

SUSTAINABLE EVENTS

Checklist for event organisers



WAVERLEY
COUNCIL

Waverley Council Customer Service Centre

55 Spring Street, Bondi Junction (open 8.30am to 5pm, Monday – Friday)

PO Box 9, Bondi Junction NSW 1355

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WEB www.waverley.nsw.gov.au

To be used as a prompt by event organisers where appropriate and in conjunction with the Waverley Council Environmentally Sustainable Event Policy.

Minimum requirements		Compliant	
Avoids packaging and waste			
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 (to be specified in Waste Management Plan)			
Promotes walking and cycling options			
Provides and/or promotes bicycle racks, lockers or compounds			
Promotes bus and train options			
Coordinates and/or promotes carpooling			
Minimises noise impacting on the non-event community and wildlife			
Minimises light impacting on the non-event community and wildlife			
Safely stores, uses and disposes of potentially polluting substances			
Prohibits wastewater from being disposed of in stormwater drains			
Prohibits plastic bags			
Is located away from ecologically sensitive areas such as bush regeneration site, the Bondi Intertidal Protected Area and Bronte-Coogee Aquatic Reserve			
Minimises potable water use			
Minimises electricity use			
Trigger	Referred to for assessment	Required and referred	Trimmed
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 Education Officer		

Trigger	Referred to for assessment	Required and referred	Trimmed
<p>Waste & Recycling Collection Agreement</p> <p>Required to be submitted when a Waste Management Plan is required as per triggers above.</p>	<p>Environmental Services</p> <p>Waste Education Officer</p>		
<p>Transport Management Plan</p> <p>Required:</p> <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). 	<p>Technical Services</p> <p>Transport and Development Manager</p>		
<p>Traffic Control Plan</p> <p>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.</p>	<p>Technical Services</p> <p>Transport and Development Manager</p>		
<p>Noise Management Plan</p> <p>Required where:</p> <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. 	<p>Environmental Health</p> <p>Senior Environmental Health Officer</p>		
<p>Spills Management Plan</p> <p>Required where:</p> <ul style="list-style-type: none"> ▪ hazardous substances (as found on the hazardous substance list at www.hsis.ascc.gov.au) will be transported, utilised, stored or removed from the site, OR ▪ requested by Council. 	<p>Environmental Health</p> <p>Senior Environmental Health Officer</p>		