

SUSTAINABILITY POLICY

SUSTAINABLE EVENT MANAGEMENT

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Policy

The City of Canada Bay is committed to improving the sustainability of Council managed events, and independently managed events held on Council property.

Purpose

This policy aims to ensure that environmental, social and economic sustainability outcomes are integrated into event planning and implementation, and that sustainability targets are reported against during event evaluation.

Scope

This policy applies to all Council managed events and independently managed events held on Council property. The policy will be implemented differently depending on the location and size of the event. The implementation methods are described in the guidelines accompanying this Policy.

Principles

City of Canada Bay is committed to the following principles that will be implemented to improve the sustainability of Council managed events:

- We will assess the potential scale of environmental impact from each event
- Based on the potential scale of environmental impact from the event, we will identify and implement appropriate event management practices for pre, during and post event stages to:
 - Avoid and reduce energy use
 - Avoid and reduce water use and waste
 - Avoid and reduce material use and waste
- For Council events with high potential environmental impacts, we will require that key performance indicators are measured and reported so that these events can be benchmarked for future improvement and reporting of results.
- We will identify and engage stakeholders as part of the Council event planning process to communicate our sustainability requirements and encourage innovation.
- We will learn from events and implement changes to improve the sustainability of future events.
- We will also provide guidelines to community members so that they can reduce the environmental impact of events that they hold on Council owned land.

Specific procedures

Events organised by City of Canada Bay must comply with the following mandatory inclusions:

- Plastic bags and polystyrene items are banned at events organised by Council including Concord Carnival and Ferragosto. Re-usable and recyclable alternatives must be used by event organisers, stallholders and contractors.
- It is required to offset the carbon footprint of Council's events of 500 or more attendees. Smaller events can be offset, at the discretion of the organiser.

Related process roles and responsibilities

This Policy is administered by Communications and Public Relations.

Sustainable Event Management Guideline and checklist tools

A Policy implementation guideline and have been developed for use by Council officers to provide guidance and consistency in the implementation of this policy for different types of Council managed events.

Review of the Policy

Council will formally review this policy at regular intervals, bringing it in to line with the FuturesPlan20 review process.

Related Policies and Plans

This Policy will be implemented in conjunction with a number of other Policies which should be referred to including:

- Council's Procurement OMS and Tender OMS, in particular their sustainable procurement requirements
- Sponsorship Policy
- Community Engagement Policy
- Water Efficiency Plan
- Energy Management Plan
- Food Handling Guidelines for Temporary Events
- Occupational Health and Safety Policy