



Waverley Council

Environmentally Sustainable Events

Policy

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DATE CREATED April 2011
DATE REVISED N/A
DATE APPROVED BY EXECUTIVE TEAM 19 May 2011
DATE ADOPTED BY COUNCIL 21 June 2011
NEXT REVIEW DATE N/A



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1. Background

Waverley Local Government Area (LGA) hosts a diverse range of social, cultural, sporting and economic events in Waverley Council owned and operated venues, sportsfields and public open spaces.

Waverley Council staff are responsible for delivery of a broad range of events ranging from precinct meetings to festivals, as well as permitting and servicing external events to be delivered within the LGA. The environmental impacts associated with these events include waste generation, energy use, water use, transportation, biodiversity and pollution issues. This policy and associated guidelines provide a framework for minimising the environmental impact of Council and external events.

2. Purpose / Objective

This Policy is intended to assist Waverley Council event organisers and Waverley Council staff who deal with event bookings, permits and licences for internal and external events, to deliver internal and facilitate external events that:

- Minimise waste generation and maximise recycling and composting
- Maximise the use of public transport, cycling, walking and carpooling
- Minimise pollution including noise, light and substances (e.g. grease, oil, chemicals, etc)
- Protect biodiversity - both marine and terrestrial
- Minimise potable water use and maximise use of recycled water
- Minimise energy use and peak load energy demand
- Minimise greenhouse gas emissions, primarily those associated with transport, energy use and waste.

In implementing this policy, Council aims to:

- Contribute towards delivery of waste, energy, water and greenhouse gas emissions reduction as well as transport and biodiversity targets outlined in the Waverley Together 2 – Strategic Plan and Waverley Council Environmental Action Plan 2 (EAP2).
- Prevent pollution as per the Protection of the Environment Operations Amendment Act 2005.
- Contribute towards fulfilling the requirements of the Local Government Act 1993 regarding ecologically sustainable development.
- Meet NSW Government Waste and Sustainability Improvement Program requirements.



3. When does it apply?

This policy applies to 'events' which are defined for the purposes of this policy as:

- All Waverley Council activities requiring booking, hiring or permit for use of Council or private venues, public open space or sports fields.
- Community activities requiring a Council licence or permit for use of public open space.
- Community activities requiring a Council licence or permit for use of sports fields.
- Commercial fitness groups and personal trainers requiring a Council permit.
- Community activities requiring hiring of Council owned and operated venues.
- Community activities requiring a special event licence from Council.

Examples of the types of events covered by this policy and associated guidelines include:

- Meetings (e.g. Council staff, seniors groups, parents groups, precinct groups, Council meetings etc)
- Workshops / training session (e.g. Council induction, composting workshop etc)
- Presentation / seminar (e.g. Author Talks etc)
- Food stalls (e.g. Food and Farmers Markets etc)
- Market stalls (non food) (e.g. clothing stalls at Bondi Beach mall etc)
- Music recitals (e.g. Doubly Gifted Jazz Launch, Shore Thing NYE etc)
- Festivals (e.g. Bondi Openair Cinema and the South American Festival etc)
- Exhibitions (e.g. photography, sculpture etc)
- Filming and photography (e.g. advertisements, movies, magazines etc)
- Parties and ceremonies (e.g. citizenship, weddings, birthdays etc)
- Sports events at beaches (e.g. ocean swims, Barefoot Bondi etc)
- Sports events at parks and sports fields (e.g. soccer, rugby, netball games etc)
- Sports events on streets (e.g. City to Surf)
- Informal gatherings in public open space with greater than 50 people (e.g. picnics)
- Erection of any structures, including marquees, jumping castles, etc
- Use of heat, sound, lighting equipment or fireworks
- Corporate promotion, product sale, charity events
- Fitness training

This policy applies to all Waverley Council owned or operated venues, sites and assets, as well as Waverley Council organised events conducted at private venues. It applies to both indoor and outdoor events.



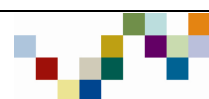
4. What is an environmentally sustainable event?

For the purposes of this policy an environmentally sustainable event is one that minimises impacts on the environment, with particular regard to energy and water consumption, transportation, waste generation, biodiversity and pollution prevention. An environmentally sustainable event creates a positive image for the event and organisation, provides savings in waste disposal and material production costs as well as creating employment and growth in the market of environmentally sustainable products and services.

Table 1 below outlines the minimum environmental requirements for ALL Council events and external events, as well as additional environmental measures suggested for events. In addition, where the environmental impacts or risks of an event are high, detailed plans are required to be submitted to Council for assessment. The plans and/or agreements and their triggers are outlined in Table 2.

Table 1: Minimum requirements and additional measures for environmentally sustainable events

Objective	Minimum requirements	Going beyond
Minimise waste generation and maximise recycling and composting	<ul style="list-style-type: none"> Avoids packaging Minimises giveaways Utilises reusable, recyclable or biodegradable food and beverage ware Provides highly visible, well-labelled waste and recycling bins Empties bins before they are full 	<ul style="list-style-type: none"> Collects organic waste for composting or worm farming Utilises bin monitors to encourage appropriate bin use Provide and promote a water dispenser or water refilling station to minimise the purchase of bottled water
Maximise the use of public transport, cycling, walking and carpooling	<ul style="list-style-type: none"> Promotes walking and cycling options Provides and/or promotes bicycle racks, lockers or compounds Promotes bus and train options Coordinates and/or promotes carpooling 	<ul style="list-style-type: none"> Provides bicycle valet parking Offers incentives to encourage walking, cycling or public transport use
Prevent pollution via noise, light, emissions and substances	<ul style="list-style-type: none"> Minimises noise impacting on the non-event community and wildlife 	



	<p>Minimises light impacting on the non-event community and wildlife</p> <p>Safely stores, uses and disposes of potentially polluting substances</p> <p>Prohibits wastewater from being disposed of in stormwater drains</p>	
Protect biodiversity - both marine and terrestrial	<p>Prohibits plastic bags</p> <p>Is located away from ecologically sensitive areas such as bush regeneration site, the Bondi Intertidal Protected Area and Bronte-Coogee Aquatic Reserve</p>	<p>Uses organic and/or locally produced food</p> <p>Utilises Fair Trade food and/or beverages</p> <p>Utilises Fair Wear clothing</p>
Minimise water use and maximise use of recycled water	Minimises potable water use	Maximises use of recycled water
Minimise energy use and peak load energy demand	Minimises electricity use	Implements disincentives in order to minimise peak energy demand
Minimise greenhouse gas emissions, primarily those associated with transport, energy use and waste	Refer to transport, energy and waste sections above	<p>Utilises environmentally friendly fuel or power sources</p> <p>Utilises accredited greenhouse gas offsets</p>

Where triggered, a Waste Management Plan, Transport Management Plan, Traffic Control Plan, Noise Management Plan and Spills Management Plan must be submitted by the event organiser to the key Council event contact prior to an event permit or licence being issued. Upon receipt, these plan(s) are required to be referred to the responsible division for assessment. The division may recommend alterations to the plans or conditions for the event permit or licence. A copy of the Waste and Recycling Collection Agreement must be provided to Council by the event organiser – this may occur after the event permit or licence is issued. A copy of this Agreement should be provided to Environmental Services – this may be done via TRIM.



Table 2 below outlines the triggers and referrals for these environmental plans and/or agreement.

Table 2: Environmental plans - triggers and referrals

Plan	Trigger for when required	Refer to for approval
Waste Management Plan	Required where: <ul style="list-style-type: none"> ▪ a Development Application is required OR ▪ requested by Council, OR ▪ 100 patrons or more are expected AND food and/or alcohol is served. 	Environmental Services
Waste.& Recycling Collection Agreement	Required to be submitted when a Waste Management Plan is required as per triggers above.	Environmental Services
Transport Management Plan	Required: <ul style="list-style-type: none"> ▪ where requested by the Waverley Traffic Committee, OR ▪ as part of a Development Application, OR ▪ is a Class 1 or 2 event (as defined by the RTA at www.rta.nsw.gov.au/trafficinformation/downloads/special_events_guide_appendix_forms.pdf). 	Technical Services
Traffic Control Plan	Required as part of a Transport Management Plan for Class 1 and 2 events (as defined by the RTA) OR as requested by the Waverley Traffic Committee.	Technical Services
Noise Management Plan	Required where: <ul style="list-style-type: none"> ▪ a Development Application is required, OR ▪ where requested by Council, OR ▪ where 5,000 or more attendees are anticipated, OR ▪ where amplified sound will be used at the event, AND it will be used: <ul style="list-style-type: none"> ▪ after 6pm, or ▪ on a public holiday, or ▪ on two or more consecutive days. 	Environmental Health
Spills Management Plan	Required where: <ul style="list-style-type: none"> ▪ hazardous substances (as per the hazardous substance list at www.hsis.ascc.gov.au) will be transported, utilised, stored or removed from the site, 	Environmental Health



	<p>OR</p> <ul style="list-style-type: none"> ▪ requested by Council. 	
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5. What information does the plan need to include?

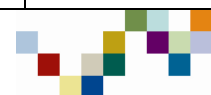
Information on what is required to be covered in each of these plans and/or agreements is outlined in Table 3. Advice on how to complete the plans and/or agreements is available from the Waverley Council division identified in the 'refer to for approval' column.

Table 3: Information required in plans and/or agreements

Plan	Requirements	Division plan must be referred to
Waste Management Plan	Refer to Event Waste Management Plan Guidelines.	Environmental Services
Waste and Recycling Collection Agreement	Discuss with the event waste service provider. The Agreement should identify type, number and volume of bins that will be provided for public use, stallholder or contractor use, when the bins will be delivered, emptied and removed, and how the bins will be secured.	Environmental Services
Transport Management Plan	Refer to the RTA template at www.rta.nsw.gov.au/trafficinformation/downloads/special_events_guide_appendix_forms.pdf Refer to RTA special events guide for further information at www.rta.nsw.gov.au/trafficinformation/downloads/special_events_guide_part1.pdf	Technical Services
Traffic Control Plan	<ol style="list-style-type: none"> 1. Reasons for temporary road closure. 2. Details of the intended closure points, including side roads. 3. Start and finish times for the closure. 4. Plan (drawing) to identify the location of : <ol style="list-style-type: none"> a) Street(s) to be closed types or barriers and signs to be used to divert traffic e.g. barricades or witches hats. b) Alternative traffic routes and signs directing traffic 	Technical Services



	<p>(include traffic direction).</p> <p>c) Marshalls (if present).</p> <p>d) Event infrastructure e.g. stalls, amusement devices, stages, etc (include explanation)</p> <p>e) Emergency vehicle access.</p> <p>f) Alternative bus/taxi stops.</p> <p>g) Car parking areas to be closed (include explanation)</p> <p>h) Disabled access and parking.</p> <p>5. Qualifications of any persons who will be directing or marshalling traffic.</p> <p>6. Location of parade assembly and dispersal areas, if relevant.</p> <p>7. Arrangements made with bus and taxi companies affected by the closure.</p> <p>8. Details of advance notice and advertising of the closure to the public.</p> <p>9. Notification to and acceptance from local businesses affected by the closure.</p> <p>10. Details of provision to be made for emergency access at any time through the closure.</p> <p>11. Details of consultation with the Police and emergency services together with any comments, recommendations or objections received.</p>	
<p>Noise Management Plan</p>	<p>Outline how the event will not result in the transmission of “offensive noise” as defined in the Protection of the Environment Operations Act 1997 at the nearest affected receiver. Details required include:</p> <ul style="list-style-type: none"> ▪ Proposed event date, time, location and number of attendees. ▪ Site sketch with direction of the stage and speakers. ▪ Size and power output of speakers. ▪ Community consultation (including the provision of a contact number of a responsible person authorised by the organizer to discuss any noise issues associated with the event). ▪ Instructions to engineers for sound control. ▪ Confirmation that all amplification equipment used at 	<p>Environmental Health</p>



	<p>the event will be controlled by a root mean square (RMS) noise limiter, calibrated by an acoustic engineer. The equipment must be tamper proof and only operable by the management or their nominee.</p> <ul style="list-style-type: none"> ▪ Confirmation that all on-stage and front of house sound equipment must be connected in such a manner to the one system so that the noise levels produced can be effectively controlled by the noise limiter referred to above and the house mixer/sound engineer. 	
Spills Management Plan	Must comply with Workcover NSW and NSW Protection of the Environment Operations Act requirements.	Environmental Health

6. Resources to help you make your event environmentally sustainable

To assist in the implementation of these Policy requirements, a range of resources will be made available on controlled documents. These include the Event Waste Management Plan Guidelines, example conditions to utilize for event permits and licences, as well as case studies and links to useful web resources.



7.Relevant legislation, policies and plans

Waverley Council policies and plans

Waverley Together 2 – Strategic Plan

Environmental Action Plan 2 (EAP2)

Purchasing Policy

Volunteering Policy and Principles

Environmental Policy

Legislation and regulations

Disability Services Act 1993

Environment Protection Biodiversity Conservation Act 1999

Explosives Act 2003 and the Explosives Regulation 2005

Food Act 2003

Local Government Act 1993

NSW Food Authority: Food Handling Guidelines for Temporary Events

Occupational Health and Safety Act 2000 and the Occupational Health and Safety Regulation 2001

OHS Amendment (Dangerous Goods) Act 2003 and the OHS Amendment (Dangerous Goods) Regulation 2005

Protection of the Environment Operations Act 1997 (POEO Act) and the Protection of the Environment Operations Amendment Act 2005

Roads (General) Regulation 2007

Waste Avoidance and Resource Recovery Act 2001



8. Glossary of Terms

Biodegradable waste: biodegradable materials exposed to the right conditions break down over a period of time to become organic matter. Composts, worm farms and organics recycling facilities accelerate the breakdown of biodegradable materials, resulting in organic matter that may be used as a soil conditioner. Biodegradable materials may also be added to general waste that goes to landfill. Here it releases methane as it breaks down. Some landfill facilities capture this methane to generate power. Biodegradable materials may also be suitable where there is a chance that the materials may end up littering parks and waterways. As the material breaks down, its ability to harm local wildlife or marine life is reduced. Examples of biodegradable materials include e.g. sugarcane fibre, bamboo, cornstarch, polylactide (PLA), cellophane wrap made from cellulose etc. Paper materials may be compostable, recyclable or biodegradable.

Carpooling: car pooling is the sharing of car journeys by more than one person, usually in a car owned or leased by the driver of the car.

Compostable waste: any food scraps and paper that can be collected via an organics system and added to a compost system or worm farm to be broken down into organic matter which can be used as a soil conditioner. Generally, commercial compost systems, worm farms and organics recycling facilities can process a wider variety of food scraps than household compost systems and worm farms. Always check with the waste service provider what materials are acceptable.

FairTrade: is about better prices, decent working conditions, local environmental sustainability, and fair terms of trade for farmers and workers in the developing world. The FAIRTRADE Label is an independent consumer label which appears on products as a guarantee that they have been certified against internationally agreed Fairtrade standards. In Australia and New Zealand, the main Fairtrade certified products available are coffee, tea, chocolate cocoa, nuts, cotton and sportsballs. Some retailers also stock a few other food products such as rice and quinoa. The Fair Trade Association's searchable database of stockists is available at www.locator.fairtrade.org.nz/locator

Fairwear: is a campaign that supports fair wages and decent work conditions for everyone involved in clothing production. It supports the use of Ethical Clothing Australia accreditation as a tool to help clean up supply chains in the Australian textile and clothing industries.



Information on accredited brands is available at www.ethicalclothingaustralia.org.au/consumer/accredited-brands

Noise: is unwanted sound. Noise can be considered as offensive according to its audibility, duration and inherently offensive characteristics. Refer to the Protection of the Environment Operations Act for more details.

Peak load energy demand: over time there has been a substantial growth in electricity demand, in particular an increase at certain times (generally between 2pm to 8pm on working weekdays), known as 'peak demand'. This results in greater electricity network charges in order to ensure the network has sufficient capacity to meet 'peak demand' and often, customers pay a premium for electricity use during 'peak' times. Therefore, decreases in peak load electricity use can save electricity, greenhouse gas emissions and costs.

Recyclable waste: materials that can be extracted and reprocessed in order to be used in another product. Examples of recyclable materials include aluminium cans, steel cans and rigid plastic containers as outlined in Table 4 below. Paper materials may be recyclable or compostable.

Table 4: recyclable and non recyclable materials

MATERIAL	RECYCLABLE	NON-RECYCLABLE
Paper and cardboard	Milk/juice cartons; cardboard boxes; paper cups*; newspapers, magazines	Waxed products such as cups, boxes, etc; soiled cardboard**, soiled paper; foil lined products such as cartons
Plastics	Drink bottles, plastic milk bottles, coffee cup lids	Straws; plastic bags; polysterene, cling wrap
Steel	Food cans; aerosol cans; jar lids; coffee tins	
Aluminium	Drink cans, clean foil wrap, clean foil trays	Soiled foil and foil trays; foil food bags
Glass	Bottles; jars	Ceramics; light bulbs; pyrex; mirrors

* Paper cups with a thin plastic lining are generally recyclable – waxed paper cups and other waxed products are generally not recyclable.

** Lightly soiled pizza boxes are recyclable.



Reusable item: an item that can be used again. Examples of reusable items include reusable drink bottles, reusable takeaway coffee cups, lunch boxes, ceramic crockery, stainless steel cutlery, fabric serviettes etc.

Sound: with respect to hearing, is fluctuations in air pressure detected by the ear.

Waste and Recycling Collection Agreement: is between the event organiser and the waste service provider outlining the services that will be provided for the event. Details should include, the type, number and volume of bins that will be provided for public use, stallholder or contractor use, when the bins will be delivered, emptied and removed, and how the bins will be secured.

Waste service provider: is either Council's commercial waste service or a private organisation engaged by the event organiser to collect and transfer the waste from the event for processing and/or dispute.

