

THE CITY OF FREMANTLE'S

Sustainable Events Checklist



What is a Sustainable or Green Event?

A Sustainable or Green event reduces the resources required in production and its overall impact on the planet. It leaves a positive impact on both the local community and the local environment and supports education around sustainability in the community.

Running a sustainable event can provide an improved experience for patrons and it publicly demonstrates a commitment to environmental sustainability. Running a sustainable event does not have to come at a large financial cost. There are many initiatives that can save event producers money and also attract further sponsorship and support for an event implementing sustainability initiatives.

How to use the City of Fremantle's Sustainable Events Checklist

The City has developed a set of minimum sustainability standards that we are encouraging all event producers to adhere to. This checklist outlines our minimum standards and the expectations the City has of all events, both City produced and produced by external events producers within the City's boundaries. This includes markets, fairs, festivals, music events and productions of all kinds, large or small.

What is this checklist?

This checklist provides a simple 'walk through' process for event organisers to support them to comply with the required sustainability actions as outlined in our policy. By completing this checklist and submitting it with their event / venue application this will assure the City that events have fully considered the impacts that their event might have on the local environment.

Guidelines for the City of Fremantle

The City of Fremantle is leading the way on sustainability initiatives in local government around Australia.

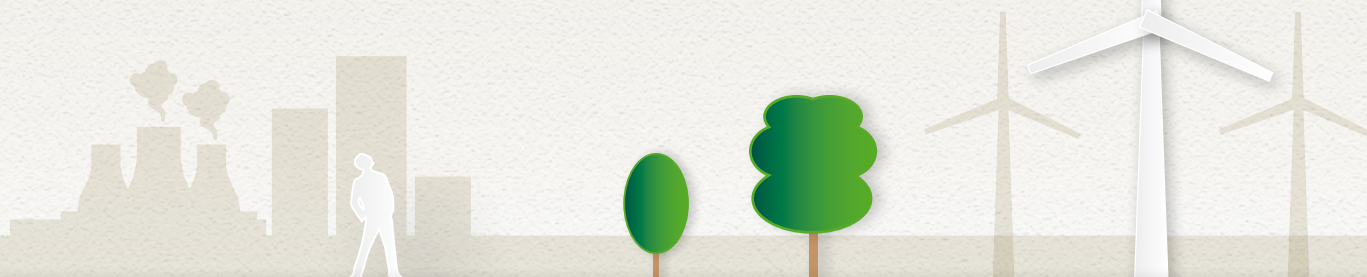
This checklist provides the minimum requirements for event holders to follow within the City.

Beyond the minimum guidelines there are further actions that event producers can take to follow best practice in sustainable events. Guidance on further green steps to take can be found in the City of Fremantle's Sustainable Events Guideline.

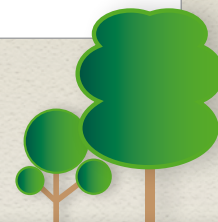
All events no matter how big or small require inputs to make them happen, and waste and emissions are produced as outputs. This means all events can be taking important steps to reduce both sides of this equation.

The areas where events can start to make a difference in their impact include: procurement – where / how you source supplies for your event, water and energy consumption, waste prevention and disposal, transportation, communicating and awareness raising. Sustainable events are not an all or nothing thing, every effort helps, and there are various ways of creating a sustainable event. Use this checklist as a guide to ensure you are meeting the requirements for Sustainable Events in the City of Fremantle.

Area	Minimum Requirements	Completed
Pre-event planning	Ensure all event licencing requirements are considered prior to event.	<input type="checkbox"/>
	Printed promotional materials are to be minimised. If printing, recycled paper with 80–100% post-consumer recycled content is to be used.	<input type="checkbox"/>
Waste prevention	Reduce single use plastics: cups, plates, napkins and cutlery which are purchased, used, and distributed must be made from recycled / recyclable / reusable / biodegradable and / or compostable materials. No petrochemical plastics are to be used.	<input type="checkbox"/>
	Provide water refill stations for reusable bottles instead of supplying / selling plastic water bottles. Encourage patrons to provide reusable water bottles for refill.	<input type="checkbox"/>
	Plastic bags are not to be used / given away during events. Alternative sustainable or reusable products should be used. Biodegradable / compostable plastic bags (meeting AS4736 standards) are acceptable.	<input type="checkbox"/>
	Single use-decorations and event production materials are to be made from recycled and reusable materials and kept to a minimum.	<input type="checkbox"/>
	Balloons are not to be given away or released during events.	<input type="checkbox"/>
	Styrofoam is prohibited at all events. This is inclusive of bean bag fillers.	<input type="checkbox"/>



Area	Minimum Requirements	Completed
Waste management and disposal	Provide waste receptacles for both waste and recycling. Bins must be clearly labelled and have colour differentiation and clear signage. Bins are to be placed side by side and placed with lids closed (encouraging patrons to stop and make a choice).	<input type="checkbox"/>
	Sufficient bin numbers must be provided for the event size. <i>See resources for number of bins per patron capacity in the Sustainable Event Guideline.</i>	<input type="checkbox"/>
	Ensure Waste and Recycling provision is made for 'back of house' – (stall holders, staff, and volunteers.) If possible provision for organic waste disposal and reprocessing should be considered.	<input type="checkbox"/>
	Bins should be segregated and sent to the appropriate facility for co-mingled recycling and general waste. <i>See Sustainable Events Guideline for further information.</i>	<input type="checkbox"/>
	Provide cigarette butt bins (if it is an outdoor event where smoking is allowed).	<input type="checkbox"/>
Procurement	Fairtrade products are to be purchased / provided at events where possible (for example coffee, tea, sugar, chocolate).	<input type="checkbox"/>
	Local suppliers should be considered for all event procurement where products are available and cost effective.	<input type="checkbox"/>
	Supplies and products purchased must meet the waste prevention criteria above.	<input type="checkbox"/>



Area	Minimum Requirements	Completed
Energy and emissions	Attempt to reduce power consumption and increase energy efficiency before, during and after the event.	<input type="checkbox"/>
	Where possible, calculate carbon emissions produced by the event, and offset these through a verified offsets provider. See <i>Sustainable Events Guideline for further information</i> .	<input type="checkbox"/>
	Where possible, include carbon offset costs in ticketing fees for event patrons. See <i>Sustainable Events Guideline for further information</i> .	<input type="checkbox"/>
Water	Identify what water usage is needed for the event and increase water efficiency. See <i>Sustainable Events Guideline for further information</i> .	<input type="checkbox"/>
Transport	Provide information about sustainable forms of transport to patrons. (Access to public transport, and provision of event bicycle racks as a minimum).	<input type="checkbox"/>
Raising awareness	Promote your sustainability initiatives with announcements, social media posts or signage to increase the awareness of patrons.	<input type="checkbox"/>
Post-event	Review and Evaluate the event to identify successful outcomes and achievements, and opportunities for improvement for your next event.	<input type="checkbox"/>



Additional resources for a sustainable event:



To participate in the City of Fremantle annual Sustainable Events Award – please send an Expression of Interest to oneplanet@fremantle.wa.gov.au

This checklist produced by the City of Fremantle in conjunction with The Green Scene – www.thegreenscene.com.au and Jamie Van Jones – www.jamievanjones.com/

A Greener Festival: www.agreenerfestival.com

Sustainable Event Alliance: sustainable-event-alliance.org

Positive Impact Events: positiveimpactevents.com

Julie's Bicycle – Sustainable Event Resources: www.juliesbicycle.com

Greener Live Performances:

www.liveperformance.com.au/greener_live_performances/resources

Sustainable Event Management Toolkit: www.semstoolkit.com

Sustainable Venue Guide WA: www.sustainablevenueguide.org



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Designed and produced by City of Fremantle and Flametree Creative