could be improved and brainstorm solutions for future events.



Assess your bins

- Estimate how much waste was created by counting how many bins of each type was used, and how full (%) they were. Note: Cardinia Shire event bins are 240L.
Example: 3 x recycling bins were used (25%, 60%, and 80% full)
 $(240 \times 0.25) + (240 \times 0.60) + (240 \times 0.80)$
 $= 60 + 144 + 192$
 $= 396$ Litres of recycling
- Estimate what percentage of the bin is contaminated (incorrect items).
- Take note of items that made a lot of waste and target these items next time.
- Take photos of the bins for easy comparison with future events.
- Use your findings to set goals for your next event and measure your progress with each event. You can also survey vendors, committee members and visitors for their ideas.



Good luck with your event!

Be sure to share your successes with us at Council so we can celebrate with you. If you have any questions or feedback, please contact us at wasteadmin@cardinia.vic.gov.au



Checklist



Planning your event:

- ☐ Talk to your fellow organisers about your sustainable aims and share this guide for ideas
- ☐ Contact us at wasteadmin@cardinia.vic.gov.au if you would like some guidance on making your event more sustainable.
- ☐ Event location – consider sustainable options
- ☐ Transport – encourage attendees to avoid car use
- ☐ Promote your initiatives when communicating about the event
- ☐ Engage stallholders – share your aims and ask for their participation
- ☐ Order bins – from Council or a private contractor
- ☐ Consider collecting soft plastics or food waste
- ☐ Choose low impact food and drink
- ☐ Commit to avoiding single-use plastic (Table 1)
- ☐ Choose more sustainable food and drink containers (Table 2)

After your event:

- ☐ Assess your initiatives and report back to your community
- ☐ Celebrate your achievements and set goals for next time