

# UNE Sustainable Event Checklist

The following checklist has been prepared as a prompt for event planning to ensure all aspects of sustainability are considered and addressed. Please fill out this check list and send to [environment@une.edu.au](mailto:environment@une.edu.au).

Event:

Action	✓	NA
<b>Planning an Event</b>		
Use online platforms where possible to reduce travel needs		
Use electronic communication and promotion, rather than printed materials		
Use online registration to predict attendance and cater to final numbers		
Use social media and electronic technology to reduce paper usage		
Make use of QR codes to direct attendees to websites for detailed information.		
If printing, use recycled content paper, print double sided, only print what is needed		
<b>Food and Beverage</b>		
Utilise water stations or water pitchers to negate need for water bottles		
Avoid individually wrapped items		
Use compostable cardboard food packaging for takeaway items		
From 1/11/2022 no single use plastics (refer to notes on following page)		
No polystyrene plates, plates, cups, bowls, packaging		
Do not over cater - reduce waste by not over estimating numbers		
Encourage attendees to take food or share with staff and students to avoid food waste		
<b>Waste and Recycling</b>		
Waste and recycling bins located at locations where food and beverages are provided		
Adequate number of recycling and waste bins		
Easy to understand waste and recycling signage		
Organise for bins to be regularly serviced throughout the event		
Green waste bins clearly labelled for food scraps, napkins, compostable packaging		
Ensure all suppliers comply with the EPA single use plastic ban		
<b>Energy</b>		
Select venues with energy efficient measures in place for lighting and ventilation		
Consider the surrounding areas and diffuse lighting and sound where possible		
Ensure all lights, equipment and appliances are turned off when not in use		
Use a digital signage system to reduce printed sign wastage		
Ensure existing electricity supply is sufficient or whether generators will be required		
<b>Water and Landscape</b>		
Where possible, choose venues with water efficient measures in place		
Prevent pollution by having sufficient bins, and containing site runoff/ windblown litter		
Consider placement of temporary structures to avoid damage to lawn and vegetation		
<b>Post event – returning site back to pre-event conditions</b>		
Immediately after event ensure that all lights, equipment and appliances are turned off		
Ensure all waste bins and litter are removed from event area and any surrounding areas		
Remove all event infrastructure immediately post event to avoid damage to vegetation		
Label and store any leftover items that could be used for a future event		
Evaluate the event’s sustainability measures and determine where improvements could be made for the next event. <i>Advise EBE and/or UNE Life of any suggested changes.</i>		
Event Organiser:	Signature:	
Position:	Date:	

Note that this completed form may be used as evidence of compliance with the *Waste Avoidance and Resource Recovery Act 2001*, the *Plastic Reduction and Circular Economy Act 2021* and the *Protection of the Environment and Operations Act 1997*.

### **EPA Single Use Plastics Clarification:**

From 1 June 2022, the supply of lightweight plastic bags was banned. That means they cannot be sold or given away for free. A lightweight plastic bag is a bag with handles that is 35 microns or less in thickness at any part of the bag and is fully or partly plastic. Lightweight bags made from biodegradable plastics, compostable plastics, or bio-plastics are also banned, including those made from Australian certified compostable plastic. The bans do not apply to the thicker 'heavyweight' reusable plastic shopping bags that you can purchase at the checkout of your local supermarket.

The bans also do not apply to plastic barrier bags such as:

- produce bags and deli bags
- bin liners, human or animal waste bags
- bags used to contain items for medical purposes.

From 1 November 2022, the supply of the following items was banned. That means they cannot be sold or given away for free.

Single-use plastic straws, stirrers, and cutlery

- The ban applies to single-use plastic straws (see below for exemptions), stirrers and swizzle sticks, and cutlery, including forks, spoons, knives, sporks, splayds, chopsticks, and food picks.
- The bans apply even if these items are made from biodegradable plastics, compostable plastics, or bio-plastics. This includes those made from Australian certified compostable plastic.

The ban does not apply to:

- serving utensils such as salad servers or tongs
- items that are an integrated part of the packaging used to seal or contain food or beverages or are included within or attached to that packaging, through a machine-automated process.
- Exemptions apply in certain settings to ensure continued access to single-use plastic straws for people with a disability or medical need.

Single-use plastic bowls and plates

- The ban applies to single-use plastic bowls and plates. The bans apply even if these items are made from biodegradable plastics, compostable plastics, or bio-plastics. This includes those made from Australian certified compostable plastic.

The ban does not apply to:

- single-use plastic bowls designed or intended to have a spill-proof lid, such as those used for a takeaway soup.
- plates or bowls that are an integrated part of the packaging used to seal or contain food or beverages, or are included within or attached to that packaging, through a machine-automated process (such as a plastic plate included in a frozen meal).

Expanded polystyrene (EPS) food service items

- The ban applies to EPS food service items, such as clamshells, cups, plates and bowls.

The ban does not apply to:

- EPS fresh produce trays such as those used for raw meat, seafood, fruit or vegetable.
- EPS packaging, including consumer and business-to-business packaging and transport container.
- EPS food service items that are an integrated part of the packaging used to seal or contain food or beverages, or are including within or attached to that packaging, through a machine-automated process (such as an EPS noodle cup).