

Sustainable Event Management Guidelines

POLICY ADMINISTRATION

Dates	Policy approved [insert date of approval] This policy is effective upon its approval. This document is due for review by July 2025.
Approved by	Executive July 2022
Exhibition Period	N/A
Guideline Owner	Coordinator Events and Sponsorship
Related Documents	Environmental Resilience Action Plan 2022
Appendices	Appendix A – Sustainable Events Checklist
References and Legislation	<i>Plastic Reduction and Circular Economy Act 2021</i>
Document Identifier	Document Number: D2022/156284
Breaches of Policy	Breaches of any policy will be dealt with and responded to in accordance with adopted codes and/or relevant legislation
Record Keeping	All documents and information obtained in relation to the implementation of this policy will be kept in accordance with the NSW State Records Act 1998, Georges River Council's Corporate Records Policy and adopted internal procedures.

PURPOSE

The purpose of the Sustainable Events Management Guideline is to provide a process outlining Georges River Council's commitment to achieve sustainable event management and operations. This Guideline identifies the environmental impacts of an event and establishes actions to enhance Council's ability to support, facilitate and deliver sustainable events, ensuring a consistent approach to sustainable event management across the organisation and within the local government area.

All external event organisers are directed to Council's [Event Application Form](#) as a means of confirming compliance with this Guidelines and providing essential information to Council staff.

<https://www.georgesriver.nsw.gov.au/Community/Events/Hold-an-event-at-Georges-River>

SCOPE

This Guideline applies to all Georges River Council managed and Council supported community events, including those where representatives are acting on behalf of Council or the event is delivered on Council land, or in a Council owned venue. Impacted event categories are outlined within the Definition of Terms.

DEFINITION OF TERMS

Term	Meaning
Civic Events	<p>Events which provide support to Council leadership and/or recognise citizenship, commemorations, sporting, community, and artistic contributions or achievements within the Georges River area.</p> <ul style="list-style-type: none">• Public Meetings / Exhibitions: gatherings of the public for conference, meeting or and/or exhibition purposes. Typical participant numbers exceed 50 people. Examples include community consultations, forums, information sessions, Music at Twilight Concerts, Library Foyer events and small performances.• Internal Corporate Events: events held internally involving Council employees only, for the purposes of the organisation's corporate function and operations. Examples include Council meetings, working party meetings, departmental or directorate meetings, manager's meetings, Staff Recognition and Awards Ceremonies.
Community and Business Events	<p>Council Events that promote community engagement between Council and residents or business owners. Held to strengthen community wellbeing, economic development, social inclusion, intercultural and intergenerational connection and/or community pride. These events celebrate the area's local identity, raise awareness about issues of importance to the community or provide community education/engagement opportunities (Examples include Sustainability Expos, Earth Hour celebrations, Movies in the Park and Carols at Twilight).</p>

Term	Meaning
External Events	An event that receives significant financial, in kind and/or sponsorship support from Council. These events are not organised by Council but rely on Council support e.g., Lugarno Lions Spring Festival.
Destination/Cultural/Tourism Events	Events that build a positive image of the Georges River area and attract visitors to support our local economy. These events are often high quality, large scale, and offer growth potential. They may have longer term strategic partnerships in place.
Major Events	<p>Events that may be capable of attracting significant attendance from residents and visitors and may receive external media attention or where a significant amount of planning and expenditure is required. Typical participant numbers exceed 5,000 people.</p> <p>Note: On the implementation of the guidelines, a grace period of 12 months of transition will be implemented before a preference system for accepting stallholders for Council is introduced.</p>

ENVIRONMENTAL IMPACT OF EVENTS

This document identifies three key sustainability concerns to consider when running an event and provides actions event organisers should implement to avoid or minimise the environmental impact as a result of their event. However, every event is unique and it is important for organisers to consider and address sustainability issues specific to each event as they may arise.

When considering the environmental impacts of events, event organisations should consider the volume and type of wastes generated during an event, how much water is required to be consumed or required during the event and how much energy is required to be used for, or to power the event. The environmental impacts combine and form part of Council's carbon emissions and contribution to climate change.

Key Sustainability Concerns

- Energy consumption, including but not limited to:
 - Power sources: Electricity, diesel, gas or other power sources
 - Carbon footprint: Energy consumption related to manufacturing, distribution and transport of procured goods and services.
- Water consumption, and
- Waste generation, including but not limited to:
 - Solid waste: Packaging from food vendors, disposable cutleries, tissues, containers, catering and marketing material.
 - Organics waste: Left over food from temporary food businesses or catering.
 - Liquid waste: Used oil or grey water.

SUSTAINABLE EVENT ACTIONS

When organising and conducting the event, the organiser should attempt to uphold the following principles to avoid or minimise environmental impacts:

Energy Consumption

Operate in an energy efficient manner and minimise the event's carbon footprint.

Water Consumption

Reduce water use and increase water efficiency.

Waste Generation

Follow the waste hierarchy of avoidance, reduce, reuse, recycle, recover and dispose.

A printable checklist of actions that to assist your event in addressing these principles can be found in Appendix A.

SUSTAINABLE PROCUREMENT AND SPONSORSHIP

Internal event organisers should refer to Council's Procurement Policy, which determines the organisations' sustainable procurement practices and may be reviewed more frequently than these guidelines. The purchase of goods or procurement of services/suppliers should be undertaken in accordance with the Procurement Policy.

When procuring suppliers for an event, event organisers will:

- Preference local businesses and those which benefit the local community and provide value for money.
- Ensure the supplier understands the ban on all single-use plastic as per the *Plastic Reduction and Circular Economy Bill 2021* (the Bill).
- Actively seek sponsors who reflect positive environmental values and practices. The supplier should be asked if they have their own environmental sustainability policy and provide an outline of the policy.
- Prefer marketing suppliers that provide 100% recyclable paper and reduce plastic packaging.
- Ensure an event supplier/contractor agrees to consider more sustainable choices, comply with the Terms and Conditions, and provide evidence of these choices prior to the event for an event organiser to assess.
- Consider the most sustainable option when presented with choices by a supplier or contractor.
- Seek an alternative supplier or contractor if a suitable, sustainable option is not available.

Sponsorship agreements (whereby Council is the sponsor of a community run event) will include in the Terms and Conditions a clause stating the community group/ organisations

obligation to comply with sustainable practices and notifying them of the NSW Governments ban on single use plastics.

EDUCATION PROGRAM

Council will develop a program to assist event organisers in delivering sustainable events by:

- Informing event organisers about Council's Sustainable Events Guidelines.
- Communicating with stakeholders about the importance of sustainable event management and supporting initiatives from key stakeholders (sponsors, stallholders and suppliers) that focus on event sustainability.
- Provide to event organisers a list of suppliers with suitable options for cutlery, cups and containers.

CARBON NEUTRAL EVENTS

Council will seek carbon neutral certification for Council-run events by measuring pre-event emissions, delivering an emissions reduction plan and purchasing carbon offsets for the unavoidable greenhouse gas emissions.

Event Organisers should refer to and comply with the 'Climate Active Carbon Neutral Standard for Events'. To review the Standard visit the following link: [Climate Active Carbon Neutral Standard for Events \(industry.gov.au\)](https://www.industry.gov.au/publications/climate-active-carbon-neutral-standard-for-events).

Carbon neutral certification against the Event Standard can be sought from the Australian Government. Responsible entities considering applying for carbon neutral certification should contact the Department (www.climateactive.org.au or climate.active@industry.gov.au) for detailed information on the application process.

Carbon neutral major events will be in place prior to 2025. The cost of certification and offset will be accounted for in the annual approved Council budget.

Review Date

This Guideline is scheduled to be reviewed every three (3) years. The due date for review is July 2025. However, this Guideline may be reviewed prior to this date if required.

Position	Responsibility
Coordinator Events and Sponsorship	<p>Council's Coordinator Events and Sponsorship is responsible for the Guidelines including review and its implementation across the organisation. After each event, the Coordinator Events and Sponsorship will collect any available data to determine the success of sustainability strategies and enable reporting of results to stakeholders.</p> <p>The Coordinator Events and Sponsorship:</p> <ul style="list-style-type: none"> • Will provide a point of contact about the meaning and application of the Guideline. • Update the Guideline when necessary (in consultation with other stakeholders) to ensure the Guideline is current. • Implement associated strategies and monitoring procedures. • Ensure that the Guideline is adopted by Council, included on Council's Guideline register and record management system. • Ensure that the Guideline is communicated to all staff.
Senior Sustainability Officer	<p>The Senior Sustainability Officer will support the Coordinator Events and Sponsorship in the review of the Guideline and provide advice regarding its implementation across the organisation.</p> <p>The Senior Sustainability Officer will provide advice and assist the Coordinator Events and Sponsorship during the initial implementation of certified carbon neutral events.</p>
Council Managers	All Council Managers are responsible for the day-to-day implementation of this Guideline by staff within their department.
Event Organisers – Council and Community	Event Organisers are responsible for delivering events in accordance with the details within this document. Event organisers are also responsible for adhering to Council's bans on single-use plastic carry bags and drinking straws accordingly.

VERSION CONTROL AND CHANGE HISTORY

Version	Amendment Details	Document Owner	Period Active
1.0	First Version	Coordinator Events and Sponsorship	July 2022

APPENDIX A

SUSTAINABLE EVENTS CHECKLIST

Key Sustainability concerns:

Energy Consumption - operate in an energy efficient manner and minimise the event's carbon footprint

Water Consumption - reduce water use and increase water efficiency

Waste Generation - follow the waste hierarchy of avoidance, reuse, recycle and disposal

HOW SUSTAINABLE IS YOUR EVENT?

Complete this checklist to assist with the planning and delivery of your event.

ENERGY <ul style="list-style-type: none"><input type="checkbox"/> Encourage the use of public transport and other sustainable transport options e.g., walking, cycling, public transport, electric/hybrid vehicles, car-sharing, car-pooling.<input type="checkbox"/> Promote bike parking and car parking for electric vehicles.<input type="checkbox"/> Look for local suppliers to reduce energy consumption and carbon footprint size (delivery time and distance).<input type="checkbox"/> Maximise the use of natural light during daytime events.<input type="checkbox"/> Utilise electricity in preference to the use of generators. If generators are required use biodiesel run generators. PRO TIPS <ul style="list-style-type: none">• Minimise power consumption by turning off lights in unused venue areas ensure all equipment is turned off when not in use.• Utilise natural ventilation in preference to air conditioning.	WASTE <ul style="list-style-type: none"><input type="checkbox"/> Reduce the amount of printed promotional material used and supply electronic information (via QR codes).<input type="checkbox"/> Include the phrase 'please recycle after use' on applicable printed material handouts.<input type="checkbox"/> Reduce use of packaging material.<input type="checkbox"/> Reuse printed signage and avoid date specific signage.<input type="checkbox"/> Plan for re-useable, sustainable, biodegradable give away.<input type="checkbox"/> Monitor RSVP and attendance rates to ensure supply is tailored to demand.<input type="checkbox"/> Consider alternative options for leftover food and food waste at all events, including donation and commercial compost. PRO TIPS <ul style="list-style-type: none">• Recycle content of any printed material or ensure material can be reused (paper, rigid plastic etc).• Reuse and recycle name badges.• Provide receptacles with clear signage at event sites to facilitate the separation of paper and containers (glass, aluminium, and plastic).
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WATER

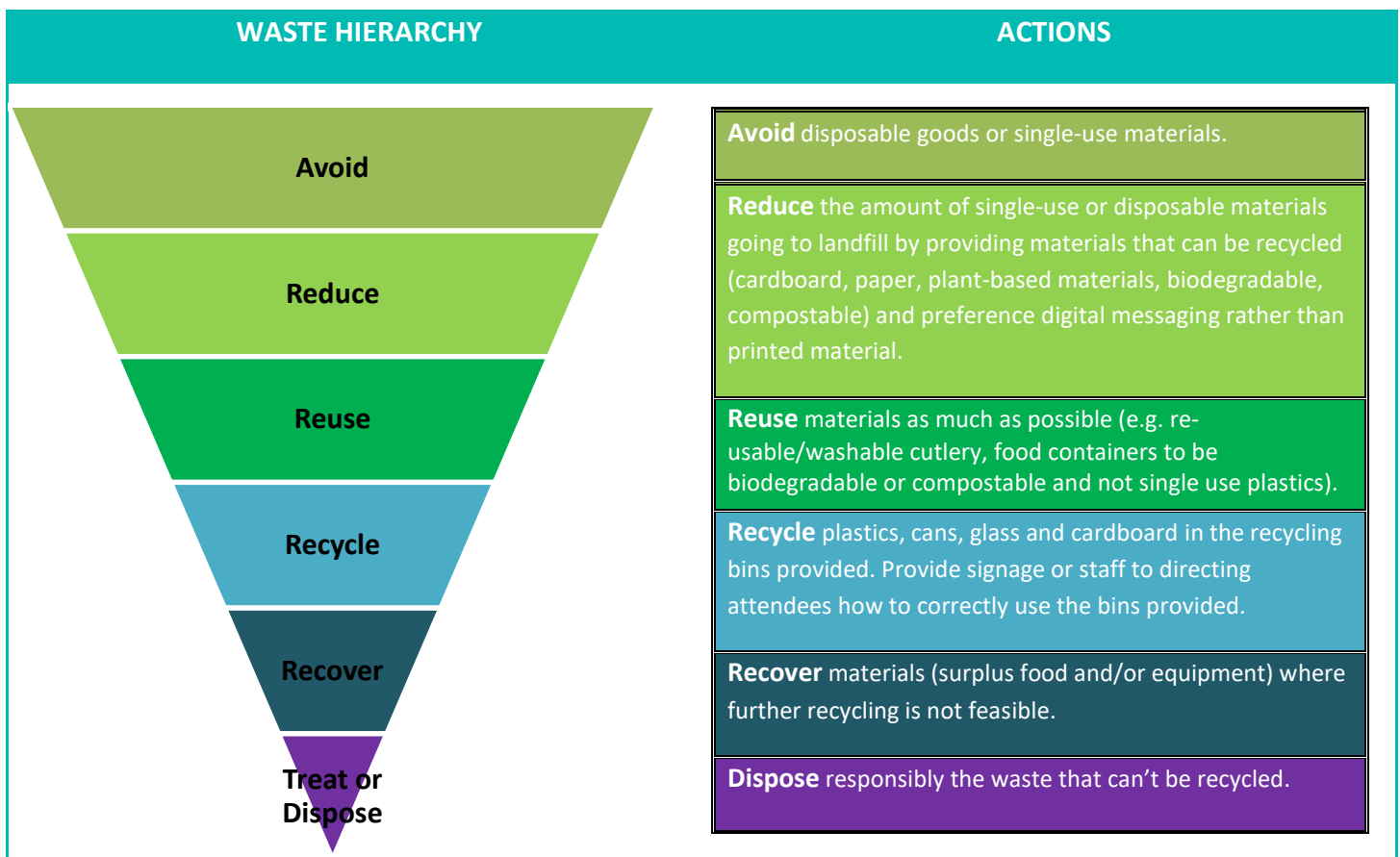
- Make sure there is a sewer system organised for the disposal of grey water.
- Provide water refilling station to reduce the amount of bottled water consumed.
- Discourage the sale of bottled water from food vendors.

PRO TIPS

- Use leftover drinking water to water the plants.

Materials prohibited for use at all council events ¹

- Lightweight plastic bags
- Plastic single-use straws and stirrers
- Plastic single-use cutlery, including a spork and chopsticks
- Plastic single-use cotton buds
- Expanded polystyrene food service items, e.g., an expanded polystyrene bowl/cup/clam shell/plate



¹ In accordance with the [Plastic Reduction and Circular Economy Bill 2021](#). The Bill should be consulted by all event holders in the event the Bill has been updated ahead of any update to these guidelines.