

SUSTAINABLE EVENT GUIDELINES



CONTENTS

Waste Management.....	2
Waste Prevention.....	3
Stall Holders.....	3
Food and Beverage.....	4
Transport.....	4
Water Wise.....	5
Energy Efficiency.....	6
Post Event Evaluation.....	6

INTRODUCTION

Alpine Shire Council has developed guidelines to help event organisers incorporate sustainable principles and practices into their events.

Every event is different, and each presents different opportunities for improved sustainability. Alpine Shire Council is committed to supporting events to be more sustainable and have minimal impact on the surrounding environment.





WASTE MANAGEMENT

- Council can assist with hiring waste and recycling bins (and organics if conditions are met), however all waste management is the responsibility of the event organiser and all associated costs will be on-charged.
- To calculate how many bins you require, a rule of thumb is one litre per person per meal. Bin calculation can be read below, or found on Council's website.
- Pair one waste bin and one recycling bin (and organics bin if required) to make a bin station. Engage volunteers to monitor bins on the day to assist patrons in correctly separating their waste.
- Place bin stations at entry and exit points, food and beverage areas and high usage locations. Ensure you have people on hand to monitor and relocate bins around the event area as required.
- Provide clear signage at bin locations, showing what items can go in which bin. Consider developing your own signage, specific to your event.
- Leave no trace. Stallholders are required to remove all back-of-house waste and dispose of it correctly off site.
- Stallholders are to responsibly dispose of chemicals and oils off-site.
- For larger events you may be required to hire a skip to manage your waste.
- Ensure all waste is disposed of correctly, and that the event site is left as it was before your arrival.
- Ensure all your event bins are grouped together ready for collection once the event has concluded.

BIN CALCULATION

To calculate how many bins you require, a rule of thumb is one litre per person per meal.

For example, you estimate that you will have 1000 attendees, which will run over two mealtimes:

- 1,000 people x 2 mealtimes = 2,000 litres
- Divide 2,000 by 240L (a standard wheelie bin size) = 8
- You will need 8 bin stations

Note: If you empty bins over the day of the event you will require less bin stations.



WASTE PREVENTION

- Avoid over-catering at your event. Research your expected patron numbers and share this with your vendors to avoid food waste. Similarly, ensure your food and beverage vendors know what other vendors will be in attendance, so they can plan ahead.
- Leave no trace. Choose event decorations that are reusable, such as signage, bunting, course markings and cable ties.
- No balloons or styrofoam allowed.
- Introduce Food Organics, Garden Organics (FOGO) collection at your event.
- Introduce the 'Dish Pig' at your event - A mobile dishwashing station, equipped with mugs, plates, bowls and cutlery.
- Your waste wise event promotion should include a simple, clear and consistent message, such as 'This event is a waste wise event, please use the bins provided correctly and minimise waste where possible'.
- Work with your stallholders to encourage patrons to bring their own reusable containers – prizes for reusables via social media/ discounts for reusables. Provide them with 'reusable accepted here' signage to display at their stall. The Sustainability Victoria sign can be downloaded here: <https://assets.sustainability.vic.gov.au/asset-download/Poster-SUP-ban-we-welcome-BYO-containers-print.pdf>
- Monitor your food vendors and stallholders to ensure they are doing what you have agreed.
- If there is leftover food, ask your stallholders to consider donating it to a community organisation or to your volunteers.



STALL HOLDERS

- Prioritise your local stallholders. Suggest a radius cap, i.e. 100km.
- Ensure a certain percentage of your stallholders are local.
- Prioritise stall holders that make or produce their own wares.
- If choosing stallholders that sell goods for resale, consider what they are selling and how and where the goods are made.



FOOD AND BEVERAGE

- Develop clear and concise sustainability guidelines as part of the stallholder application process and only choose vendors and stallholders that will commit to meet your event expectations (through terms and conditions).
- This agreement should include some or all of the following:
 - NO single use plastics as legislated across Victoria on 1 February 2023.
 - All single use cutlery and crockery must be made from products that are able to be recycled or compostable.
 - NO bottled water sales.
 - NO single use condiments (tomato sauce, mustard, soy sauce etc.)
 - Happy to be part of the reusables initiative and serve everything on items provided (if you have hired the Dish Pig).
 - Happy to be part of the reusables initiative and serve everything on items provided (if you have hired the Dish Pig).
 - All food scraps to be disposed of in green bins (if FOGO bins are provided).
 - NOT fill the event bins with boxes or general rubbish, must take it all home with you (unless you have hired a skip for back of house).
- Choose food vendors that offer seasonal and local produce as part of their menu.
- Choose food vendors that offer vegan and vegetarian options as part of their menu.
- Consider catering from a social enterprise.
- Suggest to your vendors that they put in place extra costs for single use items and/or discounts for reusables.



TRANSPORT

- Encourage and advertise bike and walking routes to and from your event.
- Create a designated bike parking bay at your event.
- Offer incentives to patrons who opt for sustainable transport to attend your event.
- Is your event likely to attract large numbers of people? Consider organising a shuttle bus service to and from your event.
- Provide a map of nearby EV charging stations.



WATER WISE

- Source water wise toilets, such as composting toilets instead of traditional port-a-loos.
- Provide portable drinking fountains and water bottle refill stations (available for hire at the Alpine Shire Council or North East Water).
- Encourage your patrons to BYO drink bottles in your advertising and pre event communication.
- Create wayfinding signage to the water stations.
- Do not allow bottled water sales.
- Your water wise event promotion should include a simple, clear and consistent message, such as 'it can take twice as much water to produce a plastic water bottle as the amount of water contained in the bottle'.



Water bottle refill station available for hire from North East Water

Photo: North East Water



ENERGY EFFICIENCY

- Identify the event's electricity and water usage before, during and after the event. Put in measures to reduce.
- Source an online carbon emissions calculator and investigate ways to offset the emissions.
- Choose a venue with renewable energy options, such as the Pavilion at Pioneer Park or Mount Beauty Stadium.



POST EVENT EVALUATION

- Evaluate the event to determine the effectiveness of sustainable options.
- Record the amount of waste that your event produced.
- Record the number of full or partially full bins that were used for recycling, landfill and organics (if applicable).
- Review data from previous events before planning improvements for future events, especially if the event is held on the same site.

If you have any questions, or would like further advice regarding running a sustainable event, please contact our Events Team on:

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