



Burwood Council

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SUSTAINABLE EVENT MANAGEMENT POLICY

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Purpose

This Sustainable Event Management (SEM) Policy has been adopted to ensure events delivered within the Burwood Local Government Area are managed and consistent with the principles of Ecologically Sustainable Development (ESD).

Council requests all events to be planned and implemented with the goal of reducing the impact of the event on the environment. This Policy will achieve this outcome through encouraging, and in some cases requiring:

- Minimising waste generation
- Maximising recycling
- Encourage diversion of food organics from the general waste stream
- Minimising energy consumption
- Minimising water consumption
- Conserving bio-diversity and
- Minimising impacts on climate change

Events operated within the Burwood Local Government Area will ensure they are planned, implemented and reviewed based on international best practice standards, as outlined in this Policy.

Scope

The Sustainable Event Management Policy applies to all events operated within the Burwood Local Government Area as well as events co-ordinated by Burwood Council.

Policy

Sustainable events provide a better experience for all patrons and demonstrate a commitment to environmental sustainability. All areas of event management provide opportunities to make environmental and cost savings.

The following are to be adhered to for all events operated within the Burwood Local Government Area as well as events coordinated by Burwood Council:

- 3.1 Encourage evaluation of suitable venues based on their environmental policies and practices.
- 3.2 Where possible the venue selection and accommodation should be within walking/cycling distance with designated bike racks, close to public transport and event organisers should consider offering shuttle-services.
- 3.3 Where possible investigate powering the event by green energy (sponsored where possible).
- 3.4 Where possible ensure lights are switched off when the venue is not in use.
- 3.5 Encourage organisers to utilise waterwise practices and adhere to the appropriate water restrictions.
- 3.6 Encourage catering and related suppliers to engage in sustainable practices such as using reusable crockery and cutlery and biodegradable disposable supplies.

- 3.7 Where possible ensure no individually packaged food items are used to reduce waste generation from the event.
- 3.8 Encourage catering suppliers to cater to numbers (based on previous attendance numbers).
- 3.9 Where possible the event organiser to arrange collection of unwanted useable food for charities eg Oz Harvest.
- 3.10 Encourage recycling options for event suppliers, contractors and attendees. Also ensure consistent signage at all recycling stations.
- 3.11 Where possible event suppliers and contractors to source products with packaging that is reusable or recyclable.
- 3.12 Where possible source goods, services and labour locally.
- 3.13 Where possible event organisers should design and print green eg post-consumer recycled stationary, vegetable inks, layout, double sided printing.
- 3.14 Encourage the use of communicating and promoting the event through electronic media eg e-newsletters, social networking sites, Council's website and use of existing print media if possible to reduce extra waste generation.
- 3.15 Where possible encourage the use of reusable promotional material eg banners to have dates which are easily changeable.
- 3.16 Where possible following the event publicise achievements such as tonnes of material diverted from landfill (recycled). Also report the achievements to stallholders and vendors and challenge them to better the diversion rate at the next event.

A checklist is attached which is to be completed by the organiser of each event to ensure compliance with the Policy.

Related Information/Glossary

The following definitions are provided to assist in understanding the requirements of this policy.

- Bio-degradable – materials that are able to decompose relatively quickly into naturally occurring components under natural conditions (air, sunlight, moisture).
- Compostable - materials that are made of organic materials which can decompose naturally.
- Ecologically Sustainable Development (ESD) – is defined as development that meets the needs of the present without compromising the ability of future generations to meet their own needs.
- Green energy – aims to meet human needs without endangering the environment, for fear of damaging it. It uses renewable sources of energy that do not pollute, such as water (hydro), the sun (solar), landfills (biomass), and wind energy.
- Sustainability - refers to three broad themes, economic, social and environmental, that must all be coordinated and addressed to ensure the long term viability of our community and the planet.

Policy Review

This Policy will be reviewed annually following assessment of the outcomes from each event approved and managed, to ensure the processes and sustainability outcomes are consistent with the Policy objectives.

Contact

Manager of Environment & Health
9911 9851

Attachment - Sustainable Event Management Policy Checklist

Number		Yes/No	Comments
1	Encourage evaluation of suitable venues based on their environmental policies and practices.		
2	Where possible the venue selection and accommodation should be within walking/cycling distance with designated bike racks, close to public transport and event organisers should consider offering shuttle-services.		
3	Where possible investigate powering the event by green energy (sponsored where possible).		
4	Where possible ensure lights are switched off when the venue is not in use.		
5	Encourage organisers to utilise waterwise practices and adhere to the appropriate water restrictions.		
6	Encourage catering and related suppliers to engage in sustainable practices such as using reusable crockery and cutlery and biodegradable disposable supplies.		
7	Where possible ensure no individually packaged food items are used to reduce waste generation from the event.		
8	Encourage catering suppliers to cater to numbers (based on previous attendance numbers).		
9	Where possible the event organiser to arrange collection of unwanted useable food for charities eg Oz Harvest.		
10	Encourage recycling options for event suppliers, contractors and attendees. Also ensure consistent signage at all recycling stations.		
11	Where possible event suppliers and contractors to source products with packaging that is reusable or recyclable.		
12	Where possible source goods, services and labour locally.		
13	Where possible event organisers should design and print green eg post-consumer		

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	recycled stationary, vegetable inks, layout, double sided printing.		
14	Encourage the use of communicating and promoting the event through electronic media eg e-newsletters, social networking sites, Council's website and use of existing print media if possible to reduce extra waste generation.		
15	Where possible encourage the use of reusable promotional material eg banners to have dates which are easily changeable.		
16	Where possible following the event publicise achievements such as tonnes of material diverted from landfill (recycled). Also report the achievements to stallholders and vendors and challenge them to better the diversion rate at the next event.		