



**Queanbeyan
City Council**

Sustainable Event Management Policy

Date policy was adopted by Council:	24 October 2012
Resolution number:	233/12
Previous Policy review date:	November 2013
Next Policy review date:	October 2016
Reference number:	C1292998

1 OUTCOMES:

A wide range of events are held each year in the Queanbeyan Local Government Area (LGA). This policy has been developed to ensure events delivered by Council at Council venues comply with Council's Sustainability Policy which provides a commitment to the principles of Ecologically Sustainable Development as required by the *Local Government Act 1993*.

2 POLICY:

This policy identifies the following areas based on quadruple bottom line reporting (**QBL**) that must be considered when organising and conducting a sustainable event:

- Environmental
 - Waste minimisation and resource recovery
 - Energy conservation and Greenhouse gas emissions
 - Water
 - Biodiversity
 - Transport
- Social
 - Corporate responsibility
 - Local community
 - Minority Groups – including people with disabilities
 - Ethical/moral
- Financial
 - Costs/budget/planning
 - Value for money
- Governance
 - Good leadership and/or citizenship

3 DEFINITIONS

For the purpose of this policy 'Sustainability' can be defined as using fewer natural resources and having a lower environmental impact while also having a positive impact on the wellbeing of people and responsible financial management.

4 LEGISLATIVE OBLIGATIONS AND/OR RELEVANT STANDARDS

Local Government Act 1993

Section 7e and Section 8

Other References

Sustainability Policy

5 CONTENT:

Scope

The Sustainable Event Management policy applies to all events operated by Council at Council venues within the LGA.

This Policy is designed to identify sustainability considerations for event organisers in relation to the planning, implementation and evaluation of events captured within the Policy scope.

To implement this policy Council event organisers will be required to complete a Sustainable Event Management Plan and submit this with the Event Application Form.

Council's Event Planning Guide contains further information on sustainable event management that will assist in preparing a Sustainable Event Management Plan.


6 PERFORMANCE INDICATOR

Indicators could include:

- All mandatory sustainability requirements met under checklist
- Sustainable Event Management Plan developed and reviewed by Sustainability Officer
- % waste to landfill from events
- % waste recycled from events
- Number of events promoted as Sustainable

POLICY:-	
Policy No:	
Policy Title:	Sustainable Event Management
Date Policy was adopted by Council:	24 October 2012
Resolution Number:	233/12
Previous Policy Review Date:	November 2013
Next Policy Review Date:	November 2016
PROCEDURES/GUIDELINES:-	
Date Procedure/Guideline (if any) was developed:	
RECORDS:-	
Container Reference in TRIM: Policy	SF080616
Container Reference in TRIM: Procedure	
Other locations of Policy:	Intranet (linked to TRIM Container)
Other locations of Procedures/Guidelines:	Intranet (linked to TRIM Container)
DELEGATION (if any):-	
RESPONSIBILITY:-	
Draft Policy developed by:	Sustainability Officer, Waste Minimisation Coordinator and Council event organisers
Committees (if any) consulted in the development of the Draft Policy:	Smarter Action Squad
Responsibility for Implementation:	All Council event organisers and managers, public event organisers
Responsibility for Review of Policy:	

INTEGRATED PLANNING FRAMEWORK:	
Community Strategic Plan:	Strategic Priority No.6
Delivery Program Title:	Sustainability and Environment Reporting
Operational Plan:	Program No.521

Senior Authorising Officer	Position General Manager	Signature/Date  25 October 2012
-----------------------------------	------------------------------------	---

ACTION	COUNCIL MEETING DATE	RESOLUTION NUMBER	REPORT ITEM NUMBER
NEW/RECONFIRMED/ AMENDED			
NEW	24 October 2012	233/12	Item 2

DATE REVIEWED	REVIEWER POSITION	REVIEWER NAME
November 2013	General Manager	Gary Chapman