



Policy Owner: Director Community, Planning & Environment

Category: Operational

Direction: 1. Our Living Environment

1. STATEMENT OF INTENT

- 1.1 North Sydney Council is committed to sustainability, including within the context of public place event planning and delivery. Council recognises the need for sustainable principles and management practices to be an integral part of all community events.
- 1.2 Council is required under the *Local Government Act 1993* to care for the environment and to ensure that any activities, which they approve, are carried out in a manner that is consistent with the principals of ecological sustainable development.
- 1.3 The objectives of the Policy are to:
 - a) maximise the positive contribution events can play in supporting the sustainable development goals of the Northern Sydney region; and
 - b) standardise a consistent best practice to the sustainable management of events in North Sydney.

2. ELIGIBILITY

- 2.1. The Policy applies to all Councillors, staff and contractors conducting public place events on behalf of Council.

3. DEFINITIONS

- 3.1. Ecological Sustainable Development (ESD) - using, conserving and enhancing the community's resources so that ecological processes on which life depends are maintained, and the total quality of life, now and in the future can be increased.
- 3.2. Greenhouse Gas (GHG) Emissions - chemical compounds which trap heat in the atmosphere are called greenhouse gases. An increase in these including carbon dioxide and methane as a result of human activity leads to increased climate change and extreme weather events.
- 3.3. Public Place Event - an activity organised by Council Officers aimed at

community members or Council officers for 60 or more people.

- 3.4. Recycle - the process of source-separating from the solid waste stream products that are no longer useable in their present form and that can be used in the manufacture of new products.
- 3.5. Reduce - the decreasing of the volume, weight, or toxicity of materials that enter the solid waste stream. This includes activities that result in more efficient reuse of a product or recycling of materials.
- 3.6. Renewable Resources - materials that can be replenished or regrown within a reasonable timeframe, for example, any organic matter that can be regenerated.
- 3.7. Resource Recovery - is about seeing waste as a resource and is concerned with the waste leftover in rubbish bins after people have reduced, re-used and recycled their waste. Resource recovery involves a range of systems and technologies to reduce waste that is sent to landfill, capture recyclable items from the rubbish, and convert the rubbish into resources such as compost and/or energy.
- 3.8. Reuse - using a product again for the same or a different purpose without further manufacture, e.g. use of second hand boxes for repackaging goods or storage.
- 3.9. Source Separation - the separation of recyclables from the solid waste stream at the source of generation so that recyclable material is kept clean and marketability is improved.
- 3.10. Supply Chain - represents the flow of materials, information, and finances as they move in a process from supplier to manufacturer to wholesaler to retailer to consumer.
- 3.11. Waste Minimisation - reducing the quantity of waste requiring disposal, through waste avoidance, reduction, reuse, or recycling.

4. PROVISIONS

This Policy is linked to implementing Council's vision, mission and core values as outlined in the *Community Strategic Plan*. The following provisions outline the elements of sustainable event management that must be observed by Councillors, employees, consultants and members of the public when conducting public events.

4.1. Guiding Principals

4.1.1. Integrity - To ensure the highest level of integrity in production and content, event management is undertaken by event staff:

- a) with professionalism;
- b) with regard for the law;
- c) without bias; and
- d) with regard for the highest standard of ethical consideration (including procurement choices).

4.1.2. Safety - All legal regulations that apply to the event are adhered to and may include:

- a) *Work Health and Safety Act 2012*;
- b) noise, light, and liquor trading hours regulations;
- c) traffic and congestion regulations;
- d) food safety regulations;
- e) disability, accessibility and anti-discrimination regulations;
- f) liquor licensing;
- g) fire, safety and policing regulations (including drug control); and
- h) privacy of personal information (including that supplied electronically).

4.2. Sustainable Event Management - Planning Considerations

Any Council event proposed for a public place for more than 60 people must conform to the conditions set out in this Policy.

It is the responsibility of the event organisers to communicate Council's requirements to all parties involved, including sub-contractors and/or other individuals.

4.2.1. Sustainable Event Management Plan - Council requires that a Sustainable Event Management Plan must be completed and submitted to Sustainability Programs Coordinator four weeks prior to the commencement of an event. Events occurring more frequently than every six months are only required to submit one Sustainable Event Management Plan per year.

Use the *Sustainable Event Management Plan template*. Note: Depending on the nature of the event it may not be necessary to complete all sections of the Sustainable Event Management Plan template.

4.2.2. Stewardship - Council understands that event organisers have

temporary custodianship of the land on which the event is carried out, the immediate natural environment and a responsibility for protection and conservation of natural resources. Council takes into account the 'precautionary principle' for all environmental sustainability aspects and to ensure resource conservation within event planning and delivery.

The following are in place to ensure stewardship of land and resources is considered by our event planning and delivery activities:

- a) all events shall ensure respect for, and acknowledgment of traditional owners, including culturally appropriate ceremonies or formal procedures;
- b) event planning and activities include consideration for biodiversity and local ecological protection;
- c) event planning and activities include consideration for localised environmental impacts;
- d) it is understood that events require the consumption of considerable natural resources and choices are made which reduce this consumption to the minimal level;
- e) event activities produce waste streams (solid, liquid and gaseous) and procedures are in place to reduce these impacts; and
- f) through the sustainable procurement policy the event encourages development and diffusion of sustainable technologies.

- 4.2.3. Community and Habitat Issues - Council will endeavour to ensure that event activities do not disrupt the local community or the natural environment through interference from event production or event programming activities, including: traffic congestion, amplified sound, pedestrian congestion, attendee noise, and attendee behaviour and security issues.

The event destination and event site are in close proximity to natural surroundings which need to be protected and considered in event planning activities including waterways and nature reserves.

That the event may occur near residential zones and neighbourhood amenity is to be considered in event planning and delivery.

- 4.2.4. Energy - Events vary in their energy uses depending on nature, size and location. Council's energy goals are to:

- a) reduce total energy used;
- b) maximise use of renewable energy; and
- c) reduce greenhouse gas emissions as a result of energy use and source of energy supply;

Mobile generators are to be sized appropriate to use.

- 4.2.5. Water - Water is used at events for: drinking, cleaning, hand-washing, and event activities. The event may be held in close proximity to a harbour which may be affected by event activities and must be protected from pollution or disruption to local habitat.

Council's goals for managing potential water-based impacts and issues are to:

- a) minimise disruption to natural bodies of water and the immediate ecological environment;
- b) ensure no contamination of waterways from event activities;
- c) reduce water used by the event; and
- d) reduce wastewater produced by the event.

Goals may be achieved through: capturing rain water at the event site, using water efficient devices, water conservation practices, educating water users on water conservation goals, and waterless amenities. Consideration is to be given where possible and appropriate to the use of better performing facilities for events (Sustainable buildings include the Coal Loader Centre for Sustainability and the North Sydney Community Centre. In terms of parks, for water efficiency, the better performing facilities include: Tunks Park, Primrose Park, Cammeray Park, North Sydney Oval and Forsyth Park. For night events the following parks have more efficient lights fitted: Tunks Park, Cammeray Park, Forsyth Park and Primrose Park).

- 4.2.6. Transport - Transport requirements are recognised as a significant contributor to an event's GHG emissions. While full control is not possible over all transport requirements, we aim to influence reductions in transport impact through our engagement with stakeholders and through adjustments to our procurement and event logistics.

Transport impacts include the production of localized pollution and congestion, along with consumption of non-renewable fossil fuels and creation of greenhouse gases. Transport requirements vary depending on the location and nature of event.

Council's overarching event transport goals are to:

- a) reduce GHG emissions resulting from event attendee travel; and
- b) reduce localised congestion caused by event activities.

Ideally Green Travel Plans would be promoted with events. Also event organisers may consider promoting car-pooling sites.

- 4.2.7. Procurement - Purchasing decisions occur in the pre-production phase of event planning, and the right choices need to be made to manage potential sustainability impacts procurement. Product and service providers which procure on behalf of Council are encouraged to understand the impacts of their procurement activities and to take steps to make the most sustainable choices.

Procurement decisions must be made in accordance with Council's *Single Use Plastics Policy*.

Making the optimal procurement decisions balances sustainable options given circumstances of the event and availability of solutions. Considerations include:

- a) resource conservation through purchasing only what is needed in the quantities needed;
- b) store and reuse rather than purchase and discard after a single use;
- c) procuring products and services locally to support the local economy and reduce transport impacts;
- d) procuring products which are made from recycled materials;
- e) procuring products that can be recycled, composted or repurposed at their end of life;
- f) service providers have sustainability policies to ensure sustainable operations and their own sustainable procurement.

Refer to Council's *Procurement Policy* for more information - Council prefers recycled content paper products and biodegradable service ware e.g. plates and cups.

- 4.2.8. Waste Avoidance - The event organiser in consultation with stallholders must take appropriate steps to ensure waste is avoided wherever possible:

- a) eliminate unnecessary packaging;
- b) select materials that reduce waste and litter or are easily recycled;
- c) reuse products where possible such as the containers, boxes and bags used to transport food, drink, clothes and other items; and
- d) must not have a negative impact on the safe presentation or sale of event/food/beverage/merchandise/services.

- 4.2.9. Waste Storage and Collection - materials should be divided into the following groups with minimum contamination:

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- a) bottles (plastic and glass) and aluminium cans;
 - b) cardboard and paper products;
 - c) compostable materials; and
 - d) rubbish (polystyrene cups, plastic straws, bags, plastic cutlery etc).

Facilities must be provided for the source separation of recyclables and waste. This includes the provision of adequate garbage and recycling receptacles in and adjacent to the event area. The above materials are to be collected and stored in designated waste and recyclable 240 litre mobile bins. Recycling Bin Caps are to be placed on 240 litre wheelie bins - bin caps are to be obtained prior to the event from Council's Environmental Services Department.

Bin stations to be positioned close to where food and beverages are consumed; at key entry/exit points to event and catering areas; beside designated pedestrian pathways.

Separated waste and recyclables must be taken to appropriate, licensed receival facilities.

- 4.2.10. Sustainability Education - Incorporate sustainability messages on all advertising material promoting the event. Approved signage must be displayed prominently to inform patrons of the location and correct usage of recycling and waste facilities. It is important that the signage displayed corresponds with the service that is being offered.

The event coordinator will ensure that all stallholders are made aware of this Policy and its requirements.

- 4.2.11. Food Oriented Events - Where applicable, at the end of each event, the event coordinator will ensure that all oils and other liquid trade waste is collected and removed from the site of the event adopting any one or more of the following acceptable methods:

- a) oils and other liquid trade waste to be collected and removed from the site of the event by each stallholder where applicable;
- b) a common drum or drums to be provided by the event coordinator for the use of all stallholders for the collection of their oils and other liquid trade waste, those oils and other liquid trade waste to be deposited into the common drums and these common drums to be removed from the site of the event immediately at the end of each event;
- c) there is to be no discharge of oils or other liquid trade waste into any stormwater drain - this is an offence under the *Protection of the Environment Operations Act 1997*; and

- d) there is to be no discharge of oils or other liquid trade waste in public toilets.

5. RESPONSIBILITY

- 5.1. All Councillors, staff and contractors are responsible for familiarising themselves with this Policy, as well as related guidelines/procedures.
- 5.2. Council's Environmental Services Department is responsible for providing guidance to event coordinators in the implementation of this Policy.
- 5.3. The community has a role in supporting the principles of sustainable event management. The community is encouraged to actively participate in community events.

6. RELATED POLICIES/DOCUMENTS/LEGISLATION

The Policy should be read in conjunction with the following Council policies and documents:

- Community Strategic Plan
- Community Engagement Policy
- Sustainable Event Management Plan (template)
- Mobile Food Vending Vehicles and Temporary Food Stalls Policy
- Organisational Sustainability Policy
- Procurement Policy
- Requirements for Temporary Food Stalls
- Single Use Plastics Policy
- Smoking in Public Places Policy

The Policy should be read in conjunction with the following documents/legislation:

- Local Government Act 1993
- Protection of the Environment Operations Act 1997
- Waste Avoidance and Resource Recovery Act 2001
- Waste Avoidance and Resource Recovery Strategy (NSW) 2003
- Workplace Health and Safety Act 2011

Version	Date Approved	Approved by	Resolution No.	Review Date
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