

Sustainable Event Management Procedure

Pre Event Best Practice Hints

After reading these best practice hints you must complete the checklist below, sign and return to Council.

Waste Management

- There needs to be enough bins in appropriate locations to allow easy waste disposal and recycling.
- Always put bins together. Red, yellow, purple in a group.
- The number and types of bins needs to be planned and ordered well in advance of the event. Council does not supply bins. The event organiser must arrange bins through private businesses.
- Work out what waste types you can expect by knowing what the vendors are offering. Most events will have food waste, food container waste and various drink containers.
- For larger events you may need to hire skip and wheelie bins.
- Consider asking event vendors to take their own waste (i.e. large cardboard boxes) with them when they leave the event. This will reduce the need to pay for more bins.
- Consider asking a local community or sporting group to collect containers for fundraising. Council's Sustainability Unit has 7 purple lidded bins that can be used at events to collect containers.
- Council's Sustainability Unit has mobile water refill station available for use at events. This reduces the amount of single use plastic bottles.
- Avoid single use plastic such as balloons. Consider locally made long lasting giveaways such as native plants or seed cards.
- Design banners that can be reused (for annual events don't include a date or make the banner so date can be changed) or make banner from recyclable materials.
- Consider using large electronic signs that can be used each year.
- Avoid printing more promotional materials than necessary. Wherever possible, ask patrons to use their phones to take photos of any information they need, use email or web invitations, foyer screens, or online registration (e.g. survey monkey).
- Use recycled paper for printing essential products and include a 'recycled' logo on your material to promote to attendees. For promotional materials, request recycled paper from internal or external printing providers.
- Consider donating left over food to charity if safe to do so. Contact a local charity such as Red Door

Kitchen, Anglican Church etc. to see if they would be willing to accept left over food.

- Put signs vertically on the top of each bin that reflects the waste actually at event. i.e. cans, plastic bottles.

Stallholders

- As event manager you have the ability to insist what items vendors giveaway/sell.
- Ask stallholders to pledge an action to improve their sustainability performance.
- Maintain a list of providers who excel in sustainable best practice.
- Stallholders can be rewarded with a certificate issued by Council (something like an appreciation certificate) and this can be promoted through the media.

Education And Training

- Ensure information about this Procedure is provided to everyone involved when first engaging them, immediately before and during the event.

Purchasing

- Consider the cost for the entire "life cycle" of a product including the production, distribution, usage and disposal costs.
- When possible purchase items which can be recycled, returned/reused (avoid single use water bottles, cling wrap, polystyrene foam packaging e.g. foam coffee cups).
- When making decisions about purchasing products the following principles need to be followed in order; 1. Avoid generating waste, 2. Reduce waste, 3. Reuse items that would otherwise go to landfill, 4. Recycle.
- Priority should be given to locally made products and suppliers.

Venue Hire

- Ask the venue what environmental initiatives they currently take. For example:
 - set the air-conditioning at 18-21C for winter and 23-26C for summer to save energy.
 - use solar electricity, solar hot water, energy saving devices, or uses GreenPower.
 - utilise natural lighting and/or energy efficient lighting.
 - minimises water use. For example, ask about rainwater tanks, greywater capture, water saving

devices e.g. tap aerators, dual flush toilets, or water efficient showerheads.

- Let venue coordinators know if you find leaking taps.

Stage / Production

- Ask providers what sustainable practices they use.
For example:
 - Equipment is solar-powered or uses GreenPower.
 - Equipment is suitable for the needs of the event

(do not use systems that are too energy intensive for the job).

- Generators are connected to the grid instead of using bio-diesel.

Transport

- Ensure the Traffic Management Plan allows for adequate turning circle of buses.
- Ensure public transport and walking/cycling options are easy to use.

Communicating Achievements (during and post-event)

An important part of sustainable event management is making people aware of your achievements both during and after the event. Promoting Council's sustainable events procedure and achievements helps set an example to the wider community. Examples of ways to promote the sustainability of events to the community include:

- Providing facts and figures in presentations associated with events briefings;
- Providing post-event reports to Council detailing successes;
- Displaying signage at the event detailing the measures undertaken i.e. sustainability messages i.e. reduce waste, please recycle;
- Using social media, various media publications, event promotional materials to detail the measures undertaken i.e. sustainability messages i.e. reduce waste, please recycle;
- Promoting on printed materials such as tickets & brochures that they have recycled content; and
- Publicising sustainable transport options.

Stallholder Conditions

Vendors are responsible for:

1. Taking all practical measures to avoid the generation of unnecessary waste from their area.
2. Using only materials approved by the event managers.
3. Ensuring all their waste goes into the correct bins.
4. Providing recyclable packaging wherever possible.
5. Using energy efficient equipment.
6. Avoid giveaway single use items.

Pre-Event Checklist

Event management staff are to complete this checklist two weeks prior to the event and submitted to the Sustainability Unit. The Sustainability Unit can provide support throughout this process. For further information, please contact the Sustainability Unit on (02) 6549 3700 or email sustainability@muswellbrook.nsw.gov.au

Name of organisation	<hr/>		
Contact name/position	<hr/>	Position	<hr/>
Phone number	<hr/>	Email	<hr/>
Event name	<hr/>		
Event location	<hr/>	Event date/s	<hr/>

Pre Event Mandatory Requirements

Have you worked with the Sustainability Unit to implement this procedure?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Will you engage with vendors and event staff in the planning phase of each event and then follow up afterwards?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Have you promoted to the wider community Council's commitment to making events more sustainable?	<input type="checkbox"/> Yes / <input type="checkbox"/> No

Pre Event Best Practice Questions

Are you providing or promoting sustainable transport options?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Have you asked the sound, stage production and entertainment providers how they have reduced the energy they use?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Are energy efficient lighting options being used?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Have you followed Council's Procurement Policy in relation to sustainability?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Are all products purchased local or Australian made?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Have you considered alternatives to water bottles or provided refill stations?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Have you selected any of the following? (circle all that apply): Organic produce; Fair trade produce; Local and/or seasonal foods; Free-range meat and/or dairy; Vegetarian options; Sustainable meat options (e.g. kangaroo, which has a low environmental impact)	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Will you complete an assessment of the amount and type of waste produced from the event?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Have you determined the location, number and servicing of bins and ordered them well in advance of the event?	<input type="checkbox"/> Yes / <input type="checkbox"/> No

Are you going to ask a local community or sporting group to collect containers for fundraising? Council's Sustainability Unit has 7 purple lidded bins that can be used at events to collect containers.	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Have you ensured the location of the smoking area takes consideration of environmental issues such as littering?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Are you using more permanent signs that could be used each year and avoiding paper handouts?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Does each bin have a general waste bin next to a recycle bin with signage that makes it obvious for all patrons, including vendors, to know which bin to use?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Does each bin have consistent signs/stickers, including existing park bins?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Does the venue utilise any environmental initiatives?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
What measures are in place to ensure stallholders will conform to environmentally responsible terms and conditions of the event (e.g. responsible waste management)?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Have you encouraged stallholders to improve on existing environmentally and socially responsible practices?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Will you reward those stallholders for excellent or best environmental efforts at the event to encourage participation?	<input type="checkbox"/> Yes / <input type="checkbox"/> No
Have you briefed all relevant event staff about this Procedure and how it applies to them?	<input type="checkbox"/> Yes / <input type="checkbox"/> No

Tally your responses (out of a total of #19): **Yes** **No**

Signed on behalf of the event organiser:		
Name	Signature	Date
Comments:		

Muswellbrook Shire Council Sustainability Unit Approved:		
Name	Signature	Date
Comments:		

Privacy notification

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998.

The intended recipients of the personal information may be:

- Officers within the Council
- Data service providers engaged by the Council from time to time
- Any other agent of the Council
- Financial institution involved in the process

The supply of the information by you is voluntary. However, if you cannot provide

or do not wish to provide the information sought, the Council may be unable to process your application.

Council is collecting this personal information from you in order to provide Council approved services.

You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act.

Address enquires concerning privacy matters to the Public Officer.