

## Sustainability

Council is committed to ensuring that the environmental impact is minimised, wherever possible, in the delivery of our events and that our events adhere to best practice sustainable event management.

**Please read the list below and indicate areas that you will be addressing and any you will need support to deliver. This check list must be submitted as part of the event booking process and be approved by the Environment and Sustainability section of Council.**

Areas	Considerations ( <i>Please note some of these are Mandatory</i> )	Mandatory/ Optional	Yes/ No/ NA	Provide comments or whether you need support
<b>Catering</b> (where food/drink provided)				
Please refer to the <a href="#">Sustainable Catering Products for Council Events</a> for ordering any of the below items.				
1.	The number of attendees has been estimated accurately in order to reduce food waste.	Mandatory	Choose an item.	Click here to enter text.
2.	A range of food options are provided to cater for different dietary requirements, where practicable.	Mandatory	Choose an item.	Click here to enter text.
3.	Fair trade or Australian grown organic coffee and tea are provided.	Optional	Choose an item.	Click here to enter text.
4.	No plastic or polystyrene-foam serving ware of any kind is to be used or distributed. All serving ware (plates / cups / bowls / trays / cutlery / food packaging) used and distributed are reusable/washable, or made from opaque compostable materials (e.g. corn starch, paper or bamboo).	Mandatory	Choose an item.	Click here to enter text.
5.	No plastic straws are to be used or distributed.	Mandatory	Choose an item.	Click here to enter text.
6.	Disposable coffee cups used and distributed must be paper with bio plastic (made from renewable biomass sources) coating and disposable coffee cup lids used and distributed must be bio plastic (which can be composted afterwards).	Mandatory	Choose an item.	Click here to enter text.
7.	Reusable or recyclable plastic wine glasses must be provided, if being used.	Mandatory	Choose an item.	Click here to enter text.
8.	Napkins made from 100% recycled paper or bamboo products must be provided, if used.	Mandatory	Choose an item.	Click here to enter text.

9.	No plastic drink bottles or plastic water bottles are to be used or distributed. Bulk dispensers or jugs should be used for water, instead of plastic water bottles. <i>Note: Plastic drink and water bottles accepted for <u>stallholders only</u> during first year of transition period (2020)</i>	Mandatory	Choose an item.	Click here to enter text.
10.	No single-use plastic sachets are to be used or distributed. Bulk dispensers should be used for condiments (e.g. salt, pepper, soy/tomato sauces etc).	Mandatory	Choose an item.	Click here to enter text.
11.	All stallholders have read and agreed to the <a href="#">Stallholder Kit Terms &amp; Conditions</a> and thus abide by the <a href="#">Temporary Food Stalls Code and Mobile Food Vendors Code</a>	Mandatory	Choose an item.	Click here to enter text.
12.	Leftover food will be donated to a charity organisation/shelter eg. Ozharvest, Foodbank?	Optional	Choose an item.	Click here to enter text.

### Marketing and communications

13.	The event is promoted electronically (email promotion, website, intranet, Council newsletter) and bookings are confirmed via email or SMS.	Mandatory	Choose an item.	Click here to enter text.
14.	Promotional material is printed (where practical): <ul style="list-style-type: none"> <li>double-sided</li> <li>on 100% recycled paper/ stock</li> <li>using a waterless printing method with vegetable based inks</li> </ul>	Mandatory	Choose an item.	Click here to enter text.
15.	Promotional material is printed on totally chlorine free (TCF), process chlorine free (PCF), or elementary chlorine-free (ECF) paper.	Mandatory	Choose an item.	Click here to enter text.
16.	Handouts are limited to essential information.	Mandatory	Choose an item.	Click here to enter text.
17.	Sustainability efforts are highlighted on promotional materials and signage and communicated with participants during the event.	Mandatory	Choose an item.	Click here to enter text.
18.	Signage/posters/banners and other printed materials created for the event can be reused for future events (if a repeat event, avoid referring to numeric dates to facilitate reuse – e.g. use First Sunday in March).	Optional	Choose an item.	Click here to enter text.

### Waste management

19.	An adequate number of waste bins, recycling bins and collection services for each waste stream are provided.  Bin lid and bin cap colours must comply with the	Mandatory	Choose an item.	Click here to enter text.
-----	--	-----------	-----------------	---------------------------

	Australian standard for bin lid colours. <i>Contact the Waste Services team to ascertain bin number &amp; bin colour required.</i>			
20.	Food waste/compostable ware is collected separately, for organic waste collection organised by the Council. <i>The Environment and Sustainability team will be working with Waste Services to fund the provision of organic waste bins and an organic waste collection at events during the first year of the transition period (2020). Please contact the Sustainability Engagement Coordinator for information on how to organise.</i>	Mandatory (within transition period)	Choose an item.	Click here to enter text.

### Transportation

21.	The venue is close to public transport, or you are providing communal, fuel efficient transport for attendees (e.g. a bus service from the nearest train station or carpooling?).	Optional	Choose an item.	Click here to enter text.
22.	Bike racks are provided.	Optional	Choose an item.	Click here to enter text.
23.	The message of “walk, ride or use public transport” is promoted. Information on sustainable transport options are available to attendees, staff and volunteers (e.g. links to public transport websites, or a platform for participants to communicate and organise sharing of cars, buses and/or taxis).	Mandatory	Choose an item.	Click here to enter text.

### Other

24.	Single-use plastic bags are not to be used or given away during the event.	Mandatory	Choose an item.	Click here to enter text.
25.	Plastic balloons, confetti and glitter are not to be used, given away or released during the event.	Mandatory	Choose an item.	Click here to enter text.
26.	Biodiesel generators, if being used, are to be those that use 2 <sup>nd</sup> generation cooking oils, or oils that are a by-product of other food processing, rather than food crops grown solely to produce oil.	Mandatory	Choose an item.	Click here to enter text.

Please describe any other strategies/actions you will put in place to reduce the environmental impact of the event:

Click here to enter text.

Please contact the Sustainability Engagement Coordinator indicated on Page 9 for any further queries.