



# Sustainable Event Management Policy

## 2014 - 2017

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## Purpose

This policy has been developed to provide 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).

## Context

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). Council is committed to ensuring that in delivering these events (i) the environmental impact is minimised, through the efficient use of resources, responsible and ethical procurement, effective waste management, and protection of the surrounding environment; (ii) community diversity and cohesion is fostered; and (iii) local businesses and the local economy are supported.

Council's Delivery Program and Operational Plan 2014-2017 (L3.1.4) supports the foundations of this policy, through (i) the four year term achievement of Council being recognised as a leader in sustainability; (ii) the critical action of sustainability being integrated into Council's business frameworks; and (iii) the operational task of Council implementing a corporate sustainability program.

This Policy has been developed in consultation with a range of internal and external stakeholders, including Ku-ring-gai and other council staff, and external vendors and event organisers. This Policy shall remain in force until it is revised and then adopted by Ku-ring-gai Council.

## Scope

This Policy applies to a range of events as defined below:

- ▶ **Major Events:** are held on land / in facilities managed by Council, including those organised by Council and those organised by external organisations, with greater than 500 people and involving community participation. Examples include:
  - Festival on the Green
  - The Wildflower and Garden Festival
  - Australia Day celebrations
  - Twilight Concert in the Park series
  - Dog's Day Out
  - Carols in the Park
  - St Ives Show
  - Wahroonga Fair
  - Large fetes and fairs
- ▶ **Minor Events:** are held on land / in facilities managed by Council, including those organised by Council and those organised by external organisations, with fewer than 500 people and involving community participation. Examples include:
  - Citizenship ceremonies
  - Public seminars & workshops
  - Author talks
  - Exhibition launches
  - Guringai Festival events
  - Small fetes and fairs
  - Sporting gala days
- ▶ **Internal Council Events:** held on land / in facilities managed by Council and organised by Council and mainly involving Council staff participation (although they may involve external stakeholder / community participation). Examples include:

- Internal Council staff workshops
- Lunch time seminars
- Committee / Advisory Group / Project Control Group meetings
- Team or departmental meetings
- Managers workshops

This policy does not apply to small, private gatherings held on Council land, such as wedding receptions, birthday parties and other small-scale celebrations, however a consideration of this Policy is encouraged for organisers of these events.

## Policy 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 the local indigenous heritage and traditions
- ▶ Encourages local employment and the use of local resources
- ▶ Encourages the use of sustainable transport to and from events

These objectives should be considered and incorporated, where applicable, into the planning, management, delivery and evaluation of all events within the scope of this Policy:

## Policy requirements

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

Event type	Requirements			
	Submission of Sustainable Event Management Plan	Must meet mandatory requirements in Sustainable Event Management Plan	Completion of Sustainable Event Management Checklist	Must meet mandatory requirements in Sustainable Event Management Checklist
Major event organised by Council	√	√	×	×
Minor event organised by Council	√	√	×	×
Major event organised by external organisation	√	×	×	×
Minor event organised by external organisation	×	×	×	×
Internal Council events	×	×	√	√

A regular review of mandatory and / or voluntary requirements will be conducted and may be incrementally introduced or increased over the life of this Policy for each event group.

### Sustainable Event Management Plan

A *Sustainable Event Management Plan*, provided by Council, must be completed and submitted for:

- A Major Event organised by Council
- A Major Event organised by an external organisation
- A Minor Event organised by Council

The *Sustainable Event Management Plan* must demonstrate that any mandatory requirements have been implemented (for Major and Minor Events organised by Council) and that other sustainability aspects have been considered and incorporated, where possible, under the following areas:

- Venue
- Transport
- Catering
- Supplies / products / procurement
- Marketing and communications
- Waste management
- Implementation and evaluation

The *Sustainable Event Management Plan* must be completed and submitted to Council's Events booking team by the event organiser as part of the event booking. Bookings will not be approved by Council without the submission of a satisfactory *Sustainable Event Management Plan*.

Failure to comply with this Policy and an approved *Sustainable Event Management Plan* may result in exclusion of the event organisers 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 of any future events hosted by the non-complying event organisers.

### **Sustainable Event Management Checklist**

A *Sustainable Event Management Checklist*, provided by Council, will be available to all Council staff organising Internal Council Events and should be utilised to ensure that any mandatory inclusions have been implemented and that other sustainability aspects have been considered and incorporated, where possible.

### **Policy implementation**

This Policy will be made available as a public document and will be communicated to external event organisers through the event booking process and via Council's website. This Policy will be communicated to all internal staff, with briefing / training sessions and supporting resources provided to assist in the implementation of this Policy.

All Council staff and external organisations / individuals involved in the planning, management, delivery and evaluation of events within the scope of this Policy are responsible for adhering to the requirements of this Policy.

Council supports a staged implementation approach for this Policy:

- Stage 1: Mandatory submission of *Sustainable Event Management Plan* for Major Events (organised by Council and external organisations) and Minor events (organised by Council) and *Sustainable Event Management Checklist* completed for Internal Council Events
- Stage 2: Mandatory submission of *Sustainable Event Management Plan* for Minor Events (organised by external organisations)
- The incremental introduction of mandatory requirements for external event organisers (that is, for non-Council run events) over time

This Policy allows for the provision of information on sustainable products, equipment and materials. Council will, for the purpose of delivering on this Policy, provide a *Sustainable Event Management Resource Guide* which can be utilised by internal Council staff and external event organisers, to facilitate the purchase of sustainable products, equipment and materials for an event, within the scope of this Policy.

### **Monitoring and evaluation**

Council's Manager Environment and Sustainability will be responsible for reviewing and reporting on this Policy, and for overseeing compliance of this Policy, where practicable.

Council's Sustainability Officer will be responsible for monitoring compliance of this Policy by internal and external event organisers, through established monitoring and evaluation procedures, where practicable.

## Associated documents

- *Sustainable Event Management Plan* - TRIM: [2014/020283](#)
- *Sustainable Event Management Checklist* - TRIM: [2014/007458](#)
- *Sustainable Event Management Resource Guide* - TRIM: [2014/018762](#)
- *Sustainable Catering Suppliers List and Guidelines* - TRIM: [2012/234508](#)
- *Factsheet – Packaging / Catering Products* - TRIM: [2014/018947](#)

## Legislative framework

The following legislation applies to this Policy:

- *NSW Waste Avoidance and Resource Recovery Act 2001*
- *NSW Protection of the Environment Operations Act 1997*
- *NSW Local Government Act 1993*

## Glossary

### ***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 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***

Sourcing goods in a way that the four dimensions of sustainability are balanced:

- **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.
- **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.
- **Economic** - involves achieving sustainable levels of consumption and production by accounting for resource and energy efficiency, benefit-cost, equity and technological advancement; and
- **Governance** - is concerned with the values, policies and procedures that Council adopts to provide ethical, democratic and accountable outcomes, e.g. avoidance of corruption.