



MOSMAN SUSTAINABLE EVENT MANAGEMENT POLICY

Version: Revised 1
Adopted by Council: 6 May 2014
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Ownership: Environment and Planning

Purpose/Explanation

To ensure that sustainability principles are applied to the planning, management and implementation of all events within the scope of this Policy.

Mosman Council is committed to:

1. Reducing Mosman's ecological footprint, and minimising impacts on the environment by incorporating the principles of ecologically sustainable development into event planning, management and implementation
2. Using current best practice standards
3. Applying sustainability principles to the purchasing and procurement of goods and services for events
4. Implementing waste avoidance strategies and maximising resource recovery for events
5. Ensuring responsible use of natural resources and protecting flora and fauna through appropriate event planning and management
6. Implementing efficiency measures to reduce water and energy consumption before, during and after events
7. Reducing greenhouse gas emissions through sustainable transport options
8. Enhancing environmental awareness and fostering environmentally responsible behaviour in all relevant stakeholders to build their capacity to plan, organise, deliver or participate in a sustainable event
9. Striving for ongoing improvement in environmental performance through monitoring and evaluation of sustainable events.

Scope

This Policy is to be implemented in conjunction with the Mosman Guide to Sustainable Event Management.

It applies to all events, workshops and meetings, of 50 or greater participants, coordinated by Mosman Council and/or held on land owned or managed by Council within the Mosman Local Government Area. This includes, but is not limited to:

Internal Events

- Special events
- Civic events
- Forums/conferences
- Workshops
- Meetings
- Mosman Markets
- Festival of Mosman

External Events

- Minor Events*
- Major Events*

* As defined in the Mosman Special Event Management Policy

Exemptions

This Policy does not apply to:

- Wedding receptions held at the Art Gallery or Rotunda
- Small private gatherings of less than 50 participants
- Internal Council meetings of less than 50 participants

Notwithstanding, the organisers of these events are encouraged to consider the environment during their event/meeting, including the purchasing and use of sustainable products, catering, sustainable transport options, waste minimisation and the appropriate disposal of waste and recycling in the bin facilities provided.

Event Management Requirements and Considerations

Sustainability principles should be considered and demonstrated during:

- Pre-Event Planning - to incorporate sustainability into event planning, contract management, procurement and promotion prior to an event.
- Event Implementation - delivering and managing the planned activities during the event, and monitoring to ensure compliance with the Policy.

The following should be considered and actions incorporated, where applicable, into the planning, management and implementation of all events within the scope of this Policy:

- Waste avoidance and minimisation
- Resource recovery (reuse, recycling)
- Energy conservation
- Air quality
- Sustainable transport
- Water conservation
- Biodiversity conservation
- Animal welfare/ethics
- Sustainable purchasing (e.g. sustainable products/services)
- Social considerations (e.g. volunteering, charity)
- Economic considerations (e.g. local stakeholders, local products, value for money)

Mandatory Inclusions

The Mandatory Inclusions must be complied with for all events within the scope of this Policy.

- Promotional materials are to be printed on recycled paper (80-100% post-consumer recycled content)
- All cups, plates, napkins and cutlery purchased, used and distributed at an event must be made from recycled/recyclable /reusable/biodegradable and/or compostable materials
- Plastic bags are not to be used and/or given away during events. Alternative products should be used/provided
- Balloons are not to be released into the environment before, during or after any event

Note: Balloons may be used as decoration both at indoor and outdoor events as long as they are adequately weighted and/or secured, and are not released into the environment.

Tip: Place a raffle ticket, lucky door prize, lollies, or small toys inside the balloons to provide added incentive for deflating/popping balloons at the end of an event.

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Preferred Alternatives

Event organisers are strongly encouraged to consider the following preferred alternatives:

- Where products such as tea, coffee, hot chocolate or chocolate are to be provided at events, the use of Fair Trade products are preferred
- Encourage event participants to bring their own reusable water bottle to the event
- Provide alternative water sources in lieu of giving away or selling plastic water bottles

Alternative water sources could include:

- * Providing pitchers of water for meetings/workshops/events
- * Glass bottles where appropriate
- * Water stations set up with water containers or water trailers
- * Use of bubblers or water bottle refill stations, if available at the event venue.

Where there are valid reasons for alternatives not to be used (i.e. specific sporting events, safety reasons), the event organiser must ensure that sufficient recycling bin facilities and adequate signage is provided for the appropriate disposal of plastic water bottles for recycling.

Sustainable Event Management Checklist and Plan

Under this Policy, relevant Council staff responsible for the planning and implementation of Council events must complete the Sustainable Event Management Checklist.

External event organisers must complete and submit to Council the Sustainable Event Management Plan.

Both the Sustainable Event Management Checklist and Sustainable Event Management Plan must demonstrate that the Mandatory Inclusions have been implemented, that the Preferred Alternatives have been considered, and that other sustainability aspects, as provided in this Policy, have been incorporated, where possible. The areas identified in the Checklist or Plan are as follows:

- Mandatory Inclusions
- Preferred Alternatives
- Venue Selection
- Transport
- Water and energy
- Waste Management
- Equipment, Supplies and Products
- Event Promotion & Materials
- Catering
- Training / Awareness

Compliance

Failure to comply with this Policy and the approved Sustainable Event Management Plan may result in the exclusion of the external event organisers responsible for the non-compliance in any future events hosted by Council, or inform Council's decision to reject a booking on land managed by Council of any future events hosted by the non-complying external event organisers.

Responsibility

The Manager Environment and Services will be responsible for reviewing this Policy, and monitoring compliance and environmental performance in accordance with the Policy.

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The Venue and Markets Officer will be responsible for ensuring that Mosman Markets stallholders comply with the Mandatory Inclusions and where appropriate the Preferred Alternatives included within this Policy.

The Events and Marketing Coordinator and Council Bookings Officer will be responsible for ensuring external event organisers/individuals are aware of this Policy, and are provided with the documentation to complete and submit the Sustainable Event Management Plan as required.

The Rangers will be responsible for monitoring compliance on the day of the event, where possible.

All relevant Council staff and external event organisers responsible for planning, managing and implementing events, workshops and meetings (of 50 or greater participants) must be aware of and adhere to this Policy and the accompanying Guide to Sustainable Event Management.

Communication

This Policy is to be communicated to external event organisers through the event booking process and made available on Council's website. The Policy detail is to be communicated to Council staff via internal communication channels and the new staff induction process.

Related Information

The existing Special Events Management Policy and Drill Hall Venue Hire Policy and Procedures must be implemented in conjunction with this Policy to ensure sustainability principles are considered and incorporated into all events within the scope of this Policy.

This Policy allows for the provision of a preferred suppliers list for sustainable products, including but not limited to; printing, catering supplies, and other materials. Council will, for the purpose of delivering on this Policy, make available a preferred suppliers list which can be utilised by internal Council staff and external event organisers to purchase sustainable products/materials for an event within the scope of this Policy.

Related Documents:

- Environmental Management Plan
- Environmental Sustainability Policy
- Special Events Management Policy
- Application to Conduct a Special Event
- Drill Hall Venue Hire Policy and Procedures
- Mosman Art and Craft Markets Application Form
- Procurement and Land and Asset Disposal Policy
- Sustainable Preferred Suppliers List
- Mosman Guide to Sustainable Event Management (Part A - Internal Events, and Part B - External Events)

Related Legislation

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

Glossary

Ecologically Sustainable Development - is living within our means over the long-term. Defined by Brundtland as "development that meets the needs of the present without compromising the ability of future generations to meet their own needs".

Ecological Footprint - a measurement of the space required to produce and supply all of the resources we need to support our lifestyles and to take up the wastes we generate, compared to the land actually available to us.

Sustainability principles – values and standards applied to events that provide a balance between economic, social and environmental objectives, and ensure sustained use of renewable natural resources, and minimal impact on the natural environment.

Event - A planned activity that is conducted for the purpose of fundraising/charity, individuals/community and/or group participation, or commercial profit and is held in a public space or venue owned or managed by Mosman Council.

Event Organiser - an individual, community group, charity, or commercial organisation responsible for the planning, management, administration and/or implementation of an event.

Resource Recovery- the recovery of materials or energy from solid waste for reuse or recycling.

Fair Trade - products certified against international standards to guarantee fair terms of trade, better prices and decent working conditions for farmers and workers in developing countries.

Biodegradable - capable of being broken down (decomposed) quickly by microorganisms (bacteria).

Review

This policy will be reviewed every four years unless otherwise directed by Council or senior management.

Contact

Enquiries should be directed to the Manager Environment and Services on 9978 4018.

Amendments

Date	Detail of Amendment	Reference
5 July 2011	Adopted	EP/87
6 May 2014	Revised	EP/14