



Charles Sturt
University
Sustainability



Sustainable events guide



Contact

For more information about this guide or how you can become more sustainable at Charles Sturt, please contact us.

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Introduction

As Australia's first certified carbon neutral university, Charles Sturt aims to be a leader in sustainability across all aspects of the university. We are setting goals towards best practice and implementing programs and initiatives to achieve these goals.

Working in partnership with event coordinators, Learning in Future Environments (LiFE) Champions and Campus Environment

Committee members, Sustainability at Charles Sturt has developed this guide as a benchmark of good sustainability practices and tools for the organisation of all events.

The guide can be used by event coordinators, on-campus food outlets, external providers and students organising events and social activities at Charles Sturt.

The standard

How to implement sustainability principles at your event

The events that are organised at Charles Sturt vary in size and purpose. This guide has been designed to enable application of sustainability principles across all university functions and events.

What are the benefits of a sustainable event?

- Reduces costs
- Minimises environmental impact
- Promotes corporate social responsibility
- Supports local suppliers
- Demonstrates Charles Sturt as a leader in sustainability

How to use this guide?

This guide is divided up into sections aligned with the LIFE Framework and considers event sustainability elements holistically. Each section offers suggestions for how to better improve sustainability.

A separate sustainable events checklist is a quick reference guide to support choices when planning all aspects of event organisation.

LIFE Framework

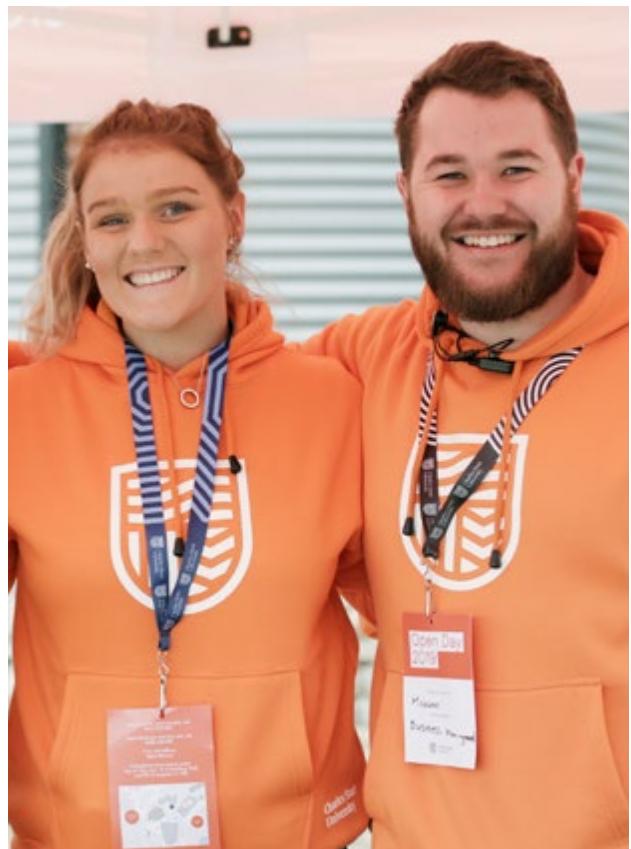
What is a sustainable event?

A sustainable event aims to be economically viable, socially just and environmentally sound. The below video explains the basics of what a sustainable event is.

Planning a sustainable event does not need to mean additional effort, cost or requirements. This guide and supporting checklist provides you and your team with ideas and tools to enable more university events to be sustainable by design.

A sustainable event is one that aims to be economically viable, socially just and environmentally sound.

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Leadership and governance

Human capital

Set a sustainability target

Approach your manager to establish sustainability practices within small and large events run by your team. Set sustainability targets for all events and take an organised approach to improve sustainability aspects each time your area runs an event.

Staff training in sustainability

Managers can ensure staff have sufficient training to engage in sustainable behaviour. Training covers setting up sustainable infrastructure, reducing waste, resource efficiency and recycling, sustainable procurement, sustainable engagement, paperless communications and promotions, and social and economic sustainability.

Contact Sustainability at Charles Sturt if your team requires support with training and developing more sustainable events.

Useful links



Sustainability statement

ELMO training module
'Sustainability at Charles Sturt'

Sustainable events checklist – leadership

Things to consider

	Good	Better	Best
Setting a sustainability target	Set some sustainability goals for your upcoming event. Ensure there are recycling facilities and external stalls and delegates are on board to reduce waste.	Take steps towards ensuring each of your events are more sustainable and have reduced waste. Review your goals and make improvements.	Plan ahead for the year. Ensure there is a commitment for all your events to be sustainable, working towards zero waste and social responsibility. Survey participants on sustainability aspects at your event and work as a team to review goals and set new targets after each event.
Staff training	Request sustainability elements be included in upcoming events in a team meeting. Review sustainability resources and research alternatives.	Ensure staff have access to resources and relevant training to implement sustainability elements into events.	Ensure all staff have compulsory relevant training to embed sustainability elements in your events. Be leaders in sustainability, ensuring all staff have access to professional development opportunities and sustainability targets in their EDRS.

Useful links



Leadership

Our two goals

Charles Sturt aims to be widely recognised as a leader and role model in sustainability practice. This is demonstrated by our second goal to ensure sustainable behaviours and processes are embedded as normal practice across our university.

Lead by example

Charles Sturt are leading the way in sustainability practices as demonstrated in the University Strategy 2030 and also through our Graduate Learning Outcomes as sustainable practices forms one of three change agent attributes.



University Strategy 2030 and commitment to sustainability

Sustainability at Charles Sturt Grant

Apply for a student event bus subsidy

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Things to consider

	Good	Better	Best
Lead by example	Make plans within your team to embed sustainability in your events. Managers encourage staff to undertake event sustainability training.	All events automatically have sustainability elements embedded when created or reviewed. Managers support staff through compulsory sustainability training and encourage uptake of professional development and leadership opportunities.	A university wide movement exists to embed sustainability practices into all university events. We set a strong example to other organisations and work collaboratively towards best practice sustainability goals through LiFE Framework workshops. Staff elevate sustainability requests through university sustainability working parties.



Partnership and engagement

Business and industry interface

Partner with local business and industry

Charles Sturt is a large stakeholder in each campus' community and has knowledge and resources to share. Events can be enhanced when you partner with local businesses.

This can be achieved by sharing resources, supporting each other in mutual initiatives, requesting sponsorship from businesses with a shared ethic, asking community organisations to run a workshop in sustainable skills at your event.

Useful links



[Tree planting](#)

[Earth hour](#)

[Ride 2 Work](#)

Reaching sustainability goals with business and industry

Getting business and industry involved will make a significant contribution to help you reach your event sustainability goals. If you provide businesses with a green tips guide when having external stall holders you can heavily reduce promotional waste, unsustainable giveaways and disposable stall decorations. You can achieve sustainable procurement goals by considering the environmental impact of your purchases, working with suppliers and buying locally.

Things to consider

	Good	Better	Best
Partner with local business and industry	Let local businesses know about your event.	Share resources and support each other's mutual initiatives.	Find mutually beneficial ways to work in partnership on projects with local business.
Reaching sustainability goals	Send businesses attending your event your green tips guide.	Actively work with businesses to reach your sustainability goal.	Demonstrate best practice through strong leadership and partnerships with local sustainable businesses.

Community engagement

Engaging the local community

Get the community on your side by engaging local organisations as partners. There may be local groups who will have an interest in supporting your sustainable event financially (donating the funds to purchase the carbon offsets), providing in-kind support (lending you a bus for a shuttle or electrical equipment) or simply by plugging your event to their contacts or in their social media. Networking is about creating community and supporting each other. Make sure you pay back their good will by letting everyone know of their helpful support.

Think about supporting local social enterprises though your catering, merchandise or services. For overnight accommodation, provide attendees with a list of good local hotels with a sustainable ethos.

Things to consider

	Good	Better	Best
Engage the local community	Let local businesses know about your event.	Help promote local community groups through your event communication.	Bring local community groups in as event partners.
Engage the Charles Sturt community	Contact other university departments and let them know about your event.	Invite other departments to attend your event.	Partner with other departments to host a collaborative event.
Engage the Charles Sturt online student community	Contact online students to let them know about your event and how they can be involved.	Ask online students what res school events they would find interesting.	Give students tools to run their own sustainable events and partner with them through the online SRC and at res school.

Procurement and supplier engagement

How much of the 'stuff' obtained from a conference or an event do you still use?

The most sustainable option is to not provide freebies or giveaways. If promotional materials are required, consider useful, reusable and environmentally friendly products.

Cheap plastic and mass produced items (such as balloons, rubber wrist bands, plastic tokens, etc.) have a large environmental and social cost, so try to choose quality locally made products that people will find useful. The embodied resources will be completely wasted if the participant throws the item away as they leave the conference. It's even better if the product you choose will help a participant make sustainable choices even when they leave the conference.

The university will be required to report on services and materials entering our supply chain comply with Modern Slavery Acts (both state and federal) – many cheap, overseas made event materials may not be able to demonstrate transparent supply chains.



Consider the following ideas.

- Fairtrade cotton conference tote bags can be reused by the participant. Ask your local Boomerang Bag group to make some for your event.
- Branded Keep Cups and water bottles have long uses after events.
- Many websites and apps now let event organisers promote event content, partner organisations straight to the participants' mobile devices rather than printing or giving marketing materials.
- Provide experience gifts rather than giveaways, i.e. tree planting, sponsoring a charity on behalf of delegates.
- If you do choose to provide branded materials, remember not to add dates or specific information which may date the product and prevent you from using them at future events.
- Ask participants to hand back lanyards and name tags that could be re-used at future events.
- Hire or borrow equipment – this also helps set-up for large events.
- Balloons are extremely unsustainable – they cause litter and are harmful to wildlife.
- Cut flowers look great but don't last long – consider decorating tables with pot plants and place a card under one chair at each table so that an attendee can win them as a prize to take home.
- Invest in reusable banners (no date), flags and bunting that can be reused.
- Be creative – engage with a local school group to have them make decorations for you out of recycled materials or ask students to display their coursework.
- Use online ticketing.



Useful links



[Procurement procedure](#)

[Modern Slavery Act](#)

[Circular economy strategy \(NSW\)](#)

[Circular economy Australia](#)

[Boomerang Bags](#)

Things to consider

	Good	Better	Best
Giveaways and materials	Cut out the plastic items. Buy branded items made from environmentally friendly materials.	Only distribute branded items that help participants make sustainable choices.	Don't provide physical items and instead distribute materials electronically.
Sourcing equipment	Buy equipment with sustainably sourced materials and high efficiency ratings.	Hire equipment.	Loan equipment from Charles Sturt.

Staff engagement

Staff leading the way

Through teamwork and partnerships university staff can lead the way in taking action to embed sustainability practices at events, encouraging behaviour change among participants. Bring your event team together to review the coordination of your current events and consider sustainable alternatives.

Partnerships between divisions can help to reduce waste and share resources, knowledge and skills in sustainable practices. Work with Sustainability at Charles Sturt to identify best practice sustainability processes and Cheers catering to join the 'War On Waste' for sustainable catering options.

Did you know
you can...

Give a Sustainable Impact award



Things to consider

	Good	Better	Best
Staff leading the way	Staff ask for events sustainability resources from Sustainability at Charles Sturt and review their calendar of events for improvements.	Only distribute branded items that help participants make sustainable choices.	Don't provide physical items and instead distribute materials electronically.
Sourcing equipment	Buy equipment with sustainably sourced materials and high efficiency ratings.	Hire equipment.	Loan equipment from Charles Sturt.





Learning, teaching and research

Learning and teaching

Incorporating sustainability into events can offer opportunities to strengthen sustainability in curriculum. This can be achieved by encouraging students to undertake sustainability themed assessment projects, such as coordinating a sustainability event on campus or producing sustainable promotional materials.

Events or projects that wouldn't necessarily be sustainably themed could become so, such as creating a video or theatre project with a sustainability element or materials.

Internships, work placements and assessments are all terrific opportunities to deliver sustainability goals in your events while also bringing opportunities to embed sustainability into curriculum and help achieve Graduate Learning Outcomes (GLO's) and can also contribute to student recognition through the Strive leadership program.

Useful links



Sustainable practices
Graduate Learning
Outcome (GLO)

Strive

Incorporating sustainability into events can offer opportunities to strengthen sustainability in curriculum.

Things to consider

	Good	Better	Best
Sustainability in curriculum	Ask students to contribute a sustainability element to your event.	Invite academic staff to develop opportunities for students to contribute to your event through links to curriculum.	Partner with academics and students to embed sustainability in curriculum through mutually beneficial assessments and internships to help achieve the Sustainable Practices Graduate 'Learning 'Outcome goals.

Useful links



Research

Sustainability grants

As a university, Charles Sturt has an opportunity to undertake research that drives our global economy, advances our standard of living and helps us understand the world around us. Support to run a sustainable event and/or funds to research event sustainability including: infrastructure, processes, promotions, food production, attitudes to sustainability at events and engagement could be undertaken through a Sustainability at Charles Sturt sustainability grant.

[University Strategy 2030](#)

[Sustainable research guidelines](#)

An innovative approach

As leaders in sustainability, Charles Sturt can take every opportunity to demonstrate our leadership through innovative approaches, new thinking and the implementation of more sustainable methods. As outlined in our Research Narrative we work towards 'creating a world worth living in' through undertaking research that contributes to resilient people, flourishing communities and sustainable environments. The Charles Sturt Sustainable Research Guidelines are focused on delivering research across the university with consideration to all aspects of sustainability.

[Green Labs checklist](#)

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Things to consider

	Good	Better	Best
Sustainability grants	Take a look at the sustainability grants on the Sustainability at Charles Sturt website.	Work with your team/department to investigate how you could improve the sustainability standard of your Charles Sturt event.	Apply for a sustainability grant for a research project or event and report back the outcomes to the Charles Sturt community.
An innovative approach	Implement some new and innovative approaches to your next event.	Apply innovative and disruptive thinking to implement new sustainability methods for upcoming Charles Sturt events.	Undertake sustainability research and every opportunity to embed sustainability into all Charles Sturt events as a core value of each event coordinator 'to create a world worth living in'.

Student engagement

Students leading the way

There are many opportunities for students to lead the way in designing, organising and advocating for sustainability to be embedded into Charles Sturt events. Sustainability advisers, orientation coordinators and SRC members are some of the student leaders who can inspire change and lead their peers. Student groups can be supported by staff, particularly in the student facing divisions as well as academic staff who support students to pursue sustainability outcomes throughout their coursework.

Putting ideas into action

There are lots of opportunities for students to put their sustainability ideas into action.

How to reduce waste

- Incorporate sustainable design into your events – especially consider reusable decorations.
- Reduce waste by moving to an online program.

- review giveaways and ask if they are sustainable or if they are needed at all.
- Work with Cheers to reduce catering packaging.
- Apply to Sustainability at Charles Sturt for an event catering kit to reuse for student club events.
- Do litter pick-ups after your events.

Get active

- Use shared transport for your events.
- Add a sustainability element to an event the SRC are already running.
- Have a sustainability themed day on campus.
- Engage students with an activity, volunteering, learning a new skill instead of giveaways.
- Link with the Graduate Learning Outcomes (GLOs) and Strive leadership program to gain credit for your efforts!

Things to consider

	Good	Better	Best
Students leading the way	Review student events and discuss ideas for working with sustainability advisers and including sustainability elements.	Student leadership groups work in partnership with multiple divisions to embed sustainability into all student run events.	Lead by advocating for sustainability to be embedded in all university events, inspire cultural and behaviour change among peers and ensure processes and sustainable practices are established for future students.
Putting ideas into action	Reduce event waste, organise reusable decorations, review giveaways and use active transport for the event.	Move to an online event program and promotions for your waste free event. Add a sustainability element to all student events and get active student engagement through workshops and fun activities over unsustainable giveaways.	Attend SoS conference and share skills with student peers, run a sustainability themed day, advocate for behaviour change throughout all university events and work with academic staff to undertake sustainability themed assessments.



Useful links



[Sustainability at Charles Sturt LiFE Framework](#)

[Sustainability at Charles Sturt Instagram](#)

[Sustainable events checklist](#)



Facilities and operations

Biodiversity and events

University events, especially outdoors events, have a flow-on impact for our local biodiversity when not considered carefully. Event coordinators can take an active role in ensuring the biodiversity and animal habitat are not effected negatively. Consider:

- reducing or eliminating disposable plastic
- minimising waste and cleaning up litter
- ensuring outdoor events won't disturb habitats
- giving back to local biodiversity, e.g. planting a commemorative tree or fundraising.



Useful links



[Biodiversity at Charles Sturt](#)

[Sustainable events checklist](#)

Biodiversity partners

Landcare

BeardsOn

Bee keepers

Koala Hospital

Things to consider

	Good	Better	Best
Events impact on biodiversity	Find alternatives to balloons and plastic decorations and ensure event staff clean up after the event.	Ensure university events consider their biodiversity impact and engage staff and students participating in the event to take an active role in reducing plastic and cleaning up throughout and after the event.	Ensure all university events embed sustainability practices to lessen their biodiversity impact and give back to protecting it in some way.

Energy

Charles Sturt is a carbon neutral university and is committed to reducing the energy use of our buildings – both by energy efficiency programs and the installation of phase one and two of solar across our main campus rooftops. Celebrate our carbon neutral status and solar installations with events held at our campuses. To find out more (e.g. banners and information about solar installations contact Sustainability at Charles Sturt).

A number of offset providers can help you calculate the emissions from an entire event to offset.

- Charles Sturt has banners to promote and explain carbon neutrality available for events.
- Full details of university bookable venues can be found online.

[Read more](#)

Outdoor events

If you are running an event during the day and the weather is good, you should consider using an outdoor space. This will save on using lighting, heating and cooling. Outdoor events also create a great atmosphere, and are often cheaper to access than indoor spaces.

Electrical equipment

Many appliances still use energy when in energy saving standby mode. When appliances stop being used they should be turned off. You might consider getting an energy meter to keep track of how much energy you are using. If you need a PA system, get advice about how much amplification you need.

Setting the temperature

If the venue temperature is able to be specified or controlled – keep the temperature within appropriate ranges to reduce energy use. Raising or lowering the temperature of a room by just 1°C adds or reduces energy costs by ten per cent!

[Watch video](#)

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Things to consider

	Good	Better	Best
Venue	Find an appropriately sized venue for the number of people attending.	Keep the venue temperature between 18°C to 26°C. Ask people to dress appropriately.	Host an outdoor event.
Electricity	Get the appropriate equipment for the number of people and the size of the space that needs amplification.	Turn all electrical equipment off when it is not in use.	Calculate the carbon and offset the event.

Resource efficiency and waste

The best way to deal with waste is to try to avoid it from the outset, right through the chain of supply of services and materials.

[Read more](#)

Consider:

- single use product avoidance
- food waste – highlight the importance of RSVPs to reduce food waste from over catering.
- asking caterers for non-disposable cutlery/crockery options
- applying for a Sustainability at Charles Sturt ‘event kit’ which includes reusable cups, cutlery and plates
- extending the life of event resources (e.g. don’t print the date on t-shirts, banners, decorations, etc)
- providing a ‘three bin system’ and communicating this with event attendees.

Things to consider

	Good	Better	Best
Providing bins	General waste and mixed recycling next to each other.	Encourage event caterers and stall holders to recycle.	Arrange compost bins from a collection service.
Labelling bin areas	Clear colour-coded labelling to differentiate each bin.	Additional labels with lists of items appropriate for disposal in each bin.	Additional labels with clear images of the types of items appropriate for recycling.
Waste	Plan to avoid waste through reuse, correct portions and less packaging.	Use recyclable catering items.	Redistribute leftover food to charity.



Sustainable construction and renovation

Utilising sustainable buildings and outdoor spaces

Buildings are important to how students, staff and the community experience an institution. Consider the sustainable features of the venue and choose a location which is the most suitable to your event needs. Where possible use outdoor courtyard and green spaces.

Learn how to use the features of your building to maximise comfort and energy efficiency and open event spaces up to natural light and views to the outdoors. While events may be held indoors our campuses have some lovely outdoor spaces – why not have a break out campus tour or lunch session outside!

Learn how to use the features of your building to maximise comfort and energy efficiency and open event spaces up to natural light and views to the outdoors.



Things to consider

	Good	Better	Best
Sustainable buildings and green spaces	Hold event planning meetings in an outdoor space.	Use natural light and choose a venue that is suitable for the needs of your event.	Organise your event to highlight and feature in a sustainable building or green space – choosing to use these spaces demonstrates Charles Sturt as a leader in sustainability.

Sustainable information communications technology

The Division of Information Technology (DIT) can be a valuable event partner – discuss your technology needs with DIT as early as possible. DIT staff will also ensure batteries from event equipment such as microphones are appropriately recycled in a battery recycling bin.



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Things to consider

	Good	Better	Best
Equipment	Ensure batteries are recycled from event equipment.	Familiarise event delegates with virtual technology options.	Embed sustainable communications into your event and reduce delegate travel.
Virtual events	Event organisers investigate sustainable information communications technology options for their event.	Familiarise event delegates with virtual event technology.	Record event seminars and workshops to extend the life of the resource.

Transport

Most transport is powered by fossil fuels that emit harmful greenhouse gasses and contribute to pollution. Fleet transport makes up three per cent of our total carbon emissions. While transport can be essential to some events, new technology is making it easier to mitigate and in some areas eliminate.

Consider:

- **Virtual events**

Create a virtual event. Not only does this provide great benefits for the environment, but it creates broader opportunities for both delegates and attendees in being able to attend. Charles Sturt has facilities to teleconference, video conference, record and host virtual conferences.

- **Active transport**

Walking or cycling is a great way to get to and from an event as it promotes exercise, health and reduces emissions associated with transport. Consider choosing an event venue that is within walking distance from central services, with good bike lane access and parking facilities.

- **Shared transport**

Sharing transport is a great way to reduce emissions and socialise with attendees. If you are booking cars through Charles Sturt travel please indicate on the form you are willing to carpool. Sustainability at Charles Sturt also supports shared transport via a bus share subsidy to student club events.

- **Public transport**

Where possible plan events in close proximity to public transport access and highlight links and maps to support use to event patrons. Include links to Charles Sturt transport access guides if you are hosting an event on one of the campuses.

- **Offset air travel**

If air travel is necessary, think about organising flights that arrive at a similar time, so that delegates can share transport to/from airports. Carbon offsets may be included in the cost of larger events such as conferences.

- **Logistics**

Think about the start and end times of your events to avoid peak times and allow enough time for people to walk between venues and/or accommodation. Celebrate events on our campuses in regional centres with less congestion and more opportunities for active transport!

Bus share subsidy

Things to consider

	Good	Better	Best
Virtual events	Video conference speakers who live overseas.	Livestream the event for distant attendees.	Conduct the event entirely online.
Active / public transport	Provide a shuttle service for large events.	Provide public transport information to the venue.	Encourage attendees to walk or cycle to your event.
Logistics	Think about start and finish times.	Provide suggested travel times and routes.	Provide clear maps showing public transport options.

Water

Australia emits 60,000 tonnes of greenhouse gasses per year from packaging and transport of bottled water. It costs 1,000 times more than our tap water – which is some of the safest and cleanest in the world. Much of Australia's bottled water supply is also depleting ground water storages in our campus catchments. It is unacceptable to promote bottled water through a university event.

Encourage participants to bring their own reusable bottle and clearly direct people to the closest water refill station (there are many hydration stations located around our campuses).

For conferences provide water stations with jugs of water and glasses for delegates and for large outdoor events consider hiring a water refill trailer.

Encourage participants to bring their own reusable bottle



Things to consider

	Good	Better	Best
Water	Don't sell or give out bottled water.	Encourage participants to bring reusable water bottles and provide directions to water taps.	Provide water stations for people to fill up their bottles or glasses.

Catering

Food production takes enormous amounts of energy and water to produce. Simple changes can have big impacts on your event sustainability. Start asking questions from your caterer about:

- seasonal and local produce
- vegetarian and vegan options
- the Modern Slavery act implications, e.g. fair trade coffee, etc.

Catering with Cheers

[Read more](#)

The Cheers team have been instrumental in implementing the successful Charles Sturt War on Waste program and work with their customers to improve options available.

- Ask Cheers for sustainable service options, such as reusable crockery, cutlery and cups.
- Encourage delegates to bring their own Keep Cup or reusable mug and enjoy a discounted coffee at a Cheers outlet.
- Ask for sustainable food options – vegetarian food, local produce, no packaging or single use.
- Give Cheers accurate attendance numbers to reduce over-catering and food waste.
- Be mindful of contaminating bins and separate food waste into the organics bins where available.

Things to consider

	Good	Better	Best
Catering	Work with Cheers to follow sustainable guidelines for sourcing food at your next event.	Get sustainable catering at several events throughout the year.	Work with Cheers to develop a low impact menu across all event meals throughout the year.
Environmentally friendly	Only serve locally sourced food.	Make sure the food is seasonal and fairtrade.	Switch to vegetarian local, seasonal and fairtrade foods.

Evaluation and reporting

It is important to keep track of your events and how they might be able to be improved in the future.

- Conduct a survey to get feedback. Most event software will allow you to do this via a mobile device.
- Report on what worked well and where to improve next time.

Remember

Planning

Until you get used to what a sustainable event is it may take a little more effort to plan. Start raising ideas and discussing options as soon as you can.

Watch and learn

You might not get it right the first time – but use it as an opportunity to organise an even better event next time.

Celebrate your achievements

If your event was waste free or single use plastic free or carbon neutral – celebrate it! How did you do it? What would you do next time? Support other teams to better Charles Sturt as hosts of sustainable and impactful events.

Useful links



Sustainability at Charles Sturt

Sustainability at Charles Sturt Instagram

Charles Sturt media

Charles Sturt social media

2MCE Radio

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Things to consider

	Good	Better	Best
Before the event	Take your promotions online.	Cut out the paper flyers and posters.	Let everyone know of your commitment to sustainability in your promotions.
During the event	Watch event participants to see how they are using the space.	Speak to event participants about their experience.	Take notes on what you see so you can write up a report after the event.
After the event	Provide an online evaluation survey.	As part of the online survey ask about the sustainability priorities of your delegates.	Add sustainability ideas to your events checklist for future use.



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