



**Ku-ring-gai Council**

# **Policy**

## **Sustainable Event Management Policy**

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# Sustainable Event Management Policy

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## Controlled Document Information

### Authorisation Details

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### Related Document Information, Standards & References

<b>Related Legislation:</b>	Waste Avoidance and Resource Recovery Act 2001 Protection of the Environment Operations Act 1997 Local Government Act 1993 Section 8A:2(d) Plastic Reduction and Circular Economy Act 2021	Councils should consider the principles of ecologically sustainable development in their decision-making processes.
<b>Related Policies (Council &amp; Internal)</b>	Single-use Plastic Policy	The requirements of the Sustainable Event Management Policy should be implemented in conjunction with the requirements of the Single-use Plastic Policy.
<b>Related Documents - Procedures, Guidelines, Forms, WHS Modules/PCD's, Risk Assessments, Work Method Statements, etc</b>	Sustainable Event Stallholder Guidelines Sustainable Catering Products for Council Events Sustainable Catering Guide for External Events Sustainable Caterers Guide Special Event Guidelines How to Run a Sustainable Event Guide	These documents support the implementation of the Sustainable Event Management Policy and Single-use Plastic Policy.

## Version History

Version Number	Version Start Date	Version End Date	Author	Details and Comments
1	1 May 2014	19 November 2019	Manager Environment and Sustainability	First version
2	20 November 2019	21 March 2023	Manager Environment and Sustainability	Mandatory requirements of policy have been updated, with a greater focus on single-use plastics .
3	22 March 2023	TBC	Manager Environment and Sustainability	Revised third version adopted by Council 21 March 2023, resolution # 38. Mandatory requirements of policy updated to align with single-use plastics policy and NSW legislation.

## Policy

### Purpose

This policy provides a framework for the integration of sustainability principles and practices into the planning, management, delivery and evaluation of events held in the Ku-ring-gai Local Government Area (LGA).

### Objectives

Ku-ring-gai Council is committed to ensuring that the planning, management, delivery and evaluation of events:

- Incorporates the principles of Ecologically Sustainable Development (ESD) and adheres to best practice standards for sustainable event management
- Applies sustainable and ethical purchasing principles for the procurement of goods and services for events
- Minimises impacts on the environment, including biodiversity and natural resources
- Implements efficiency measures to minimise energy and water consumption and greenhouse gas emissions
- Implements waste avoidance and minimisation strategies and maximises resource recovery for events
- Adheres to the principle of continuous performance improvement
- Improves understanding of, and the application of, sustainability principles amongst all internal and external event stakeholders
- Is inclusive of the broad community and contributes to the diversity and cohesiveness of the Ku-ring-gai community
- Respects and publicly acknowledges indigenous heritage and traditions
- Encourages local employment and the use of local resources and local businesses
- Encourages the use of sustainable transport to and from events

### Scope

This policy applies to:

- Major events run by Council
- Major events run by external organisers and held on Council land or in Council facilities and venues
- Minor events run by Council
- Internal Council events
- Minor events run by external organisers and held on Council land or in Council facilities and venues

This Policy does not apply to the day-to-day running of sports clubs and other community groups that hold small-scale events and functions as part of their normal operations; however, these organisations will be encouraged to transition towards the requirements of this Policy. Larger scale community and

sporting events organised by sporting clubs and community groups, for example, sports gala days and fun runs, fall within the scope of this Policy.

Definitions of the types of events as referred to in this Policy are below:

- **Major events:** are held on Council land / in Council facilities and venues, including those delivered by Council and those delivered by external organisers, usually with greater than 500 people and involving community participation. Examples include:
  - Large festivals
  - Fetes and fairs
  - Cycling/fun run events
  - Outdoor concerts and viewings
- **Minor Council events:** are held on Council land / in Council facilities and venues and organised by Council, usually with fewer than 500 people and involving stakeholder and community participation. Examples include:
  - Citizenship ceremonies
  - Public seminars, forums, workshops, events and celebrations
  - Community consultations
  - Author talks
  - Exhibition launches
- **Minor external events:** are held on Council land / in Council facilities and venues run by external organisers, usually with fewer than 500 people and involving community participation. Examples include:
  - Small, private gatherings
  - Wedding receptions
  - Non-commercial filming groups
  - Birthday parties
  - Small events funded through the Ku-ring-gai Community Grants program
- **Internal Council events:** are held on Council land / in Council facilities and venues and organised by Council, usually with fewer than 100 people and mainly involving staff or Councillor participation. Examples include:
  - Lunch time seminars
  - Committee and Advisory Group meetings
  - Councillor briefings
  - Staff meetings, workshops and training events

## Responsibilities

Council's Manager Environment and Sustainability is responsible for compliance with this Policy.

## Policy Statement

### Background

Ku-ring-gai Council and external event organisers deliver a range of large and smaller scale events in the Ku-ring-gai Local Government Area (LGA), including festivals, concerts, fetes and fairs, sporting gala days, citizenship ceremonies and public seminars and workshops, which may include the provision of goods and services, food and beverages, presentations and/or demonstrations, entertainment and stalls.

The delivery of these events can have a range of both negative and positive impacts on the community, the environment and the local economy.

Positive social impacts extend to community strengthening and wellbeing through active and passive participation in events, which can create meaningful impacts on lives in a number of different ways; the constructive engagement of young people; the acquiring of new skills or experiences for those working or volunteering at an event; and the contribution events make to the civic identity and cultural life of Ku-ring-gai. The negative social impacts are primarily related to resident amenity, in particular the excessive noise, traffic and congestion that may be caused by events; a lack of access to community facilities and resources during an event; and the potential antisocial behaviour of event participants.

Events stimulate the local Ku-ring-gai economy and showcase the local area. Events provide direct financial benefit to event organisers, the community and supply chains through the income generated from events, contracting of local service providers, the employment of the local workforce and the procurement of locally produced products.

The negative environmental impacts of events include the air pollution and greenhouse gas (GHG) emissions created by visitor travel to and from events; the resource use and GHG emissions generated in the production of merchandise and food and beverages for events; the energy and water use at events; the amount of litter and waste (particularly single-use plastic) generated through the event life cycle; and environmental degradation where events are taking place outdoors in sensitive environments.

This Policy aims to ensure that any potential negative impacts of events are eliminated or minimised and that the desired positive impacts arising from events are realised.

### Policy requirements

The table below summarises the policy requirements for each type of event. Further details on these requirements are provided below:

REQUIREMENT	Major event run by Council	Major event run by external organiser	Minor event run by Council	Minor event run by external organiser	Internal Council event
<b>FOR EVENT ORGANISERS</b>					
Meet mandatory requirements in Event and Sustainability Risk Management Plan (ESRMP) and submit as indicated.	√	X	X	X	X
Meet mandatory requirements in Sustainable Events Management Plan	X	√	X	X	X

(SEMP) and submit as indicated.					
Meet mandatory requirements in Sustainable Events Checklist and submit as indicated.	X	X	√	X	X

REQUIREMENT	Major event run by Council	Major event run by external organiser	Minor event run by Council	Minor event run by external organiser	Internal Council event
<b>FOR COUNCIL</b>					
Provision of Sustainable Event Stallholder Guidelines	√	√	X	X	X
Provision of Special Event Guidelines	X	√	X	X	X
Provision of Sustainable Catering Products for Council Events	√	X	√	X	√
Provision of Sustainable Caterers guide	√	X	√	X	√
Provision of How to Run a Sustainable Event Guide	X	√	X	√	X
Provision of Sustainable Events Checklist	X	X	√	X	√

### Major events run by Council

An **Event and Sustainability Risk Management Plan (ESRMP)** must be completed and submitted for major events run by Council. The ESRMP must demonstrate that any mandatory requirements will be implemented and that other sustainability aspects have been considered and incorporated, where possible.

The ESRMP must be completed by Council’s Visitor Experience & Events team and submitted to the (i) Risk Management; (ii) Waste Services; and (iii) Environment and Sustainability teams for approval. Events will not go ahead without the submission and approval of a satisfactory ESRMP.

Staff from Council’s Environment and Sustainability team will be an available resource for any support needed by event organisers to fulfil the requirements of the ESRMP.

Event organisers who are required to submit an ESRMP will be provided with the following supporting resources to ensure that the requirements of the ESRMP are met:

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- *Sustainable Event Stallholder Guidelines*
- *Sustainable Catering Products for Council Events*
- *Sustainable Caterers Guide*

### **Major events run by external organiser**

A **Sustainable Events Management Plan (SEMP)**, provided by Council, must be completed and submitted for major events run by external organisers. The SEMP must demonstrate that any mandatory requirements will be implemented and that other sustainability aspects have been considered and incorporated, where possible.

The SEMP must be submitted to the Environment and Sustainability team for approval, as part of Council's event booking application and approval process or seasonal booking process. Events will not go ahead without the submission and approval of a satisfactory SEMP.

Staff from Council's Environment and Sustainability team will be an available resource for any support needed by event organisers to fulfil the requirements of the SEMP.

Event organisers who are required to submit a SEMP will be provided with the following supporting resources to ensure that the requirements of the SEMP are met:

- *Special Event Guidelines*
- *Sustainable Event Stallholder Guidelines*
- *How to Run a Sustainable Event Guide*

### **Minor Council events**

A **Sustainable Events Checklist (SEC)**, provided by Council, must be completed and submitted for minor Council events. The SEC must demonstrate that any mandatory requirements will be implemented and that other sustainability aspects have been considered and incorporated, where possible.

The SEC must be submitted to the Environment and Sustainability team for approval. For the delivery of a series of events of a similar nature the annual submission and approval of a SEC is all that is required.

Staff from Council's Environment and Sustainability team will be an available resource for any support needed by event organisers to fulfil the requirements of the SEC.

Event organisers who are required to submit a SEC will be provided with the following supporting resources to ensure that the requirements of the SEC are met.

- *Sustainable Catering Products for Council Events*
- *Sustainable Caterers Guide*

### **Minor events run by external organiser**

Event organisers who are holding minor events will be provided with the following supporting resource to assist them in organising a sustainable event, as part of Council's event booking application and approval process or grant approval process:

- *How to Run a Sustainable Event Guide*

## Internal Council events

The **Sustainable Events Checklist (SEC)** will be available to all Council staff organising internal Council events and Council's Environment and Sustainability team will be an available resource for any support needed by internal event organisers to fulfil the requirements of the SEC.

Internal event organisers will be provided with the following supporting resources to ensure that the requirements of the SEC are met:

- *Sustainable Catering Products for Council Events*
- *Sustainable Caterers Guide*

This Policy should be read and implemented in conjunction with the Single-use Plastic Policy, which outlines the mandatory requirements around single-use plastics at events. The other mandatory requirements of this Policy are contained in the supporting documentation (described above). Event organisers should play a key role in educating and guiding their event staff and audience on sustainable event practices and the requirements of this Policy.

## Exemptions

Exemptions will be granted for products that are required to meet health and safety requirements, or where there is no other practical alternative product or packaging, distribution or transportation method available.

## Implementation

This Policy will be delivered through the Environment and Sustainability section of Council, in collaboration with a number of sections across Council. Staff and financial resources will be dedicated to the implementation of this Policy by the Environment and Sustainability section.

## Transition period

A transition period of 2 years was applied when the policy was first introduced to enable affected stakeholders to implement the requirements of this Policy in full. During this time, Council staff worked closely with affected stakeholders to support a swift as possible transition to the requirements of this Policy.

This transition period was successful and is now complete. The permanent policy is aligned with the State Governments current single-use plastics ban.

## Enforcement

Failure to comply with this Policy may result in exclusion of the organisation or business responsible for the non-compliance in any future events held by Council, or inform Council's decision to reject a booking on land / facilities managed by Council for any future events hosted by the non-complying event organiser/s. Events on Council managed land will need to commit to comply with this Policy before any Council sponsorship for that event is approved.

## Definitions

Term / abbreviation	Definition
Ecologically Sustainable Development (ESD)	Development that meets the needs of the present without compromising the ability of future generations to meet their own needs
Event	A planned function or social gathering
Local	Within 100km of the region's border
Greenhouse gas (GHG) emissions	Any of the atmospheric gases that contribute to the greenhouse effect, by absorbing infrared radiation produced by solar warming of the earth's surface. They include carbon dioxide (CO <sub>2</sub> ), methane (CH <sub>4</sub> ), nitrous oxide (NO <sub>2</sub> ) and water vapour.
Sustainability	The ability to maintain a good quality of life for future generations which relies upon a fair, just and dynamic community; a healthy and diverse environment; and an active and stable economy.
Sustainable / ethical procurement	<p>Sourcing goods in a way that the four dimensions of sustainability are balanced:</p> <ul style="list-style-type: none"> <li>• Social - focuses on the cohesion of community for mutual benefit and working towards social equity, tolerance and care, e.g. fair wages, human rights, good working conditions and equal opportunities.</li> <li>• Environmental - seeks to improve human welfare by protecting, conserving, restoring and assisting natural ecosystems and environmental processes necessary for supporting life, e.g. minimal waste, no toxic/hazardous materials used, non-polluting and resource efficient.</li> <li>• Economic - involves achieving sustainable levels of consumption and production by accounting for resource and energy efficiency, benefit-cost, equity and technological advancement; and</li> <li>• Governance - is concerned with the values, policies and procedures that Council adopts to provide ethical, democratic and accountable outcomes, e.g. avoidance of corruption.</li> </ul>