



Sustainable Events Guidelines

The City of Port Phillip is committed to supporting events to be more sustainable. The City of Port Phillip Events Strategy 2023-2026 has a strategic objective to prioritise events that have a meaningful commitment to minimising their impact on the environment through minimising energy use, water use and waste.

If you are an event organiser holding an outdoor event within the City of Port Phillip, these sustainable event guidelines can assist you in taking steps to make your event more sustainable. It is important to note that taking steps towards running a sustainable event does not necessarily mean that it will cost more.

A sustainable event can be leveraged to gain more financial support, as they are attractive to sponsors, grants and other sources of funding. You can read more about this on the [Sustainability Victoria website](#).

These guidelines are to assist event producers deliver a more sustainable event by outlining mandatory requirements and best practice.

Mandatory requirements

Council provides a range of supports to assist event holders to meet these requirements including information sessions, templates, online guides and advice and support.

The following sustainability requirements need to be met to obtain an event permit.

1. The following items are not to be used:
 - All items within the Victorian Government single use plastics ban including:
 - Single use drinking straws – the supply of these should be limited to accessibility purposes.
 - Single use plastic cutlery
 - Single use plastic plates
 - Single use plastic drink stirrers
 - Expanded polystyrene food service items
 - Expanded polystyrene drink containers.
 - Single use plastic bags
 - Helium balloons.
 - Styrofoam/polystyrene products or packaging
2. All event holders are required to complete a waste management plan that outlines strategies to achieve the following.
 - All recyclable waste to be collected separately to landfill waste and taken to a recycling facility, not combined with landfill
 - All single use crockery and cutlery diverted from landfill (recycled or composted at an appropriate facility)



- A post event report that includes data for waste sent to landfill, to recycling facilities and to composting facilities.
 - The event site and surrounding areas to be left free from all rubbish post event – use timestamp photographs and videos for evidence
 - Site handover and handback to be scheduled at a time suitable for all parties and Council stakeholders
3. Event holders that utilise generators or other alternative power sources must provide a post event report of fuel use including volume and type & meet all OHS requirements for noise and emissions
 4. Events with external waste service providers must require those providers display waste education materials on bin infrastructure specifying what goes in which bin.
 5. Event holders that use potable water for purposes beyond drinking and cleaning must install a water logging/metering device and provide a post event report on volume of water used.

Best Practice for sustainable events

Council encourages all event holders to exceed the minimum sustainability requirements. When assessing event applications, Council will look favourably on events that can demonstrate reduced waste generation, litter, water and emissions impacts and increased reuse and recycling initiatives.

1. Events are requested to provide suitable water dispensers rather than bottled water.
2. Events are requested to investigate and utilise recyclables*/reusable products alternate products for food and beverage service

Waste Management

Council delivers an annual program to reduce litter and encourage recycling and reuse. Event holders are encouraged to contact the events team if they think there are opportunities to deliver education programs in partnership during the event.

Reduction

The most sustainable waste management plans start with reduction. Avoid items that are single use and work with your food vendors, sponsors and partners to set waste minimisation targets.

Consider:

- Avoiding printed materials
- Avoiding single use decorations
- Avoiding all balloons
- Replacing single use cups with souvenir reusable cups
- Providing multi use crockery and cutlery and setting up an on-site washing up station



- Encouraging patrons via ticketing and social media to bring their own reusable drink bottles and coffee cups
- Providing condiment stations rather than single serve sachets
- Providing filling stations for drinking water rather than selling pre-bottled water
- Renting or hiring rather than buying event decorations and infrastructure

Recycling

Once all reduction strategies have been explored, focus on minimising waste to landfill and reducing contamination of recycling streams.

Consider:

- Delivering an education program that utilises visual and verbal instructions to patrons to maximise correct use of recycling bins
- Ensuring that all single use items are recyclable or compostable and are processed accordingly
- Providing leftover food waste to local charity organisations
- Developing an event specific container deposit system to recover all containers for recycling
- Donating used items to local charity shops
- Including a third bin for food waste collection that is sent to a suitable organic waste processing facility

Emissions reduction

Transport emissions

The most significant emissions impact of your event will be the travel arrangements of your patrons/guests.

Consider:

- Providing clear instructions regarding public transport and bicycle routes to your event
- Incentivising travel by public transport, foot or bicycle
- Providing bicycle parking at the event with a bike valet service
- Providing shuttle or car share services
- Working with Public Transport Victoria for large events. You can contact them on event.notification@ptv.vic.gov.au



Energy use

The City of Port Phillip has a power purchase agreement that provides council assets and services with 100% renewable energy. Zero emissions electricity will be supplied to events that use council's electricity meters.

Event holders should consider reducing overall energy use to avoid or reduce the need for additional power sources such as generators. Suggested strategies include:

- Understanding your previous energy use and setting a target for reduction
- Using energy efficient lighting and equipment
- Holding the event during the day to minimise lighting needs

If your event does have additional energy needs.

Consider:

- Portable solar powered and battery generators
- Pedal power for small scale electricity use such as phone charging
- Biofuel from used cooking oil (ensure that biofuel is sourced sustainably)
- Using estimated energy use to ensure correct sizing of generators

Carbon Neutral Events and carbon offsets

- The Australian government runs an accreditation scheme for events who are carbon neutral. Their "[Climate Active Carbon Neutral Standard for Events](#)" document guides event holders through data collection, carbon reduction and carbon offset processes.
- Events can also explore purchasing offsets and including a mandatory or optional carbon offset levy in their ticket pricing structure.

Water

- Check that you don't have any leaking taps or appliances
- Choose water efficient appliances and fixtures
- When hiring portable toilets, choose options that are water efficient or use grey water.
- Avoiding unnecessary water use
- Avoiding toxic chemicals in cleaning products
- Multi-day events should explore options for capturing and reusing non-drinking water on site.



Purchasing and contracting

The success of an event's sustainability initiatives will rely on the efforts of contractors and the selection of sustainable products and equipment.

Consider:

- Structuring contracts with providers/vendors/sub-contractors to require them to align with the event's sustainability goals.
- Purchasing items that are made from recycled content and can be recycled or composted at the end of their useful life
- Choosing food vendors/caterers that use certified fair trade and locally produced seasonal food products
- Sourcing reusable food and beverage serving items
- Choosing vendors who are willing to use reusables
- Looking for equipment that has high efficiency ratings
- Choosing items with minimal or no packaging

Further information:

For advice on sustainable best practises, please contact the City of Port Phillip Sustainability Team on 9209 6690 or via email: enviro@portphillip.vic.gov.au

Contact the City of Port Phillip Event Services Team on 03 9209 6777 or via eventpermits@portphillip.vic.gov.au