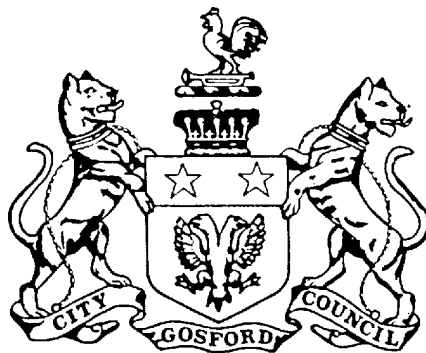




SUSTAINABLE EVENT MANAGEMENT



SUSTAINABLE EVENT MANAGEMENT

CHIEF EXECUTIVE OFFICER – PERFORMANCE & STRATEGY

POLICY OBJECTIVES

- 1.1 The objective of this Sustainable Event Management Policy is to deliver sustainable events by developing a balanced approach to economic activity, environmental responsibility and social improvement.
- 1.2 The intent of this policy is to encourage waste reduction and maximise resource recovery and recycling opportunities at public place events held in the Gosford City Local Government areas as well as preserving public health and amenity of the surrounding environment.

POLICY STATEMENT

Gosford City Council will promote and facilitate resource recovery and best practice waste management at all events which fall under the scope of this policy in order to reduce the impact of the event on the environment.

SCOPE

The Sustainable Event Management Policy applies to all Council organised and owned events in excess of one hundred participants.

This Policy is designed to identify the minimum requirements for event organisers in relation to the planning, implementation and evaluation of events captured within the Policy scope.

PROCEDURE

This procedure, being an administrative process, may be altered as necessary by the Chief Executive Officer.

GENERAL PRINCIPLES

- 2.1 Evaluate suitable venues based on their environmental policies and practices.
- 2.2 Consider event venue location based on public transport options.
- 2.3 Use the most sustainable options for food and beverage including service ware considering the final disposal of waste.
- 2.4 Reduce impacts of attendee transport.
- 2.5 Employ water wise practices.

- 2.6 Maximise energy conservation and use renewable energy sources where possible.
- 2.7 Resource conservation and effective procurement.
- 2.8 Ensure social inclusion for all event workers and participants.
- 2.9 Effectively engage all stakeholders directly contributing to the overall sustainability of the event through an education process.
- 2.10 Create effective messaging on sustainability efforts through a communications plan for both stakeholders and attendees.

ASSESSMENT

- 3.1 Full evaluation of each event to be completed by the organiser to ensure compliance with the policy.
- 3.2 Provision of feedback and suggestions for improvements to other event organisers for future events.

(Minute No 2011/203 – 3 May 2011)

(Minutes No 2012/673 - 27 November 2012)

(Min No 2013/388 - 16 July 2013 - Review of Policies)

SUSTAINABLE EVENT MANAGEMENT POLICY - PROCEDURE

Sustainable Event Management Policy Checklist

Topic	Consideration	Rating	Comments
Venue	Environmental policies and practices implemented by the venue.		
	Energy efficiency methods (e.g. use of natural light, climate control off whilst not in use).		
	Water conservation program (e.g. water recycling, catchment, water reduction infrastructure).		
	Waste management system (e.g. waste separation, event access to existing waste management).		
	Proximity to public transport or walking/cycling routes.		
	Venue size/space appropriate to event size.		
	Protection of biodiversity at event venue/site including the local environment, flora and fauna.		
	Noise generated at venue by event.		
Food & Beverage	Local caterer and/or related supplier engage in waste reduction practices (reusable crockery and cutlery, biodegradable disposable supplies).		
	Reduce provision of food packaging items and change to reusable, recyclable and/or compostable packaging.		
	Source produce from local suppliers.		
Transport	Consider impacts of event attendee transport (congestion, noise, safety, GHG).		
	Encourage event attendees to utilise fuel efficient transport options including cycling, walking and car pooling.		
Water	Assess waste water produced at event and disposal		
	Implement water conservation initiatives		
Toilets	Consider water and chemical use, transport and treatment of sewage.		

Energy	Utilise renewable energy sources where accessible based on event requirements.		
	Use mains power where available and limit use of individual generators.		
	Limit use and consider impact of lighting used.		
	Implement method of measurement for energy use.		
Waste	Identify event waste generation potential (e.g. catering, venue, marketing).		
	Plan to minimize waste and maximize diversion from landfill.		
	Provide option for disposal of recyclable waste at event.		
	Consider most effective options for waste communication and signage to event attendees.		
Procurement	Procure goods and services locally based on event requirements.		
	If promotional materials are required, ensure they have two or more uses.		
Emissions	Take action to reduce carbon emissions.		
Social	Ensure suitable accessibility for all participants attending the event.		
	Ensure sensitivity to Indigenous and community groups.		
	Ensure all employees and contractors are treated fairly and have a safe working environment.		
	Provide suitable catering for those with specific dietary requirements.		
Communications	Educate stakeholders on reducing their impact at the event.		
	Use effective waste communication strategies and signage aimed at stakeholders and event attendees.		
	Ensure signage reflects sustainable measures implemented and is made from recyclable materials.		
	Use technology where possible rather than printing.		
Cleaning	Utilise environmentally sound biodegradable cleaning products		
Evaluation	Review all aspects above and obtain measurable results to include in full evaluation report.		

Ratings

- 1 = Poor
- 2 = Room for improvement
- 3 = Adequate
- 4 = Good
- 5 = Very Good
- N/A