

**Objective**

The Shire is committed to ensuring all Shire events, and events held on Shire-managed land or with Shire support are conducted using sustainable practices. For these events, this policy seeks to:

- reduce waste and increase resource recovery;
- improve energy and water performance;
- promote local, ethical and sustainable food and products;
- protect land, marine and coastal environments; and,
- encourage walking, cycling and low-carbon transport.

**Policy**

This policy applies to all events:

- coordinated by the Shire of Denmark or its contractors;
- on Shire of Denmark managed land, excluding land leased to third-parties; and/or;
- supported by the Shire of Denmark.

'Event' includes, but is not limited to: civic, community or commercial events; large and small scale events; meetings; functions; workshops; markets; festivals; expos; parties; information sessions; conferences; sporting; and, recreational events. The policy also applies to purchasing, packaging, sales, distribution, transportation or clean up practices associated with the event.

Notwithstanding the above, all events held in the Denmark Local Government Area are encouraged to adhere to this policy.

All Shire events and events held on Shire-managed land or with Shire support must ensure the following requirements are met:

- ***Waste Minimisation and Resource Recovery***
  - Single-use plastics must not be used, sold or distributed. This includes but is not limited to: straws, cutlery, plates, cups, bags and cling wrap. This does not include dog-waste disposal bags.
  - Bottled water must not be provided, sold or distributed. Alternative, free access to water must to be provided.
  - Balloons must not be used, sold or distributed.
  - Polystyrene must not be used in the sale or distribution of food or goods.
  - Equipment and supplies should be recyclable and/or contain a recycled content.
  - Adequate receptacles for the collection of recycling must be made available for use. Any costs associated with the disposal of recyclable waste will be borne by the event organiser.
- ***Water and Energy Use***
  - Implement measures to minimise water and energy use during the event.
- ***Local and Sustainable Food and Products***
  - Wherever possible, food and products used in the event should be sourced locally, in-season, organic, non-genetically modified and/or fair-trade. Consider healthy food and vegetarian/vegan options.
- ***Protection of the Environment***

- The event must not have a negative impact on environment values.
- *Sustainable Transport*
  - Consider the use and promotion of sustainable transport options that minimise the production of greenhouse gas emissions.

Event organisers are encouraged to educate event staff and attendees on sustainable practices.

The *Information Sheet - Sustainable Events* provides guidance on implementing this policy.

#### *Exemptions*

Exemptions to this policy may be made for health and safety reasons or where there is no other practical alternative product or distribution method available. All exemptions require written approval from the Director Corporate and Community Services.

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## **P100516      Sustainable Events**

### Objective

The Shire is committed to ensuring all Shire events, and events held on Shire-managed land or with Shire support are conducted using sustainable practices. For these events, this policy seeks to:

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### Policy

This policy applies to all events:

- coordinated by the Shire of Denmark or its contractors;
- on Shire of Denmark managed land, excluding land leased to third-parties; and/or;
- funded by the Shire of Denmark.

'Event' includes, but is not limited to: civic, community or commercial events; large and small scale events; meetings; functions; workshops; markets; festivals; expos; parties; information sessions; conferences; sporting; and, recreational events.

'Funded' includes financial (cash) and/or in-kind contributions.

The policy applies to the entire event, including purchasing, packaging, sales, distribution, transportation and clean up practices associated with the event.

Notwithstanding the above, all events held in the Denmark Local Government Area are encouraged to adhere to this policy.

### Mandatory Provisions

It is **COMPULSORY** that all Shire events, events held on Shire-managed land, or held with Shire funding ensure the following requirements are met:

- ***Waste Minimisation and Resource Recovery***
  - Single-use plastics must not be used, sold or distributed. This includes but is not limited to: straws, cutlery, plates, cups, bags and cling wrap. This does not include dog-waste disposal bags or food-safe gloves.
  - Water in single-use plastic bottles must not be provided, sold or distributed. Alternative, free access to water must to be provided.
  - Balloons must not be used, sold or distributed.
  - Polystyrene must not be used, sold or distributed.
  - Recycling and waste bins must be provided at all events. Bins must be clearly labelled.

### Best Practice Provisions

It is strongly **ENCOURAGED** that all Shire events, events held on Shire-managed land, or held with Shire funding meet the following requirements wherever practicable:

- ***Protection of the Environment***
  - Minimise the negative impact on environment values of the land, coast and marine areas.

**21 August 2018 - Attachment 8.1.4b**

- *Waste Minimisation and Resource Recovery*
  - Promotional material, decorations and supplies should be recyclable and/or contain a recycled content and/or be reusable.
  
- *Water and Energy Use*
  - Implement measures to minimise water and energy use during the event.
  
- *Local and Sustainable Food and Products*
  - Food and products used in the event should be sourced locally and in-season.
  
- *Sustainable Transport*
  - Walking, riding, public transport and ride-share options should be promoted to reduce associated greenhouse gas emissions.
  - Bike racks should be provided.

Event organisers are encouraged to promote sustainable practices.

The *Information Sheet - Sustainable Events* provides guidance on implementing this policy.

#### Exemptions

Exemptions to this policy may be made for health and safety reasons or where there is no other practical alternative product or distribution method available. All applications for exemptions should be made in writing and directed to the Director Corporate and Community Services.



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## INFORMATION SHEET: SUSTAINABLE EVENTS

### Who does the Information Sheet apply to?

This document seeks to support implementation and provide guidance to event organisers on Shire of Denmark *Policy P100516: Sustainable Events*. The Information Sheet may also assist any event organiser in the Shire of Denmark, not otherwise bound by the conditions of the Policy, to make their event more sustainable.

All events held by the Shire of Denmark or on Shire-managed land are required to comply with the Policy. If your event was supported by the Shire of Denmark, either financially or in-kind, you are also required to comply with the Sustainable Events Policy.

### Policy Guidance

#### Mandatory Provisions

It is compulsory for all event organisers to adhere to the mandatory conditions of the Policy. The mandatory conditions relate to **waste prevention, management and disposal**.

How the policy conditions are implemented is up to the event organiser. The following table only provides suggestions in this regard.

What	How
Ensure all stakeholders are aware of the waste conditions for the event ie. no single use plastics, polystyrene or balloons (also refer to Annex A).	<ul style="list-style-type: none"> <li>• Provide waste guidelines to stall holders and vendors.</li> <li>• Request patrons bring their own water bottles, cutlery, plates etc.</li> <li>• Provide a reusable cup, plate and/or cutlery service throughout the event.</li> <li>• Provide a wash up station for reusable cups, plates and cutlery (also refer to Annex B).</li> <li>• Event organisers check stalls to ensure compliance with the event's waste guidelines.</li> <li>• Communicate to stall holders that no single use plastic 'give-aways' and packaged free food samples are permitted.</li> <li>• Reusable cups with lids are best if patrons will be walking around.</li> <li>• Although food-safe gloves are exempted from the Policy, event organisers are encouraged to use multi-use gloves that can be regularly washed and sanitised, use serving implements and/or regularly clean and sanitise hands.</li> </ul>
Calculate the correct number of bins	<ul style="list-style-type: none"> <li>• Generally 2 x 240 L bins per 500 people per meal time.</li> </ul>

	<ul style="list-style-type: none"> <li>• Public bins, where available, can be used for events provided there is a sufficient number.</li> <li>• Up to 2 x 240 L recycling bins can be emptied at Denmark Waste Management and Reuse Facility at a cost of \$14 per bin (excl. GST) <i>(subject to change in accordance with the Shire's adopted annual Fees and Charges)</i>.</li> <li>• To provide more than 2 x 240 L recycling bins, a request needs to be referred directly to Cleanaway. Two options are available:             <ol style="list-style-type: none"> <li>a. Events trailer – free hire and empty (pick up and drop off to Albany required). Subject to availability.</li> <li>b. \$8.40 (excl. GST) per bin empty + \$180/hr (excl. GST) transport (allow 2 hours).</li> </ol> </li> <li>• Consider providing bins for the collection of food and other organic waste.</li> <li>• Record the amount of waste collected and contamination rates for each bin and identify how this could be improved at your next event.</li> </ul>
Placement of the bins	<ul style="list-style-type: none"> <li>• Place bins close to food stall areas and/or in high traffic areas where more waste is created.</li> <li>• The recycling and general waste bins should be located next to each other.</li> <li>• Open, 'no touch' bins are best.</li> </ul>
Effective signage for bins	<ul style="list-style-type: none"> <li>• Provide large signage above bins to clearly indicate what goes in each bin.</li> <li>• Where possible, use bin monitors to assist patrons to correctly identify the right bin for their waste and monitor when the bin is full.</li> </ul>



Figure: Cleanaway's Events trailer - Bin signage makes it easy to do the right thing (Photo: Cleanaway).

Further information regarding the Cleanaway Event Trailer, bin signage, general waste and recycling can be obtained from the Shire of Denmark’s Waste Services on telephone: 08 9848 0322 or email: enquiries@denmark.wa.gov.au.

### Best Practice Provisions

The Policy’s best practice conditions, while not mandatory, are encouraged for use at all events and to the best of the event organiser’s ability. The best practice conditions relate to **protection of the environment, sustainable procurement, energy, water and transport**. These conditions go further than the minimum standard and strive to make an event as sustainable as possible. The following table may provide some assistance in this regard.

<b>What</b>	<b>How</b>
Ensure the event does not disturb or destroy native vegetation, or pollute the soil, groundwater or waterways.	<ul style="list-style-type: none"> <li>• Provide guidance to stall holders on the correct storage of potentially polluting substances eg. fuel for generators.</li> <li>• Ensure event planning considers spill response in the emergency management arrangements.</li> <li>• Ensure the event activities are located in clear areas and away from native vegetation.</li> </ul>
Source recycled and/or reusable event production materials.	Consider items for your event that are up-cycled, recycled and reusable. Aim to hire or borrow, and use recycled paper in event promotional materials.
Monitor water and energy use at the event.	<ul style="list-style-type: none"> <li>• Read the water meter before and after the event and aim to decrease future use.</li> <li>• Use a carbon calculator to estimate greenhouse gas emissions from the event. Offset with local tree planting schemes.</li> </ul>
Make sustainable food choices.	<ul style="list-style-type: none"> <li>• Consider supplying organic, non-genetically modified and/or fair-trade food options.</li> <li>• Provide healthy food and vegetarian/vegan options.</li> <li>• Provide a policy for event stall holders and vendors to ensure compliance with the event food procurement standards. Recognise the efforts of vendors that demonstrate sustainable procurement.</li> </ul>
Promote sustainable transport.	<ul style="list-style-type: none"> <li>• Create incentives to patrons that arrive by public transport.</li> <li>• Create a “cycle to the event” campaign, with bike parking and cycling incentives.</li> <li>• Provide parking access incentives for cars that are at full capacity (ie. carpooling).</li> </ul>
Promote your sustainable event.	<ul style="list-style-type: none"> <li>• Actively promote your sustainability initiatives before, during and after the event eg. announcements and event signage. Publicise ways that event patrons, stall holders and vendors can contribute to the event’s sustainability initiatives.</li> </ul>

	<ul style="list-style-type: none"> <li>• Create and publicise incentives for event patrons, stall holders and vendors to adopt sustainability initiatives.</li> <li>• Post-event, consider ways to further improve the sustainability of your event for next time.</li> </ul>
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**Further Information**

Annex A of this Information Sheet provides guidance on sourcing alternative products.

Annex B provides guidance on the legislative requirements for wash up stations.

Annex C provides a checklist for organisers running a sustainable event.

Annex D lists suppliers for alternative products. *COMPLETION IS PENDING POLICY ADOPTION AND CONSULTATION WITH LOCAL AND REGIONAL BUSINESSES.*

For more information, contact Sustainability Services, Shire of Denmark, on telephone: (08) 9848 0313 or email: [enquiries@denmark.wa.gov.au](mailto:enquiries@denmark.wa.gov.au).

References:

City of Fremantle, *Sustainable Events Guideline*.

Western Metropolitan Regional Council, 2017. *Event Waste Minimisation Checklist*.







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## INFORMATION SHEET: SUSTAINABLE EVENTS

### ANNEX A: Alternative Products

The mandatory conditions of the Shire of Denmark *Policy P100516: Sustainable Events* includes elimination of all single use plastics, single use plastic water bottles, polystyrene and balloons from applicable events. The following information may assist event organisers to identify and source the right alternative products.

#### Material Choices

- ✓ REUSABLE – best choice for products wherever possible. Need to be washed.
- ✓ 100% CERTIFIED COMPOSTABLE – better choice where reusable products are unavailable or impractical. These products are usually made from natural materials, wood, paper or cane.
- ✗ BIOPLASTICS require a commercial composter to decompose the material. Such a facility is not yet available in the South Coast region, which means that the bioplastic products end up in landfill or as litter and do not easily break down. As such, bioplastics are considered single use plastics under the definitions of the Policy and are prohibited from use at applicable events.

### Guide to eliminating single-use plastic, polystyrene, water bottles and balloons for event organisers

Policy condition	Product	Alternatives		Comments
		Reusable	Take-away	
No single use plastics	Straws	<ul style="list-style-type: none"> <li>Stainless steel</li> <li>Glass</li> <li>Bamboo</li> <li>Silicone</li> </ul>	<ul style="list-style-type: none"> <li>No straw</li> <li>Paper (ensure not plastic-lined)</li> </ul>	Use a straw brush to clean reusables.
	Cutlery	Stainless steel	<ul style="list-style-type: none"> <li>Wooden</li> <li>Bamboo</li> </ul>	<ul style="list-style-type: none"> <li>For reusable options, consider using a wash-up station.</li> <li>Sell reusable cups (can be branded).</li> <li>Offer an incentive for patrons that bring their own cup or plate and cutlery/container.</li> <li>Consider collecting the take-away options in a dedicated compost bin.</li> <li>Lids are available for reusable plastic and glass cups.</li> </ul>
	Plates/bowls	Ceramic	<ul style="list-style-type: none"> <li>Wooden</li> <li>Paper</li> <li>Cane</li> </ul>	
	Cups	<ul style="list-style-type: none"> <li>Ceramic</li> <li>Glass</li> <li>Reusable plastic eg. Keep-Cup</li> </ul>	<ul style="list-style-type: none"> <li>Waxed paper or card without plastic lining</li> </ul>	
	Bags	Fabric	<ul style="list-style-type: none"> <li>Paper</li> <li>Cardboard box</li> </ul>	<ul style="list-style-type: none"> <li>Reusable bags can be branded and sold.</li> <li>Encourage patrons to bring their own bags.</li> <li>When purchasing products from suppliers, buy bulk and/or avoid products packaged in plastic.</li> </ul>
	Cling wrap	<ul style="list-style-type: none"> <li>Bags and covers eg. fabric</li> <li>Wraps eg. beeswax</li> <li>Containers eg. glass</li> </ul>	<ul style="list-style-type: none"> <li>Cardboard boxes</li> <li>Paper wrapping</li> </ul>	<ul style="list-style-type: none"> <li>When purchasing products from suppliers, request an alternative product to cling wrap.</li> </ul>
No bottled water		<ul style="list-style-type: none"> <li>Provide tap water in a portable water dispensing machine.</li> </ul>		

		<ul style="list-style-type: none"> <li>• Encourage patrons to use fixed water dispensing machines where available.</li> <li>• Provide tap water in glasses.</li> <li>• Encourage patrons to bring their own reusable cup for filling with tap or filtered water.</li> </ul>		
No balloons	Includes plastic-lined and latex	<ul style="list-style-type: none"> <li>• Bubbles</li> <li>• Flags</li> <li>• Banners</li> <li>• Streamers</li> <li>• Bunting</li> <li>• Flowers</li> <li>• Candles etc.</li> </ul>		
No polystyrene		Refer to possible alternatives for single use plastic above.		

References: Plastic Free Noosa, *Member Guide: Café/Restaurant.*





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# INFORMATION SHEET: SUSTAINABLE EVENTS

## ANNEX B: Wash Up Stations

If you are adopting reusable alternatives for single-use plastics such as cutlery, plates, bowls and cups; and kitchen facilities are not available at your event venue, you may like to consider providing a wash up station. To make it easier for your event vendors and stall holders to comply with the reusable options, as an event organiser you could consider providing:

- Reusable cutlery and crockery;
- A washing-up service. Seek volunteers to help you and locate these close to the food area;
- Collect dirty and used dishes;
- Restock clean crockery, cutlery and glassware to stall holders and vendors.
- Discuss crockery and cutlery with each vendor to determine their needs; and,
- Display signage to explain to patrons what the event is trying to achieve and why.

### Legislative requirements

The *Australian New Zealand Food Standards Code* – Standard 3.2.2 Food Safety Practices and General Requirements, Division 5 Clause 20, requires eating and drinking utensils to be in a clean and sanitary condition immediately before each use. In accordance with the *Code*, clean and sanitary condition refers to it being applied with heat and/or chemicals, or other process, in order to reduce the risk of food-borne illness or transfer of infectious disease.

### Suggested requirements for a wash up station

1. Collect food scraps and compostable waste separately.
2. Soak cutlery.
3. Use hot water for the final rinse (above 77 degrees Celsius). Urns can be used to maintain a steady supply of hot water.
4. Use a commercial chemical sanitising solution for the final rinse.
5. Air dry dishes and cutlery.

Reference: Lindsay Miles, 2016. The Good Day Out: Organising a Public Zero Waste Event. Treading My Own Path. <https://treadingmyownpath.com/2016/11/03/the-good-day-out-organising-a-public-zero-waste-event/>.





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## INFORMATION SHEET: SUSTAINABLE EVENTS

### ANNEX C: Sustainable Events Checklist

The Sustainable Events Checklist is a tool to assist event organisers to implement Shire of Denmark Policy P100516: Sustainable Events.

Area	Mandatory Requirements	Completed
<i>The mandatory conditions of the Policy must be completed. If you have not checked all the boxes below, you have not complied with the Policy.</i>		
<b>Waste prevention</b>	All straws, cutlery, plates and cups purchased, used, sold and distributed during the event are reusable and/or 100 % certified compostable (does not include Bioplastics).	<input type="checkbox"/>
	Plastic bags are not used or given away during the event.	<input type="checkbox"/>
	Cling wrap is not used or distributed during the event.	<input type="checkbox"/>
	Alternative water sources are provided rather than giving away or selling plastic water bottles.	<input type="checkbox"/>
	Balloons are not used, sold or given away during the event.	<input type="checkbox"/>
	Polystyrene products are not used or given away during the event.	<input type="checkbox"/>
<b>Waste management and disposal</b>	Recycling and general waste bins are provided.	<input type="checkbox"/>
	Bins are clearly labelled with waste category signage and located in prominent easy to access locations.	<input type="checkbox"/>

Area	Best Practice Requirements	Completed		
<i>These conditions are not mandatory, but event organisers are encouraged to consider adopting the practices wherever practicable. Completing this checklist will ensure you have considered the impacts your event may have on the environment.</i>				
		Yes	No	N/A
<b>Protection of the environment</b>	Identified potentially polluting activities at the event, how chemicals are stored, and the required response in the event of a spill eg. fuel for generators.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure that all event activities are located away from native vegetation, and if not, measures are put in place to ensure no disturbance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sustainable procurement</b>	Promotional materials are printed on recycled paper (80 – 100 % post-consumer waste content).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Select Fair Trade for products such as tea, coffee, hot chocolate and chocolate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Provide vegetarian, vegan, cruelty-free, free-range, organic and/or ethical food options.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Minimise food waste by catering for the correct number of patrons/attendees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Hire rather than purchase equipment for the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Source equipment, supplies and products that are made from recycled, recyclable, organic, biodegradable and/or compostable materials.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Left-over products and promotional materials will be reused or recycled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Use on-line systems/social media to manage bookings, promotions and enquiries.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Minimise the purchase of promotional materials and limit the amount of giveaways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Energy and water</b>	Energy and water use will be monitored for the event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Greenhouse gas emissions associated with energy use for the event will be off-set through local tree planting programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Unnecessary equipment is switched off.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Transport</b>	Tele- or web-conferencing has been considered (may negate the need for holding the event).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Riding and walking to the event has been encouraged.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Shared transport options have been promoted, including car pooling and public transport.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Waste management and disposal</b>	Delegate 'bin monitors' to empty full bins and remove contamination from recycling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cardboard recycling facilities will be offered to vendors and stall holders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Organic waste bins will be provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ensure recycling and general waste facilities are provided for stall holders and vendors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Cigarette butt bins are required.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	A sufficient number of recycling and general waste bins will be available.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>





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## INFORMATION SHEET: SUSTAINABLE EVENTS

### ANNEX D: Sourcing Alternative Products

Knowing what alternative products exist is a first step, but where can event organisers source them in Denmark and the surrounding areas? Below is a list of potential suppliers that stock products to replace those prohibited in accordance with *Policy P100516: Sustainable Events*. This list does not recommend suppliers and there are other suppliers not on this list that stock alternative products. Event organisers are encouraged to choose the supplier that best meets their needs and contact the supplier for any advice in finding the right type of alternative product for your event.

The list will be regularly updated and is applicable to the local government areas of Denmark, Albany and Plantagenet only. If you would like to add your business to the list or your details have changed, please contact Sustainability Services, Shire of Denmark, on telephone: (08) 9848 0313 or email: [so@denmark.wa.gov.au](mailto:so@denmark.wa.gov.au).

*LIST OF SUPPLIERS IS PENDING POLICY ADOPTION AND SUBSEQUENT CONSULTATION WITH LOCAL AND REGIONAL BUSINESSES*

