

Sustainable event guidelines





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Sustainable event checklist

1. Planning

Identify potential environmental impacts of the event and record them in the event's risk register

Set the sustainability objectives for the event.

Set key performance indicators and list the data you will collect to monitor the objectives

2. Stakeholder engagement

Identify all stakeholders who can impact or be impacted by the event positively or negatively

Develop tailored sustainability messaging for your key stakeholders

Communicate sustainability objectives during supplier and vendor engagement

Include sustainability requirements in stakeholder communications

3. Marketing and communications

Develop a communication plan to provide key messages to event stakeholders

Plan media stories to reinforce message in the lead up to the event

4. Procurement - general

Send new and existing suppliers and vendors the sustainability requirements

Include sustainability in evaluation criteria for appointing vendors and for reviewing vendor performance after the event

Request all catering is on reusable serveware, rather than compostable serveware, and no single-use items

Advise caterers or food vendors on accurate attendee numbers to minimise waste

Provide sustainably sourced menu items including vegetarian options

Plan for leftover food to be collected, with compostable packaging if packaging is used

5. Merchandise, printing and signs

Ensure all communications are provided electronically

Avoid showbags and giveaways from sponsors or vendors

Use recycled PVC-free content and ensure products can be reused

6. Waste

Ensure that there are no single-use plastics or other banned or disposable items

Implement a waste management plan and identify the event's waste streams

Apply the waste hierarchy: avoid, reduce, reuse and recycle when choosing goods and products

Employ clear bin shrouds/signs and designate bin monitors

7. Energy

Request partners to purchase 100% renewable or GreenPower their event

Use biodiesel or solar power generators

Request and collect energy consumption data from suppliers and operators

8. Water

Provide drinking water (tap or station) to avoid use of plastic single-use water bottles

Ensure water wastage is minimised by seeking low-use or no-use water alternatives

Check the site for leaks and report as required

9. Transport

Provide event attendees with information about how to walk, cycle or catch public transport to the event

Preference smaller and more efficient hire vehicles

Avoid shipping equipment to the venue that can be acquired locally

10. Local environmental impacts

Preference venues with sustainable accreditation

Minimise or mitigate identified pollution risks (litter, water, waterways, air, noise, light)

Protect trees and minimise impact on grassed areas

Seek advice on the use of fireworks specifically

11. Outcomes and evaluation

Conduct an audit or site visit during the event

Collect data post event from suppliers and vendors and calculate impact and savings made

Conduct a self-assessment based on sustainability objectives and key performance indicators

Promote achievements and share learnings

Recommend improvements and innovation



The Wafel
The Wafel
Wafels are made fresh daily
and are served with a variety of
toppings. Please see our menu for
a full list of toppings and prices.
We are open from 10:00 AM to 6:00 PM
on weekends and holidays.

The Wafel
Waffles & More
Waffles are made fresh daily
and are served with a variety of
toppings. Please see our menu for
a full list of toppings and prices.
We are open from 10:00 AM to 6:00 PM
on weekends and holidays.

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Introduction

These guidelines are designed to help event organisers apply environmental sustainability practices during the design, management and running of events in the City of Sydney area.

Our [Sustainable Sydney 2030](#) vision outlines the aspiration of our community and businesses for our local government area to be an environmental leader on a global scale.

In line with this vision, the City of Sydney is committed to leading industry best practice and aligning event management with the ISO 20121 Sustainable Event framework.

The City of Sydney, on the traditional land of the Gadigal people, is deeply committed to acknowledging, sharing and celebrating the living cultures of Aboriginal and Torres Strait Islander people. Event management includes the engagement with local Aboriginal and Torres Strait Islander representatives on the incorporation of a Welcome to Country or an Acknowledgement of Country into event proceedings.

We host a variety of major indoor and outdoor events as well as community events. Audiences includes local Sydney communities, the wider communities across Australia and an international audience for major events such as New Year's Eve and Sydney Lunar Festival. We work with a range of stakeholders and suppliers to present events and we encourage and value partners who share a commitment to achieving leading environmental performance for a sustainable future.

Events, by nature, are a very public, and hence should demonstrate the City's values. Our commitment to environmental responsibility includes the supply chains that support our operations.

The City of Sydney is certified carbon neutral for its operations under the Climate Active offset standard and is committed to reducing carbon emissions from operations and events.

From June 2021 we will source 100% renewable energy for our operational electricity. We support the responsible global transition to net zero emissions and aim to decarbonise the procurement of our goods and services.

1. Planning

Upfront planning is essential in making real changes to reduce emissions and water use, limit waste generation and minimise impacts on the environment.

These guidelines are to be included in the critical path of your overall event plan.

There are several things to consider during the inception of your event:

- set sustainability objectives and decide what you want to achieve for your event
- determine the data you will need to collect to measure impact
- identify one thing you are going to do differently.

Seek support as required from the our sustainability team
at ems@cityofsydney.nsw.gov.au

Checklist

List the possible environmental impacts of your event and include them in the event's risk register.
See Appendix B – KPI and environmental data.

Set your sustainability objectives for the event. See Appendix B – KPI and environmental data.

List the key performance indicators and data to collect and include them in your event plan. These will enable you to measure and track the performance of your event.

Visit the physical event site before the event and do a review against the sustainability objectives and performance indicators. For example, confirm transport access options and waste management facilities.

Preference venues with sustainable accreditation including NABERS and Green Star ratings.

Preference venues that are easily accessible and allow people to enter, exit and move around the site with ease, that offers accessible unisex toilet facilities.

Decide if it is possible for the event to support a social cause or local community group. Examples include zero waste, donating leftover food to a food collection service or other collection for a charity.

Identify if the event can provide volunteer opportunities. For example, providing experience to local students or community organisations.

Identify any staff, volunteers or suppliers who require sustainability induction and include this in your planning.

2. Stakeholder engagement

Many stakeholders may be involved in or influenced by your event – either directly or indirectly. Informing all stakeholders of your aspirations for a sustainable event will help you meet those aspirations and gain the support you need.

This means understanding your various stakeholders, their potential level of impact on your event, and how you can best provide messaging to them.

Stakeholders may include event staff, attendees, regulatory bodies, community members, sponsors, and vendors.

Use stakeholder engagement to:

- help you make planning decisions that support your sustainability objectives
- give an opportunity to provide input to the sustainability of the event
- influence and gain participation in sustainability initiatives
- influence and create awareness of your events sustainability.

Checklist

Identify and list all stakeholders directly or indirectly involved in or impacted by the event.

Engage with a local Aboriginal and Torres Strait Islander representatives, particularly for significant events, on the incorporation of a Welcome to Country, Acknowledgement of Country into event proceedings and consider engagement of Aboriginal and Torres Strait Islander relevant suppliers and performers.

Prioritise your list of stakeholders based on the level of impact or influence they have on your event sustainability objectives, and who are critical to successfully achieving those objectives. For example, vendors providing food and serveware have a high impact on waste objectives. Sponsors handing out printed materials have a high impact on resource use and waste. Media and communications teams have a significant influence over the sustainable stories and key messages communicated externally.

Develop and deliver tailored sustainability messaging for your stakeholders, according to their priorities. Ensure the key messages are consistent, clear, and relevant for all stakeholders. See [Section 3. Marketing and communications](#).

During supplier and vendor engagement, communicate your sustainability objectives and expectations clearly so they can respond appropriately. Identify opportunities the supplier can provide that may contribute to these objectives.

Ensure all sustainability requirements are included in any stakeholder communications, supplier engagement, supplier contract clauses, attendee communications, media and promotion. See [Section 4. Procurement](#).

3. Marketing and communications

Establish key messages for consistent communication of your event's sustainability objectives to all stakeholders, internal and external. Record and report sustainability efforts and successes to the project team and throughout internal communication channels. Support the media team to represent and promote the sustainability stories and sustainable events. Select several of the multiple avenues available to communicate your key messages such as:

- meetings/emails
- internal publications for newsletter / intranet
- external website and advertising
- social Media
- articles in City of Sydney News / external media
- training / induction
- supplier engagement / contracts / workshops

Checklist

Audience and communications team to establish sustainability marketing messages based on the event's objectives, key performance indicators and flagship initiatives. See Section 1. Planning.

Map the key messages to your identified stakeholders and include them to in your communications plan for the event. See Section 2. Stakeholder Engagement.

The communications team should establish how they will support promotion of your event and communicate key messages.

The audience, communications and media teams should plan stories to reinforce the message in the lead up to the event.

Set up an online registration system where appropriate.

The communications team should communicate the intention of having a sustainable event to attendees and encourage participation. For example: ask attendees to bring their own reusable bottles, reusable bags, to download event materials on their personal electronic devices and to refuse single-use plastics.

Consider incentivising sustainable behaviours such as those mentioned above. For example, offering a discount for bringing water bottles, reusable coffee cups.

4. Procurement

We value suppliers who share a commitment to achieving leading environmental performance for a sustainable future. This includes a commitment to be carbon neutral and applying a circular economy approach to the supply of goods and services.

Procurement provides opportunities to make better choices that have lesser environmental impact for the purchase of products and services and the engagement of suppliers and vendors.

During the procurement process:

- always communicate your sustainability principles and objectives to suppliers and collectively find sustainable solutions
- include tailored specific sustainability requirements in contracts or agreements – see Appendix C – Supplier Contract Clause
- use sustainability criteria to assess new suppliers and evaluate tenders
- work with suppliers to incorporate circular economy principles to avoid waste and maximise resources
- comply with the City's policies and guidelines including our [sustainable procurement policy](#) and [reducing waste from events and services guidelines for single use items](#).

Checklist

Send new and existing suppliers and vendors the sustainability objectives of the event.

Ask the supplier or vendor what they can provide or contribute (alternative products or services, or environmental data) in order to help achieve and track these objectives.

When engaging and assessing new suppliers, request documentation that shows how they meet your event's sustainability objectives such as an environmental policy, targets or strategy, fair and equitable work policy, environmental management plan or carbon neutral (Climate Active) certifications.

Contractor, supplier and vendor agreements must include the contract clauses that outline specific requirements (Appendix C – Supplier Contract Clauses) that are applicable to your event.

For large tenders that require an evaluation, include sustainability credentials (such as certification to ISO14001 Environmental Management Systems, carbon neutral certification) are in the evaluation criteria eg apply a 10 per cent weighting.

Work with suppliers to incorporate circular economy principles to determine how event display and materials can be used for multiple events and reused at end of life.

Advise vendors that they must comply with the City's single use guidelines.

Ask suppliers about the packaging of their products and if this can either be avoided or reduced, or if packaging can be taken back.

Food and beverages

Catering and food choices are likely to be one of the event's largest impacts on natural resources, emissions and waste. Implement the following to minimise these impacts:

- prioritise reusable, then compostable serveware
- communicate requirements to caterers – see Appendix C – Supplier Contract Clauses
- avoid single use items
- serve a sustainable menu
- donate leftover food.

Food and Beverage Checklist

Request that all catering is supplied on reusable, washable plates, cutlery and cups. Where this is not possible require that compostable serveware is used.

Communicate with caterers and vendors that single-serve containers and single-use items are to be avoided. These include milk, sugar, sweeteners, butter, condiments, salt and pepper, stirrers, straws, plastic fish with soy sauce or individually wrapped food items.

Provide drinking water on tap or in refillable jugs, coolers or water stations with reusable cups or bottles. Include in communication for attendees to bring their own water bottle.

Confirm with your caterers or food vendors, the most accurate number of attendees expected at your event. Communicate this with enough notice so that correct food quantities can be planned and ordered and waste minimised.

Require vendors to demonstrate that foods and beverage are sustainably sourced.

Require vegetarian and vegan options.

Select sustainably harvested, locally sourced or seasonal catering or food vendor options. This includes the serving of local alcoholic beverages such as beers or spirits. For wine, choose carbon neutral, organic or biodynamic labels.

Purchase Fairtrade certified products wherever possible. Such products range from tea and coffee, chocolate and ice cream and alcohol.

Arrange for OzHarvest or SecondBite to pick up any leftover food that will otherwise go to waste. See resource list for links.

5. Merchandise, printing and signs

Merchandise, giveaways and printed materials have an impact on resources use, manufacturing and transport emissions, toxicity and waste. First and foremost, aim for an event that is as paper free as possible and use electronic versions whenever possible. When printed materials are necessary apply the following:

- ensure vendors and sponsors adhere to sustainability requirements regarding printed materials – see Appendix C – Supplier Contract Clauses.
- avoid showbags and giveaways from sponsors and vendors.
- use electronic event communications
- design signs to be reusable
- request recycled, PVC free or other sustainable options when printing signs.

Checklist

Event merchandise

Communicate the event sustainability objectives to event sponsors and include it in the sponsorship agreement that they must follow key requirements if they wish to distribute branded items.

Avoid showbags and giveaways from sponsors and vendors. If they are deemed necessary, the bag and its contents are to comply with our [sustainable procurement policy](#) and [‘reducing waste from events and services guidelines for single use items’](#) guidelines.

Printing

Event communications should be electronic. This includes invites, programs, maps and materials for event planning such as agendas or reports.

Use screens at the event to provide information or email web links to attendees for online resources rather than providing printouts.

If print materials are essential, ensure they are double sided, Forest Stewardship Council certified and on 100% recycled or carbon neutral paper. Confirm attendee numbers to avoid overprinting.

If using external printers, request soy inks and 100 per cent recycled or carbon neutral paper.

Signs

Reuse as much existing signs, scrim, banners or other decorations as possible. Recycle banners at their end of life.

Where possible, design signs and banners to be reused over a 3 to 5-year cycle. Avoid dates or themes that require year on year new printing. Avoid custom build stands or displays.

When printing new banners, signs or other medias, request recycled, PVC free or other sustainable options. Consider how signs can be used for multiple events, request re-used banner stands and enquire if suppliers will take back old banner stands.

6. Waste

The City is committed to implementing circular economy principles, delivering zero waste events and eliminating the use of single use plastics. We are a signatory to the [Eliminate Single Use Pledge](#). Always apply the waste hierarchy to avoid, reduce, reuse and recycle. No matter the size of your event, think about the type of waste you will create and have a plan in place to manage it. There are a number of **mandatory objectives** for waste that must be met at all events including:

- no use of single-use plastics including bottled water, plastic straws, plastic serveware, plastic utensils, plastic single use samples or giveaways or single-use cups
- all cups / plates / napkins / cutlery used at the event must be reusable or made from compostable materials
- there should be no use of glitter or confetti that is not biodegradable or polystyrene
- plastic bags are not to be given away during events
- balloons are not to be used in outdoor spaces
- the registration process and the related communications should be electronic.

See more detailed information about reducing waste from [events and services guidelines](#).

Circular economy principles

Looking beyond the current take, make and waste extractive industrial model. A circular economy aims to redefine growth, focusing on positive society wide benefits.

It entails gradually decoupling economic activity from the consumption of finite resources, and designing waste out of the system.

The circular economy has three principles:

1. Designing out waste and pollution.
2. Keeping products and materials at their highest value for as long as possible
3. Regenerating natural and social systems

Checklist

Develop a waste management plan and identify the waste streams that will be generated at your event by food and beverage or other packaging. Select the appropriate recycling or composting services you require. Are there options to eliminate problematic materials at the planning stage? [Use this link for more information.](#)

Avoid disposable items. Where disposable items must be used, preference those that are recyclable or compostable and have a 30% or greater recycled content.

Arrange composting for food and serveware waste where possible. Note that serveware has to be suitable for the compost service and collected separately to other waste streams.

Provide enough types of bins with appropriate signage or shrouds (such as recycling and compost) and ensure there is sufficient volume in bins to prevent overflow by planning for the number of attendees and the space of the event.

Create a site plan for bin placement. Tip: recycling and general waste services should always be provided together and no more than 14 metres apart in main event areas if possible.

Design appropriate signs to help attendees locate the bins. Clearly indicate the type of waste that can be placed in different bins to help avoid incorrect bin usage.

Ban smoking or provide appropriate receptacles designed for cigarette butts and signs that indicates that the receptacle is not for general waste.

Organise bin monitors to assist attendees with the placement of waste in the correct bins. Community groups, schools or volunteers can be approached.

Consider the following measurements when reviewing event outcomes - and make sure to include data collection requirements in waste supplier contracts.

- a) recycling and general waste composition
 - b) signage and education
 - c) future procurement decisions regarding types of waste
 - d) contamination and the acceptability of recycling services.
-

7. Energy

All events produce carbon emissions as a result of the consumption of energy. These carbon emissions can be reduced through:

- reducing the demand for power
- using energy efficient lighting, equipment or vehicles
- using renewable energy such as solar whenever possible
- collecting energy data to measure the carbon emissions impact of the event.

The City is certified carbon neutral for its operations under the Climate Active offset standard and we are committed to reducing carbon emissions from events. From June 2021 the City will source 100% renewable energy for our operational electricity.

Checklist

Review the energy requirements of the event.

When hiring vehicles (land and on water) request fuel efficient vehicles such as EV or biodiesel (>20%). See Section 9 Transport.

Use energy efficient generators required for equipment. Use biodiesel (>20%), solar power generators or modern fuel saving generators where possible.

Use energy efficient lighting (LED) and audio-visual equipment and request data that can be used to provide evidence of reduced impact. See Appendix B – KPI and Environmental Data.

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.

Request and collect energy consumption data as part of contracts or agreements. See Section 4 Procurement.

8. Water

Water is a scarce resource and should be managed as a precious commodity for any event. Water may be used for drinking, to prepare or clean up a site, or in the use of amenities such as for toilet flushing.

Care must be taken to conserve water and use recycled water wherever possible. The production of wastewater from an event is to be minimised and not adversely affect the natural environment and nearby waterways.

For all events, providing access to drinking water is preferred. This discourages attendees purchasing water in bottles.

The actions below should be considered for water use and wastewater production.

Checklist

Review the water requirements of the event, including potable water use and opportunities to use recycled water.

Ensure drinking water is available to staff and attendees of events. Options for large events include organising a free Sydney Water station, or hiring smaller water stations for other events

Ensure water wastage is minimised by seeking low-use or no-use water alternatives. Examples are water efficient toilets supplied by non-potable water and sweeping rather than hosing down areas. Hiring toilets that use water (preferably non-potable) is preferable over Chemdrop toilets.

Ensure potable water and soap or hand sanitiser is available for hand washing.

Check the site for any leaks from existing amenities and taps and report leaks to landowner or the facilities manager for City managed sites.

9. Transport

Reducing the impact of an event must consider reducing the need for transport and maximising the efficiency of transport when required. Consideration of transport needs includes:

- stakeholder attendance (whether local, national or international travel)
- hire vehicles and other equipment during the event
- freighting of equipment and supplies to an event.

Checklist

Provide event attendees with information about how to walk, cycle or catch public transport to the event.

When hiring vehicles, preference smaller and more efficient vehicles with lower emissions. Consider hybrids or electric vehicles if available. See [Section 7 Energy](#).

Ensure any event staff that will be driving complete the driver trainer program for fuel efficiency.

Consider the location of the supplier and avoid shipping equipment to the venue that can be acquired locally to reduce emissions.

For international or interstate attendees who may be needing accommodation, promote hotels participating in the [Sustainable Destination Partnership](#).

10. Local environmental impacts

Every event will have some level of adverse impact, be it direct or indirect, on natural ecosystems, ecological processes, and/or specific species of individual plants and or animals. Consideration must be given to how such direct and indirect impacts can be minimised, noting that impacts will vary for each event type, location, and time of day/year the event is held.

Environmental impacts must be clearly identified for each event and mitigation actions implemented. As a minimum, consider how you will:

- identify and mitigate potential risks that may cause environmental pollution
- adhere to legislative regulations
- protect the City's waterways and trees.

Checklist

Identify potential pollution impacts that the event may have including litter, fuel spills, water pollution where an event is near natural waterways, air, artificial light pollution for night events near areas used by nocturnal wildlife such as bats, and noise pollution when breeding wildlife are nearby. Include identified risks in the risk register.

Follow all legislative regulations and local council requirements for protection of waterways and the general environment.

Preference venues with sustainable accreditations

Ensure trees are protected from potential damage including no infrastructure to be attached to trees and implement exclusion zones for significant and regulated trees. Minimise the impact of the event on grassed areas.

Seek appropriate guidance on the impact of any fireworks planned for an event, and the fireworks supplier must provide an environmental management plan and be able to carbon offset emissions.

Ensure that no pollutants are dispersed into stormwater drains. This includes the disposal of cooking oil, cleaners and solvents. Ensure fuel spill kits are available on site.

Consider where appropriate developing a noise mitigation plan for the event.

11. Outcomes and evaluation

An integral part of a sustainable event is measurement, continuous learning and improvement.

Integrate data collection into your event at the planning stage, including supplier contract clauses for data collection and report. Use the data collected to carry out a quantitative assessment of what the event achieved and calculate its environmental footprint.

Reflect and note down what you would do differently next time and what worked.

Celebrate any wins and communicate them internally and externally.

Checklist

Conduct an audit or site visit during the event and assess how sustainability objectives have or have not been achieved. For example, noting single-use plastics, organics collection, wasted water or energy, excess printed materials.

Collect data from suppliers and vendors to calculate the impact of the event and use it as a baseline for future events. See Appendix B – KPI and Environmental Data. Suppliers must submit respective data in the csv template provided by the City.

Use data collected to calculate any savings made based on previous event data or to quantify achievements, such as the number of plastic bottles avoided.

Conduct a self-assessment on how the event went in terms of achieving sustainable outcomes and what you may improve upon at the next event. Note down challenges, recommendations for improvements and opportunities for innovations.

Include sustainability outcomes in internal, supplier and stakeholder debriefs and evaluations.

Incorporate improvement opportunities into future event implementation plans and supplier contract clauses.

Promote achievements. See the event objectives that were set in the planning stage planning stage, including supplier contract clauses for data collection and reporting. If you achieved savings, changed an aspect of the event that reduced the environmental impact or have a positive story – share it internally or if appropriate externally.



Appendix A – Sustainable event focus areas

Focus areas for delivering sustainable events include:

- **Environmental awareness** and behaviour change is promoted through use of key messages and communications on sustainable practices.
- **Sustainable procurement**
 - procurement of environmental and socially responsible products and services
 - **low impact food and beverages** are preferred by selecting suppliers that source locally and that offer sustainable products.
- **The diversion of waste from landfill** is maximised by prioritising the avoidance and reduction of resources that turn into waste, reusing as much as possible and increasing recycling rates.
- The highest possible reduction of **single use** items is achieved.
- **Carbon emissions** are reduced by **minimising energy consumption**, improving energy efficiency, and adopting renewable energy alternatives whenever possible.
- **Water consumption** is reduced, and the use of non-potable water is increased whenever possible.
- **Public or active transport** to events is promoted, facilitated, and encouraged and mobility is always considered during decision making for venues and suppliers.
- **Environmental impacts** of the events are reduced through environmental management of the event.
- **Environmental data** is captured for each objective and the environmental performance of the event is monitored, measured and evaluated

Appendix B – KPIs and environmental data

Environmental data is captured to determine the environmental performance of the event. This data contribute to the development of evaluation reports and continuous improvement.

Outlined below are a suite of datasets that can be collected for events, we have highlighted primary secondary datasets, identified as a priority for collecting.

1. Event

KPI: Capture attendee numbers to inform data calculations and better equip staff and attendees to harness the power of data for informing programs and enhance environmental protection capabilities.

Primary data required: How many people attended the event.

Secondary datasets that could be collated include:

- Number of electronic / digital tickets distributed
 - Number of environmental messages or campaigns
 - Media engagement e.g. Number of social media hits (work with Media Team)
 - New sustainable event actions implemented
 - Number of social, indigenous or B-Corp businesses engaged
-

2. Procurement

KPI: All vendors/suppliers agree to align with the City's single use guidelines – zero evidence of single use plastic serveware, bags, packaging, styrofoam, bubble wrap or plastic airbags / cushions. **Primary data required:** How many vendors/suppliers complied with the City's single use guidelines.

Secondary datasets that could be collated include:

- Number of suppliers who are carbon neutral
 - Number of suppliers who are certified ISO 14001 environmental management system
 - Number of suppliers who implemented Circular Economy principles in the supply of goods and services
-

3. Waste

KPI: Achieve a 50 per cent waste recovery rate, moving to Net Zero Waste Events where sites are controlled.

Primary data required:

- Recycling rate and weight by waste material stream and details of resource facility

Secondary datasets that could be collated include:

- Number of bin monitors
- Total single-use serveware items avoided e.g. replaced with reusable or compostable
- Number of banners on recyclable materials
- Number of scrims used
- Number of meals donated to food collection
- Number of event items or products reused e.g. decorations, signage

4. Emissions

KPI: Achieve event delivery with 100 per cent renewable energy. **Primary data required:** Estimate electricity used on the event so that the event can be offset by Greenpower or renewable energy. Noted from June 2021 the City will source 100 per cent renewable energy for its operational electricity.

Secondary datasets to be collated for estimating event emissions:

- Litres of fuel/type of fuel (transport or generators including biofuels)
 - Kms travelled (by attendees, entertainment and freight)
 - kWh's of electricity
 - Megajoules of gas
 - Emissions avoided via changing practice (e.g. smaller hire car, solar power generators, LEDs or switching off equipment). Note requires a baseline
-

5. Transport

KPI: 70 per cent of attendees travelled using sustainable transport. **Primary data required:** Attendee mode of transport (flights, bicycle, train, bus, walking) travelling to and from the event.

Secondary datasets to be collated

- Number of Kms travelled (by attendees, entertainment and freight).
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6. Water consumption

Secondary datasets that could be collated include:

- supply of water stations / Avoided bottle water
- kl of water consumed
- kl of recycled water used

Appendix C – Supplier contract clauses

The City declared a climate emergency in June 2019, stating that climate is a risk to the people of Sydney. The City believes that addressing climate risks is a responsibility shared by everyone everywhere, and values suppliers who share a commitment to achieving leading environmental performance for a sustainable future.

The City's commitment to environmental responsibility spans the supply chains that support its operations. The City of Sydney is certified carbon neutral for its operations under the Climate Active offset standard and is committed to reducing carbon emissions from operations and events. From June 2021 the City will source 100 per cent renewable energy for its operational electricity. The City supports the responsible global transition to net zero emissions and aims to decarbonise its procurement of goods and services.

Suppliers who have gone through a tender process are expected to demonstrate how environmental impacts are minimised in their operations by maintaining environmentally responsible policies and practices. The City prefers suppliers who can also demonstrate:

- carbon neutral certification
- ISO14001 Environmental Management Systems certification
- A circular economy approach to products and materials
- Commitment to the use of renewable energy
- Commitment to the City's single-use guidelines
- Relevant environmental product declarations
- Environmental management plan specific to works or services to be undertaken.

All other suppliers outside the tendering process are also expected to demonstrate how environmental impacts are minimised in their operations by maintaining environmentally responsible policies and practices. The City prefers suppliers who can also demonstrate:

- carbon neutral certification
- a circular economy approach to products and materials
- commitment to the City's single-use guidelines.

Appendix D – Resource list

Internal resources

Key principles, priorities and objectives for sustainable events: [Sustainable Events Strategic Framework](#)

Leave nothing to waste – **Waste Strategy and Action Plan 2017–2030**:

cityofsydney.nsw.gov.au/_data/assets/pdf_file/0011/308846/Leave-nothing-to-waste-strategy-and-action-plan-20172030.pdf

Reducing waste from events and services: **Guidelines for single use items**

cityofsydney.nsw.gov.au/_data/assets/pdf_file/0020/313175/Reducing-waste-from-events-and-services-Guidelines-for-single-use-items.pdf

Major Events [Environmental Aspects and Impacts](#) workshop outcomes September 2019.

External resources

Certified B Corporation – Certified B Corporations are businesses that meet the highest standards of verified social and environmental performance, public transparency, and legal accountability to balance profit and purpose: bcorporation.com.au/directory

Fair Trade Association – A list of endorsed businesses including suppliers for gifts, clothing and tea, coffee and chocolate and more fta.org.au

Fairtrade Australia New Zealand – Where to buy Fairtrade products: fairtrade.com.au/Fairtrade-Products

Good Environmental Choice Australia – Sustainable product selection: waste-guidelines.netlify.com/

LGNSW Toolkit for accessible and inclusive events – Assists event organisers in creating an event that is accessible to all members of the community: lgnsw.org.au

Meetings and Events Australia – Accessible events guide: meetingsevents.com.au/downloads/Accessible_Events_Guide.pdf

OzHarvest – Food rescue/collection charity: ozharvest.org/

SecondBite – Food rescue/collection charity: secondbite.org/

Social Change Central – A an online hub where you can advertise opportunities or needs for social enterprises. It includes change makers, entrepreneurs, start-ups, charities, community groups and local grass-roots organisations: socialchangecentral.com/

Social Traders – Links government to social enterprises that help create jobs for disadvantaged Australians: socialtraders.com.au/

Supply Nation – Provides a database of verified indigenous businesses: supplynation.org.au/

The Marine Conservation Society – Sustainable seafood guide: marineconservation.org.au/



