

Sustainable Event Management Plan

This document must be submitted with your booking form / application to conduct a Special Event on public land.

Please complete all sections of this Sustainable Event Management Plan to demonstrate your commitment to achieving sustainability principles and the sustainability measures that have been incorporated into your event.

Please be aware that the Mandatory Inclusions must be applied in order to comply with the Sustainable Event Management Policy.

Refer to Councils Sustainable Event Management Policy and the Guide to Sustainable Event Management. Also refer to Section 8 of the Special Events Policy Statement and Operations Manual to assist you in completing this Sustainable Event Management Plan.

APPLICANT DETAILS

Title: _____

Given Name(s): _____ Surname: _____

Company name: _____

Contact Address: Unit Number / House Number _____

Street or PO Box: _____

Suburb: _____ State: _____ Postcode: _____

Contact Number: _____ Email: _____

Your personal information is being collected for the purpose of approving your Sustainable Event Management Plan as a component of your event booking / application. Information provided in this Sustainable Event Management Plan will only be used by Council for the purpose in which it was obtained, and will remain confidential.

DECLARATION

I declare that the details provided by me in this Plan are correct and I am committed to complying with the Mosman Sustainable Event Management Policy, and implement the mandatory inclusions, preferred alternatives and other initiatives to meet sustainability principles. I have read and understood the above information.

Date: _____

Section 1. Event Details

Event Name: _____ Venue: _____

Event Details: (provide details on proposed activities e.g. stalls, food/beverage, sporting events etc):

Event Dates: _____ Event Times: _____

Predicted Attendance Numbers: _____

Section 2. Sustainable Event Management Information

Mandatory Inclusions				
<i>The mandatory inclusions must be applied</i>				
<i>If a No is checked for any of the mandatory inclusions it is considered that the event has not complied with the Mosman Sustainable Event Management Policy.</i>				
Checklist	Yes	No	N/A	Comments
	<i>Please select the correct response below</i>			<i>Please provide comments/information below</i>
Promotional materials printed on recycled paper (80-100% post-consumer recycled content)	Y	N	N/A	
All cups / plates / napkins / cutlery purchased, used and distributed at the event must be made from recycled / recyclable / reusable / biodegradable and/or compostable materials	Y	N	N/A	
Plastic bags not used / given away during events. Alternative products used / provided.	Y	N	N/A	
Balloons are not to be released into the environment before, during or after any event.	Y	N	N/A	

Preferred Alternatives				
Where products such as tea and coffee, hot chocolate and/or chocolate are to be provided at events, the use of Fair trade products are preferred.	Y	N	N/A	
Encourage event participants to bring their own reusable water bottle to the event	Y	N	N/A	
Provide alternative water sources in lieu of giving away or selling plastic water bottles	Y	N	N/A	


Venue Selection

Is the event venue/location close to public transport options?	Y	N	N/A	
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If your Venue is outdoors or adjacent to a natural environment - What actions will you put in place to reduce impacts on flora/fauna, and or sensitive environments (bushland, beaches, reserve) pre / during / post your event? *(Please provide information below)*


What actions will be implemented to encourage the use of sustainable transport (e.g. public transport, walking, riding, carpooling) to / from your event venue? *(please provide information below)*


Tips to a Sustainable Venue




- ✓ Maximise use of natural lighting at a venue or if possible hold the event outdoors.
- ✓ Ensure the venue is accessible to all attendees.
- ✓ Consider tele or web conferencing instead of hosting an event at a physical location.

Water/Energy				
What actions will you put in place to reduce energy and water use pre / during / post the event? <i>(Please provide information below)</i>				
Be Energy and Water Wise				
 <ul style="list-style-type: none"> ✓ Maximise the use of natural lighting and ventilation ✓ Consider purchasing Green power or offsetting your event 				

Catering				
Will vegetarian, vegan, cruelty free, free-range, organic, and/or fair-trade/ethical food options be available?	Y	N	N/A	
Will left over food be donated to a charity organisation or a shelter (e.g. www.ozharvest.org)?	Y	N	N/A	
Has a local catering business / vendor been supported.	Y	N	N/A	
Catering Wisely				
 <ul style="list-style-type: none"> ✓ Minimise food waste by catering for the correct number of attendees ✓ Select a caterer / vendor based on ethical / sustainable criteria 				

Equipment / Products / Supplies				
Has equipment been hired rather than purchased for the event?	Y	N	N/A	
Have you sourced equipment / supplies/products locally?	Y	N	N/A	
Have you sourced equipment / supplies / products that are made from recycled, recyclable, organic, biodegradable or compostable materials?	Y	N	N/A	
Will left over supplies/products be reused or recycled?	Y	N	N/A	
Be Product Wise				
 <ul style="list-style-type: none"> ✓ Do you really need all that equipment, products, or materials? ✓ Avoid or minimise purchases where possible. 				

Promotion				
Will you use online systems to take bookings, provide confirmations, electronic ticketing, and manage event related enquiries?	Y	N	N/A	
Will promotional materials (e.g. signage/banners) be reused?	Y	N	N/A	
Has the purchase of promotional merchandise / giveaways been minimised? Are the promotional products sustainable (e.g. made from recycled materials, can be reused, native plants)?	Y	N	N/A	
Promote Wisely  <ul style="list-style-type: none"> ✓ Choose to support and promote a charity through your event ✓ Print promotional materials double sided using soy based inks ✓ Minimise hard copy promotional materials - promote events through social media 				

Section 3. Waste Management

1. Please detail below all waste materials expected to be generated at the event, including;
- i) Food and beverage related containers (e.g. bottles, chip cartons, cans, straws and serviettes);
 - ii) Ingredient packaging (e.g. food cans, food bottles/ jars, boxes);
 - iii) Delivery packaging and materials (e.g. cardboard boxes and pallets); AND
 - iv) Other

2. Please provide detailed information on bin servicing including;

2a. Bin provider: Mosman Council or Private Contractor (*provide contractor details*)

2b. Bin Delivery and Collection Schedule

Date of Delivery: _____ Time of Delivery: _____

Date of Pick Up: _____ Time of Pick Up: _____

(Please Note all bins should be picked up for collection by 8am on the day following the event).

Frequency of Collections during Event (*provide times*): _____

Access Locations for Waste Collection Vehicles: _____

2c. Waste bin numbers: _____ Recycling bin (bottles/cans/paper) numbers: _____

**Please attach a map of all waste and recycling bin locations.*

3. Provide information on cleaning services to be undertaken during and post event and the frequency of cleaning services:

3a. Cleaning Contractor/Event Staff: _____

Contact Person: _____ Contact Number: _____

4. What strategies will you put in place to minimise waste generation pre / during / post your event?

5. How will food waste be managed during and at the end of your event?

6. Will any materials be collected for reuse, recycling and/or composting? Y or N

6a. If Yes – Please detail these materials, and where they will be taken for processing?

6b. If No – Reasons Why? _____

7. Will liquid wastes be generated? Y or N

7a. If Yes, list the type of liquid waste (i.e. cooking oils and washing water) and disposal method.

8. How will event attendees and vendors be made aware of the waste management strategies you have put in place? (E.g. advertising, announcements, signage, bin monitors)

Email form to: council@mosman.nsw.gov.au, or

Post form to: Events Team, Mosman Council, PO Box 211, Spit Junction NSW 2088