



Organising Internal Meetings – Willoughby Council

Sustainable Event Management Practices

Catering:

- Willoughby has a council-owned café (Chatties), from which staff organise sustainable organic catering. This utilises organic ingredients (where feasible), seasonal fruit and vegetables and as much as possible she uses fresh ingredients from the community garden in Devonshire Street, Chatswood.
- Vegetarian options are always selected for meetings.
- Fair Trade tea and coffee

No waste:

- Willoughby Council has a stock of bambooware (cutlery, cups and plates) that is available for anyone hosting a small event. These are washable but in the event of them breaking, they can be composted in the compost bin at Devonshire Street.
- Any left over food is always taken back to the offices for other staff to consume (it always gets eaten). Any non-edible food goes into the worm farm or compost bin (there are 2 worm farms at the office and a commercial size one at Devonshire Street).
- Staff try to use recycled paper napkins when they are needed and these are composted afterwards
- A meeting agenda is e-mailed out beforehand and copies are not provided at the meeting.

Venue:

Willoughby City Council took an aging federation style house and transformed it to showcase sustainable design features. This building is used for internal and small external meetings.

Many of the design features combine to reduce energy use. Double glazed windows allow natural light into the building and maximise the winter heat gain. They also increase the natural air flow through the building and assist cooling in summer. The solar power system reduces the building's reliance on electricity generated by coal. The renovations align with the philosophy of reduce, reuse and recycle. During construction the material reuse was a priority with doors, frames, windows, architraves etc all being reused within the building. Walls were knocked down and the bricks were used in the rear garden as retaining walls and pathways.

Features of the sustainability hub include:

- Using timber window frames as aluminium frames act as a conductor of heat, bringing unwanted warmth inside in summer and losing internal heat in winter. Timber frames also use less energy to make.
- No Volatile Organic Compounds (VOC) paints.
- Modular carpet tiles which make it easy to only replace worn or stained areas as required. In addition the manufacturer will take back the flooring for re-use, recycling or re-processing.
- Existing windows were retrofitted with an additional pane of glass to help insulate the building – plus you can actually open the windows and get a bit of a breeze!
- Blinds are a honeycomb cellular design which creates pockets of stationary air. This saves energy as the insulation reduces heat loss and gain.
- Meeting room chairs contain recycled content from low emitting materials. They are designed to allow easy dissembling and separation for local recycling facilities. The supplier guarantees to decommission them by either recycling or re-using.
- Ceiling mounted paddle fans are installed to provide personal cooling.



- Installation in the roof of both thermal (R4) and reflective (R1.5) insulation provide a high degree of management for thermal gains and losses. Whilst the insulation mean winter heat losses will be significantly reduced it also means the capability of the building to loose heat in summer will be reduced. To counter this mechanical ventilation has been installed to exhaust hot air. The switching has been designed so intake and extract fans can be used depending on the weather. An automatic timer is fitted so that in summer the ventilation system will come on at night, flushing the thermal mass of the building with cool air.
- The lighting is a mixture of T5 fluorescent fittings, compact fluorescents, LED spotlights and LED fluorescent replacements.
- 2.1kiloWatts (kW) of photovoltaic (PV) panels have been installed on the roof. The inverter on the wall transfers DC power to AC for use in the house with excess electricity fed into the grid.
- The site rainwater tank will enable the reuse of collected water on the garden and for toilet flushing.
- Food waste from Council events and local residents feed the commercial worm farm and a compost bin.
- Food grown in the garden is eaten by staff and herbs are used in cooking at the Dougherty Centre Café.

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