



SUSTAINABLE EVENT MANAGEMENT POLICY P4.0156.2

SUSTAINABLE EVENT MANAGEMENT POLICY

DIVISION: Sport, Community & Recreation

BRANCH: Communications & Events

CATEGORY: 2

PART 1 - INTRODUCTION

1. BACKGROUND

- 1.1 Camden Council holds a number of events throughout the year to celebrate our heritage, show case and celebrate the Camden Local Government area, attracting tourists to the area and transforming community vision into action.

2. OBJECTIVE

- 2.1 The objective of this policy is to provide guidelines, advice and standards to ensure events organised by the Communications Department and run in the Camden Local Government Area are operated in an environmentally sustainable manner.
- 2.2 The policy identifies the following areas that must be considered when events organised by the Communications and Events team are conducted:
- Venue Selection
 - Transport
 - Equipment and Supplies
 - Promotion
 - Waste
 - Information and Handouts.

3. SCOPE

- 3.1 This policy applies to all events organised by Council and held in the Camden Local Government on public land. This policy does not include private events.
- 3.2 The Communications & Events Team will also encourage other event organisers within Council and Council's Event Community Management Committees to follow this policy.

4. DEFINITIONS

- 4.1 **Biodegradable** means capable of being decomposed by bacteria or other living organisms and thereby avoiding pollution.
- 4.2 **Reuse** means:
- Use again or more than once.
 - The action of using something again.

- 4.3 **Recycle** means:
- Convert (waste) into reusable material.
 - Return material to a previous stage in a cyclic process
 - Use again.
- 4.4 **Recyclable** means:
- Able to be recycled.
 - A substance or object able to be recycled.
- 4.5 **Greenhouse Gas Emissions** means 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 (CO₂), methane (CH₄), nitrous oxide (NO₂), and water vapour.
- 4.6 **Sustainable** means capable of being maintained at a steady level without exhausting natural resources or causing severe ecological damage.
- 4.7 **Sustainability** means conserving an ecological balance by avoiding depletion of natural resources.

PART 2 - POLICY STATEMENT

5. VENUE SELECTION

- 5.1 Venue selection should be decided upon by site inspection and suitability for event as well as consideration for environmental, social, cultural and economic impacts.
- 5.2 Accessibility for patrons to the venue needs be taken into consideration. This should include accessibility to the venue (walking and public transport) and well as access for people with a disability.
- 5.3 Impact, including the affect and damage (immediate and long term) of the event on the venue and surrounding environment.
- 5.4 Potential safety hazards in or around the venue that could have an impact or effect on the target audience and/or the venue.
- 5.5 Ensure venue size is sufficient, that it isn't too large that it will require additional power and water resources than necessary.
- 5.6 Where possible, event organisers are not to select venues that are directly located on or in close proximity to a waterway such as a dam, lake, river etc. This is to help reduce any additional waste entering the waterway to ensure ecological balance.

6. TRANSPORT

- 6.1 Transport is a major contributor to greenhouse gas emissions. Where possible venues are to be in walking distance for the target audience and/or are easily accessible by public transport.

7. EQUIPMENT AND SUPPLIES

- 7.1 Where possible source and bulk order equipment and supplies from local suppliers to minimise greenhouse gas emissions produced by transport.
- 7.2 Where possible research environmentally friendly options and consider equipment lifecycle to ensure sustainable decisions are made.

8. PROMOTION

- 8.1 Promotion of events can have a large impact on resources. Organisers should consider a range of promotional options to minimise the impact such as the following:
 - (a) Use Social and Digital Media.
 - (b) Print promotional material on recyclable and biodegradable paper.
 - (c) For multiple page documents, encourage double sided printing to reduce the amount of paper used.
 - (d) Use electronic methods of advertising such as website, emails and electronic newsletters to reduce quantity of printed stock.
 - (e) Inform the audience that material is made from recyclable material and encourage to recycle material.
 - (f) Use existing print mediums such as Council newsletters and advertising to promote events.
 - (g) Where possible and practical, provide information for events on posters rather than individual handouts.

9. WASTE

- 9.1 Measures should be taken to minimise waste generated from events and:
 - (a) Ensure recycling bins are available for the audience to dispose of recyclable material.
 - (b) Provide appropriate number of general waste bins for the number and type of waste being produced.
 - (c) Ensure there are a sufficient number of bins at events and all bins are clearly labelled indicating type of bin (recycling or general waste).
 - (d) Ensure stallholders at events remove and dispose of their own rubbish including liquids.
 - (e) Where possible, ensure that lights are switched off when the venue isn't in use.

- (f) Ensure waterwise practices, including the use of Council's portable Water bubbler.
- (g) Ensure water restrictions are observed.
- (h) Encourage food vendors to use sustainable equipment including reusable and/or biodegradable cutlery, plates, bowls etc.

10. INFORMATION HANDOUTS AND GIVEAWAYS

10.1 Information handouts and giveaways are common at events and are often available in large quantities. If information handouts are essential the following considerations should be taken into account:

- (a) Where possible, print handouts double sided.
- (b) Where possible, print handouts on recycled paper.
- (c) Where possible, avoid dating handouts so they can be reused at future events.
- (d) Encourage recipients to recycle material once they are finished with it.

10.2 If information giveaways are available, the following considerations should be taken into account:

- (a) Where possible, ensure giveaways are made from recycled or recyclable material.
- (b) When giving away products in bags, ensure bags are reusable or made from recycled products.
- (c) Try to ensure the giveaways have a souvenir value so recipients are more likely to hold onto them than dispose of them.

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RELEVANT LEGISLATIVE INSTRUMENTS: *Protection of the Environment Act 1997*
Waste Avoidance and Resource Recovery Act 2001

RELATED POLICIES, PLANS AND PROCEDURES: Communications and Community Engagement Strategy
Special Events Management Policy
Purchasing and Procurement Policy

RESPONSIBLE DIRECTOR: Director Sport, Community & Recreation

APPROVAL: Council

HISTORY:

| Version | Approved by | Changes made | Date | EDMS Number |
|----------------|--------------------|-----------------------|-------------|--------------------|
| 1 | Council | New policy | 26/07/2011 | 15/167615 |
| 2 | ELG | Minor amendments only | 20/06/2019 | 15/167615 |