

# Tour de Valley

## Sustainable Event Management Policy

Tour de Valley 2017 by CycleSense = Excellence that incorporates the Tour de Valley and Kirra Criterium Classic

### **Purpose/Explanation**

To ensure that sustainability principles are applied to the planning, management and Implementation within the scope of this Policy.

Tour de Valley (TdV) is committed to:

- 1) Reducing TdV ecological footprint, and minimising impacts on the environment by incorporating the principles of ecologically sustainable development into event planning, management and implementation
- 2) Using current best practice standards
- 3) Applying sustainability principles to the purchasing and procurement of goods and services for events
- 4) Implementing waste avoidance strategies and maximising resource recovery for events
- 5) Ensuring responsible use of natural resources and protecting flora and fauna through appropriate event planning and management
- 6) Implementing efficiency measures to reduce water and energy consumption before, during and after events
- 7) Reducing greenhouse gas emissions through sustainable transport options
- 8) Enhancing environmental awareness and fostering environmentally responsible behaviour in all relevant stakeholders to build their capacity to plan, organise, deliver or participate in a sustainable event
- 9) Striving for ongoing improvement in environmental performance through monitoring and evaluation of sustainable events.

### **Scope**

This Policy is to be implemented in conjunction with the ISO 20121 Sustainable Event Management guidelines.

It applies to all components of TdV events.

### **Event Management Requirements and Considerations**

Sustainability principles should be considered and demonstrated during:

- Pre-Event Planning - to incorporate sustainability into event planning, contract management, procurement and promotion prior to an event.
- Event Implementation - delivering and managing the planned activities during the event, and monitoring to ensure compliance with the Policy.

The following should be considered and actions incorporated, where applicable, into the planning, management and implementation of all events within the scope of this Policy:

- Legacy
- Waste avoidance and minimisation

- Resource recovery (reuse, recycling)
- Energy conservation
- Air quality
- Sustainable transport
- Water conservation
- Biodiversity conservation
- Animal welfare/ethics
- Sustainable purchasing (e.g. sustainable products/services)
- Social considerations (e.g. volunteering, charity)
- Economic considerations (e.g. local stakeholders, local products, value for money)

## **Mandatory Inclusions**

The Mandatory Inclusions must be complied with for all events within the scope of this Policy.

- Promotional materials are to be printed on recycled paper (80-100% post-consumer recycled content)
- All cups, plates, napkins and cutlery purchased, used and distributed at an event must be made from recycled/recyclable /reusable/biodegradable and/or compostable materials
- Plastic bags are not to be used and/or given away during events. Alternative products should be used/provided
- Balloons are not to be released into the environment before, during or after any event

## **Preferred Alternatives**

TdV will use the following preferred alternatives:

- Where products such as tea, coffee, hot chocolate or chocolate are to be provided at events, the use of Fair Trade products are preferred
- Encourage event participants to bring their own reusable water bottle to the event
- Provide alternative water sources in lieu of giving away or selling plastic water bottles

Alternative water sources could include:

- Providing pitchers of water for meetings/workshops/events
- Glass bottles where appropriate
- Water stations set up with water containers or water trailers
- Use of bubblers or water bottle refill stations, if available at the event venue.

Where there are valid reasons for alternatives not to be used (i.e. specific sporting events, safety reasons), the TdV will ensure that sufficient recycling bin facilities and adequate signage is provided for the appropriate disposal of plastic water bottles for recycling.

Under this Policy, relevant TdV staff responsible for the planning and implementation of TdV must complete the Sustainable Event Management Checklist.

The Sustainable Event Management Checklist must demonstrate that the mandatory Inclusions have been implemented, that the preferred alternatives have been considered, and that other sustainability aspects, as provided in this Policy, have been incorporated, where possible.

The areas identified in the Checklist are as follows:

- Mandatory Inclusions
- Preferred Alternatives
- Venue Selection
- Transport
- Water and energy
- Waste Management
- Equipment, Supplies and Products
- Event Promotion & Materials
- Catering
- Training / Awareness

The Venue and Markets Officer will be responsible for ensuring that TdV stallholders comply with the Mandatory Inclusions and where appropriate the Preferred Alternatives included within this Policy.

The Events and Marketing Coordinator will be responsible for ensuring individuals are aware of this Policy, and are provided with the documentation.

All relevant TdV staff responsible for planning, managing and implementing components of TdV must be aware of and adhere to this Policy.

## **Communication**

This Policy is to be communicated to all and made available on TdV website. The Policy detail is to be communicated to TdV staff via internal communication channels and the new staff induction process.

## **Related Information**

This Policy allows for the provision of a preferred suppliers list for sustainable products, including but not limited to; printing, catering supplies, and other materials. TdV will, for the purpose of delivering on this Policy, make available a preferred suppliers list which can be utilised by TdV staff to purchase sustainable products/materials for an event within the scope of this Policy.

## **Review**

This policy will be reviewed regularly and updated in line with best management practices.

## **Contact**

Enquiries should be directed to Climate Wave Enterprises, Greg Howell 0414 939 942

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