



## 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:

- 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;
- 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 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 be provided.
  - Balloons must not be used, sold or distributed.
  - Polystyrene must not be 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.
- *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.

#### *Purchasing and clean-up*

Whilst polystyrene and single-use plastics, such as cling wrap, are not excluded from purchase and clean-up operations, organisers should seek out reusable and more sustainable alternatives to these products at every opportunity.

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 (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"> <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>• 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).

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](mailto: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 (Suggestions Only)</b>	<b>How (Suggestions Only)</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.	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"> <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> <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>

## 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](mailto:enquiries@denmark.wa.gov.au).

### References:

City of Fremantle, *Sustainable Events Guideline*.

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

