



## SUSTAINABLE EVENT MANAGEMENT POLICY

### PURPOSE

The Sustainable Event Management Policy gives Hunter's Hill Council the opportunity to focus on our proud heritage of conservation and protection of the natural environment. This Policy recognises Council's role in modelling to the community the conservation of resources and protection of our bushland and waterways.

This Policy adheres to the principles of Ecologically Sustainable Development (ESD) and Quadruple Bottom Line (QBL). Its purpose is to reduce environmental impacts of public events held by Council and in public spaces within the Hunters Hill Local Government Area.

### SCOPE

The scope of this policy applies to all events held on public land within the Hunters Hill Local Government Area as well events coordinated by Hunter's Hill Council.

### APPLICABILITY

This policy applies to:

- Council Staff
  - Customer Services
  - Community Events Coordinator
  - Facilities Manager
  - Outdoor Staff
  - Enforcement Officers
- Councillors
- Residents of Hunters Hill
- Visitors to Hunters Hill
- Businesses and Community Groups

### DEFINITIONS

#### Ecologically Sustainable Development (ESD)

ESD is development which aims to meet the needs of Australians today, while conserving our ecosystems for the benefit of future generations. ESD develops ways of using those environmental resources which form the basis of our economy in a way which maintains and, where possible, improves their range, variety and quality. At the same time utilising those resources to develop industry and generate employment.

#### Recycled Materials

Materials that have been reprocessed from recovered materials by means of a manufacture process and made into a final product or into a component for incorporation into a product.

#### Recycled Products

Materials that have been recovered, processed and used as a raw material for the manufacture of a useful new product through a commercial process. These products will contain a specified percentage of material that would otherwise been disposed of as waste.

#### Sustainable Use of Resources

Use of resources in a way that meets the present needs of the purchaser while taking into account external and future costs to the environment, future generations access and quality of resources.



## Quadruple Bottom Line (QBL)

The integration of Ecologically Sustainability Development (ESD) principles across all of the Council's operations; linking economic prosperity, social equity, cultural vitality and environmental sustainability. This approach is referred to as "Quadruple Bottom Line (QBL)".

## POLICY STATEMENT

### BACKGROUND

Hunter's Hill Council and its residents are proud of their natural and developed heritage. It is the trees, bushland, waterways, and beautiful heritage sandstone buildings and outcrops that draw people to this community. Hunter's Hill strong environmental legacy can be demonstrated by having over ninety Bushland Volunteers actively participating in looking after this natural heritage.

All Councils in New South Wales are requested to develop and implement a Sustainable Event Management Policy as part of the Waste and Sustainability Improvement Payment (WASIP). Hunter's Hill Council already has a Waste Management Policy in place for its Moocooboola Festival. This Sustainable Event Management Policy is designed to build on the initiatives that are already taking place at Council and public events and aims to reduce environment, social and financial impacts of events held on Council land.

Considerations in implementing this policy include actions to;

1. Reduce waste generation and increase resource recovery
2. Reduce direct and indirect impacts on natural resources and biodiversity
3. Conserve water and energy

All Council employees, stallholders and attendees share a responsibility to minimise impacts on the environment of events and should be made aware of this through education before, during and after an event.

This policy demonstrates to the community good governance of social, economic and environment considerations and will ensure that the beauty of Hunters Hill is maintained for future generations to enjoy.

### POLICY GUIDLINES

1. **Energy**
  - Where possible bio-diesel should be used to run generators for large events such as the Moocooboola Festival.
  - Maps and bus timetables should be provided to encourage event participants to take public transport or ride bikes to events.
  - Provide bike racks where possible to encourage riding.
  - Encourage, through advice, the purchasing of local goods, produce and services to reduce energy footprint of transporting these over long distances.
  - Greenpower should be purchased for venues holding events where possible.
  - Education on energy savings should be promoted to stakeholders
2. **Water**
  - All venues used for events should have water saving retrofitting devices installed. These water savings should be promoted during the event.



## 3. Waste

- Audits of waste generation are to be conducted at events including Moocooboola Festival and other large-scale events such as New Years Eve and Australia Day.
- Results of waste audits are to be used for developing best practice resource recovery for future events.
- All events are required to use catering material that is either; reusable, returnable, recyclable or compostable.
- Plastic bags and styrofoam will be banned from all events.
- Provide adequate numbers and placement of recycling and food compost bins at all large events.
- Only provide small red lid waste bins to encourage people to recycle and compost.
- Provide Sustainable Event Management Policy to all persons, community groups using Council facilities and lands to hold events.
- Display and provide waste education material e.g. posters around halls and bin stickers to participants holding events on Council owned land.
- Disseminate information about recycling on public announcement systems at all events.
- Diverting food waste from landfill at large events by providing an appropriate organics disposal system.
- Encourage attendees of outdoor events to bring their own water bottle and provide stations at events for filling water bottles.
- Ensure Council staff and Volunteers are trained before large events and provided maps and plans of public waste and recycling facilities. An overseer will ensure that these plans are adhered to during the events.
- Ensure that there is an Officer(s) available to check stallholders are complying with and enforce the Waste Management Policy at Moocooboola Festival and future large scale events.
- Post event education about waste and recycling should be provided to all stakeholders including the Council staff, stallholders, residents and community groups.

## 4. Biodiversity

- Provide education to participants about impacts of noise, trampling of vegetation, littering and stormwater runoff caused by holding events.
- Use Rangers and Community Law Enforcement Officers for education and law enforcement such as littering.
- Develop mitigation strategies to reduce impacts on biodiversity and stormwater caused by events at council parks, ovals and reserves through risk Assessment, Development Control Plans (DCP) or some other method.
- When bookings and events are held on Council managed property and public lands a waste strategy and environmental impact statement is to be provided to Hunter's Hill Council.

## RELATED POLICIES

Community Strategic Plan (CSP) 2030

Sustainability Plan (2008)

Sustainable Purchasing Policy (GOV-Pol.12)

Waste and Resource Management Action Plan (WaRMAP)



Education for Sustainability (EFS)

Moocooboola Event Waste Management Policy

Sustainable Event Management (SEM) best practice

## POLICY OWNER

General Manager

## AUTHORISATION AND REVIEW

### Version Control Table

Date	Version	Res. No.	Key Changes	Author
22.08.2011	1.0	287/11	Adoption of policy	A. Dunnett

### SUSTAINABLE EVENT MANAGEMENT (SEM) BEST PRACTICE CONSIDERATIONS

#### Event planning (before an event)

1. Ensure that all staff, councillors, stall holders and public are aware there is a Sustainable Event Management Policy.
2. Venue selected will be easily assessable by public transport, bike or walking.
3. Maps and information on public transport, bike routes and walking to the event be promoted to workers and attendees of event.
4. Catering selection will be sourced considering ethical purchasing. e.g. Fair trade and consideration of the water and energy footprint that went into the production (including packaging), transport and disposal.
5. Waste will be minimised, source separated, recycled and processed to divert it from landfill.
6. Marketing and promotion will be printed on recycled paper and/ or promoted through electronic forms of media.
7. Guidelines and education for Sustainable Events will be provided to stallholders, volunteers, committees, contractors and attendees before events such as art shows and Moocooboola Festival.
8. Stallholders and committees provide a brief outline of the sustainability measures they will be implementing during the event to Council, and co-operate with any reasonable recommendation given by council staff such as the Sustainability Officer, Waste Officer and Events Co-ordinator to improve their environmental performance.

#### Waste Management Planning:

1. A briefing will be held by the Waste Management Officer of all Staff and Volunteers involved in Moocooboola. The purpose of the meeting is to have a coordinated action plan for managing waste at the event. The briefing should focus on how it is everyone's responsibility to encourage the reduction of waste and increase resource recovery. There should be at least two members of staff and volunteers who will be responsible for coordinating bin placement and monitoring their use throughout the event. These persons will be responsible for educating stall holders, volunteers and the public on good waste management.
2. Bins will be placed strategically around site to encourage maximum resource recovery. To get the best outcomes for waste wise events there could be volunteers or TAFE students monitoring and educating the public about which bin to use.



3. Waste management for the 2012 on Moocooboola Festival should be: Green lid food waste bins (240L)-all food and compostable plates, cutlery to go in these. Yellow lid container bins (240L). Red lid residual bins (120L). These bins are to be grouped together at the event and preferably have a bin monitors in at least a few strategic high profile locations.
4. Stall holders will be asked to compact cardboard boxes for the Hunter's Hill Council compactor to pick up after the event.

## Sustainability Event Management: questions for Committees and Stallholders involved council associated events

- Briefly describe how you will promote sustainable forms of transport to workers and attendees in the planning and implementation of the event
- Briefly outline how you will market your event sustainably using recyclable paper and/ or online marketing.
- Briefly outline what catering measure you will make to avoid the generation of excess waste at your event.
- Briefly outline what measure you will take to recycle material generated by the event.
- Are there any other initiatives such as use of fair trade you will be using throughout your event you would like us to know about?

## Implementation (during an event)

1. Ensure adequate staffing/systems/procedures and infrastructure, such as recycling bins, are in place to deliver policy goals, and monitor and record data to feed into review and continual improvement.
2. Provide advice to attendees, volunteers and stallholders continually throughout the event using public addresses and other means of communication throughout the day.

## Waste Management

1. A Council Ranger and/ or Environmental Health Officer should be on hand at the event. This Officer would be responsible for ensuring that food and other stalls are compliant with food handling regulations and adhering to the Waste Management Policy.
2. The Council Ranger or Environmental Health Officer will have the power to request a stall will be shut down if it does not comply with food safety regulations or the Waste Management Policy.

## Check and Review (after an event)

1. Implementation checklists (catering, venue, waste, marketing and promotion and education / training) will be evaluated according to QBL objectives.
2. Information is collected and evaluated according to QBL objectives.
3. A list of suggested improvements will be made for future events.
4. Any monitoring, measurement and evaluation results will be recorded, and reported to council