

CC.12

DRAFT SUSTAINABLE EVENT &
MEETING MANAGEMENT POLICY

Division:	Community Services	Date Adopted:	14 June 2011
Section:	Culture and Recreation	Date Last Changed:	19/05/2011
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POLICY OBJECTIVE

This Policy states Council's commitment to hosting sustainable events and meetings through the application of Council's Quadruple Bottom Line (QBL) framework comprising social, environmental, economic and governance principles.

SCOPE

This policy applies to all events and meetings delivered by Council or involving people acting on behalf of Council, and includes major events, public meetings and exhibitions, civic events and internal staff meetings and training.

RELATED LEGISLATION AND POLICIES

- Marrickville Community Strategic Plan 2021: Our Place, Our Vision
- Environmental Management General Policy
- Marrickville Cultural Policy 2010
- NM 30 Motion – Distribution of Bottled Water and Public Water Fountains

DEFINITIONS

For the purpose of this Policy, **sustainable** is defined as meeting the needs of the present generation without compromising the ability of future generations to meet their own needs, by maintaining a balance between social, environmental, economic and governance considerations.

An **event** is defined as a planned function or social occasion on a large-scale. A **meeting** is defined as a planned gathering of people on a small-scale.

Sustainable event and meeting management comprises the following elements:

- Environmental – including energy, waste, water, resource recovery, greenhouse gas emissions;
- Social - including access, participation, diversity, equity, local cultural identity, community networks;
- Economic – including value for money, the local economy, local employment and tourism, ethical purchasing; and
- Governance– including responsibility, accountability, internal systems, leadership.

POLICY STATEMENT

In order to achieve the objective of this Policy, Council will:

- minimise waste through its catering, procurement, communications (and promotions) choices, by following the waste hierarchy of reduce, refuse, reuse, recycle, then landfill;
- conserve energy through its catering and procurement choices, venue selection and equipment use;
- conserve and manage water by requiring and supporting vendors and participants to be considerate of their water use and eliminate water discharge;
- minimise greenhouse gas emissions through its catering and procurement choices, venue selection, and through facilitating the use of public and active transport to events and meetings;
- maximise resource recovery by providing simple, clear information on good waste disposal/resource recovery behaviour, giving preference to products made from post-consumer recycled material than to products that are compostable, reusable or recyclable;
- facilitate local access to, and participation in, celebrations of local culture by supporting the local community to present authentic and meaningful local events;
- practice social responsibility by giving preference to products and services that are produced ethically with regard to labour conditions and economic and social equity, and by ensuring that the needs of minority groups, whether cultural, religious, medical or economic, are reflected in the planning, promotion and implementation of events and meetings;
- support local employment and economic development through its entertainment programming, catering, procurement, recruitment, and stallholder selection;
- maximise value-for-money through its catering, procurement, and communications choices; and
- promote its commitment to sustainability, and encourage suppliers, vendors and participants to contribute to the sustainability of its events, through public awareness, education and the provision of adequate infrastructure provisions.

PROCEDURES

To implement this policy, Council will:

- establish and maintain event procedures and guidelines that detail practices and measures to achieve the objectives of this policy;
- train and resource staff involved in planning and producing events and meetings to achieve more sustainable events;
- provide relevant documentation to ensure that contractors acting on behalf of Council to produce a Council event or meeting are able to meet the objectives of this Policy; and
- measure and report environmental performance data for major events, including the amount of waste recycled and diverted from landfill.

RELATED FORMS AND PROCEDURES

- Department of Environment, Climate Change and Water, 2007. Waste Wise Events Guide: How to make your event waste wise
- Event Procedure – a guide to producing events at Marrickville Council
- Meeting Procedure – a guide to hosting meetings at Marrickville Council
- Marrickville Council Event Guidelines
- Sustainable Event & Meeting Management - Venue Guides:
 - i. Council Chambers and Function Room
 - ii. Depot Training Rooms
 - iii. Herb Greedy Hall
 - iv. Seaview Street Hall
 - v. Marrickville Town Hall
 - vi. Petersham Town Hall
 - vii. St Peters Town Hall