

**Tasmania is host to many small and large scale events, and is becoming increasingly attractive as a destination for event holders. Embedding sustainability throughout the event will show your commitment to the environment, provide a better experience for patrons, and increase the attractiveness of your event.**

These guidelines can be applied to a range of events such as a school fair, a large sporting event, an international conference, or a multi-day festival.

**Event organisers are recommended to contact the relevant local council Environmental Health Officer regarding the Public Health Act 1997 and other public event licensing or management requirements.**

The following is a comprehensive list of actions to consider for holding a sustainable event. Remember, it may not be possible to do everything immediately, or for every event.

## Actions towards a sustainable event

### Site Management

- Develop sustainability training program/documentation for all onsite staff and practice/workshop prior to event launch.
- Appoint a dedicated site 'sustainability' coordinator/officer who has been part of the project planning.
- Develop service agreements to be provided to contractors, cleansing teams, food suppliers etc. to ensure they adhere to agreed requirements.
- Source and appoint volunteers/staff as dedicated (and responsible) recycling crew/recycling bin monitors (e.g. to re-sort incorrectly binned items).
- Ensure staff of chosen venue and/or your event staff know how to operate controls in each space to isolate areas in use and reduce power and water usage.
- If indoors, choose a venue with natural ventilation and lighting, if possible.
- Work with technical teams/suppliers for stage, light and sound who are focussed on efficient energy use and low impact on local community.

### Waste

- Set achievable/measurable targets for waste collection and re-use/recycle actions, ensuring that the waste management plans developed for each event are in accordance with the specific venue type/length/volume of patrons.
- Plan your approach to 'reduce, re-use, or recycle' event packaging for catering/promotion/communication/registration, working with established/tested suppliers.
- Provide sufficient recycling and general waste bins - at each bin site. Bin sites should be 12m apart if possible. [Regional waste management groups have colour-coded bin lids available for events]. Provide clear signage for bins around the venue.
- Provide sufficient cigarette butt bins, if smoking is permitted.
- Encourage the use of dispensers/tap water if safe for drinking. Encourage BYO refillable bottles.
- Consider food donation options (e.g. OzHarvest, Second Bite, Foodbank, Loaves and Fishes) or similar).

- Develop a plan for collecting and sorting lost property (e.g. clothes, tents, sleeping bags). For what can't be returned and is still in good condition, consider potentially donating to local charities.
- Investigate re-usable crockery and cutlery options (incorporating Department of Health approved wash and sanitising systems) and implement if appropriate OR purchase (and add cost into ticket prices – or get vendors to do so) recyclable OR compostable cutlery and crockery (e.g. food-grade corn-starch plates) and have complementary compost/organic waste bins (and remove the latter through an approved program).
- Implement a deposit system for drink containers (use volunteers to collect used containers or have a refund station).
- Infrastructure and décor could be re-used or made from reclaimed materials and designed for disassembly and re-use. Consider potential donation of items to local charities post-event.
- Select toilet paper and hand towels made from 100% recycled fibre.
- Evaluate outcomes (audits/documentated volumes from contractor/s) post-event, and document these.

## Energy

- Choose a venue with energy efficient measures in place e.g. optimal lighting, ventilation and light and sound systems - or used by supplier(s).
- Carry out a carbon audit e.g. using the Australian Government's [Climate Action Carbon Neutral Standard for Events](#).<sup>1</sup> This involves isolating each emission source to determine, and model, emission reduction strategies. There is a [register of consultants](#)<sup>2</sup> who can help reduce emissions and carry out this carbon audit. For emissions you have not been able to reduce, these can be offset e.g. in a climate protection project/government approved program.
- Use alternative energy sources/equipment e.g. solar panels or biodiesel generators for outdoor events.
- Assess, then seek to reduce or mitigate, the impact on local community from light and sound from your event.

## Water

- Set in place protocols to ensure nil pollution of local waterways from site runoff, litter and chemicals, and ensure these are adhered to by suppliers and patrons.
- Aim to reduce your 'usual' water use. Set mutually agreed targets for water use by caterers and others.
- Seek out venues with water efficient measures that are robust enough for you to leverage/promote.
- Through local water corporations (for example) provide drinking water trailers and/or water dispensers for refilling BYO bottles, if potable tap water is not available or taps are not accessible.
- Ensure toilets (and showers if required) are water efficient.
- Ensure (and check) any waste-water management systems used by the venue and/or suppliers are designed in accordance with best practice and will accommodate the size of your event.

## Promotion

- Advertise your event as 'sustainable' in all pre-during-post event promotions, being as specific as possible regarding what actions you have taken/will take before, during and after the event.
- Promote the fact that you have calculated your unavoidable carbon emissions and who you have partnered with to offset these.
- Build carbon offsets into the registration/ticket cost – ensuring that any costs/charges can be substantiated and/or attributed to the carbon audit you have conducted. There may be only a minimum cost difference to the attendee or offer an opt in/opt-out option.

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<sup>1</sup> <https://www.industry.gov.au/data-and-publications/climate-active-carbon-neutral-standard-for-events>

<sup>2</sup> <https://www.climateactive.org.au/be-climate-active/certification/register-consultants-climate-active-certification>

- Design your patron communications in electronic format and 'print green' (using post-consumer recycled stationery, vegetable-based inks, space-efficient layout, double-sided printing).
- Ensure your printer uses low waste pumping systems for presses.
- Have (non-printed) sustainability/social-behavioural change messages/info signs around event.
- Re-use promotional/display materials for more than one event (e.g. have dates/sponsors on separate banners).
- Avoid offering promotional products (or alternatively use durable bags and 'green' fillers such as recycled paper pens, shower timers, wind-up torches).
- Engage with event participants about your 'sustainable event messages' via innovative technology solutions for promotional material, ticketing and while at the event, such as electronic signs, projections, mobile-friendly website, custom event apps.
- Use your post-event evaluation data to communicate with patrons after the event so they can see what specific outcomes have been achieved and to encourage them to continue to spread your message(s).

## Catering

- Set up contracts with unused food distribution partners – e.g. OzHarvest, Second Bite, Foodbank, Loaves and Fishes or similar.
- View and approve sustainability agreements with vendors and seek post-event reporting to ensure compliance.
- As per "Waste" above, investigate re-usable crockery and cutlery options (incorporating Department of Health approved wash and sanitising systems) and implement if appropriate OR purchase (and add cost into ticket prices – or get vendors to do so) recyclable OR compostable cutlery and crockery (e.g. food-grade corn-starch plates) and have complementary compost/organic waste bins.
- Set up approved composting facility(s) and appoint a partner to monitor and remove during/after event.
- Offer (as a preference) fresh/seasonal/local catering options and include a requirement for vendors to use and prepare such food, if practical.
- Cater to expected numbers (RSVPs, or previous attendance numbers, digital ticketing that incorporates prepaid meal options).
- Avoid individually wrapped items (e.g. sugar sachets) and encourage vendors/caterers to do so as well.
- As per 'Waste' and 'Water' above, encourage the use of water trailers/dispensers or tap water if safe for drinking. Encourage people to bring their own refillable bottle/s.

## Transport

- Ensure cars are not idling for long periods in car parks and on entry and egress.
- Contract appropriate suppliers of shuttle services.
- Encourage other 'group' transport services such as car-pooling – via the community/event partners.
- Liaise with public transport providers to provide public transport information with event promotions. Work with these suppliers to ensure increased services at critical times and/or discounts for patrons.
- Encourage cycling to the venue and offer (volunteer) bike-valets.
- Consider a reduced ticket price for those who use those services other than private vehicle use.

Finally, after the event, don't forget to evaluate how you went against your plans. See what you can improve on the next time you organise an event!