

## Sustainable Event Management Plan

Shellharbour City Council is committed to ensuring all events held in the Shellharbour LGA are organised and conducted in a sustainable manner.

**For those events conducted on public land or by Shellharbour City Council the preparation of a Sustainable Event Management Plan is mandatory and must be submitted with all Local Approvals.**

Please complete all sections of the following Sustainable Event Management Plan to demonstrate the sustainability measures that have been incorporated into your event.

If you need further assistance completing your Sustainable Event Management Plan refer to the Guidelines for Sustainable Event Management or contact Council on 4221 6111.

General Event Information	
Name of Event	
Venue & Address	
Date of Event	
Event Organiser/s	
Contact Number/s	
Anticipated Number of visitors at the event	
Please detail all proposed activities for the event (eg information stalls, craft stalls, food/beverage stalls, rides, sporting events etc). If sufficient space is not available please attach additional information	
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## 1. Venue/Location Selection

Have you considered whether the use of tele- or web- conferencing may negate the need for your event to be run?

- Yes                       No                       Not Applicable

Have you investigated the environmental credentials of the venue you have selected for your event?

- Yes                       No                       Not Applicable

If 'Yes', what environment credentials does your venue/site have?

- Water tank     Energy efficient lighting  
 Solar power     Recycling service  
 Water efficient fixtures                               Composting system  
 Water tank  
 Other - please specify

Have you considered the proximity of your event to public transport options?

- Yes                       No

Have you selected a venue of appropriate size to cater for the number of attendees who will attend your event?

- Yes                       No

If catering must be supplied by your preferred venue, do they offer sustainable food, drink and serving ware options?

- Yes                       No                       Not Applicable

Does your preferred venue offer appropriate waste minimisation services such as recycling and composting?

- Yes                       No                       Not Applicable

## 2. Transport

Will you encourage the use sustainable transport options (such as car pooling, public transport, cycling or walking) in promotional material associated with your event?

- Yes                       No                       Not Applicable

## 3. Equipment & Supplies

What types of equipment and supplies are required for your event?  
*e.g. chairs, tables, shade covers, signs, stationary*

How would you describe the equipment and supplies you have/will purchase for your event?

- Made of recycled and/or organic materials
- Locally produced
- Minimal packaging
- Quality, durable products
- Reusable
- Can be recycled
- Is biodegradable
- Its use will have a minimal impact on the environment
- Other - please specify

What types of giveaway materials have you approved for distribution at the event, including those to be distributed by vendors?

*e.g. various kids toys/items, sample bags*

How would you describe the materials to be distributed?

- Made of recycled and/or organic materials
- Locally produced
- Minimal packaging
- Quality, durable products
- Reusable
- Can be recycled
- Biodegradable
- Its use will have a minimal impact on the environment
- Other - please specify

How you will minimise the amount of printed material distributed during your event?

- Reusable signs and tokens will be used
- All printed resources will be available online after the event
- Printed materials will be emailed to interested attendees after email addresses have been collected
- Power point presentations will be used to display information rather than providing paper copies to attendees
- Whiteboards will be used to share ideas instead of paper
- Other - please specify

Are all event organisers and vendors aware of the ban on polystyrene products and plastic bags at the event?

- Yes       No       Not Applicable

If 'No', what will you do prior to the event to ensure all organisers and vendors are aware of the ban?

#### 4. Catering

Will food be available at your event?

- Yes       No

If 'Yes', how would you describe the food options you will be providing?

- Healthy
- Organic
- In season
- Locally produced
- Fair trade
- From non-genetically modified sources
- Sustainable seafood choice
- Other - please specify

What type of serving ware (plates, cups, utensils etc.) will be provided by organisers and vendors at your event?

- Not applicable
- Reusable serving ware
- Recyclable plastic serving ware
- Compostable serving ware
- Other - please specify

Will you be providing water for attendees?

- Yes
- No

If 'Yes', how will you provide water?

- Jugs and glasses
- Filling station for attendees to fill their own water bottle
- Other - please specify

## 5. Waste Disposal

What is the estimated volume/weight of **recyclable materials** that will be generated at your event?

How many recycling bins will you need?

What is the estimated volume/weight of **garbage** that will be generated at your event?

How many garbage bins will you need?
What private contractor will be servicing these bins - <i>Please provide evidence of the agreement as an attachment to this form.</i>
Will these bins be used by stall holders? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'No' please detail alternative arrangements
Who will be disposing of the recyclables?
Where will the recycling be sent for recovery?
Who will be disposing of the garbage?
Where will the garbage be sent for disposal?  <b>NB:</b> Please retain dockets/receipts for recovery and disposal of material generated at your event as this information is required as part of Council's audit process
Please included bin locations on your site plan? <input type="checkbox"/> Yes <input type="checkbox"/> No
Have the bins been located in hot spots (e.g. near food/beverage stalls, entry and exit points) <input type="checkbox"/> Yes <input type="checkbox"/> No
Will you be providing bin monitors e.g. empty full bins, remove contamination from recycling? <input type="checkbox"/> Yes <input type="checkbox"/> No

What date and time will the private contractor be dropping off the bins and collecting any bagged waste and bins? Please provide contact phone number for the person responsible for the waste generated on site until it is collected by the contractor.

Drop Off Date:

Time:

Collection Date:

Time:

Contact Phone Number of person responsible for waste:

Please details any other sustainable waste management practises that will be put in place for the event  
*e.g. composting, collection of food waste for local free meal providers*

## 6. Event Promotion

How will you avoid the use of printed materials when promoting your event and managing event related enquiries?

- Distributing information via email rather than printing letters or flyers
- Distributing information using social networking sites
- Posting information on your website or the website of a related organisation or community group
- Investigating free media opportunities
- Inserting a paid ad in the local newspapers
- Using reusable promotional materials such as signage/banners with removable dates
- Using online systems for taking bookings and managing event related enquiries
- Other - please specify



Where the use of paper is unavoidable, what strategies will you use to minimise the impacts of using printed material?

- Always print double sided to halve the amount of paper required
- Use post-consumer recycled paper
- Not Applicable
- Other - please specify

How do you plan to let attendees know about sustainability measures in place at your event?

- Promotional materials
- Media opportunities
- Signage at the event
- PA announcements during the event
- Other - please specify

## 7. Water & Energy Use

How will you minimise energy use during your event?

- Use natural ventilation instead of air conditioning where possible
- Switching off lights after use
- Switching off equipment at the power point after use
- Not Applicable
- Other - please specify

Will you be purchasing Green Power for your event? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
How will you minimise water use during your event? <input type="checkbox"/> Investigate opportunities to minimise water use during clean up activities <input type="checkbox"/> Not Applicable <input type="checkbox"/> Other - please specify
Are you familiar with how to efficiently operate equipment at the selected venue to prevent the unnecessary use of water and energy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable  If 'No', please outline the measures you will take prior to the event to resolve this.
How will you communicate identified measures to save water and energy to all organisers and vendors prior to the event? <input type="checkbox"/> Correspondence prior to the event <input type="checkbox"/> Onsite induction with organisers and vendors <input type="checkbox"/> Other - please specify