

- economically viable
- socially just
- environmentally sound

Wollongong City Council

SUSTAINABLE **EVENTS**GUIDE



wollongong
city of innovation

Acknowledgment of Country

Wollongong City Council
would like to acknowledge
and pay respect to the Traditional
Custodians of the Land, to Elders
past and present, and extend
that respect to the Aboriginal
and Torres Strait Islander people
residing within the Wollongong
Local Government area.

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Introduction

In recent years we have seen advances in the way event organisers are trying to reduce their environmental footprint. This has included seeing an increase in events that limit single use plastics and focus on good recycling of waste.

This voluntary guide is designed to support event organisers in delivering more sustainable events. A sustainable event is one that shows care for the environment, is economically viable and considers social issues. The goal is to reduce environmental impact, add value to the local economy, engage the wider community and educate those involved.

What does the Guide apply to?

Every event is different, and this Guide can be used by anyone involved in planning and managing events.

The Guide is intended to be considered by any individual or organisation that is holding an event of 200 or more participants on Council owned and managed land/facilities, which at a minimum have catering, food stalls, or waste material being generated. This includes, but not limited to:

- Conferences
- Workshops
- Markets
- Outdoor cinemas
- Music festivals
- Community events
- Major events, such as Australia Day and New Year's Eve celebrations



How to use this Guide

The Guide is divided into key sections that outline different aspects of an event. Each section offers suggestions for how to improve the sustainability of your event.

Key sections are:

1. Waste reduction and resource recovery
2. Energy efficiency and renewable energy
3. Transport
4. Water management
5. Food and catering
6. Procurement
7. Merchandise and signs
8. Measuring, marketing and engagement

Planning is essential in making real changes to reduce emissions and water use, limit waste generation and minimise impacts on the environment. Doing it all straight away can be overwhelming. Remember even small changes can have a big impact.

Consider:

- Setting sustainability objectives and deciding what you want to achieve for your event.
- Determining the data you want to collect to measure impact.
- Identify key actions you are going to put in place.

At the end of the Guide there is a list of useful links and resources to assist you in making your event a sustainable one.

CATEGORY USE

Suggestions to improve the sustainability of your events are divided into 3 categories based on an indicative size of the event.

Category 1: <2000
Category 2: 2000-5000
Category 3: > 5000

The sustainability actions detailed in this document are cumulative and increase with the size of your event. For example, Category 2 events should also consider Category 1 suggestions, and Category 3 events should consider Category 1 and 2 suggestions.

Waste Reduction and Resource Recovery

As a general rule of thumb, events generate approximately one litre of waste per person, per meal. Your event should aim to avoid the use of unnecessary materials, reduce the amount of waste generated and reuse, recycle and/or compost materials where you can. Waste avoidance, reduction and recycling is better for the environment, aligns with community expectations, and helps save money on waste disposal costs for organisers.

Category 1	+ Category 2	+ Category 3
<ul style="list-style-type: none">• Develop a waste management plan so you can identify the waste streams that will be generated at your event, and the number of bins required.• Select the appropriate recycling &/or composting services you require. Are there options to eliminate problematic materials at the planning stage? Can you hire items instead of buying them?• Recycling bins should be provided at a minimum in addition to landfill garbage bins, and should be Australian Standard coloured bins: Mixed recycling – yellow Waste to Landfill – red.• Waste stations should have adequate signage, such as signs and stickers indicating what goes in what bin and placed in high traffic areas.• Apply to Wollongong City Council's Waste Wise program to borrow bins, bin caps, overhead signage and bin stickers. Call us on (02) 4227 7111 to talk about making your event Waste Wise. You can also read our Waste Wise Events Booking Form and Guidelines on Council's website.	<ul style="list-style-type: none">• Full resource recovery is recommended - this means recycling, composting (food and organics) and landfill waste stations. Mixed recycling – yellow Waste to Landfill – red Composting/organics – green.• Trained bin monitors are recommended to minimise waste contamination and should be at each waste station. There are organisations in the Wollongong LGA that provide this service.• Educational announcements on the bins that are available and proper waste disposal should be made at consistent intervals at the event (e.g. reminding patrons on recycling, food waste can be composted). Pre-plan announcements the MC can say throughout the event.• Ensure stallholders understand before the event:<ul style="list-style-type: none">- The correct use of recycling services.- All cups / plates / food containers used at the event either be reusable, 100% recyclable and/ or compostable to Australian Standard AS 4736.- If Bioplastics are to be used, they must be certified to AS 4736 to be able to be composted.- FSC certified wooden cutlery or bioplastic cutlery that is compostable to AS 4736.	<ul style="list-style-type: none">• Add extra cost to single use items to encourage reusable items or offer a discount for people with a reusable cup.• Provide or sell reusable bottles or cups to your attendees for use across your event.• Consider the following when reviewing event outcomes and make sure to include data collection requirements in waste supplier contracts:<ul style="list-style-type: none">- Recycling and general waste composition.- Signage and education.- Future procurement decisions regarding types of waste.- Contamination and the acceptability of recycling services.

Waste Reduction and Resource Recovery

Category 1	+ Category 2	+ Category 3
<ul style="list-style-type: none">• Create a site plan for bin placement throughout the event site.• Ensure adequate servicing and cleaning of bins throughout the event.• No single use plastic items should be used such as straws, plastic bags, coffee cups, stirrers, food containers, cutlery, balloons, confetti, and giveaways.• No polystyrene of any kind should be used, this includes but not limited to food containers and packaging.• Cups / plates / food containers used at the event should be able to be recycled or reusable.• Single use plastic cutlery can be replaced with FSC certified wooden cutlery.• Promote your event as Waste Wise and Single Use Plastic Free.• Ensure that the site is left clean of litter and rubbish at the end of the event.	<ul style="list-style-type: none">• Check stallholders are using the correct products and no single use plastics are being used during the event.• Where stallholders and service providers will generate large volumes of soft plastics, cardboard or other recyclable materials, request they take their own back of house waste with them or provide additional dedicated bins for these waste streams to be appropriately managed.• Collect basic waste information such as kg waste recycled, composted and sent to landfill, with the aim to improve sustainable waste outcomes and resource recovery in future events.	

Recycling, composting and general waste services should always be provided together and no more than 14 metres apart in main event areas if possible.



Waste Reduction and Resource Recovery

Quick Guide to Recyclable, Biodegradable and Compostable Packaging

Recyclable

Recyclable products include all plastic drink bottles, cups and food containers numbered 1 – 6, milk and juice cartons, aluminium and steel cans and glass bottles. Items that can be recycled include paper, carboards, aluminium cans, trays and clean foil, steel aerosol cans, glass bottles and jars, milk, juice and long-life cartons, and rigid plastic containers. Plastic bags and soft plastics are not suitable for recycling bins.

Compostable

Compostable packaging decompose fully into 'compost' without producing toxic residue as they break down. Compostable products are commonly made from natural products such as paper, bagasse (sugarcane), cardboard, wood or bamboo.

An important point to note: there are two variations of compostable packaging. Industrial Composting and Home Composting, which are identified using different packaging labels.

For events, compostable packaging will require Industrial Composting and products must be certified to AS 4736 to allow for it to go in the **organics** bin.

Biodegradable and Bioplastics






Biodegradable plastics are often confused with bioplastics, but the two are very different. Biodegradable plastic and bioplastic needs to be disposed of in a specific way to serve its intended function.

Biodegradable refers to plastics made from treated petrochemicals. Basically, biodegradable bags break down quicker than traditional plastic bags into smaller plastic pieces and hence can only be put in **landfill** bins.

Bioplastic refers to plastics made from renewable feedstocks, such as wood, corn, soy, sugar cane, and grasses and are often compostable. Bioplastics are best suited for products that are often thrown away with food and other organic materials. Bioplastics products must be certified to AS 4736 for industrial composting to go in the **organics** bins.



Alternative Product Suggestions

Product	Suggestions	Tips for Success
<div>Drink cups</div> 	<ul style="list-style-type: none">• Certified compostable cups AS 4736• Attendees BYO bottle• White PET recyclable coffee cup	<ul style="list-style-type: none">• Advertise your event as single use plastic free and encourage attendees to BYO bottle
<div>Coffee cups</div> 	<ul style="list-style-type: none">• Certified compostable cups AS 4736• Attendees BYO reusable coffee cup• Use white or black PLA (bioplastic) lids that are certified compostable AS 4736• Use white PET recyclable coffee cups	<ul style="list-style-type: none">• Advertise your event as plastic free and encourage attendees to BYO reusable coffee cups
<div>Containers, plates and bowls</div> 	<ul style="list-style-type: none">• Use plastic containers that can be recycled• Use cardboard/paper bowls and plates AS 4736• Use compostable containers - these are usually made from bamboo or sugarcane AS 4736	<ul style="list-style-type: none">• Include organic waste collection in mix• Pre-event promotion
<div>Cutlery</div> 	<ul style="list-style-type: none">• Use FSC certified wooden cutlery• Use bioplastic cutlery that is AS 4736 compostable	<ul style="list-style-type: none">• Include FOGO collection in resource recovery mix• Pre-event promotion to prepare patrons
<div>Straws</div> 	<ul style="list-style-type: none">• No straws automatically provided• Use FSC certified paper straws• Sell metal straws	<ul style="list-style-type: none">• Only provide straws when requested by customer and only if they comply with column 1

Waste Reduction and Resource Recovery Top Tips



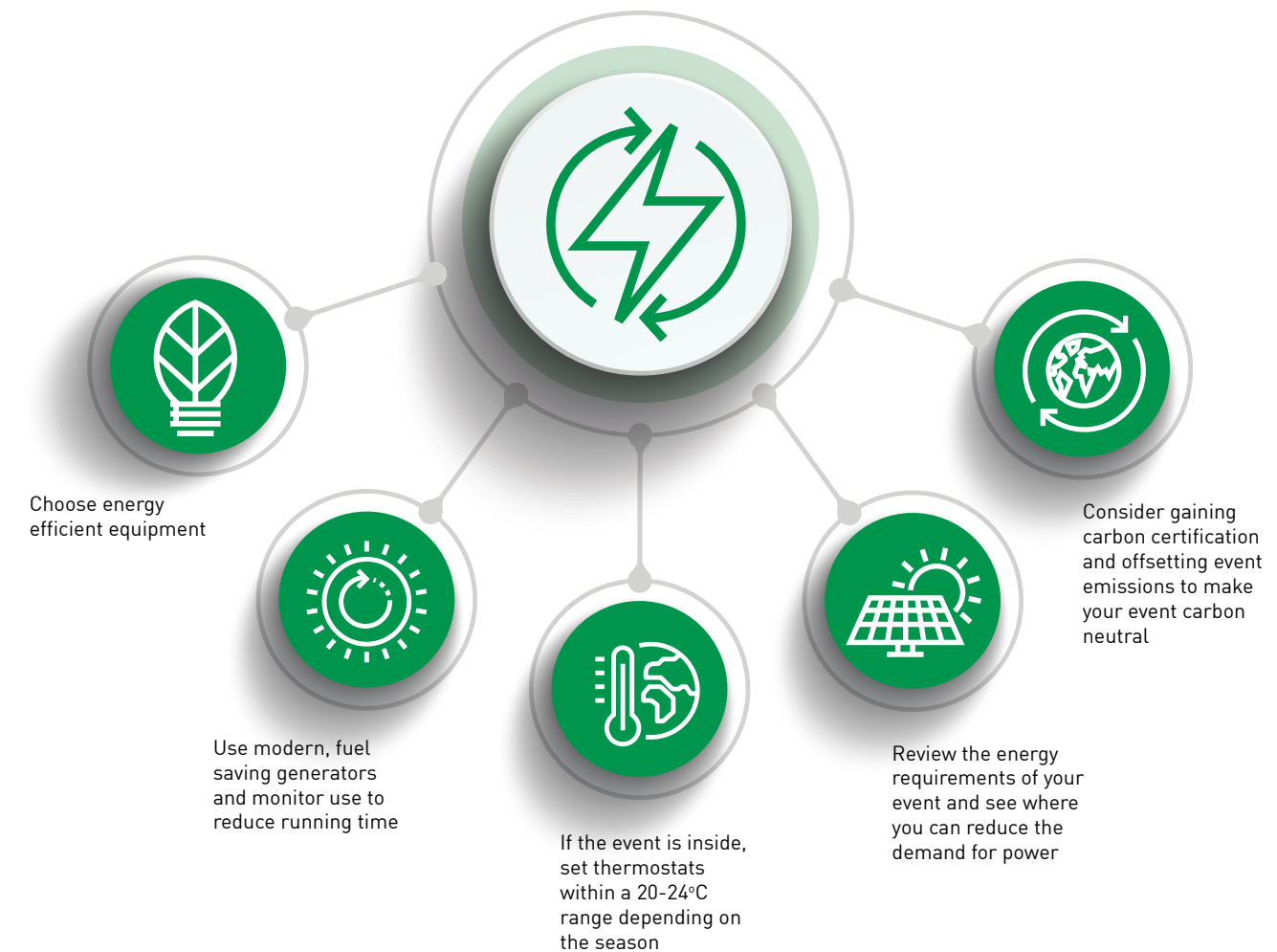
Energy Efficiency

Council has power available at each of their event sites and facilities. Use of Council’s power will incur additional fees. It is important when preparing your site plan that you are aware of Council’s power connection location so that you can plan your event accordingly.

Category 1	+ Category 2	+ Category 3
<ul style="list-style-type: none">• Review the energy requirements of the event and see where you can reduce the demand for power. If you have individual stallholders at your event you will need to know their energy requirements.• Choose energy efficient appliances when purchasing or leasing new equipment and appliances, including LED lighting.• Use modern, fuel saving generators and monitor use to reduce running time.• If the event is inside, set thermostats within a 20-24°C range depending on the season.• Manage and monitor lighting or equipment to ensure that the use is optimal including use of timers and turning off equipment when not required and at the end of the event. Utilise solar lights where appropriate e.g. portable lights and festoon lighting.	<ul style="list-style-type: none">• Use energy efficient lighting (eg LED) and audio visual equipment where possible. Diffuse lighting and sound where possible to minimise impact to neighbours and the local community.• Provide an opportunity for stakeholders to utilise energy offsets.• Communicate energy objectives early to suppliers and stallholders. Energy requirements could also be written into supplier or stallholder agreements, for example:<ul style="list-style-type: none">- Utilising energy efficient equipment and appliances that have a high Energy Rating label.- Minimising the use of diesel generators and locate generators away from food, gathering or high foot traffic areas (to reduce noise and reduce pollution).- Minimising equipment idling, encouraging or supporting fuel substitution and/or storage (i.e. biodiesels and batteries).- Ensuring appropriate equipment placement to allow airflow, considering air quality and efficient use of natural light/shading where appropriate.• Educate the community on energy efficiency with signage.	<ul style="list-style-type: none">• Collect energy data and calculate greenhouse gas emissions generated.• Consider gaining carbon certification and offsetting event emissions (i.e. through tree planting programs) to make your event carbon neutral.

Energy Efficiency

Energy Efficiency Top Tips



Transport

Transport to and from events by attendees, performers and staff, as well as freight to move materials to and from a site, are significant sources of emissions. Transport is one of the more difficult impacts for event organisers to have influence over.

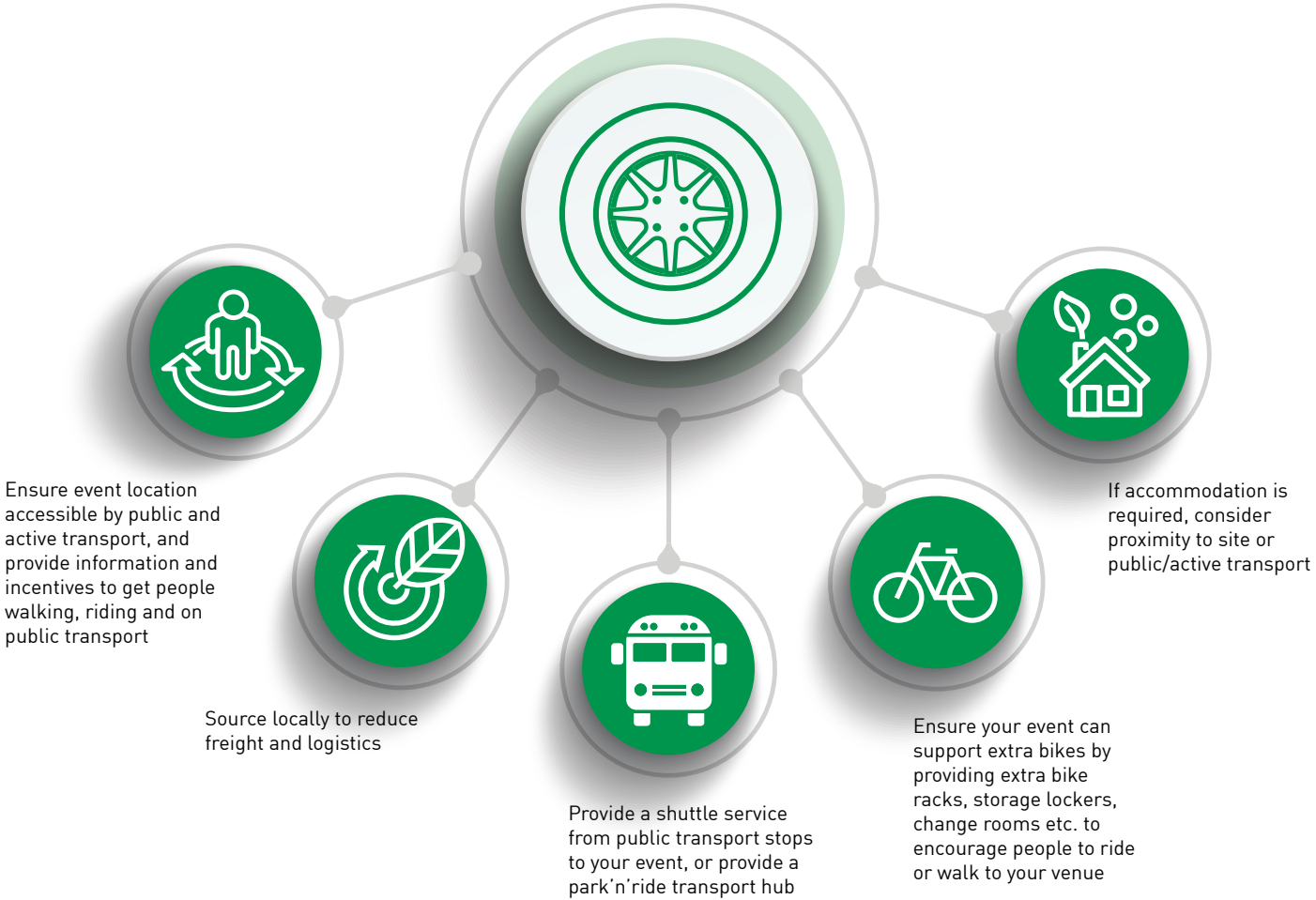
Sustainable events can encourage car sharing, public and active transport, such as cycling and walking. Public transport has the lowest emissions of motorised transport to events and should be encouraged wherever possible. Active transport has an added health benefit and can also encourage more community interaction.

Category 1	+ Category 2	+ Category 3
<ul style="list-style-type: none"> Encourage and promote sustainable transport options, ensuring maps, timetable information and travel times are shared and available online. Depending on the size of your event, provide extra bike racks, storage lockers, change rooms etc. to encourage people to ride or walk to your venue. 	<ul style="list-style-type: none"> Provide a 'park n' ride' transport hub within 5km radius of your event. Offer promotional codes or incentives attached to people using ride share and active transport. Document opportunities and learnings for the next event, tracking progress. Source locally, from as few suppliers as possible, to reduce freight and logistics (i.e. performers, staff, suppliers, food, materials). 	<ul style="list-style-type: none"> Provide a shuttle bus from public transport hubs. For large sites or multiple locations, provide sustainable travel options between locations. Utilise sustainable transportation methods for goods and materials to/from site i.e. electric and/or hybrid cars. If accommodation is required, consider proximity to site or public/active transport. Provide an opportunity for attendees to utilise travel offsets (encourage at booking). Evaluate greenhouse gas emissions from attendee and participant travel. Depending on the event, this data could be collected by a simple survey as people enter the event. Consider gaining carbon certification and offsetting event emissions (i.e. through tree planting programs) to make your event carbon neutral. Promote, celebrate and share stories of sustainable transport outcomes with the community, site and networks, thanking and acknowledging efforts.



Transport

Transport Top Tips



Water Management

Connection to a mains (drinking) water supply is provided to most events and is used for drinking, food preparation, washing up and sanitisation. Chemical free wastewater should also be a goal of a sustainable event and ensure there is no contamination of waterways from event activities.

Category 1	+ Category 2	+ Category 3
<ul style="list-style-type: none"> • Check you don't have any leaking taps or appliances. • Choose water efficient appliances and fixtures when purchasing or leasing water related equipment and appliances (i.e. low flow/ water saving taps and taps with an automatic stop mechanism). • Provide accessible water to event goer, such as hiring portable water bottle refill stations or a water refill trailer. • Encourage and promote attendees to bring their own water bottles so they don't need to buy bottled water. • For inside venues provide water stations with jugs of water and glasses for delegates. • Make sure chemicals and oil are responsibly disposed of by stallholders and not poured down drains. • Choose a hired toilet provider that is either water efficient, compostable, waterless or uses 'grey water'. 	<ul style="list-style-type: none"> • Provide staff with reusable bottles (or ask them to bring their own) and provide or sell reusable bottles or cups to your attendees for use across your event. 	<ul style="list-style-type: none"> • For large outdoor events use hand-held misting sprays, not constantly running misting stations for cooling attendees down.



Water Management

WCC waste wise events program has water refill stations to borrow, and Healthy Cities Illawarra hires hydration stations

Water Management Top Tips



Food and Catering

Catering and food choices are likely to be one of the event’s largest impacts on natural resources, emissions and waste.

Category 1	+ Category 2	+ Category 3
<ul style="list-style-type: none"> • Encourage your caterer or stallholders to address the following areas in developing their menu: <ul style="list-style-type: none"> - Encourage locally grown, seasonal produce where possible. Generally, the further food has to travel to your plate the more greenhouse gas emissions and pollution it produces in transport and storage. See Illawarra’s guide to buying sustainable and ethically produced food at foodfairnessillawarra.org.au - Encourage organic food where possible. - Encourage stallholders / caterers to offer vegetarian and/or vegan options. - Encourage sustainable seafood. Refer to the Sustainable Seafood Guide to choose wisely. - Encourage prioritisation of suppliers that are Fairtrade. • Engage a social enterprise to do your catering. • No single use plastics to be used. • All cups / plates / food containers used at the event should be reusable or recyclable. • For conferences- If you have excess food, partner with an organisation that collects leftover food and redistributes it to people in need. In the Illawarra there are a number of organisations that will accept food leftovers, given they have been safely handed and still suitable for consumption following food safety standards. Refer to Food Fairness Illawarra at foodfairnessillawarra.org.au/the-directory/ to see where food can be donated. 	<ul style="list-style-type: none"> • Via contract, specify that no single use plastic items such as cups, straws, plastic bags, stirrers, containers or cutlery are to be used. • All cups / plates / food containers used at the event must be reusable, recyclable or made from compostable materials. • Compost/organise for your food waste to be picked up and sent to an organic collection supplier. 	<ul style="list-style-type: none"> • Add extra cost to single use items to encourage reusable items and/ or provide or sell reusable bottles or cups to your attendees for use across your event.

Food and Catering

Use the Fair Food Forager app to search for sustainable food providers

Food and Catering Top Tips



Case Study: Yours and Owls

Yours and Owls is a music company run by Adam Smith, Balunn Jones and Ben Tillman. They are involved in a series of projects including pop-up gigs, music festivals, a record label, and they manage the two-day Yours & Owls Festival held in Wollongong. This well-known, annual outdoor music festival is highly regarded for its sustainability credentials.

The sustainability starting point for Yours and Owls was to reduce single use plastics, minimise the amount of landfill generated at events and implement effective recycling. To achieve this, research was the key to understanding what products could be used and if they could be reused, recycled or composted. Throughout their sustainability journey the company has sought insights and guidance from people with experience in this area, working with local groups such as Plastic Free Wollongong and Green Connect.

"We are passionate about the environment, so improving the sustainability of events was a personal goal of ours," says Adam. "Also, customers today are much more aware of sustainable choices and expect higher sustainability standards at events."

Image: Yours and Owls, Matt McKay and Balunn Jones. Photo by Andy Gray from Plastic Free Wollongong.



Adam says it is important to engage with vendors to encourage them to commit and adhere to a policy of reducing waste and single use plastics. They have also seen the benefit of promoting BYO water bottles to events and, pre-COVID, having reusable cups which patrons could purchase and use on the day. For large events, such as the Yours & Owls Festival, they engage a sustainable events officer who has helped to further improve and promote waste minimisation.

Adam understands there can be an economic cost, particularly for small businesses, when implementing sustainability actions. He believes having a long-term waste management plan assists in framing approaches to reducing and managing waste. He hopes if more people use sustainable products then the cost of these products will decrease over time.

Yours and Owls have also partnered with Council to give event goers an opportunity to do conservation bush regeneration at Puckeys Estate.

For anyone starting out on the road to sustainable events Adam recommends these three tips:

- don't try to do too many things at once
- focus on a few key improvements (e.g. reduce single use plastics, have good recycling in place and have reusable bottles for water)
- take the time to plan, research and network with others.

Procurement

Event managers and stallholders can play a significant role in making informed choices throughout the supply chain. These procurement choices can influence the wider industry, promoting new technology and products that are more environmentally responsible, ethical and with local economy benefits.

The concept of a circular economy means that materials are kept in circulation longer, waste is minimised, and material reuse is maximised, for the benefit of the local economy. All suggested actions need to be taken in the planning stages of your event. The first step for event organisers is to develop a simple Sustainable Procurement Policy that clearly states sustainable purchasing objectives and intentions.

Category 1	+ Category 2	+ Category 3
<ul style="list-style-type: none">• Communicate with suppliers the sustainability objectives of the event and develop a 'preferred products' list with consumables suppliers.• Purchase locally made products (low carbon miles).• Support sharing goods and services (hiring or leasing), rather than buying.	<ul style="list-style-type: none">• Include tailored specific sustainability requirement in contracts or agreements (e.g. no single use plastics to be used).• Purchase items that are made out of recycled material, are recyclable, reusable or have a guarantee that they are made to last.	<ul style="list-style-type: none">• Purchase products with an environmental or social certification, such as Forest Stewardship Council (FSC), Rainforest Alliance, Australian Organic, Fairtrade or Carbon Neutral.• Work with suppliers to incorporate circular economy principles to determine how event materials can be used for multiple events and reused at end of life.• Check the companies you purchase from have a clear understanding of their supply chain – where things come from and how they are made, including awareness of key environmental and social risks their products may be contributing to.



Merchandise and Signs

Merchandise, giveaways and printed materials have an impact on resource use, manufacturing and transport emissions, toxicity and waste.

Category 1	+ Category 2 and 3
<ul style="list-style-type: none">• Aim for an event that is as paper free as possible and use electronic versions whenever possible.• Minimise printed promotional materials by using online resources and electronic event communication tools. This includes invites, programs, maps and materials for event planning such as agendas or reports.• If print materials are essential, ensure they are double sided, Forest Stewardship Council certified and on 100% recycled or carbon neutral paper.• Avoid showbags, balloons and non-sustainable giveaways from sponsors and vendors.• Design signs and banners to be reusable, such as avoiding dates or themes that require year on year new printing.• Request recycled, PVC free or other sustainable options when printing signs.	<ul style="list-style-type: none">• Ensure vendors and sponsors adhere to sustainability requirements regarding printed materials.

Image: Archi-loom by Slow Art Collective, Viva la Gong.
Photography by Bernie Fischer.



Measuring, Marketing and Engagement

A truly sustainable event results in additional benefits to staff, stallholders, suppliers and attendees alike. Gaining commitment from others will maximise the overall benefits. With accurate monitoring and measurement of sustainability actions, events can confidently reflect their achievements and substantiate any public statements.

These suggestions are more suitable to medium and large sized events, but even a small event can communicate sustainability initiatives and achievements.

Category 1	+ Category 2	+ Category 3
<ul style="list-style-type: none">• If your event is Waste Wise and Single Use Plastic Free, promote these initiatives when advertising your event.	<ul style="list-style-type: none">• Implement a Communications and Engagement Plan that commits to sustainability outcomes and clearly and consistently communicate your environmental commitments and achievements pre, during and post event.• Actively engage and educate the community by showcasing your sustainability credentials and initiatives through pre/post event messaging.• At a minimum collect basic data on energy, waste and water use to see where improvements can be made next time.	<ul style="list-style-type: none">• Ensure you have a system in place to monitor the energy, transport, waste and water data of the event. This will enable you to verify public statements but importantly document learnings and opportunities for the next event or allow you to offset your event to be carbon neutral.• Collaborate with sponsors, suppliers, stallholders, performers, event attendees, staff, venue owners to find value and stories in what you are doing and promote it.• Prominently display sustainability initiatives in key congregation and viewing areas such as adjacent to stalls, toilets, stages and bin clusters to raise awareness, communicate objectives and achieve behaviour change.



Appendix 1: Useful Information and Links

Sustainable Products

Sustainable Choice: lgp.org.au/sustainable-choice (need to be a member)
Eco Business Directory: greenfinder.com.au/
Fair Trade: fta.org.au/
Food Fairness Illawarra: foodfairnessillawarra.org.au/
Forest Stewardship Council: au.fsc.org/en-au
Rainforest Alliance: rainforest-alliance.org/
Australian organic: austorganic.com/
Indigenous Business search: supplynation.org.au/
Resources and supplier databases specifically targeted at the sustainable events industry: thrive.sustainable-event-alliance.org/
Eco and green products: ecobuy.org.au/
Plastic free resources and information, including product supplier information: byebyeplastic.org.au

Waste

EPA – event recycling: epa.nsw.gov.au/your-environment/recycling-and-reuse/business-government-recycling/waste-wise-events/public-places-and-events
Recycling near you: recyclingnearyou.com.au
Visy Recycling: visy.com.au/recycling
Green Connect (event waste management): green-connect.com.au/
Closed Loop: closedloop.com.au/
OzHarvest: ozharvest.org/
Plastic Free Wollongong: plasticfreewollongong.org/
Plastic free resources and information, including product supplier information: byebyeplastic.org.au
Wollongong City Council Waste Wise Events: wollongong.nsw.gov.au/business-in-wollongong/organise-an-event/accordions/waste-wise-events

Energy

Energy Efficiency: environment.nsw.gov.au/topics/energy-savings-and-resource-efficiency
Carbon offsetting: environment.gov.au/climate-change/government/carbon-neutral/ncos-eligible-offsets

Transport

Transport NSW Information: transportnsw.info/
GoGet: goget.com.au/
Flexi Car: flexicar.com.au/
Bicycle NSW: bicyclensw.org.au/
Bike rack hire: bikerackhire.com.au/
RMS: rms.nsw.gov.au/business-industry/partners-suppliers/document-types/guides-manuals/traffic-transport.html

Appendix 1: Useful Information and Links

Water

Sydney Water: sydneywater.com.au/SW/index.htm
Healthy Cities Illawarra: healthycities.org.au/support-us/hydration-stations-and-hci-tent/

Food

Sustainable Food: choosewisely.org.au/
Food Fairness Illawarra: foodfairnessillawarra.org.au/the-directory/
Green Globe: greenglobe21.com/
Good fish Guide: Sustainable seafood guide: goodfish.org.au/

Calculating the Carbon Footprint of your event and offsetting

Carbon neutral events: industry.gov.au/data-and-publications/climate-active-carbon-neutral-standard-for-events
Carbon neutral: carbonneutral.com.au/carbon-calculator/
Carbon neutral charitable fund: cncf.com.au/carbon-calculator/
Greening Australia: greeningaustralia.org.au/carbon-offsetting/



Appendix 2: Examples of Data to Monitor and Measure Performance

With accurate monitoring and measurement of sustainability actions, events can confidently reflect their achievements, substantiate any public statements or assist make their event carbon neutral. It will also help highlight any areas that can be improved for your next event.

Firstly, you need to ascertain what information you want to gather to monitor and improve the sustainability of future events, who will collect the data and if you need a budget to do so. It is imperative in the planning stages of your event you recognise what data needs to be collected.

Below are examples of the type of information and data that could be collected. Depending on your event type and size only certain examples will be suitable, and it is acknowledged that extra resources would be required to collect some of the data (e.g. transport data).

Energy efficiency

- Electricity consumption: kWh / person
- Gas consumption: MJ / person
- Generator fuel consumption: diesel/biodiesel L / person

Water

- Water consumption kL / person

Waste reduction and resource recovery

- Kg of landfill / person
- Kg drink recycling (cans/bottles) / person
- Kg food waste to landfill / person
- Kg food waste to compost / person

Transport

- Percentage / number of attendees who drove to the event alone/with someone
- Percentage / number of attendees who took public transport to the event
- Percentage / number of attendees who took active transport (cycled, walked)

Food

- Meat vs vegetarian meals: \$ and %

Procurement

- % products that are recycled, recyclable or reusable
- % products locally made

References

- City of Adelaide, Sustainable Event Guidelines 2018.
- City of Sydney, Sustainable Events Guide 2020.
- City of Melbourne, Sustainable Events Guide, viewed 21st April 2021 <https://melbourne.vic.gov.au/business/sustainable-business/sustainable-event-guide/Pages/sustainable-event-guide.aspx>
- City of Moonee Valley, Sustainable Events Toolkit.
- Food Fairness Illawarra and Healthy Cities Illawarra, Illawarra's Guide to Sustainable and Healthy Events 2020.
- Hawkesbury City Council, Sustainable Events Management Guide 2011.
- Hume City Council, Sustainable Events Guidelines 2019.
- Macquarie University, A Guide to hosting Sustainable Events.
- Mosman Council, Guide to Sustainable Events Management.
- NSW Department of Environment and Conservation 2007, Waste Wise Event Guide.
- Shellharbour City Council, Sustainable Events Policy 2011.



Contact us

(02) 4227 7111

Monday to Friday, 8.30am–5pm

You can also use the number above for after hours Council-related emergencies.

Email sustainability@wollongong.nsw.gov.au

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