



Agenda

Additional information

Finance, Policy, Operations and Legislation Committee

Wednesday, 9 June 2021, 6.00pm

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FPOL2106-7 COMMERCIAL EVENTS POLICY REVIEW

ADDITIONAL INFORMATION 1: Current Commercial Events Policy

Council Policy



Commercial Events Policy

Policy scope

This Policy applies to all privately managed outdoor events held on designated commercial event venues. This Policy does not apply to the following:

- Council-managed events
- Street events including community street parties, neighbourhood gatherings, processions, street festivals, triathlons, or fun runs
- Ongoing markets (where a lease or licence has been issued by Council)

Policy statement

The City of Fremantle is recognised as a destination city, known for its culture, heritage and unique places. Fremantle is an ideal location boasting sought-after venues for events.

Council recognises that events contribute to the delivery of the Strategic Community Plan outcomes, and the community as they can entertain or educate, build pride, bring vibrancy, enhance community connections and stimulate the economy.

We seek to manage and support a diverse range of events that create opportunities for the community, visitors and businesses to connect and celebrate, improve social relationships and build community pride.

Strategic objectives

The future planning, development and management of events will be guided by the following strategic objectives:

Community benefit and cultural experience

- Use events to encourage the community to engage, include and connect with each other through participating in enjoyable experiences that increase their sense of belonging.
- Encourage events that build the capacity of the community, fosters local talent and recognises artistic and cultural strengths within the municipality
- Endeavour to provide local access to a diverse range of traditional and contemporary events, across the municipality, throughout the year
- Maintain and build on the mix of art, cultural, sporting and entertainment events that combine to make Fremantle a destination City.

Event attraction

The City will be proactive and strategically plan to attract events that have significant social, cultural or commercial/economic benefits for the community.

Where possible, we will work collaboratively with key partners to attract such events and be acknowledged as the venue of choice for event organisers.

Once secured, the City will work with event organisers to assist with the approval and compliance, co-ordination and facilitation of these events to ensure they meet the legislative requirements of the City of Fremantle and other authorities.

Venues

1. Commercial Event Venues

The following venues are deemed as designated commercial event venues. The number of Large and Major events that can be held at each venue per year is detailed below:

Commercial Event Venues	Annual Event Frequency
Esplanade Reserve	Maximum of three Major or Large events
Fremantle Oval	Maximum of three Major or Large events
Fremantle Park	Maximum of one Major or Large event
Kings Square	No Major events, maximum of two Large events
South Beach	No Major events, maximum of two Large events
Port Beach	No Major events, maximum of two Large events

The following principles will be applied to the scheduling and frequency of events:

- No more than one event will normally be approved on the same day in each venue.
- The scheduling of approved events will be structured to maintain a balance between events and recreational use of the venue.
- The frequency of events will be structured to ensure at least a 10-day buffer (from bump out, to bump in) between Large and Major events.
- Events will be scheduled to allow for the physical rehabilitation of the venue.
- Events will be scheduled in such a way as to accommodate the primary use of the venue.

Event approval will take account of the frequency and timing of events to ensure they are spread throughout the year wherever possible, the event is suitable, and the venue is available.

The City reserves the right to approve events outside these principles if it considers that the benefits of doing so outweigh any potential impacts.

2. Event Categories

Commercial event applications are assessed based on the event detail and classified into categories. This policy deals with those events that are categorised as Large or Major. Event applications that sit below these categories i.e. Small or Medium, will be dealt with by the Events Management team according to the City's existing approvals process.

Event Detail	Large Impact Event	Major Impact Event
Attendees	5,000 - 9,999 attendees	Greater than 10,000 attendees
Duration	Up to eight hours, single day, single event site	Up to ten hours, single or multiple event days, multiple event sites
Bump in/out days	Up to five bump in/out days	Up to ten bump in/out days
Timings	Held between 7am and 10pm	Held between 7am and 12am
Noise impact	May involve amplified noise / Reg 18 may be required. Max noise level at 30m from stage – 98dB(a) laeq5min 110dB(c) laeq5min	May involve amplified noise / Reg 18 may be required. Max noise level at 30m from stage – 100dB(a) laeq5min, 115dB(c) laeq5min
Pyrotechnics	May involve pyrotechnics	May involve pyrotechnics
Infrastructure	May involve significant infrastructure build	May involve significant infrastructure build
Power	May involve power requirements	May involve power requirements
Vehicle movements	May require significant levels of infrastructure or vehicle access on site	May require significant levels of infrastructure or vehicle access on site
Public transport disruption	May involve minor public transport disruptions	May impact public transport
Road closures	May involve minor road closures or impact normal use of roads	May require road closures or impact normal use of roads
Food sales	May involve food sales	May involve food sales
Liquor license	May be licensed	May be licensed

1. Requirements for all events

The City requires all events to:

- Align with the City's strategic objectives, and this policy.
- Positively impact Fremantle's brand and reputation as a destination City.
- Provide pass outs for patrons, unless the City deems the impact on community outweighs the benefit of having pass outs.
- Reasonably involve adjoining businesses to participate in the event and manage the impact the event has on local businesses as much as reasonably practicable.
- Not promote tobacco, gambling or alcohol.
- Not involve exotic (non-domesticated) animals, or cruelty to animals.

Comply with relevant legislation and Council policies and procedures including but not limited to:

- City of Fremantle Sustainable Events Policy
- City of Fremantle Alcohol Management Policy
- City of Fremantle Access and Inclusion Plan
- Environmental Protection (Noise) Regulations 1997
- AS/NZS ISO 31000:2009 Risk Management Process (AS/NZS 31000:2009)
- Western Australian Road Traffic Code 2000
- Health (Public Buildings) Regulations 1992
- Public Health Act 2016
- Health (Miscellaneous Provisions) Act 1911
- Department of Health Guidelines for concerts, events and organised gatherings, December 2009

2. Expression of Interest Process

Large and Major events held at commercial event venues will be subject to an annual Expression of Interest (EOI) process. The EOI process will be used to proactively seek a broad range of complementary Large and Major events across the City.

These events will support the City's events calendar and will secure provisional approval for the upcoming season. Provisional approval is the first step in the event application process and secures the date and location of the event.

Large or Major events can be supported outside the EOI process however venue and date availability will be limited. Small and medium event applications can be received and will be processed year-round.

3. EOI Process: Selection Criteria

The City will utilise this selection criteria to select the successful Large and Major events that apply via the EOI process if the number of event applications received exceeds the approved maximum number of events each venue can accommodate.

Priority will be given to those event applications that best demonstrate they:

- Contribute to Fremantle being recognised locally, nationally and internationally for its festivals and street life.
- Incorporate local business and allow them to take an active role in the event.
- Create interesting and diverse activities to encourage people to stay longer in Fremantle including offering pass outs.

- Engage, include and connect a range of people in our community, providing diverse opportunities for engagement and participation.
- Minimise community impact and maximises economic and community benefit.

Applications will be selected to ensure the event calendar in its entirety meets the City's event criteria to ensure the event offering is one of mix and diversity.

Once the EOI Process is finalised, further assessment is undertaken to ensure an appropriate, diverse mix of events is presented to the community.

4. Application Review and Requirements for Approval

Approval is required for all commercial events held in the City of Fremantle. Large and Major event applications are received via the EOI process. The stages of the EOI process and requirements for approval are detailed below:

Stage 1 – Provisional Approval

Stage 1 is the provisional approval stage in the process. During this stage:

- The application is received, and the event is assessed against the requirements outlined in this Policy.
- Council officers may consult with other agencies including WA Police, Public Transport Authority, Port Authority and Main Roads WA.

This stage secures the date and the venue, and the concept of the event. If the concept of the event changes, the application will revert to Stage 1 for re-assessment.

Event information and documentation deadlines are set. Failure to meet these deadlines will result in additional fees and/or cancellation of the event.

Once applications have been issued provisional approval, they proceed to the assessment stage.

Stage 2 – Operational Assessment

Stage 2 is the second stage in the process. Throughout this period event operations, required documentation and plans are submitted and assessed. This is to ensure the event will be safe and will have the desired impact for the City and community.

During Stage 2:

- All documentation is received and approved.
- Local residents and businesses are notified of the event via letter drop, newspaper advertisement and/or community briefing session depending on the impact.
- Approval is received from all stakeholders.
- Payment of invoices is made in full.

The following is required in order to obtain final event approval:

- Event Management plans must be approved by the City including (but not limited to) risk management, emergency management, noise management, site plans, stakeholder management (including notifying local businesses and local residents), security provisions, and waste management.
- Events must meet all legal and regulatory requirements, including (but not limited to) obtaining approvals related to public building permits, music licences, food service, and liquor licensing.
- Events require public liability insurance indemnifying the City.
- Road closures require a professionally produced traffic management plan and are subject to approval from a City of Fremantle Traffic Engineer.
- Use equipment and infrastructure that is well maintained, structurally sound and can withstand exposure to climatic conditions.
- Event contractors are the responsibility of the event organiser and must be appropriately qualified and insured.

It is the responsibility of the event organiser to seek and obtain all approvals relating to their event.

Stage 3 – Final Approval

During this stage, the event is approved and delivered as per all approved plans and event approval conditions.

Stage 4 – Event Debrief

Feedback will be sought by relevant stakeholders and the City will debrief the event with the event organiser.

5. Community Notification

Where the Event Organiser's use of the commercial event venue causes or is likely to cause an impact to local businesses or residents, whether actual or perceived, the Organiser is required to:

- Notify affected residents within the direct perimeter of the venue of any and all information pertaining to the event, including but not limited to road closures, event bump in and bump out times, event running times and sound check times.
- If requested by City officers, the Organiser may be required to conduct a resident briefing meeting with any residents or businesses within the direct perimeter of the venue who are likely to be significantly impacted by the staging of the event.
- Place an advert in local newspapers advising any and all information pertaining to the event which may be relevant, including but not limited to road closures, event bump in and bump out times, event running times and sound check times.

- Include event day phone numbers and road closure information for residents in an easily navigable location on the event website.

A consultation process will be undertaken for events outside of this policy scope. Council will be provided with event management approaches and the outcomes of the consultation process prior to approval being sought. Local community, key authorities and stakeholders will be engaged to obtain views and to minimise any potential negative impacts.

6. Fees and Charges

Fees are set through the annual Council budget process, or as varied by Council resolution.

Cost Recovery Fees – Cost recovery fees are based on the principles of cost recovery and include permit fees, licence fees, car bay hire fees. Event organisers are required to reimburse Council for the cost of any restoration or repairs which are required as a result of the event and/or its associated activities. A bond is required in advance of the event.

Venue Hire Fees – Venue hire fees are separate from the cost recovery fees and can be adjusted through the annual Council budget process to reflect market climate.

Definitions and abbreviations

Event - Any organised activity or function where people are brought together at a given time and place for entertainment, recreation, cultural or community purposes.

Event Organiser - Any person, group or organisation that is responsible for organising an event.

Responsibility and review information	
Responsible officer:	Manager Communications and Events
Document adoption/approval details	Adopted OCM 26 August 2020. To be reviewed in 2022. M-Files doc ID#5049374
Document amendment details	

FPOL2106-8 SUSTAINABLE EVENTS POLICY REVIEW

ADDITIONAL INFORMATION 1: FPOL1811-4 Sustainable Events Policy

FPOL1811-4 SUSTAINABLE EVENTS POLICY

Meeting Date: 14 November 2018
Responsible Officer: Manager Strategic Planning
Decision Making Authority: Council
Agenda Attachments: Nil

SUMMARY

Preparation of a Sustainable Events Policy was requested by Council following review of the Sustainable Events Guideline and Checklist in August 2017, and was incorporated as a recommended action in the One Planet Action Plan 2018.

A draft Sustainable Events Policy has consequently been prepared with a recommendation that it be approved for trial application and engagement with the City's event partners. The draft policy prescribes requirements for events coordinated by the City or its contractors; and requirements plus encouraged provisions for events approved by the City but run by other parties. The policy includes conditions related to the elimination of single-use plastics, balloons, confetti, Styrofoam and polystyrene; and the provision of adequate recycling bins. A review of the policy and event partner feedback is recommended to occur following a two year trail, to gauge the success of the policy and address any challenges or concerns raised.

BACKGROUND

The development of a Sustainable Events Policy was initially considered in 2015. However, following extensive internal consultation at the time, it was decided that an appropriate first step would be the development of a voluntary Sustainable Events Guideline and Checklist. This was prepared in early 2016. The Guideline and Checklist aimed to ensure that events organised by the City of Fremantle and those run by external organisers on City land were run in a more sustainable manner. Issues addressed by the Guideline and Checklist were largely centred on the effective management of waste and recycling, predominantly for plastic and balloon waste, and particularly for events staged in beachfront areas.

A review of the Guideline and Checklist was carried out in mid-2017, following the completion of a 12 month trial. The review included consultation with the Event Management team and survey responses from external events organisers. The feedback suggested that awareness of the Guideline and Checklist was low, with only 29% of the external event organisers being aware of the documents. However, those who had read the documents found them useful, with one event organiser sending them to the 50+ organisations involved in their event. In considering the outcomes of the review, Council resolved, inter alia, that it:

Receives the report on the Sustainable Events Guideline & Checklist and endorses the recommendations from the review of the Sustainable Events Guideline & Checklist for 1 (one) year; in which time a Sustainable Events Policy will be prepared and presented to Council. (refer Item SPD1708-3)

The purpose of this report is to present the draft policy for Council's consideration as requested.

OFFICER COMMENT

The policy has been drafted to apply to all events that are coordinated by the City or its contractors, and events that require City approval but are run by other parties. Examples of events coordinated by the City include Fremantle Festival, Fremantle International Street Arts Festival, One Day in Fremantle, Candlelight Carols, ANZAC Day and Lifelong Learning and Curious events. Examples of events that require or have required City approval in the past include Winterworld, Long Table Dinner, Laneway Festival and South Fremantle night markets.

Extension of the policy to all events held in the City (particularly those on City-controlled land) was considered but, in the absence of any Local Law on this matter, is beyond power. Staged development of the policy is, in any event, preferable as being more conducive to cooperative change, and more manageable from an administrative perspective.

In formulating the requirements, the policy has sought to balance genuine and tangible improvements to the default approach against the financial implications and practical challenges more aspirational standards generate. This balance is considered crucial to the success of the policy, and also to ensuring that it does not advance one Council objective (sustainability) at too greater expense of others (relating to enlivenment, arts and culture and participation in community life).

The following section details the mandatory and encouraged provisions of the policy, followed by a discussion on the key issues considered in development of the policy.

City Events

For events produced/organised by the City or its contractors that are held on City operated or managed land and premises, the provisions proposed are:

- Recycling and waste bins to be provided at all events. Bins must be paired together and clearly labelled.
- Balloons and confetti not to be provided, sold, distributed or used as part of the event.
- Polystyrene and Styrofoam not to be used in the sale or distribution of food or drinks.
- Single-use plastics not to be used, sold or distributed. This includes: straws, cutlery, cups, coffee cups, bottles, plates, containers, bags and cling wrap. This does not include bottled water or bio-plastics made from 100% plant material that are certified as compostable according to Australian standards.
- An alternative to bottled water to be provided. Patrons should be able to BYO empty drink bottle and free water refill stations must be available.
- Promotional material, decorations and supplies to be recyclable and/or contain a recycled content and/or be certified carbon offset and/or be re-useable.
- Minimise the use of printed promotional material.

- Walking, riding and public transport options to be promoted.
- Provide adequate bike parking for all large events (over 5000 attendees).

Events approved by the City

For all events that require City approval but are not conducted by the City, the following provisions are proposed:

- Balloons and confetti not to be provided, sold, distributed or used as part of the event
- Polystyrene and Styrofoam not to be used in the sale or distribution of food or drinks
- No plastic straws to be provided. This does not include paper straws or straws made from bio-plastics that are certified as compostable according to Australian standards.
- Minimise the use of printed promotional material.

In addition, the following additional requirements are proposed to apply to all large scale events (defined as over 5000 attendees):

- Recycling and waste bins must be provided. Bins must be paired together and clearly labelled.
- Provide adequate bike parking.
- An alternative to bottled water to be provided. Patrons should be able to BYO empty drink bottle and free water refill stations must be available.
- Walking, riding and public transport options should be promoted.

The mandatory conditions above for large events are recommended to be encouraged but not made required for smaller events. In addition, the following provisions are proposed to be encouraged for all events:

- Single-use plastics should not to be used, sold or distributed. This includes: cutlery, cups, coffee cups, bottles, plates, containers, bags and cling wrap. This does not include bottled water or bio-plastics made from 100% plant material that are certified as compostable according to Australian standards.
- Promotional material, decorations and supplies should be recyclable and/or contain a recycled content and/or be certified carbon offset and/or be re-useable.

The policy acknowledges that variations may be required where there is no practical alternative available and/or there are health and safety implications e.g. disposable gloves are mandated as a condition on a food permit; however these are expected to be by exception.

Key Issues

Key issues considered in the preparation of the draft policy are discussed below.

Single-use plastics

While single-use plastics are highly convenient, the environmental impacts of plastics is well-documented, with some studies suggesting that by 2050 there will be more plastic in the ocean than fish (Ellen Macarthur Foundation 2016). Over the last 28 years of Clean Up Australia Day events, plastics have remained the most dominant waste item found (Clean Up 2017). Plastics easily escape into the environment, and can break down into smaller pieces of plastics that cause danger to wildlife if they ingest or become entangled in the material. The vast majority of plastics are made from non-renewable resources such as crude oil, petroleum, gas and coal, causing the release of greenhouse gases during production and disposal.

Options for replacing single-use plastics include:

- Provide re-useable products such as ceramics and glass. This option is likely to be feasible for small events, however hire costs and cleaning costs may need to be considered.
- The use of plant-based compostable products, including bamboo, paper, wooden or bio-plastics made from materials such as corn starch, sugar and cellulose. Note that many different types of bioplastics exist, with different environmental strengths and weaknesses. Compostable products currently cost more than single-use plastics. Estimated cost implications are provided below and in Table 1.

Where re-useable products cannot be used (i.e. for large events), the benefit of using plant-based compostable products compared to plastics is two-fold:

- Lower embodied carbon emissions associated with products.
- Less waste associated with the end-product, if products are disposed of in the appropriate manner.

Plant-based products can be made out of bagasse, which are sugar cane fibres that remain when sugar cane is pressed. Bagasse is used to make food containers, and contains 99% less carbon than polystyrene (Vegware 2018). Polylactic acid (PLA) is a bioplastic made from renewable resources such as corn starch and is used to make clear cups and food containers. Polylactic acid has 74% less carbon than traditional polyethylene terephthalate (PET) plastic (Vegware 2018).

For plant-based compostable products to completely break down and create less waste, they must be processed at an industrial composting facility, such as the SMRC's Regional Resource Recovery Centre's Waste Composting Facility. A large proportion of the City's residential waste is currently processed here. If compostable products are sent straight to landfill, they will not breakdown in a similar manner. However, these products are still preferred over plastics due to their lower embodied carbon emissions. Education of employees and the public and clear bin signage is essential to ensure that products go in the correct bin. This is a universal issue, with regional (as well as local) responses currently being considered.

Straws

While plant-based and compostable straws are available, the preferred alternative is no straws. Straws frequently end up as litter in coastal and marine environments and can cause harm to wildlife through ingestion or blockage of airways (ABC 2018). The ability of

plant based compostable straws to break down in marine environments can still take a minimum of six months (5 Gyres 2017), therefore where possible, no straws should be supplied. Officers acknowledge that in some circumstances (i.e. for some people with disabilities) the use of straws is necessary.

Plastic water bottles

Restricting the sale of single-use water bottles was considered in the preparation of this policy. However, Fremantle hosts a number of events where the distribution of water is necessary for health and safety reasons e.g. ANZAC Day, where a number of elderly patrons attend and water must be available for easy distribution. Rather than restrict the sale or distribution of water, the draft policy states that an alternative to bottled water (i.e. free water) must be provided, and that patrons should be able to BYO drink bottle. For larger events, the price of a hydration trailer filled with UV filtered water and fitted with drinking bubblers and bottle filters is around \$545 + GST per day.

Plastic soft drink bottles

For City-run events only, the provision or sale of plastic soft drink bottles is prohibited. Soft drinks can still be supplied in aluminium cans. Research suggests that less than 10% of plastic soft drinks bottles are recycled, while aluminium cans are a more easily recyclable product that receives a high price on the recycling market.

For City approved events, a reduction in the use of single use plastic bottles is encouraged. Note that for many events, glass bottles are prohibited for safety reasons, therefore plastic bottles are used as an alternative.

City officers acknowledge that the container deposit scheme (CDS) is being implemented in mid-2019; however the precise details and timing of the scheme have not yet been clarified. Once the scheme is in place, it may be possible to include CDS collection points at events in any review of the policy.

Balloons

Balloons released into the environment can travel long distances, creating litter which can entangle and potentially kill wildlife if ingested. This is particularly prevalent for marine fauna and birds, as balloons (and other bits of plastic) can look similar to particles of food in the water. There are two main types of balloons: those made with a plastic lining which persist in the environment; and those made of latex, which biodegrade much more rapidly than plastic-lined balloons but can still take years to fully decompose. For this reason, the policy includes restrictions on the distribution of any balloons. Note that if a child/person enters an event with a balloon they have sourced elsewhere, this would be acceptable as their balloon was not distributed as part of the event.

Restricting the release of balloons is currently being reviewed (along with other considerations) as part of an amendment to the existing Local Government Property Local Law 2002, by making a Local Government Property Amendment Local Law 2019. The review process started in June 2018 and is expected to take several months. The draft Local Government Property Amendment Local Law 2019 is currently out for comment until mid-December 2018. Sub-clause 2.8(1)(i) has been inserted which acts to restrict "*releasing an unsecured balloon inflated with a gas that causes it to rise in the air*".

Promotion of sustainable transport

Promotion of sustainable transport options will require that, as a minimum, the nearest train station or bus services should be advertised in any promotional material and/or on the website advertising the event.

Provision of bike parking

The draft policy states that provision of adequate bike parking is required at all large events (over 5000 people), including City operated and approved events. The majority of our large events are held at either Esplanade Park or Fremantle Oval. An option for consideration is the installation of more permanent bike racks around these areas, which would align with the initial (draft) recommendations resulting from the review of the City's Bike Plan.

The City also has a number of transportable bicycle racks that are stored at the Depot. To avoid additional costs for external event operators, Council could consider hiring these out free of charge, however officers suggest that a bond be required to ensure the racks are returned.

Financial implications of alternative products

The biggest financial implications associated with the draft Policy for event operators is potentially associated with the requirement to provide paired bins for waste and recycling, with clear signage at each bin. The City's events package document currently states that for all external events, all litter is the responsibility of the applicant, and removal of litter by City officers will be deducted from the bond. There are no requirements for the number or spacing of bins; this is left solely up to the event organiser. For events approved by the City, the cost of recycling will be borne by the event organiser. For the City's services, to hire a 240L bin is \$21.10 and to have the bin emptied is \$11.90 (total of \$32.60). The cost is the same for both landfill and recycling bins. The event organiser may also choose to hire a private contractor. Assuming event organisers opt to maintain their standard bin spacing, under the draft policy, they will incur an additional cost for the second bin. Reduced spacing of bins may be feasible in many situations, however, and so reduce the additional impost. Where multiple standard bins have been co-located, a reduction in these offset by the provision of recycling bins may also mitigate cost increase. The net additional cost is therefore dependent on the specifics of the event, its operation and waste profile.

Currently, compostable packaging is associated with higher price than single-use plastics. Table 1 provides a list of alternative products and estimated prices of both plastic and compostable products.

Table 1: Product alternatives and estimated cost implications for implementation of the Sustainable Events Policy.

Policy Condition	Product	Cost for plastic option	Alternatives	Estimated Cost Implications of alternatives
No single-	Straws	\$14.50 for	No straws supplied	Cost savings

Policy Condition	Product	Cost for plastic option	Alternatives	Estimated Cost Implications of alternatives
use plastics, polystyrene or styrofoam		5000 straws (0.3c per piece)	Reusable straws	Approximately \$3-4 each for metal, or \$9-11 for glass
			Plant-based ¹ straws	\$10 for 300 straws (3.3c per piece)
	Cutlery	\$14 for 1000 (0.14c per piece)	Re-useable cutlery	Hire and cleaning costs
			Wooden, bamboo	\$10-15 for 100 (10-15c per piece)
			Plant-based cutlery	\$8 for 100 (8c per piece)
	Plates / bowls / containers	Varies but estimated to be 7 – 12 cents per item.	Re-useable plates	Hire and cleaning costs
			Wooden, bamboo, plant-based, paper	Varies depending on size and product. Estimated range of 20-60 cents per item.
	Cups (cold liquid)	9 – 12 cents each for cup and lid (cold liquid)	Reusable (ceramic, glass)	Hire and cleaning costs
			Plant-based cup & lid (cold liquid)	26 - 33 cents each
	Coffee cups	16 - 19 cents each for coffee cup & lid	Compostable coffee cup & lid	20 - 26 cents each
	Bags	Single-use plastic bags banned in WA	No bags supplied	Cost savings
			Reusable, fabric, paper, box	Brown paper bags: 7-15 cents each
No balloons or confetti	Includes plastic lined and latex balloons	20-60 cents each.	Re-useable containers	Varies depending on size
			Re-useable wraps (ie. beeswax)	Varies depending on size
			Aluminium Foil	150m roll = \$15 (10c/m)
Provision of waste and recycling bins	NA	NA	NA	240L service – \$21.10 to deliver and \$11.90 to pick up (total \$32.60). Price is the same for waste and recycling bins.
Provide alternative to bottled	Water bottles		Hydration trailer	\$545 + GST per day

Policy Condition	Product	Cost for plastic option	Alternatives	Estimated Cost Implications of alternatives
water				

¹ Examples of brands that supply 100% plant based products that are compostable include Vegware and Biopak. These products are made out of bagasse (recycled sugar cane) and polylactic acid (PLA, which originates from corn starch).

In the 2017 survey of event organisers, the higher cost of sourcing sustainable products was highlighted as the greatest issue with being more sustainable. For external events supported by the City, council could consider some type of additional financial incentive or rebate for adhering to the proposed policy, particularly for larger events. However, no budget provision (beyond that already provided to events to which the policy applies) is currently available.

Any additional cost for the City's internal events is likely to be reasonably small, as staff operate largely in accordance with the policy already. However, there are a number of City event locations that do not currently have paired waste and recycling bins (i.e. Library, Leisure Centre, Fremantle Arts Centre). It is recommended that paired waste and recycling bins be installed at these locations. It is also recommended that clear signage in the form of bin stickers be placed on waste and recycling bins, particularly those that are hired out and used for events.

The greatest cost implication associated with the policy for the City relates to its administration, which is proposed to be absorbed in existing operations, but will represent an additional task.

Support for Event Organisers

In the 2017 review of the City's Sustainable Events Guideline and Checklist, the majority of external respondents indicated that they would be happy to carry out sustainability initiatives, where possible. However they outlined the following difficulties associated with being more sustainable:

- Greater costs associated with more sustainable products (highlighted as the greatest issue).
- Lack of knowledge around the most sustainable materials and products.
- Difficulties in implementing some recommendations due to site set-up, space and availability of items (i.e. Waterwise toilets).

Whilst no budget provision currently exists to provide financial support for more sustainable products, provision of additional guidance from the City on what materials to use and potential supplier networks is highly recommended. In addition to assisting an easier transition, this information contributes to the education and behaviour change considered vital to in the move towards more sustainable living and practice.

The option of establishing a preferred supplier list through WALGA for sustainable products which, for example, are classified as genuinely compostable under the Australian Standards is another option being investigated.

Clear bin messaging and consumer education is also important to ensure that recommended products are disposed of in the correct manner, so that waste streams are not contaminated and resources are recovered, and development of standard signage templates is being considered.

Roll out of Sustainable Event Policy

A general approach of education and support for events transitioning to policy compliance is proposed, to maximise uptake and minimise resistance and resentment. Refinements to the policy and procedures associated with it may arise as a result.

To engage and inform event organisers and internal staff of the adoption of the proposed policy and enable a managed transition, a roll-out period of two years is proposed, with a review of implementation and any required changes to the Policy following that period. The roll out period will include:

- Update to the City's Event information (circulated to community grant recipients), to make reference to the Sustainable Events Policy and its specific requirements, and incorporate additional information.
- Development of templates for communication and signage.
- Promotion of the policy on the City's website, social media, Pulse, Newsbytes and external media channels.
- Staff and Councillor education and information via internal email and staff meetings.
- Direct engagement with event organisers for those events that the City supports, via targeted letters and meetings as required.
- Promotion of sustainability efforts in event advertising.

Enforcement

To facilitate a staged and positive transition to the new requirements for external events, and because of the challenges associated with introduction of a formal monitoring and enforcement program (and enabling local laws), it is recommended that no direct financial penalty apply to non-compliance of the policy at this stage. However, the initial roll out period will provide an opportunity for operators to be made aware of the new policy and the requirement for adhere to the policy in order to gain ongoing approval from the City. Known non-compliance may initially result in a friendly reminder of Council's policy via phone call, letter or email. Continued non-compliance may jeopardise the event organiser from obtaining future City approvals, and issue of formal advice to this effect. A procedure for non-compliance will be prepared following adoption of the policy by Council.

Council to facilitate the sale of compostable goods

In preparing the policy, the potential for council to purchase compostable products (plates/cutlery/cups/containers etc) at wholesale prices and sell them on to event organisers at their reduced wholesale price was considered. However, Council costs associated with the administration of the purchase, sale and distribution of products and the storage of surplus items would add to costs, reducing the benefits. Additionally, , the Local Government Act and Regulations stipulate the City's procurement obligations and place restrictions on its financial and any potential commercial activities which limit the City's capacity to undertake such a scheme.

Council to hire out plates, cups and cutlery

The potential for council to hire out utensils such as plates, cups and cutlery for small events (20 people or less) was considered. Facilities where community events are regularly held, such as the Meeting Place and Wanjoo Lounge, currently have a small stock of plates and glasses that are currently used for events at that facility. Staff onsite at these two facilities ensure utensils are cleaned and put away. At other facilities, such as Sullivan Hall, community groups bring their own utensils if needed. Two community groups that use Sullivan Hall on a regular basis have their own private store of utensils stored onsite. Event officers report that they are unaware of any demand from community groups for the City to provide utensils at Sullivan Hall or other venues that are hired out such as North Fremantle Hall or Town Hall. In addition, the establishment and administration of a hire scheme would require resourcing. Given that there is no known demand for this service, officers suggest that the current status quo of a small supply at the Meeting Place and Wanjoo Lounge but not at other facilities, be maintained. This position can be revisited during or after the roll out period should demand be generated by the policy.

For large events, event organisers are able to hire utensils from existing businesses that specialise in this area.

Use of a 'green team' at large events

A requirement for a 'green team' to be present at large events was considered. A green team involves the presence of staff located at bins to educate attendees on the correct bin to place their waste into. Australia Green Team, based in Adelaide, currently provides this service as part of their waste management and cleaning service for large events around Australia, and appears to have sub-contractors for waste management at events in Perth. Officers contacted Australian Green Team for an indicative quote for a large event but had not received a reply at the time of writing. However, officers anticipate that it would be cost prohibitive to require this service of event organisers wanting to hold events in Fremantle at this time and so recommends that this be encouraged, but voluntary for the present.

The City's Recycling Van currently attends numerous events that are run by the City (e.g. One Day, Samson Greening Day) and is currently carrying out a 'recycling roadshow roll out' in different ward locations every month. City officers recommend that the Recycling Van should continue to attend City events as deemed necessary and relevant.

Other examples

In the preparation of the policy, information on waste management practices and reduction of single use plastics by other Local Governments and event organisations was obtained and reviewed, including:

- Shire of Denmark
- Town of Bassendean
- City of Bayswater
- Western Metropolitan Regional Council
- Cairns Regional Council (QLD)
- Mosman Council (NSW)

- Tourism Council WA
- WOMADelaide

The Councils of the Town of Bassendean, the City of Bayswater and the Shire of Denmark have all recently resolved to ban single use plastics at their own City-run events. They have not extended the requirements to events run by external parties.

STRATEGIC PLANNING ALIGNMENT

The draft Sustainable Events Policy supports the outcomes listed under the strategic focus area of Environmental Responsibility in the Strategic Community Plan. The policy also supports the intent of the One Planet Strategy, particularly the principles of Zero Waste and Materials and Products, and fulfils a recommendation of the 2018 One Planet Action Plan.

FINANCIAL IMPLICATIONS

City events

Many of the City's internal and smaller community events are already run predominantly in accordance with the policy; however our larger community events are not. Additional costs to the City include:

- Moderate cost implications would be associated with installing more permanent bike racks in locations that are used frequently for events (i.e. Esplanade Park and Fremantle Oval). Initial recommendations from the review of the City's Bike Plan indicate that installation of bike racks in these areas is warranted in any event as part of the City's infrastructure capital works program.
- Moderate cost implications are associated with supplying (and servicing) permanent paired recycling and waste bins at various City locations, including the Library, Leisure Centre and Fremantle Arts Centre. Costs will form part of operational budgets for waste management.
- Minor costs are associated with appropriate signage (i.e. bin stickers) on City waste and recycling bins in locations used frequently for events, and those hired out for events.
- Minor costs (<\$1000) are associated with providing an alternative water source for each large event (i.e. a hydration trailer). Costs will form part of operational budgets for event management.
- Minor costs to ensure that all products purchased for internal staff events are compostable according to Australian standards. Costs will form part of operational budgets for catering
- Minor budget implications for updating the Guideline and Checklist to include reference to and ensure consistency with the requirements of the Sustainable Events Policy. Costs will form part of a special project budget for Sustainability subject to Council budget approval.

For the City's large events, our contractors (e.g. food trucks) will be expected to adhere to the policy, and will bear the cost of doing so. The largest cost is expected to be the purchase of compostable food packaging rather than single-use plastic.

The policy has been designed to be implemented within current administrative capacity. More extensive approaches (such as formal monitoring and enforcement of the policy) would require additional resourcing.

External event organisers

The mandatory provisions for smaller events approved by the City will have minimal financial impact on event organisers. For larger events, additional costs will be associated with the supply of paired waste and recycling bins, the cost of which will depend on how many bins the organiser wishes to supply. The supply of an alternative to bottled water should not cause an additional cost, as the majority of large events are required to supply this regardless for health and safety reasons.

LEGAL IMPLICATIONS

Nil. Extension of the policy to events that are not on City land and are not approved by the City would require investigation of legislative basis and, potentially, the preparation of a new local law.

CONSULTATION

The policy stems from the sustainability focus identified in consultation with the community in the development of the Strategic Community Plan. It was developed with input from internal stakeholders. Feedback from external event operators on the existing Guidelines and Checklist was used to inform its preparation, and further feedback is recommended to be sought following the initial 2 year trial / roll out period. Given the staged / soft approach to implementation, this is considered reasonable, and most conducive to establishing an effective and mutually acceptable approach. Wider consultation with the broader is not considered necessary at this stage.

VOTING AND OTHER SPECIAL REQUIREMENTS

Absolute Majority Required

OFFICER'S RECOMMENDATION

That Council:

- 1. Adopt the Sustainable Events Policy as shown below**

Sustainable Events Policy

Policy scope & objectives

The City of Fremantle (the City) is committed to improving sustainability practices for all events co-ordinated or approved by the City. For these

events, this policy seeks to reduce waste, improve resource recovery and promote sustainable transport options.

Policy application

This policy applies to:

- ***All events produced by the City, or contractors employed by the City to produce an event ('City events');***
- ***All events produced by a third party but subject to the formal approval of the City including externally produced events held on land under the City's care and control, and events supported by City grants ('Approved events').***

Notwithstanding the above, all events held in the City of Fremantle are encouraged to adhere to this policy.

Policy statement

City Events

Events produced by the City, or contractors working employed by the City to produce an event, are to:

- ***Provide paired and clearly labelled recycling and waste bins.***
- ***Exclude:***
 - ***Provision, sale, distribution or use of balloons and confetti as part of the event.***
 - ***Use of Polystyrene and Styrofoam in the sale or distribution of food or drinks at the event.***
 - ***Provision, sale or distribution of single-use plastics at the event. This includes: straws, cutlery, cups, coffee cups, bottles, plates, containers, bags and cling wrap. This does not include bottled water or bio-plastics made from 100% plant material that are certified as compostable according to Australian standards.***
- ***Provide an easily accessible alternative to bottled water which enables patrons to refill empty drink bottles with drinking water free of cost.***
- ***Restrict promotional material, decorations and supplies to those***

which can be reused, recycled, contain recycled content and/or be certified carbon offset.

- *Minimise the use of printed promotional material.*
- *Incorporate:*
 - *Promotion of walking, riding and public transport options.*
 - *Provision or adequate bike parking for all large scale events.*

Approved Events

Events produced by a third party but subject to the formal approval of the City are to:

- *Exclude:*
 - *Provision, sale, distribution or use of balloons and confetti as part of the event.*
 - *Use of Polystyrene and Styrofoam in the sale or distribution of food or drinks at the event.*
 - *Provision, sale or distribution of single-use plastics at the event. This includes: straws, cutlery, cups, coffee cups, bottles, plates, containers, bags and cling wrap. This does not include bottled water or bio-plastics made from 100% plant material that are certified as compostable according to Australian standards.*
- *Minimise the use of printed promotional material.*

In addition, all large scale events are to:

- *Provide paired and clearly labelled recycling and waste bins.*
- *Incorporate:*
 - *Promotion of walking, riding and public transport options.*
 - *Provision or adequate bike parking for all large scale events.*
- *Provide an easily accessible alternative to bottled water which enables patrons to refill empty drink bottles with drinking water free of cost.*

Small scale events are encouraged to adhere to these requirements also.

Encouraged Provisions

Events approved by the City but produced by a third party are encouraged

to:

- **Exclude:**
 - *Provision, sale or distribution of single-use plastics at the event. This includes: straws, cutlery, cups, coffee cups, bottles, plates, containers, bags and cling wrap. This does not include bottled water or bio-plastics made from 100% plant material that are certified as compostable according to Australian standards*
- *Restrict promotional material, decorations and supplies to those which can be reused, recycled, contain recycled content and/or be certified carbon offset.*

Variations

Variations to this policy may be sought for health and safety reasons or where there is no other practical alternative available.

Definitions and abbreviations

Event – Includes, but is not limited to: civic, community or commercial events; meetings; functions; workshops; training; markets; festivals; expos; approved parties; information sessions; conferences; sporting; and, recreational events.

Large scale event - an event with a capacity of 5000 people or more in attendance on any one day or night

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2. Note the intention to develop internal procedures, templates and protocols to support administration of the policy.
 3. Delegate the power to determine the approval of variations, in accordance with the Sustainable Events Policy, to the Chief Executive Officer.
 4. Support the staged roll-out of the policy over an initial two-year trial period.
 5. Note the intention to encourage compliance with the policy through proactive communication, education and support rather than through formal monitoring and enforcement approaches.
 6. Request that the Sustainable Events Policy be reviewed following the two year roll out period, with referral back to Council should amendments be deemed necessary.
 7. Request that allocation of funding for the installation of permanent waste and recycling bins at the Fremantle Leisure Centre, Fremantle Arts Centre and the

Library be considered in the preparation of the 2019/20 budget. Allocation of funding for appropriate signage on waste and recycling bins used at events should also be considered.

8. Request that allocation of funding for the installation of more permanent bike racks at Fremantle Oval and Esplanade Park be considered in the preparation of the 2019/20 budget.