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Lake Macquarie City Council – Sustainable Events
Management Procedure

1 Purpose & Scope

1.1 Purpose

This Sustainable Event Management Procedure has been adopted to ensure events delivered by Lake Macquarie City Council are managed in accordance with the principles of Ecologically Sustainable Development (ESD) as required by the Local Government Act 1993.

This Procedure will achieve this outcome through encouraging the event organiser to take practical measures to:

- Minimise waste generation;
- Maximise recycling and reuse;
- Minimise energy consumption through improved energy efficiency and decreased use of non-renewable fuels;
- Minimise water consumption;
- Minimise use of fossil fuels used for transport; and
- Minimise carbon emissions and climate change impacts.

This Procedure will ensure that events presented by Council are planned, implemented, and reviewed based on current available international best practice standards in Sustainable Event Management (SEM).

The objectives of this Procedure include:

- Assisting staff involved in Council events to incorporate environmentally responsible practices easily and effectively;
- Assisting Council to reduce its ecological footprint; and
- Satisfying State Government (Office of Environment and Heritage) Waste and Sustainability Improvement Payments (WaSIP) requirements.

1.2 Scope

This Procedure is designed to clearly identify the minimum requirements for event organisers in relation to the planning, implementation and evaluation of events captured within the scope. This Procedure applies to events run by Council that satisfy any of the following criteria:

- An estimated attendance of 200+ Council staff (e.g. staff BBQs and Picnic Day); or
- An estimated attendance of 80+ at Corporate Events that include external persons (e.g. large workshops, conferences, business breakfasts, openings and launches); or
- An estimated attendance of 80+ at Community Events (e.g. Lake Macquarie Festival on Australia Day, Carols by Candlelight, Seniors Week activities, Youth Week activities, Living Smart Festival, Howl-o-Ween with the Hounds, Catchment Connections Carnival, staff BBQs and Christmas parties and others).

Note: All Outdoor events must also follow the LMCC Guidelines for Holding Community Events, which defines an event as:

“any planned activity where any structure (permanent or temporary), open area, roadway, fenced or unfenced will contain a number of persons greater than that normally found in that area or location at one time. This activity may affect the location or surrounding area prior to, during, or after the event.”
Examples of events outside the scope of this Procedure include:

- Small community events (such as community consultation or workshops) with less than 80 attendees;
- Externally run community events (including those on Council land); and/or
- Department meetings, Team meetings, Council meetings and Operating Committees.

During the first 12 months of this Procedure’s implementation, the Sustainability Department will provide assistance and training to relevant event staff in Council.

This Procedure will be reviewed after the first 12 month implementation period, to reflect user requirements and expected revised SEM standards. Its scope will also be reviewed to ensure it appropriately reflects Council requirements. In 2011 – 2012, best practice Sustainable Event Management procedures will also be incorporated into Council’s “Guidelines for Holding Community Events” to encourage external events within Lake Macquarie City to operate more sustainably. The Procedure will then be reviewed every 2 years (or sooner if required).

2 Process

The key to making Council events more sustainable is to consider four key areas of resource consumption, i.e. energy, water, waste, and transport throughout the entire life of the event. This Procedure is based on integrating the principles of best practice international Sustainable Event Management standards (as they relate to these key areas) into Council events.

Best Practice for Sustainable Event Management (before, during and post-event)

The most relevant international best practice Sustainable Event Management standard currently available for Council events is the British Standard BS8901 (there is no Australian Standard currently available). BS 8901 has been developed specifically for the events industry with a purpose of helping the industry to operate in a more sustainable manner. The standard defines the requirements for a sustainability event management system to ensure an enduring and balanced approach to economic activity, environmental responsibility and social progress.

BS8901 requires organisations to identify and understand the effects that their activities have on the environment, society and the economy both within the organisation and the wider economy, and put measures in place to minimise the negative effects.

The standard also identifies that events are carried out using a three-phase framework – i.e. Planning, Implementation, and Evaluation/Review. This framework encourages and facilitates a process of continual improvement, helping ensure events become progressively more sustainable over time.

2.1 Event Planning (before an event)

The following themes must be considered during the event planning stage. Consideration of these themes will assist in reducing the event’s ecological footprint:

1. Venue selection;
2. Transport;
3. Purchasing;
4. Sound and stage production / entertainment;
5. Catering;
6. Stallholders: encouraging responsible environmental practices;
7. Reducing waste;
8. Event promotion;
9. Measuring the ecological footprint (including carbon emissions); and
10. Education and training.

A “Sustainable Event Management Checklist” is provided in Attachment 1 and must be completed at the event planning stage. It provides specific guidance on the above themes and is required to be submitted to Community Planning (Cultural Development and Events Coordinator) along with other relevant requirements before event approval will be given. This checklist provides the event manager with targets that can be measured during the implementation phase and evaluated after the event.

2.2 Event Implementation (during an event)

It is essential to ensure sustainable event management practices identified in the planning stage are implemented effectively. Ensure adequate staffing, systems and procedures are in place to deliver the targets identified. The event manager is responsible for implementation of the approved checklist.

The event manager is also responsible for monitoring and recording any information that may be useful to feed into the review stage to assist with continual improvement, such as the efficiency of identified objectives.

2.3 Event Evaluation and Reporting (after an event)

Evaluation and reporting is essential to ensure continual improvement, even for one-off events as lessons learnt can be applied laterally. The evaluation template provided in Attachment 2 allows the event manager to evaluate and report their event based on the following:

- The effectiveness of the Sustainable Event Management Checklist in achieving the objectives;
- A list of suggested improvements for future events; and
- Other results or data monitored, measured and evaluated.

The evaluation template in Attachment 2 must be provided to Community Planning (Cultural Development and Events Coordinator) within 4 weeks of the completion of the event. Information from checklists will be compiled by Community Planning’s Cultural Development and Events Coordinator and provided to the Sustainability Department (Sustainability Analyst) for incorporation into Council’s annual sustainability reporting and to the State Government.

Communicating Achievements (during and post-event)

An important part of a sustainable event management is making people aware of your achievements both during and after the event. Promoting Council’s event sustainability credentials is important as community expectations for ‘green events’ are increasing. Examples of ways to promote event sustainability achievements to the community include:

- Providing sustainability facts and figures in speeches, presentations, briefings or as rolling text on screens e.g. resources saved, sourcing of materials, what will happen with the set / materials when the event is finished;
- Providing post-event reports detailing successes and possible improvements;
- Displaying signage at the event detailing the measures undertaken;
- Displaying signage at the event to integrate sustainability messages e.g. switch off electrical appliances when not in use, or labelling the source / origin of food;
- Publishing press releases or case studies about the event’s sustainability efforts;
 Integrating sustainability messaging into pre-event promotion releases e.g. availability of bike valet parking at the event to promote cycling;

 Providing clearly visible and labelled bins;

 Ensuring printed documents and materials such as tickets & brochures carry clear information about recycled content, printing processes and disposal method; and

 Providing information about the range of practical options for travelling to the event (also known as a Transport Access Guide).
### 3 Controlled Document Information

#### Authorisation Details

This document is a controlled document. Before using this document, check it is the latest version by referring to the TRIM controlled document folder identified below or Council’s intranet. Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

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<th>Audience:</th>
<th>Council Wide - Staff required to organise a Sustainability event</th>
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<th>Department:</th>
<th>Community Planning</th>
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<tr>
<th>Officer:</th>
<th>Cultural Development &amp; Events Coordinator – Nicole Charlesworth</th>
</tr>
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<tr>
<th>Review Timeframe:</th>
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<tr>
<td>Max &lt; 4 years</td>
<td>5 July 2012</td>
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<th>Authorisation:</th>
<th>John Ferguson - 30 June 2011</th>
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</table>

#### Related Document Information, Standards & References

**Related Legislation:**
- **Local Government Act**
  - Describes laws related to Local Government

**Related Policies (Council & Internal):**
1. Procurement Policy D01529858
2. Environmental Sustainability Policy D01650860
3. Pricing Policy
4. Catering Policy (in development)
5. Council’s resolution to purchase free-range eggs
6. Child Protection Policy
7. OHS Policy
8. PPE Policy

<table>
<thead>
<tr>
<th>Related Procedures, Guidelines, Forms, OHS Modules/PCD’s, Risk Assessments, Work Method Statements:</th>
</tr>
</thead>
<tbody>
<tr>
<td>LMCC Guidelines for Holding Community Events (D02046973)</td>
</tr>
<tr>
<td>Provides information about requirements and guidance on outdoor events for Council and community activities.</td>
</tr>
</tbody>
</table>

**Related Procedures, Guidelines, Forms, OHS Modules/PCD’s, Risk Assessments, Work Method Statements:**
  - Provides information about minimising waste created from events
- Lake Macquarie City Council Sustainable Eating Guide (D02094290).
  - Provides information and examples of local sustainable food and drink providers.
- OzHarvest ([http://www.ozharvestnewcastle.org/donatefood.asp](http://www.ozharvestnewcastle.org/donatefood.asp))
  - Collects unused food from events and caterers and donates to charity at no cost. Only for events with food available for collection by early afternoon.
- British Standard BS8901 Sustainable Events Management System
  - Defines the specification for a sustainability management system for event management certification. This British standard aims to improve the sustainability management practices of event organizations, venues and events’ supply chains.
  - Information about regional public transport
- Australian Sustainable Seafood Guide (Australian Marine Conservation Society)
  - Provides information about rare and endangered seafood to avoid for catering purposes.

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Definitions

<table>
<thead>
<tr>
<th>Term / Abbreviation</th>
<th>Definition</th>
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</thead>
<tbody>
<tr>
<td>Ecological Footprint</td>
<td>An ecological footprint compares human demand with planet Earth’s ecological capacity to regenerate. It represents the amount of biologically productive land and sea area needed to regenerate the resources a human population consumes and to absorb and render harmless the corresponding waste.</td>
</tr>
<tr>
<td>Ecologically Sustainable Development (ESD)</td>
<td>ESD is a pattern of resource use, that aims to meet human needs while preserving the environment so that these needs can be met not only in the present, but also for future generations.</td>
</tr>
<tr>
<td>Sustainable Event Management (SEM)</td>
<td>Sustainable Event Management puts procedures in place to minimise the effects that their events have on the environment, on society and on the economy both within the organisation and the wider economy. Various guidelines exist.</td>
</tr>
<tr>
<td>Traffic Management Plan (TMP)</td>
<td>A TMP provides for the safe movement of vehicular and pedestrian traffic, the protection of workers from passing traffic, the provision for access to properties, the design, construction, maintenance and removal of any necessary temporary roadways and detours, the provision of traffic controllers, the installation of temporary signs, road markings, lighting and safety barriers.</td>
</tr>
<tr>
<td>Waste and Sustainability Improvement Payments (WaSIP)</td>
<td>The WaSIP program is an extension of the three year Waste Service Performance Improvement Payment (WSSIP) program that commenced in 2006-2007 and delivered around $25 million in Performance Improvement Payments to 51 councils. The WaSIP program is a $256 million 7 year program that will run from 2009-2010 to 2015-2016.</td>
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Version History

<table>
<thead>
<tr>
<th>Version No.</th>
<th>Date Changed</th>
<th>Modified By</th>
<th>Details and Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>V 1</td>
<td>14/6/11</td>
<td>Rosa Lohrisch</td>
<td>Required by NSW State Government (Office of Environment and Heritage) as part of the Waste and Sustainability Improvement Payments</td>
</tr>
</tbody>
</table>
4 Attachments

4.1 Pre-event Sustainable Event Management Checklist

The event manager must complete this checklist in the planning stage and submit to Community Planning’s Cultural Development and Events Coordinator (along with other relevant documents) before event approval will be granted. Complete electronically if possible. There are two parts to this checklist:

- Mandatory requirements: Includes items that must be followed (event manager to sign); and
- Best practice suggestions: Includes items that should be considered (select ‘YES’ or ‘NO’ and provide description, or enter ‘n/a’ if not applicable).

Sustainable Event Management - Mandatory Requirements

1. Information about public / active transport options must be provided to attendees (provide information about buses, trains, walking, cycling, bike racks and/or carpooling options to the event on invitations, websites and/or promotional materials (see http://www.131500.com.au/plan-your-trip or call 131 500).

2. Event catering requirements:
   a. Select free-range eggs for catering (see Council’s resolution to purchase free-range eggs).
   c. Do not use products with polystyrene foam packaging e.g. foam coffee cups (Polystyrene foam cannot be recycled in the Lake Macquarie kerbside recycling service and takes hundreds of years to break down. It can also release harmful contaminants that can leach into groundwater).
   d. Product selection must consider packaging/crockery/utensils that is minimal, biodegradable or that can be returned/reused (avoid single use water bottles, cling wrap and buy in bulk where possible).

3. Waste management requirements:
      - Adopting policies that encourage sustainable purchasing practices
      - Working with vendors and suppliers to use recyclable and biodegradable packaging
      - Having good signage and placement of bin stations to make recycling easier for attendees
      - Implementing bin systems designed and managed to maximise the recovery of recyclable materials from vendors and attendees, as well as reducing littering
      - Using effective clean-up practices
      - Evaluating the success of your Waste Wise Event to identify areas for improvement
   b. Provide adequate numbers of and appropriately signed waste and recycling bins
      - If using a private venue, ask the venue to provide signed recycling bins for your event.
      - If using Council venues or outdoor areas, order bins through Community Planning. For a guide to the number of bins required, see the LMCC Guidelines for Holding Community Events (D02046973) and/or Council’s Pricing Policy (for the relevant year).
      - For waste and recycling bin signs, contact Community Planning. Consider promoting via loudspeaker/MC.
   c. Organics waste bins must be used for events held at Council venues that have this facility available (e.g. Administration Building). They must also be appropriately signed. If using a private venue, enquire with the venue if this facility is available.

Declaration: I have read and followed these mandatory event requirements

Signed: Position: Date:

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Sustainable Event Management – Best Practice Suggestions

VENUE HIRE

1. Have you chosen a venue that shows commitment to environmental performance?

Hints:

- Ask the venue if they have an “environmental policy”.
- Choose a venue size that reflects the needs and numbers of the participants, to avoid excessive energy use through lighting and air-conditioning. Set the air-conditioning at 18-21°C for winter and 23-26°C for summer to save energy.
- Check to see if the venue has solar electricity, solar hot water, energy saving devices, or uses GreenPower.
- Check to see if the venue has natural lighting and/or energy efficient lighting,
- Choose a venue that minimises water use. For example, ask about rainwater tanks, greywater capture, water saving devices e.g. tap aerators, dual flush toilets, or water efficient showerheads. Let venue coordinators know if you find leaking taps.
- Examples of local venues with a commitment to sustainability include:
  i. Art Gallery (solar electricity; 15% GreenPower i.e. 15% of electricity purchased is from clean energy like wind and solar)
  ii. Council Administration Building 15% GreenPower; improved heating / cooling systems to reduce energy demand)
  iii. Swansea Gardens Holiday Park (solar hot water; 15% GreenPower).
  iv. Speers Point, Toronto and Charlestown Libraries (15% GreenPower).
  v. LMCC Works Depot: (Solar electricity; 15% GreenPower; Rainwater reuse).
  vi. Landcare Office (Solar electricity, rainwater tanks)
  vii. Toronto Multipurpose Centre (solar electricity)
  viii. Belmont Neighbourhood Centre (recycles organic waste in on-site community garden & produces organic food)
  ix. Morisset Multipurpose Centre: (recycles organic waste in on-site community garden & produces organic food)
  x. The Swansea Centre (rainwater tanks, energy efficient building design)
  xi. Speers Point Swim Centre (solar electricity)

☐ YES  ☐ NO  Please describe

TRANSPORT

2. For indoor events, can you use virtual conferencing options to reduce fuel use?

☐ YES  ☐ NO  Please describe

3. Have you chosen a venue with public/active transport access (e.g. buses, trains, cycle or walking access)?

☐ YES  ☐ NO  Please describe

4. Are you providing bike racks or are there existing bike racks available for cyclists?

☐ YES  ☐ NO  Please describe
5. Are you providing a bus to/from the event to reduce single passenger cars for events? Hint: Ensure the venue and/or traffic Management Plan provides for adequate turning circle of buses if they are hired to assist to bring people to and from the site.

☐ YES  ☐ NO  Please describe

6. Are you providing incentives for sustainable transport? Hint: You can offer a door prize to those who walked, rode a bike or arrived by public transport.

☐ YES  ☐ NO  Please describe

7. If the event requires performers or contractors to stay overnight, have you encouraged them to choose accommodation within walking distance of the event?

☐ YES  ☐ NO  Please describe

STAGE / PRODUCTION

8. Sound, stage production and entertainment uses high amounts of energy. Have you considered (and/or asked the provider to consider) ways to reduce the energy used?

Hints:

- Ask if the provider have a formal environmental policy or informal sustainable practices.
- Ask if the equipment is solar-powered or if the provider uses GreenPower.
- Ensure the equipment used is suitable for the needs of the event (do not use systems that are too energy intensive for the job).
- For generator use, consider connecting to the grid instead (generators as they use more energy than connecting to the grid). Also consider using bio-diesel (e.g. B20) as is less energy intensive than diesel and unleaded fuel.
- Request energy efficient lighting options (e.g. LEDs or fluorescents)

☐ YES  ☐ NO  Please describe

PURCHASING

9. Have you followed Council’s Procurement Policy, which outlines sustainability considerations for purchasing goods and services, including those related to events? Hint: Key principles include:

- Life cycle costs: Consider the cost for the entire “life cycle” of a product rather than the initial cost only. This includes the production, distribution, usage and disposal stages. For example, some TVs have a lower initial cost, but a poor energy rating, so cost significantly more over their lifecycle once electricity costs are included.
- Buy local or Australian made to reduce fuel used for transporting goods (it also supports the local economy).
- Buy from sustainable producers / suppliers (ask about their commitment to sustainability before purchase).
- Buy products that minimise waste to landfill (i.e. low packaging, recyclable or reusable products)

☐ YES  ☐ NO  Please describe

CATERING

10. Where feasible and affordable, have you selected any of the following (Hint: See Council’s Sustainable Eating Guide for examples of local, fair trade or organic providers):

Select all that apply:
Organic produce ☐  Free-range meat and/or dairy ☐

Fair trade produce ☐  Vegetarian options ☐

Local and/or seasonal foods ☐  Sustainable meat options (e.g. kangaroo, which has a low environmental impact) ☐

☒ YES ☐ NO Please describe

11. Are you, your suppliers, and/or stallholders avoiding packaged single-serve items such as sugar, sauce, salt and pepper (Hint: this can be avoided whilst still satisfying food safety standards)?

☒ YES ☐ NO Please describe

WASTE MANAGEMENT

12. Have you minimised resource use (such as paper, banners and food) before and during the event?

Hints:

• To minimise resource use, always use the hierarchy “Avoid, reduce, reuse, recycle”.

• If it is possible you will have significant food left over within business hours, consider donating it to a charity such as OzHarvest (http://www.ozharvestnewcastle.org/donatefood.asp).

• Avoid printing more promotional materials than necessary. Wherever possible, use email or web invitations, foyer screens, or online registration (e.g. survey monkey) for events requiring RSVPs.

• Use recycled paper for printing essential products and include a ‘recycled’ logo on your material to promote to attendees. For promotional materials, request recycled paper from internal or external printing providers (default paper used is usually non-recyclable).

• Design banners that can be reused or are made from recyclable materials (Note: some text can be stuck on and removed/replaced the following year). LMCC sign writers or external providers can provide more information specific to your requirements.

• Use large visible signs rather than individual handouts or information.

• Promote activities via loudspeaker, MC, SMS updates, social media, etc.

• Provide e-packs with event information rather than handouts.

• Consider environmentally and socially responsible gifts such as reusable coffee cups or organic wine.

• Refer to Council’s Recycling Directory for recycling unusual items or contact Council’s Waste Officer (http://www lakemac com au/page.aspx?pid=109&fid=2632&ftype=File&vid=1&dlp=True)

☒ YES ☐ NO Please describe

STALLHOLDERS

13. What measures are in place to ensure stallholders will conform to environmentally responsible terms and conditions of the event (e.g. responsible waste management)? Hint: See Attachment 3 for an example of stallholder terms and conditions. If relevant, include a Non-Compliance fee and monitor throughout the event.

Please describe

14. Have you encouraged stallholders to improve on existing environmentally and socially responsible practices? Hint: Ask stallholders to pledge an action to improve their sustainability performance (see Attachment 3 for an example).

☒ YES ☐ NO Please describe

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15. Will you reward those stallholders for excellent or best environmental efforts at the event to encourage participation? Hint: Hold a small competition and provide a small prize for best efforts (ensure stallholders are notified of the prize winner/s).

☐ YES  ☐ NO  Please describe

MEASURING THE IMPACT OF YOUR EVENT

16. Have you measured the impact of your event using an Event Footprint Calculator?

Hints:

• By addressing the themes described in the Sustainable Event Management Checklist, the impact of your event on the environment will be reduced significantly. However, in order to understand the impact of your event on the environment (as well as what difference any improvements are making), it is important to measure the ecological footprint and the carbon emissions associated with the event’s activities.

• An example of an easy events ecological footprint and carbon calculator is the Victorian Government (Environment Protection Agency) Guideline – http://www.epa.vic.gov.au/ecologicalfootprint/calculators/event/introduction.asp. Request support from Sustainability Department’s Sustainable Living Officer if assistance is required with measuring the event’s footprint.

• After the impact of the event has been measured and you have taken actions to reduce the event’s impact, consideration can then be given to offsetting the event’s remaining carbon emissions. The cost of offsetting carbon emissions from events is usually low, particularly if measures have already been taken to minimise energy use. Some low cost ways to do this include:
  • Hold a tree-planting activity or host a tree giveaway to offset event emissions (for every tonne of carbon emitted, around 4-7 trees should be planted to offset the pollution).
  • Build the cost of the offsetting into the admission fee to the event e.g. to offset carbon emissions at the 2011 Byron Bay Blues and Roots Music Festival cost $3 per person, which was built into the ticket price. The organisers paid the funds to a Carbon Offset Provider.
  • Ask a sponsor to cover the cost of offsetting e.g. in 2010, the LMCC Living Smart Festival minimised energy use by using a solar stage/production provider, therefore only producing a small amount of carbon emissions through stallholder electricity use, waste and transport. A carbon offset provider was asked to be an event sponsor to offset the emissions.
  • The Carbon Offset Guide provides links to Carbon Offset Providers that can offset the carbon emissions for your activities. See www.carbonoffsetguide.com.au.

☐ YES  ☐ NO  Please describe

EDUCATION AND TRAINING

17. Have you ensured that all relevant people involved in managing the event are appropriately trained in the sustainable event practices/processes to ensure this Procedure is followed? Hint: Community Planning’s Cultural Development and Events Coordinator and the Sustainability Department’s Sustainable Living Officer can provide further information on sustainable event management and training if required.

☐ YES  ☐ NO  Please describe

18. Have you briefed all relevant event staff, contractors, and volunteers on Council’s Sustainable Event Management Procedure and how it applies to them?

Hints:

• Ensure information about this Procedure is provided to stakeholders / contractors at time of engagement and during the event

• Consider addressing sustainable event procedure and requirements at the pre-event safety meeting to inform of responsibilities
☐ YES  ☐ NO  Please describe

SUSTAINABLE EVENT RATING

Tally your responses (out of a total of #18):  YES  NO
### 4.2 Sustainable Event Management Evaluation and Reporting (Post Event)

All projects or events should be evaluated on the basis of continual improvement principles. Review the Sustainable Event Management Checklist that was completed prior to the event (Attachment 1), and rate the sustainability performance of your event below per broad category (where relevant). Use the. An example is provided in the table below.

This table **must be submitted** to Community Planning’s Cultural Development and Events Coordinator **within 4 weeks** of the event.

<table>
<thead>
<tr>
<th>Category Evaluated</th>
<th>Give each category a sustainability rating (10= excellent 1= poor)</th>
<th>Describe evaluation (include any ideas for future improvement)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Venue selection</td>
<td>6</td>
<td>“We selected an indoor venue with some sustainability measures in place e.g. roof solar panels (we had to ask them first before booking). However, we could not work out how to set the air-conditioner at the right temperature (it was too cold), so we used more electricity than we should have. In future, suggest ensuring the venue manager explains where the controls are and how to operate.”</td>
</tr>
<tr>
<td>Example: Reducing waste</td>
<td>9</td>
<td>“We ordered 20 waste and 20 recycling bins for our outdoor event in Speers Point Park. Some of the recycling bins did not arrive with signs (stickers) on them showing what patrons could place in the bins, so we requested some from Community Planning and stuck them on. Luckily, we checked the day before! We followed the waste guidelines in the “LMCC Guidelines for Holding Community Events” so we had plenty of bins for the waste created. We also asked our MC to remind patrons every hour to separate their waste and not to litter. Also we put notifications on our event website asking people to BYO reusable coffee cups and water bottles (although we then found out the taps were hard to find so we put up signs around the park. Next time we will ask the coffee providers to record how many patrons BYO’d their coffee cups so we can estimate how much waste we diverted from landfill through our efforts.”</td>
</tr>
<tr>
<td>Venue</td>
<td></td>
<td></td>
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<tr>
<td>Transport</td>
<td></td>
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<tr>
<td>Purchasing</td>
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<tr>
<td>Sound and stage production / entertainment</td>
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<td></td>
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<tr>
<td>Catering</td>
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<td>Stallholders</td>
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4.3 Example of Stallholder Application Form & Terms and Conditions
The 2011 Living Smart Festival- featuring the Hunter Valley Electric Vehicle Show is an educational and inspirational celebration of sustainable living in the Lake Macquarie community. It is a low carbon, low waste event with a focus on the community and current sustainability issues. As such, we seek stallholders who take steps towards sustainability.

Building from the success of last year’s festival, we are looking for people who are interested in getting involved in making the festival even better this year. You are welcome to apply for a stall if you are a business, individual, or community group with an interest in environmental sustainability. Individuals and businesses involved in the Hunter Valley Electric Vehicle Festival are also encouraged to apply (both commercial and home-made categories of electric vehicles). There will be food and market stalls, entertainment, as well as opportunities to inform the public about different ideas, innovations, and products available to make it easier to live more sustainably.

EVENT DETAILS:
Date: Saturday 19 November 2011
Time: 8:00am – 3:00pm
Location: Speers Point Park, Speers Point (Lake Macquarie)
Applications close: Friday 7th October 2011

HOW TO APPLY:
1. Read application forms and all terms and conditions
2. Complete application form online at www.surveymonkey.com/s/LSFstallholderapplication (preferred) or on page 4-5 of this document
3. Send a copy of your 2011 public liability insurance (min. $10 million) by email, fax or post
4. Food and Beverage applicants must supply a copy of their Food Safety Inspection Certificate

PROCESSING APPLICANTS:
1. If your application is successful, confirmation and a tax invoice will be sent through to you with payment options
2. You will receive instructions for bump-in (set up) and bump-out (pack up) details and site map at least 7 days before the festival.

SUBMIT APPLICATIONS TO THE EVENT ORGANISER
Lake Macquarie City Council – Living Smart Festival
Post: Box 1906 HRMC  NSW  2310
Fax : 02 4958 7257
Email: council@lakemac.nsw.gov.au
Phone: 02 4921 0333
LIVING SMART FESTIVAL 2011
STALLHOLDER TERMS & CONDITIONS

1. General Conditions

a) **Hours of trade** on the day will be between 8am and 3pm.
b) Stallholders must **set up for trade** either between 9am – 4pm on Friday 18 November OR between 6am and 8am on Saturday 19 November. Stallholders must occupy their stall for the duration of the festival i.e. 8am and 3pm. This means stallholders cannot cease trading or pack up until the conclusion of the event without permission of the event organisers.
c) Unless otherwise agreed by the event organiser, all **vehicles** must leave the grounds by 7:30 am and vehicles must not re-enter until after 3:00pm. Only **essential vehicles** will be permitted to remain in the park.
d) **A non-compliance fee** of $50 (+GST) will be charged to any stallholder who does not comply with all the terms and conditions of this event and for the category of stall they have applied for.
e) **The eligibility** of application for a stall of a particular category as well as the **location** of the stalls will be at the discretion of the organisers and no negotiation will be entered into.
f) The event organisers will not offer or imply **sole rights or exclusivity** for any product or service on display.
g) If your application is accepted a confirmation letter and a Tax Invoice will be issued for payment. All site **fees must be paid by the date specified** on the invoice. Failure to pay the invoice by the due date will result in your site being offered to another applicant on the waiting list.
h) The Living Smart Festival is a **glass free event**. The sale of any food or drink in glasses or glass packaging is prohibited (unless otherwise agreed by the event organiser for items e.g. pre-packaged jams).
i) Stallholders are only **permitted to sell raffle tickets** at their stall. Soliciting (roaming) is not permitted unless otherwise agreed by the event organiser.
j) **Sound amplification will not be permitted** unless otherwise agreed by the event organiser.
k) Stallholders are required to **remove all display material and stall equipment** from the premises by 6pm on Saturday 19 November or between 8am and 12pm on Sunday 20 November.
l) **Diggung holes** or driving any objects into the ground is forbidden, with the exception of tent poles or wooden stakes that do **not go more than 20 cm into the ground** as there are services electrical and water services just beneath the surface. Any damage resulting from such actions will be repaired at the expense of the Stallholder.
m) For marketing purposes, the event organisers may **provide business contact details** to media contacts and sponsors. Information about stallholders and their sustainability actions (pledges) may be included in promotional material (such as the website for the Living Smart Festival) unless otherwise agreed by the event organiser.

n) Stallholders are required to have **Public Liability Insurance** to a minimum of $10 million dollars. Proof of insurance must be provided to the event organiser by post, fax or email at the time of application for a stall.
o) Stallholders serving food must supply a copy of their **Food Safety Inspection Certificate**.
p) Stallholders must ensure that safe practices are upheld throughout the operation of the stall. This includes abiding by all **safety regulations, OH&S protocols, as well as workplace health and safety standards**.

q) All **electrical leads require tagging and testing** by a certified electrician IAW Australian Standards AS/NZ 3760:2003. Internal leads (i.e. those inside your van) and equipment must be tagged and tested within an interval of 12 months and external leads (i.e. from your van to the power source) within an interval of 3 months. External leads must not be dug into the ground. Flypoles will be provided and it is the responsibility of the stallholder to fly all leads 2.4 m off the ground prior to the start of the event.
r) The **sale of alcohol is strictly prohibited**, unless otherwise agreed by the event organiser. Stallholders, who have been given written permission to sell alcohol, are required to provide copies of their On Licence and Responsible Service of Alcohol Certificates to the Organisers with their applications. Such stalls must be manned by RSA trained staff at all times.
s) The event will **proceed regardless of weather conditions**. In the event that the festival is cancelled, refunds will be provided for stall and equipment fees. If a cancellation by a stallholder is made prior to 7 October, 2011 a refund will be issued. If a cancellation is made after this date refunds will not be issued. Administration charges for cancellation may apply.
t) **Stallholders indemnify the event organisers** against all actions, claims, reasonable costs, losses, and damages in respect of loss of or damage to property or personal injury (including death) or illness to any person in association with the establishment, operation, and removal of any trading premises during the day of the event.
u) Those **stallholders invited to speak or run a workshop** at the event will be eligible for a free stallholder space (excluding infrastructure and power). Suitability and acceptance of speakers and workshop providers will be at the discretion of the event organiser. Please enquire if interested.

## 2. Sustainability Conditions

a) Stallholders are required to identify what step/s you currently take in your operations to promote sustainability. Stallholders are also required to make a **pledge(s) to improve the sustainability** of your business. Pledges will be publicised on our website and throughout other promotional material.

b) Prizes will be awarded to the stallholders who demonstrate outstanding sustainability commitment(s) and will be at the discretion of the event organiser.

c) Stallholders will be provided with a **“pledge certificate” which must be displayed at the stall.**

d) Preference for stall spaces will be given to stallholders who can demonstrate commitment to sustainability, local community groups, and/or sell sustainability-related products e.g. rainwater tanks, solar panels, energy efficient lighting, organic gardening, electric bicycles, hand-made artisanal products and organic food/drink.

e) **Waste management procedures:**
   i. Cleanliness of the site and surrounding areas is the responsibility of each stallholder. Stallholders are required to remove all belongings and waste.
   ii. Stallholders must ensure that waste is sorted and placed into the appropriate bins provided. At a minimum, there will be recycling and mixed waste bins available. Subject to availability, a disposal option for organic waste may be provided.
   iii. Stallholders are obliged to adhere to the seven steps to **waste wise events** (for more details, see [www.wastewiseevents.resource.nsw.gov.au](http://www.wastewiseevents.resource.nsw.gov.au)). For more information on waste, please enquire.
   iv. Oils and grey water must be sealed in containers before removal from the site.
   v. Stallholders must not use styrofoam cups or plastic bags.
   vi. Single-serve items such as individual sugars, salts or sauces are also highly discouraged where this does not conflict with food safety requirements.
   vii. Food stallholders should provide **recyclable packaging** wherever possible (there will not be organic waste facilities for the disposal of compostable or biodegradable packaging and cutlery in 2011).
   viii. Stallholders should take all practical measures to avoid the generation of unnecessary waste from their stall.

## 3. Stallholder Category Definitions

Outlined below is a description of the eligibility for each category of stall. Please contact the event organiser if you are unclear. Acceptance is at the discretion of the event organiser.

- **General Merchandise/Commercial:** Products that are made, packaged and sold commercially. This would also include pre-packaged food products such as nuts, nougat or chocolate. Stalls displaying commercially available electric vehicles also fit in this category.
- **Hobby / Handmade Art and Craft:** Products that have been made by yourself, such as art, craft and clothing. This category exists to support artisans and creative people who undertake small scale production.
- **Not-for-profit – community (no sales):** Community stalls must be applied for by not-for-profit community and volunteer run organisations only. This category includes displays of electric vehicles not available commercially. Proof of not-for-profit sales may be required.
- **Not-for-profit – community (small sales):** Community stalls must be applied for by not-for-profit community and volunteer run organisations only. Small sales approved by the event organiser will be permitted. Proof of not-for-profit sales may be required.
- **Food and/or beverage (non-alcohol) 3x3m:** Stalls selling food and/or drinks.
- **Food and/or Beverage (non-alcohol) – larger than 3x3m i.e. vans etc:** Stalls selling food and/or drinks.
### GENERAL DETAILS

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<th><strong>First Name:</strong></th>
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<th><strong>Alternative contact (name and number):</strong></th>
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### STALL DETAILS

1. Please list the types of goods and services you will be selling, promoting, displaying on the day:

2. All stallholders are required to describe at least 1 current action on how you are incorporating sustainability principles into your business activities. Examples include: food waste recycling, energy saving devices, buying electricity from renewable sources (e.g. GreenPower or solar panels). Contact us if you would like ideas or more information.

3. All stallholders are required to indicate at least 1 pledge for sustainability actions you intend to take over the course of the next year:

   - □ Tick here if you would like assistance from Council to achieve this pledge or information on other sustainability initiatives.

4. If you have an essential vehicle that is required to be left in the park throughout the event, please explain why. For example, do you have refrigeration vehicle/s?

5. Preferred bump-in time:
   - Friday 18 November (please specify your preferred time between 9am – 4pm): ____________
   - Saturday 19 November (please specify your preferred time between 6am – 8am): ____________

6. If you require power, please state what power will be used for (this will help us determine the placement of stalls):

7. Do you have any special requirements e.g. site requirements, shade or specific information that we need to know?

8. Are you bringing products containing glass or alcohol?
STALLHOLDER INFORMATION

2011 Living Smart Festival- featuring the Hunter Valley Electric Vehicle Show

BOOKING DETAILS

See Terms and Conditions for Stallholder Category Definitions to ensure you apply under the correct category. Do not send any money with this application form. A tax invoice will be issued. Please note, in the event of stallholder non-compliance to terms and conditions, there will be a $50 (+ GST) administration fee.

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<tr>
<th>Site Space:</th>
<th>Qty</th>
<th>Unit Cost incl. GST</th>
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<tbody>
<tr>
<td>Site – 3m x 3m: General Merchandise/ Commercial</td>
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<td>$115.00</td>
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<tr>
<td>Site – 3m x 3m: Hobby/Handmade Art &amp; Craft</td>
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<td>$28.75</td>
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<td>Site – 3m x 3m: Not-for-profit community (no sales)</td>
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<td>Site – 3m x 3m: Not-for-profit community (small sales)</td>
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<td>$18.75</td>
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<td>Site – 3m x 3m: Food and/or beverage (non alcohol)</td>
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<td>$115.00</td>
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<tr>
<td>Site – larger than 3mx3m: Food and/or beverage (non-alcohol)</td>
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<td>$152.50</td>
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Additional Equipment:

| Hire covered fete stall (2.4mx2.4m with bench space) |     | $190.00             |
| Hire Power (limited)                                 |     | $80.00              |

Total Amount Due: - $ ________

AGREEMENT TO PARTICIPATE

☐ I have enclosed my public liability insurance
☐ I have enclosed a copy of my Food Safety Inspection Certificate

I ______________________________________________ (print name) have read and agree to the Stallholder Terms and Conditions and indemnify Lake Macquarie City Council and their staff, volunteers and agents and the Living Smart Festival against all actions, claims, reasonable costs, losses and damages in respect of loss of or damage to property or personal injury (including death) or illness to any person – in association with the establishment, operation and removal of any trading premises (stall) during the Living Smart Festival on Saturday 19 November 2011.

Signed: ____________________________________________ Date: / /