

Sustainable Event Guidelines

Steps toward a Sustainable Event

Bayside City Council is committed to supporting events to be more sustainable and have minimal impact on the surrounding environment. A sustainable event is one that minimises energy use, water use, and waste to landfill and that does not have a negative impact on the surrounding vegetation and waterways. The following outlines what is required.

1. Mandatory requirements – steps to be implemented by all event providers.
2. Guidelines for improved sustainability – steps to be considered by all event providers.



Mandatory requirements

All outdoor events are to adhere to the mandatory requirements set out below:

- Provision of recycling and organics streams must be included as part of waste management of the site.
- All litter is to be removed from the site and separated into recycling or waste or organics bins.
- Single use plastic bags are not to be distributed during the event.
- Single use plastic straws must not be used.
- Balloons are not to be used at any event.
- Styrofoam must not be used.
- Individual sachets (tomato and bbq sauce, honey, soy sauce, mustard) must not be used or provided to patrons.
- All single use cutlery and crockery must be made from products that are able to be recycled or compostable.



Guidelines for improved sustainability

Pre-event planning

Including sustainable elements in your event is best done from the initial planning stages of the event. This gives you the greatest opportunity to incorporate as many sustainable elements as possible. It is important to get buy-in from each stakeholder of the event production team from the outset. The following outline guides you through the steps that can assist you in greening your event from the outset.



Printed Materials

Online Promotion	Set up a website and social media to share information about your event, rather than printing material.
Ticketing	Investigate E-ticketing options.
Printed materials	Use recycled paper for any materials that require printing.



Waste Management

Waste management contractor	Ask your contractor for options that divert waste from landfill, and preferably avoid creating waste. Work together to complete a comprehensive Waste Management Plan.
Bins	Bins must be labelled and, positioned in pairs or groups. Ensure you have sufficient bin numbers and types depending on the size of your event. As a minimum, recycling and general waste bins must be on site. For events with more than five food vendors, an organics stream must be provided for both front and back of house. Consider providing a recycling/cardboard skip to assist with bulk packaging at set-up time.
Organic waste	As above, for events with more than five food vendors, an organics stream must be provided for both front and back of house. Ensure your contractor has arrangements with a suitable organic waste processing facility and that any compostable packaging is accepted by the processor.
Source Separation and Collection	To avoid contamination of waste streams and to ensure it is disposed of appropriately clear signage on all bins is helpful. Engage volunteers or a waste management company to monitor bins on the day to assist patrons in correctly separating their waste.



Waste Prevention

Incentives	Look for ways for patrons to actively recycle during the event. Try and include it as an engagement tool at the event.
Incentives	Develop an event specific Container Deposit System to recover all containers for recycling or provide incentives for patrons to return their recyclables to the bar through a deposit scheme, e.g. make drinks in reusable cups cheaper than single-use recyclable containers
Multi-use	Consider giving patrons branded cups, to be refilled at the bar/coffee van throughout the event.
Multi-use	Consider setting up a washing station and encouraging your event patrons to return their items for washing and reuse.
Re-Purpose	Consider items that could be donated to opportunity shops or charities at the conclusion of the event. Arrange this with opportunity shops or charities so they are prepared to receive re-purposed goods.



Food and Beverage

Food	Choose food providers who will aim to source food locally and are committed to reducing wastage and have minimal impact on the environment.
Tea and Coffee	Request caterers to use certified organic or fair trade tea and coffee. Encourage them to provide incentives for patrons to bring reusable cup options.
Vendor waste	Choose caterers and stall holders that are committed to your waste reduction goals.
Water	Offer taps/re-filling stations for patrons to refill water bottles rather than sell bottled water.

Procurement

List suppliers	Develop a list of suppliers required for your event and identify sustainable alternatives.
Giveaways	Don't use plastic items as giveaways. Source options that will not end up as waste.
Packaging	Choose items with minimal or no packaging.
Source local	Source from local businesses or look for local volunteers to improve your procurement outcomes.
Energy and water generators	Consider hiring biodiesel generators
Usage levels	Identify the event's electricity and water usage before, during and after the event. Put in measures to reduce.
Lighting	Consider time of day your event is held to reduce the need for lighting. Investigate if solar powered lighting is a possibility.
Emissions	If possible source an online calculator to estimate the carbon emissions at your event. Look for ways to offset them.
Toilets	Source water wise toilets which could include, water efficient hand basins, or waterless urinals.
Contamination	Avoid contaminating waste water by using environmentally sound cleaning products and sanitisers.

Transport

Promotion	Promote initiatives for patrons to arrive by sustainable transport modes.
Public transport, walk, ride	Provide clear information about public transport, bike and walking routes.
Bike riding	Provide bike parking at the event or consider a bike valet service.
Group travel	Provide shuttle services
Public transport	Work with Public Transport Victoria, and advise them of your event: event.notification@ptv.vic.gov.au
Incentives for sustainable transport	Offer incentives to patrons who opt for sustainable transport to attend your event. Large events could partner with PTV to arrange free travel for event patrons.

Post Event

Review	Evaluate the event to determine the effectiveness of sustainable options. Check against the Waste Management Plan.
Usage	Record the use of emissions, power, water and transportation. Consider purchasing carbon offsets to offset the measured impact of your event.
Record	For major events over 1000 patrons, record the amount of waste produced and types (your waste contractor should be able to provide this), numbers of full or partially full bins for recycling, landfill and organics. Include the contamination rate of the bins. Review post-event waste reports when planning for the next event.
Improvements	Review data from previous events before planning improvements for future events, especially on the same site.

For further information on how to host a sustainable event, contact the Bayside City Council Environmental Sustainability team on 9599 4444 or visit our 'sustainable events page' at www.bayside.vic.gov.au/sustainable-events-guidelines or for more information on your event permit please contact Councils Events team.