

SUSTAINABLE EVENTS GUIDE

The City of Busselton encourages event organisers to take steps to be more environmentally sustainable. This guide is designed to assist event organisers of public events to reduce the impacts of their event. The opportunities to minimising environmental impact are abundant in all areas of event management, even beyond the scope of this guide. In addition to lessening environmental impacts, many of these initiatives will also provide a better experience for event attendees, save money and may additionally increase funding opportunities. Don't forget to nominate an Event Waste Champion for your event!

WASTE

[Packaging]

- Reduce the amount of packaging used and/or choose recyclable or compostable packaging (& provide the appropriate bins & signage) e.g., provide sauce, dressings, & other condiments in bottles as opposed to individual packets. Contact the City for a list of packaging suppliers or advice.

[Minimise the use of single-use items]

- Encourage food vendors to reassess the way they serve their food & to reduce their use of single use materials such as cups, cutlery and plates, e.g., provide 'finger foods' on serviettes, omitting plates, cutlery etc. or provide individual pieces of cutlery that customers help themselves to as opposed to sets of cutlery given regardless of what may be needed.
- Request coffee vendors offer a 50 cent discount for those who BYO their coffee cup and promote this prior to the event, reminding patrons to bring their own.
- Request that vendors not use plastic straws; ask they provide paper straws if necessary. And even then, only provide upon request.
- Provide a wash up station. Instruct all food vendors to participate in using the crockery provided.

[Bins]

- Ensure you have an adequate number of bins for the size of your event. Consider the types and amount of waste your event may generate (and ways to reduce this), and then provide bins accordingly.
- Consider bin placement within the event area. Locate more in high traffic and food service areas and ALWAYS ensure recycling bins are directly adjacent to general waste bins. Otherwise you face severe risk of contamination and your good efforts going to waste. Also only place recycling bins in areas where you expect there to be recyclable materials, e.g., a bar area.

[Signage & education]

- Use simple, clear, and easy to read signage on or with your bins.
- Use "bin fairies" or volunteers to assist attendees in choosing the correct bin to dispose of their waste. This is a great tool to prevent contamination.

W A T E R

[Minimise single-use water bottles]

- Encourage attendees BYO their water bottle and provide them with free drinking water. Busselton Water and the Water Corporation have portable drinking fountains available for events.
- Note where public permanent water fountain/drinking water refill stations are located when planning your event.

E N V I R O N M E N T

[Leave no trace]

- Encourage patrons to mind their natural surroundings and leave it in a better condition than they found it.
- Ensure the event team does a final site sweep to capture any litter left by patrons.

[Protect]

- Ensure existing vegetation and green areas are protected from damage by vehicles, infrastructure, and foot traffic.
- Consider ways to restore/improve the area post event to encourage local community support for the event.

[Ban balloons (and other single use décor)]

- Request exhibitors refrain from distributing or selling balloons at your event.

T R A N S P O R T

[Encourage sustainable transport]

- Provide bicycle racks if none are located in the immediate area (you can request these from the City).
- Provide attendees with a bus schedule to encourage use of local buses or organise your own bus/es for attendees from central locations.

C O M M U N I C A T I O N

[Educate]

- Ensure event staff and volunteers are well educated to promote your message and are aware of waste management procedures for site clean-up.
- Have sustainability agreements with all vendors attending.

[Promote]

- Educate attendees prior to the event by promoting the sustainable aspects of your event in media and print materials (ie. "Don't forget to bring your reusable cup", "Ride your bike to the event" etc.).
- Incorporate displays and activities at the event which promote your sustainability initiatives (ie. interactive bin sorting station, bin fairies, etc.).
- Create a map to share with event attendees and include water refill stations, bike racks, and specialty waste stations if you have them.
- Post event, assess your performance and promote successes to boost your sustainability profile for future events.