

Sustainable Event Guidelines



CITY OF
ADELAIDE

Image by Jack Fenby



About this document

The Sustainable Event Guidelines have been developed collaboratively with event organisers, the waste industry and event suppliers in 2017-2018. The guidelines provide:

- practical ways to improve sustainability and set ambitious targets
- the basis for event organisers to promote their sustainability achievements
- information for event organisers who wish to seek formal certification for their efforts, for example in carbon neutrality through the Australian Climate Active Carbon Neutral Standard.

This document provides guidance on how to deliver more environmentally sustainable events. Use of the Guidelines is voluntary and event organisers can select actions for implementation which are specific to their event. Continuous improvement and adoption of further actions over time is encouraged as part of the journey towards more environmentally sustainable events.

Who are the guidelines for?

The Guidelines can be used by anyone with an interest in sustainable events, in particular:

- event organisers
- waste contractors and service providers
- catering and hospitality providers
- event suppliers
- tourism and service industry associations
- community and volunteer organisers.

Adelaide's commitment to sustainable events

Adelaide today continues to be rewarded by a thoughtful and purposeful approach to the city's original design.

Our unique city layout sees Adelaide wrapped entirely in the leafy green embrace of the Adelaide Park Lands, allowing community and commerce to flourish in balance with nature.

Adelaide is a city designed for celebration, and events play an enormous role in how we enjoy our lives and contribute to the city's ongoing prosperity, with a year-round calendar of events, celebrating creativity and the arts in all their forms.

The City of Adelaide has a commitment to be an international leader in environmental change and protection of the city's natural environment, including the Park Lands which frame the CBD and North Adelaide.

The community, industry and Council want sustainable events. Collectively, we seek to be one of the world's first carbon neutral cities by reducing waste, making efficient use of renewable energy and recycled water and supporting the local community with sustainable procurement.

"Adelaide is a city designed for celebration, and events play an enormous role in how we enjoy our lives and contribute to the city's ongoing prosperity."

Background and context

Events make a significant economic contribution in Adelaide

Each year the City of Adelaide (CoA) facilitates more than 800 events.

They range from small gatherings in the Adelaide Park Lands, to world renowned attractions, such as the Tour Down Under, WOMADelaide, the Adelaide Festival and the Adelaide Fringe.

In 2016/17, CoA facilitated and/or sponsored events and festivals that attracted more than 3.85 million visitors to the City and generated over \$290 million of economic benefits¹.

Festivals in South Australia (SA) contributed the largest share of revenue and visitor attendance nationally to Gross State Product².

Figure 1. Snapshot of events within the Adelaide Park Lands in 2016/17.



¹ City of Adelaide event acquittals from 16/17 CoA events within the Park Lands

² Live Performances Australia's 2016 Ticket Revenue and Attendance Survey

Our shared sustainability goals

Industry perspective

The Adelaide events industry has expressed a shared vision to be world leaders in the delivery of environmentally sustainable events and build upon our international reputation for great cultural experiences. Consultation with industry participants around the sustainable events guidelines highlighted that they want their ideas and practices to:

- enhance experiences
- grow visitation
- strengthen commercial relationships
- influence the growth of sustainable event practices worldwide.

Community perspective

The Adelaide community has high sustainability expectations. When the community attending New Year's Eve in 2017 was consulted on what makes a sustainable event, better waste management featured strongly, with respondents naming the following as contributing factors to the sustainability of events:

- separated bins (35%)
- compostable packaging (10%)
- lots of bins and no litter (6%)
- water refilling station, easily accessible bins, free public transport, clear signage, dry zone and lots of toilets (4%).

Events in the future

In Adelaide, our future climate could affect people's wellbeing and attendance at events, so these factors need to be considered in the planning of events:

- increased average temperatures
- more extreme weather (heat and isolated flooding)
- lower average rainfall
- increased rainfall intensity.

Some major events are already adapting practices and venue layouts to be climate ready, for attendee wellbeing and comfort (e.g. providing more shade, rest and revive areas, or considering their event dates and time of day). Consideration should be given to incorporating climate risk as part of the overall risk management plan for your event.

Adelaide's vision for sustainable events

A sustainable event embraces environmental stewardship and world leadership to enhance the positive social, cultural, economic and environmental contribution it makes to the City community.

By 2025, the shared vision of the City of Adelaide and event industry is to be leaders in:

- separation, reuse and recycling of waste streams
- efficient water and renewable energy use
- sustainable procurement
- sustainable transport
- measuring and offsetting carbon emissions.

These Guidelines focus upon environmentally sustainable actions that complement policies and guidance to support achievement of this vision.

Standards and certifications to help build trust

There are several ways to voluntarily benchmark sustainability initiatives. The following standards are available to guide decision making, measuring and sustainability performance reporting.

- **ISO 20121: 2012 Events Sustainability Management System** - offers guidance and best practice information to help manage an event and control its social, economic and environmental impact.
- **National Carbon Offset Standard** - a way to become 'certified' carbon neutral, via an Australian Government standard for organisations, products and services, events, or buildings and precincts.
- **EarthCheck** - a global benchmarking and certification company which provides third party accredited environmental and social performance certification for companies in the travel/tourism sector.

"A sustainable event embraces environmental stewardship and world leadership to enhance the positive social, cultural, economic and environmental contribution it makes to the City community."

Actions for sustainable events

The Sustainable Event Guidelines (the Guidelines) include:

- 11 high impact **primary actions** for events and office accommodation that are the foundation for sustainable events
- 53 **supporting actions** that promote good practice and encourage ongoing leadership.

The actions are grouped into six activity areas:

Waste Reduction and Recycling

Energy Efficiency and Renewable Energy

Zero Emissions Transport

Water Efficiency

Sustainable Supply Chain

Measurement, Marketing and Engagement.

The choice of actions has been made in consultation with industry to:

- be practical, solutions-focused and effective
- build capacity in the events industry for new systems or approaches
- create economies of scale for products and services
- deliver co-benefits for event organisers, attendees, industry and the community.

These Guidelines aim to align with:

- ISO 20121 Events Sustainability Management Systems, which specify the requirements of an event sustainability management system
- our shared ambition to be one of the world's first carbon neutral cities and an international leader in environmental change.

Benefits

By using the Guidelines, event organisers can expect to benefit from:

- reduced costs over time
- finding operating efficiencies through sustainability
- positive impact on branding, sponsorships and community engagement
- meeting community expectations.

How to use the guidelines

The Guidelines can be used as a resource for voluntary review of operations, to find efficiencies and contribute to the sustainability and liveability of Adelaide.

Use the Summary Report and Action List (Appendix A) to understand impacts that can be improved over time in a series of steps. By working through the Summary Report and Action List, event organisers will be gathering information relevant to several forms of certification.

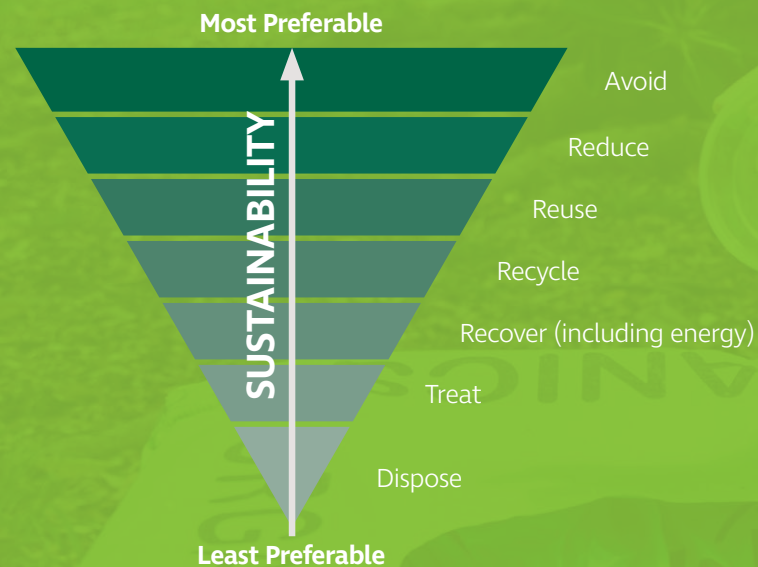
Activity Area: Waste Reduction and Recycling

Waste management at events should follow the waste hierarchy that recognises the value of resources (Figure 2). This means avoiding the use of unnecessary materials/substances if possible, reducing the amount of waste generated, and reusing or recycling materials in that order.

For venue waste management, there are still opportunities to improve and align waste separation and recycling systems with standard practice. Many waste management contractors and suppliers already offer services that align with this, so implementation can be straightforward. Further waste management information is available from Green Industries South Australia to assist with planning.

Waste reduction and recycling is better for the environment, aligns with community expectations, and helps save money on waste disposal costs for organisers.

Figure 2. South Australia's Waste Strategy 2015-2020, Green Industries SA, 2015



Event Primary Action – Event Space Waste Management

1 Waste Management Plan	<p>Implement a Waste Management Plan centred around a three-bin recycling and waste system for event attendees, stallholders and service providers.</p> <p>The system should comprise mixed recycling, organics and landfill bins that is operational before, during and after the event and record likely waste volumes and weights.</p>
Event Supporting Actions	
1.1 Speciality recycling	Where stallholders and service providers will generate large volumes of soft plastics, cardboard or other recyclable materials, provide additional dedicated bins for these waste streams to be appropriately managed.
1.2 Bin configuration	Present bins for each stream together in consistently and appropriately labelled recycling and waste station/s. (See 1.4)
1.3 Volunteers	Utilise sustainable event volunteers to assist at events e.g. bin station monitors, to help customers use waste and recycling services.
1.4 Bin labelling	<p>Provide Australian Standard coloured bins; lids, covers and signage, that align with household services and incorporate signage with pictures of waste types for each stream on each bin.</p> <ul style="list-style-type: none"> • Mixed Recycling – Yellow in the City of Adelaide and/or 10c container collection – Mesh bins to allow drainage and visual identification. • Organics Recycling – Green in the City of Adelaide; • Landfill – Red in the City of Adelaide; and • Cardboard Recycling – Blue in the City of Adelaide.
1.5 Waste data	<p>Incorporate clauses in agreements that require event space operators/ contractors to monitor, verify and report data about:</p> <ul style="list-style-type: none"> • actual, not estimated or average load of waste generation weights and volumes by stream; and • evidence of correct disposal at an appropriate processing facility.
1.6 Stallholder agreements	<p>Broadly and appropriately communicate waste reduction and recycling objectives via practical information sessions to suppliers and stallholders and ensure that service and/or stallholder agreements include clauses to:</p> <ul style="list-style-type: none"> • require the correct use of recycling services at all times when in the event space (including use of performance bonds); • discourage excess packaging materials being brought to the event for disposal/recycling; • encourage collaboration with food rescue services where appropriate; • require stallholders to use reusable and/or 100% recyclable food storage containers and serving equipment; • mandate provision of only 100% compostable food packaging, serving ware and cutlery to attendees (Australian Standard: AS 4736-2006); • require stallholders to eliminate or substitute single use items such as straws, plastic bags, stirrers, balloons, confetti, staging, marketing materials and set props with environmentally sustainable alternatives; • encourage upcycling of materials where possible; and • encourage use of environmentally sustainable products e.g. hygiene solutions.

1.7 Re-usable packaging	Introduce a reusable packaging scheme where customers can purchase a reusable food/drink container that can be used for the event and then retained for future events or returned for a partial refund.
1.8 Water re-fills	Provide and promote drinking water refill stations in visually prominent and convenient locations.

Office Primary Action – Waste Management

2 Office recycling	Occupy office accommodation associated with the event that provides, maintains and supports full utilisation of a minimum three-stream waste, recycling and organics collection service.
Office Supporting Actions	
2.1 Staff and contractors	<p>Communicate office waste reduction and recycling objectives to staff and contractors, and support correct utilisation by:</p> <ul style="list-style-type: none"> • including recycling and organic service requirements in cleaning contracts; • making recycling the easiest choice for staff by providing containers at each workstation and in kitchens; • diverting kitchen food waste to organics (green lid) bin using a kitchen caddy container with compostable liner bags or similar; • using colour coded containers and clear, consistent signage with supporting images that matches each waste stream; • reducing the ratio of waste bins to not more than 1 per 4 workstations; and • using reusable materials and avoiding single-use items.
2.2 Office bin signage	Contact Green Industries SA and other sustainability service providers to source educational materials, such as office signage, to support correct and full utilisation of recycling services.

Activity Area: Energy Efficiency and Renewable Energy

Events use energy predominantly for lighting, audio visual, cooking, heating, ventilation and air conditioning.

Events can improve their sustainability and operational outcomes through:

- efficient use of energy
- greater use of solar and energy storage technology (e.g. solar lights)
- utilising onsite renewable or low emission energy
- investing in or donating to community renewable energy schemes
- utilise carbon offset providers that offer Climate Active certified offsets to account for electricity use or accredited Green Power for the event.



Event Primary Action – Zero Emissions Energy

3 Energy Management Plan	Implement an Energy Management Plan centred around efficiency and use of renewable energy.
Event Supporting Actions	
3.1 Stallholder agreements	<p>Communicate renewable energy and energy efficiency objectives to suppliers and stallholders and ensure that service and/or stallholder agreements include clauses to:</p> <ul style="list-style-type: none"> • require use of energy efficient equipment and appliances that are Energy Star or Energy Rating labelled; • charge stallholders for actual electricity use; • minimise the use of diesel generators and locate away from food, air intake, gathering or high foot traffic areas; • turn equipment off when not in use; • support or encourage fuel substitution (e.g. use of biodiesel or energy storage); and • ensure appropriate equipment placement to allow airflow, with considerations for air quality (including but not limited to fine particulate matter, carbon monoxide gases and odour) and efficient use of natural light/shading where appropriate.
3.2 Energy infrastructure	<p>Assess the likely energy infrastructure requirements for your event.</p> <p>This includes:</p> <ul style="list-style-type: none"> • total energy required; • maximum load for each electrical connection point; • additional infrastructure; and • ensuring generators are not oversized.
3.3 Lighting	Select event space and equipment suppliers that provide the most energy efficient stage and general lighting. Ensure festoon and general area lighting is equipped with daylight sensors/timers.
3.4 Solar lighting	Utilise solar lighting where appropriate e.g. portable toilets and festoon lighting.
3.5 Energy data	<p>Incorporate clauses in agreements that require event space operators/ contractors to monitor, verify and report about:</p> <ul style="list-style-type: none"> • actual energy consumption (kWh or MWh); • source of the supplied energy (e.g. Electricity, Green Power, fuel, renewable energy); • volumes of fuel consumption; and • real-time energy monitoring.

Office Primary Action – Zero Emissions Energy

4 Office energy	Utilise office accommodation with a National Australian Built Environment Rating System (NABERS) or Green Star rating of greater than 4.5 Stars or an energy efficient home office that is supplied with 100% renewable electricity.
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Office Supporting Actions

4.1 Networks	Become a Carbon Neutral Adelaide Partner and CitySwitch Green Office signatory to access workplace support, resources, networking and recognition for your sustainability achievements.
4.2 Efficiency	Contact your energy retailer to access advice and support services for installing energy efficient devices such as LED lighting and insulation.
4.3 Energy rebates	Utilise government or industry rebates, such as the City of Adelaide Sustainability Incentives Scheme for energy efficiency and renewable energy initiatives.

Activity Area: Zero Emissions Transport

Transport to and from events by attendees, performers and staff, as well as freight to move materials to and from site, is a significant source of carbon emissions, especially air travel. However, transport is one of the more difficult impacts for event organisers to have influence over.

Sustainable events can encourage car sharing, public transport and active transport e.g. cycling and walking, to reduce emissions from transport. Public transport is the lowest emissions form of motorised transport to events and should be encouraged wherever possible.



Event Primary Action – Contractors and Logistics

5 Transport choices	Contract logistics, courier, construction and service companies that utilise biodiesel, zero emission fuels and/or offset carbon emissions in their operations and have a demonstrated commitment to transition to zero emission vehicles and renewable energy.
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Event Supporting Actions

5.1 Transport data	Incorporate clauses in agreements that require event space operators/ contractors to monitor, verify and report about fuel consumption data for transport activities associated with your event, including fuel type and volume.
5.2 Transport logistics	Work with contractors, suppliers and stallholders to ensure event logistics and operations are optimised to: <ul style="list-style-type: none">• minimise interruptions to local traffic flows and equipment idling which does not have a clear operational purpose;• reduce fuel consumption;• limit multiple trips for partial deliveries;• protect the local environment from air (including but not limited to fine particulate matter, nitrous oxide, carbon monoxide gases and sulphur dioxide) and noise pollution; and• prevent event space surface damage.
5.3 Zero emissions freight	Partner with government, transport and event industries to pilot and then adopt zero emission freight electric vehicles and supporting infrastructure, including electric or hydrogen refuelling stations.

Event Primary Action – Attendee Transport

6 Attendee transport	Collaborate to establish and promote a scheme that supports sustainable transport choices by event participants.
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Event Supporting Actions

6.1 Transport information	Support attendees to reduce single occupant car use by communicating public transport, cycling, walking and local accommodation options in advance of the event via event websites and ticketing. Provide real-time public transport information in prominent locations.
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6.2 Bicycle use	Provide bicycle racks and end of trip facilities within event spaces or neighbouring facilities, with wayfinding signs to support navigation to facilities and raise attendee awareness of availability.
6.3 Travel offsets	Partner with and/or seek sponsorship to encourage and support event performers and interstate and overseas visitors to purchase carbon offset units for aviation and transport emissions that are listed as eligible by Climate Active, to show they result in genuine emission reductions.
6.4 Electric vehicles	Promote local availability of electric vehicle charging services (Plugshare.com) and use of the 'Park Adelaide' mobile application for on-street parking.
6.5 Park and ride	Collaborate with companies and neighbouring Councils to create pop-up 'park n' ride' transport hubs within a 5-kilometre radius of your event.

Office Primary Action – Zero Emissions Transport

7 Office transport	Office accommodation with ultra-fast internet services for virtual travel, end of trip facilities for cyclists, electric vehicle charging infrastructure and subsidised public transport.
Office Supporting Actions	
7.1 Video conference	Maximise use of video conferencing to minimise air travel and vehicle trips for meetings.
7.2 Electric vehicle rebates	Utilise government or industry rebates, such as the City of Adelaide's Sustainability Incentives Scheme, to install electric vehicle and e-bike charging stations.
7.3 Fleet	Electrify fleet vehicles and join a commercial car share scheme which offers electric vehicles in your area.

Activity Area: Water Efficiency

Connection to a mains (drinking) water supply is provided to most events and is used for drinking, food preparation, washing up and irrigation. With longer and hotter heatwaves occurring, it is important that free drinking water is available to everyone at events.

Events in the Adelaide Park Lands may have recycled water connections present, although this is typically turned off prior to events, to prevent accidental use or cross-contamination.

Recycled water may be used for non-primary contact activities such as pre-event irrigation and dust suppression. In consultation with the City of Adelaide, event organisers may seek to use this source for approved services.



Event Primary Action – Water Efficiency	
8 Venue selection	Preference event spaces that make efficient use of recycled water from the Glenelg to Adelaide Park Lands Recycled Water Scheme for irrigation and reduce water consumption.
Event Supporting Actions	
8.1 Surfaces	Provide all weather protective surfacing in high pedestrian movement walkways and gathering areas.
8.2 Water data	Incorporate clauses in agreements that require event space operators/ contractors to monitor, verify and report data about: <ul style="list-style-type: none"> • actual water consumption; • source of water; and • real-time water monitoring (multi-day events).
8.3 Taps and appliances	Require use of low flow water efficient taps and appliances, that are rated to at least 4 stars by the Australian Government’s Water Efficiency Labelling and Standards Scheme, in event stalls and mobile or temporary facilities.
8.4 Drinking water	Provide attendees, staff and volunteers with convenient access to free mains drinking water outlets and/or a SA Water supplied water stations.
8.5 Efficient use	Make efficient use of mains water for irrigation and misting equipment during multi-day events and ensure water is conserved in cleaning processes where appropriate.

Office Primary Action – Water Efficiency	
9 Office water	Utilise office accommodation with a National Australian Built Environment Rating System (NABERS) or Green Star rating of greater than 4.5 Stars or a water efficient home office that is equipped with water saving devices.
Office Supporting Actions	
9.1 Low & efficient usage	Ensure your office space utilises water saving devices in an environmentally sustainable manner and appropriately communicate water efficiency objectives: <ul style="list-style-type: none"> • Ensure taps are WEL standard (Water Efficiency Label) rated to at least 4 stars; • Ensure dual flush toilets are installed and used appropriately; • Ensure any leaks are fixed in a timely manner; and • Utilise (filtered) tap water to avoid single-use materials and reduce energy consumption.
9.2 Reduce water use	Utilise government or industry rebates, such as the City of Adelaide Sustainability Incentives Scheme for rainwater capture and use.
9.3 Networks	Become a Carbon Neutral Adelaide Partner and CitySwitch Green Office signatory to access workplace support, resources, networking and recognition for your sustainability achievements.

Activity Area: Sustainable Supply Chain

Event managers and stallholders can play a significant role in making informed choices throughout the supply chain.

These procurement choices can influence the wider industry, promoting new technology and products that are more environmentally responsible, ethical and with local economy benefits.

The concept of a circular economy means that materials are kept in circulation longer, waste is minimised, and material reuse is maximised, for the benefit of the local community.

When making purchasing decisions, organisers can consider several elements for sustainability, including:

- buying from local suppliers
- sustainability performance of the supplier company
- brand and reputation of supplier
- carbon neutral (Climate Active) certification of products and services
- other certifications like Forest Stewardship Council (FSC), Fair Trade products, Rainforest Alliance certified, Australian Certified Organic.



Event Primary Action – Sustainable Supply Chain	
10 Assessment	Consider the major purchase categories like paper and catering and procure environmentally and socially responsible services and products.
Supporting Actions	
10.1 Partnering	<p>Partner with other events and venues, suppliers, hotels, hospitality groups, travel associations, tourism bodies and government to:</p> <ul style="list-style-type: none"> • assess common product impacts; • identify alternatives; • communicate new and future product requirements; • aggregate demand for products, innovation and new suppliers; • align supply chains, accommodation and transport service providers to the expectations of event customers and to achieve operational efficiencies; and • meet operational requirements for events.
10.2 Responsible paper	If printing is required, use certified carbon neutral paper made from Forest Stewardship Council (FSC) certified 100% post-consumer recycled material.
10.3 Sustainable products	Choose local suppliers, verified sustainability credentials and consider social and environmental options such as free range, organic, with locally sourced compost and Fairtrade food products. Preference compostable materials (AS 4736-2006) and recycled, reused/reusable items where appropriate.
10.4 Equipment recycling	Partner with events and suppliers to facilitate the reuse and recycling of equipment, consumables and materials used in events.
10.5 Recycled materials	Preference the use and integration of recycled materials, such as reclaimed or recycled timber and cladding materials, into the design of structures and attractions.
10.6 Innovation	Collaborate to pilot leading edge products and technologies, such as edible serving ware and mobile energy storage or monitoring systems.

Activity Area: Measuring, Marketing and Engagement

A truly sustainable event results in additional benefits to staff, stallholders, suppliers and attendees alike. Gaining commitment from others will maximise the overall benefits.

With accurate monitoring and measurement of sustainability actions, events can confidently reflect their achievements and substantiate any public statements. You may wish to tailor communication and engagements to different audiences.



Event Primary Action-Measuring, Marketing and Engagement	
11 Communications Plan	Implement a Communications and Engagement Plan that commits to measure sustainability outcomes and clearly and consistently communicate your environmental commitments and achievements pre, during and post event.
Supporting Actions	
11.1 Data	Monitor, verify and report energy, transport, waste and water management data and sustainability initiative outcomes, so that event achievements can be measured and communicated. (Refer to actions 1.5, 3.5, 5.1 & 8.2)
11.2 Stories	Collaborate with sponsors, suppliers, stallholders, performers, event attendees, staff, venue owners and government to find the value and stories in what you are doing.
11.3 Electronic messaging	Actively engage and educate the community by showcasing your sustainability credentials and initiatives through your pre/post event electronic messaging.
11.4 Reduce printing	Minimise printed promotional materials by using online resources and communication tools and ensure unused materials are upcycled or recycled.
11.5 Differentiate	<p>Make use of South Australia's and the City of Adelaide's international reputation as leaders in environmental change to:</p> <ul style="list-style-type: none"> • capture community and sponsor interest throughout the year; • differentiate your event; • strengthen brand integrity; • raise awareness of the conscious decisions that have been made; • highlight unique sustainability experiences that the event and other Adelaide and South Australian attractions have to offer and/or the community can participate in such as promoting 'Nude Food' events; and • summarise the wide-ranging benefits of sustainability for your business and the community.
11.6 Service providers	Clearly and regularly communicate sustainability objectives to contractors, service providers, stallholders, staff and volunteers, and enforce contract clauses.
11.7 Promotion at the event	Prominently display sustainability initiatives in key congregation and viewing areas such as adjacent to stalls, toilets, stages and bin clusters to raise awareness, communicate objectives and achieve behaviour change.
11.8 Networks	Actively participate in the Carbon Neutral Adelaide Partner and CitySwitch Green Office networks to share resources, identify potential service providers, network and secure recognition and promotion of your sustainability objectives and achievements.
11.9 Public reporting	Publicly report carbon emissions and other sustainability outcomes.
11.10 Certification	Secure carbon neutral certification by the Australian Government using the Climate Active Carbon Neutral Standard for events.

Appendices

Appendix A: Sustainable Event Summary Report & Action List

Use this form to record key sustainability performance information for your event.

By measuring a 'baseline', you will be able to identify areas to reduce costs and highlight sustainability action opportunities.

Name of Event	
Date	
Location	
Number of Attendees	
Name of Event Manager	
Event Manager Phone Number	
Event Manager Email	

	Amount Used
Electricity (kWh)	
Diesel (L)	
Renewable Energy (kWh)	
Drinking Water (kL)	
Recycled Water (kL)	
Waste – Landfill (weight)	
Waste – Landfill (volume)	
Waste – Recycling (weight)	
Waste – Recycling (volume)	
Waste – Organics (weight)	
Waste – Organics (volume)	
Waste - Other (weight)	
Waste - Other (volume)	

Action List

Category	Activity	Actioned (Y/N)	Event year	Responsibility	Outcomes achieved
Waste Reduction and Recycling	1 Waste Management Plan				
	1.1 Speciality recycling				
	1.2 Bin configuration				
	1.3 Volunteers				
	1.4 Bin labelling				
	1.5 Waste data				
	1.6 Stallholder agreements				
	1.7 Re-usable packaging				
	1.8 Water re-fills				
	2 Office recycling				
	2.1 Staff and contractors				
	2.2 Office bin signage				
Energy Efficiency and Renewable Energy	3 Energy Management Plan				
	3.1 Stallholder agreements				
	3.2 Energy infrastructure				
	3.3 Lighting				
	3.4 Solar lighting				
	3.5 Energy data				
	4 Office energy				
	4.1 Networks				
	4.2 Efficiency				
	4.3 Energy rebates				

Category	Activity	Actioned (Y/N)	Event year	Responsibility	Outcomes achieved
Zero Emissions Transport	5 Transport choices				
	5.1 Transport data				
	5.2 Transport logistics				
	5.3 Zero emissions freight				
	6 Attendee transport				
	6.1 Transport information				
	6.2 Bicycle use				
	6.3 Travel offsets				
	6.4 Electric vehicles				
	6.5 Park and ride				
	7 Office transport				
	7.1 Video conference				
	7.2 Electric vehicle rebates				
	7.3 Fleet				

Category	Activity	Actioned (Y/N)	Event year	Responsibility	Outcomes achieved
Water Efficiency	8 Venue selection				
	8.1 Surfaces				
	8.2 Water data				
	8.3 Taps and appliances				
	8.4 Drinking water				
	8.5 Efficient use				
	9 Office water				
	9.1 Low and efficient use				
	9.2 Reduce water use				
	9.3 Networks				
Sustainable Supply Chain	10 Assessment				
	10.1 Partnering				
	10.2 Responsible paper				
	10.3 Sustainable products				
	10.4 Equipment recycling				
	10.5 Recycled materials				
	10.6 Innovation				

Category	Activity	Actioned (Y/N)	Event year	Responsibility	Outcomes achieved
Measuring, Marketing and Engagement	11 Communications Plan				
	11.1 Data				
	11.2 Stories				
	11.3 Electronic messaging				
	11.4 Reduce printing				
	11.5 Differentiate				
	11.6 Service providers				
	11.7 Promotion at the event				
	11.8 Networks				
	11.9 Public reporting				
	11.10 Certification				





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