



Shire of Denmark

South Coast Highway (PO Box 183) Denmark 6333

Ph: (08) 9848 0300 Fax: (08) 9848 1985

Email: enquiries@denmark.wa.gov.au

Website: www.denmark.wa.gov.au

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 (Suggestions Only)	How (Suggestions Only)
Ensure all stakeholders are aware of the waste conditions for the event ie. ban of some products.	<ul style="list-style-type: none"> • Provide waste guidelines to stall holders and vendors. • Request patrons bring their own water bottles, cutlery, plates etc. • Provide a reusable cup, plate and/or cutlery service throughout the event. • Provide a wash up station for reusable cups, plates and cutlery (also refer to Annex B). • Event organisers check stalls to ensure compliance with the event's waste guidelines. • Communicate to stall holders that no single use plastic 'give-aways' and packaged free food samples are permitted. • Reusable cups with lids are best if patrons will be walking around. • 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.
Calculate the correct number of bins	<ul style="list-style-type: none"> • Generally 2 x 240 L bins per 500 people per meal time.

	<ul style="list-style-type: none"> • Public bins, where available, can be used for events provided there is a sufficient number. • 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>. • 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"> a. Events trailer – free hire and empty (pick up and drop off to Albany required). Subject to availability. b. \$8.40 (excl. GST) per bin empty + \$180/hr (excl. GST) transport (allow 2 hours). • Record the amount of waste collected and contamination rates for each bin and identify how this could be improved at your next event.
Placement of the bins	<ul style="list-style-type: none"> • Place bins close to food stall areas and/or in high traffic areas where more waste is created. • The recycling and general waste bins should be located next to each other. • Open, 'no touch' bins are best.
Effective signage for bins	<ul style="list-style-type: none"> • Provide large signage above bins to clearly indicate what goes in each bin. • Where possible, use bin monitors to assist patrons to correctly identify the right bin for their waste and monitor when the bin is full.



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

Bin signage and promotional and educational materials are available for loan from the Shire of Denmark. To access these materials and obtain further information regarding the Cleanaway Event Trailer, general waste and recycling, contact 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.

What (Suggestions Only)	How (Suggestions Only)
Ensure the event does not disturb or destroy native vegetation, or pollute the soil, groundwater or waterways.	<ul style="list-style-type: none"> • Provide guidance to stall holders on the correct storage of potentially polluting substances eg. fuel for generators. • Ensure event planning considers spill response in the emergency management arrangements. • Ensure the event activities are located in clear areas and away from native vegetation.
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"> • Read the water meter before and after the event and aim to decrease future use. • Use a carbon calculator to estimate greenhouse gas emissions from the event. Offset with local tree planting schemes.
Make sustainable food choices.	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.
Promote sustainable transport.	<ul style="list-style-type: none"> • Create incentives to patrons that arrive by public transport. • Create a "cycle to the event" campaign, with bike parking and cycling incentives. • Provide parking access incentives for cars that are at full capacity (ie. carpooling).
Promote your sustainable event.	<ul style="list-style-type: none"> • 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. • Create and publicise incentives for event patrons, stall holders and vendors to adopt sustainability initiatives. • Post-event, consider ways to further improve the sustainability of your event for next time.

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 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.

References:

City of Fremantle, *Sustainable Events Guideline*.

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

