

**POLICY NAME**

Sustainable Events Policy

**POLICY NUMBER**

CM 003

**DATE ADOPTED**

27 June 2011

**COUNCIL MINUTE NUMBER**

138

**ECM NUMBER**

3846628

**POLICY TYPE**

Council

**REVIEW DATE**

May 2020

**RESPONSIBLE DEPARTMENT**

Corporate Communications and Marketing

**RELATED DOCUMENTS**

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**Purpose**

The intent of this policy is to ensure that all applicable events are conducted in a manner which is environmentally, socially, and financially responsible.

**Policy Statement**

The objectives of this Policy are to:

- ensure the sustainable use of resources
- minimise waste to landfill
- minimise greenhouse gas emissions
- contribute to the social and economic well-being of the Penrith local government area

**Scope**

This policy applies to all events run by Penrith City Council.

In the context of this policy, the term event includes civic events, business functions, community events, music and cultural events, conferences, workshops, public meetings, fairs, and open days.

## POLICY:

### **Requirements**

All events organised and delivered by Penrith City Council must conform to the conditions set out in this policy.

Council staff responsible for the organisation and delivery of Council events must complete a 'Sustainable Event Management Plan' (SEMP), with record of this plan lodged on Council's electronic records management system.

Events occurring more frequently than every six months are only required to submit one SEMP per year.

For assistance in completing the SEMP or in planning for any events, please contact Council's Events Team.

### **Purchasing and Material Selection**

In deciding on the appropriateness of materials, products and services for Council run events, event organisers should;

- Avoid products with unnecessary packaging in order to minimise resource use and prevent waste to landfill
- Give preference to products that are made using recycled materials and/or are recyclable or re-usable.
- Give preference to local suppliers in order to support local businesses and minimise greenhouse gas emissions associated with transportation.
- Give preference to equipment and products which are energy and water efficient.
- Target promotional material to the characteristics of event patrons.
- Give preference to high use material giveaways as opposed to one off use items.
- Support fair trade activities by buying Fair Trade certified products where possible.

Polystyrene cups or packaging are not to be used at any event.

Where possible, event organisers should also consider purchasing government accredited Green Power for the supply of energy used at Council events, and / or the purchase of accredited offsets to offset emissions from energy use or transport.

Helium-filled balloons are not to be released at any event, and Council discourages the distribution of balloons at events due to the potential harmful effects to the natural environment.

### **Catering**

Event organisers are encouraged to offer healthy food options at events. As a guide, food choices at functions and events should offer:

- Predominately fruits and vegetables in season, wholegrain breads and cereals;
- Moderate amounts of lean meat and chicken and reduced fat dairy products;
- Mono and polyunsaturated oils and spreads;
- Healthy cooking methods such as steamed, stir fried, grilled, or barbequed;
- Minimum quantities of fried foods; and
- Local, organic foods and/or non-genetically modified foods.

Event organisers must also ensure that all food operators complete an 'Application to Sell Food' form prior to an event. A copy of this form can be obtained from Council's Environmental Health Officers.

Food operators must also comply with the Food Act 2003, Food Regulation 2010 and the NSW Food Authority's Food Handling Guidelines for Temporary Events and Mobile Food Vending Guidelines (where applicable). These guidelines are available from the NSW Food Authority website [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au). Please note that Environmental Health Officers may inspect food stalls during the event and an inspection fee may apply.

### **Access and Transport**

Event organisers must take appropriate measures to maximise the accessibility of the event, ensure public safety, reduce private car use, and mitigate against potential negative impacts on the non-event community.

At a minimum, event organisers must:

- Ensure that the event venue is accessible to all persons of all abilities.

Where applicable event organisers should;

- Locate the event so that it is readily accessible by public transport or active transport (ie bicycle, walking)
- Ensure that pre-event publicity promotes the use of public transport to the event
- Ensure that the event venue has facilities for the safe storage of bicycles
- Provide a Sustainable Transport Access Guide for event patrons
- Provide a shuttle bus service to and from the event to the nearest public transport hub

### **Waste Storage and Collection**

Adequate waste and recycling receptacles must be provided in and adjacent to the event area. In order to minimise litter, bins should to be positioned:

- At key entry and exit points;
- Close to where food and beverages are consumed;
- Beside designated walkways and high traffic areas; and
- Where they can be effectively emptied and serviced, especially in peak periods.

All bins must be suitably signposted with approved signage denoting that the bin is for either general waste or recyclables, and all outdoor bins must be lidded so as to prevent windblown litter. For assistance with the provision of bins, event organisers should contact Council's Waste Services Department.

All litter, waste (including liquid wastes), and recyclables must be removed from the event site and its immediate surrounds and taken to the appropriate, licensed facilities. This includes the removal of banners and signs at the venue and elsewhere in the Council area.

### **General Management Practices**

Event organisers must ensure that the event is managed in a manner that supports the sustainable use of resources and protects the local environment.

- Ensure that all equipment and lighting is turned off when not in use;

- Monitor taps and toilets for leaks during the event, and report any on-site leaks to the relevant authority for repair.
- Portable facilities such as food stalls, toilets and movies screens are to be sited so as to minimise erosion and ensure the safety of event patrons (hard surfaces are preferred).
- Cleaning activities must be undertaken in a manner so that detergents, cleaning agents, and any associated waster does not enter stormwater drains (street gutters) or waterways.

The event site is to be left in a state equal to or greater than pre-event conditions. If damage is incurred to the site event organisers must take the appropriate measures to restore the site to its previous condition.

### **Education and Promotion**

Event organisers must take reasonable steps to ensure that patrons are aware of, and where appropriate, abide by the sustainability arrangements in place at the event.

At a minimum, event organisers must:

- Ensure that all stallholders are made aware of this policy and its requirements.
- Display approved signage to inform patrons of the location and correct usage of recycling and waste facilities.
- Display approved signage denoting that the event is smoke free

Where possible, event organizers are encouraged to;

- Have staff to ensure that patrons place waste in the appropriate receptacles
- Provide announcements at the event to encourage patrons to use the recycling facilities provided.

### **Monitoring and Evaluation**

Following the event, organisers are to evaluate the effectiveness of the measures employed to improve the sustainability of the event, with record of these outcomes lodged on Council's electronic records management system as an attachment to the SEMP.

### **Related Policies / Legislation**

#### **Council Documents**

Sustainable Penrith Action Plan 2004  
 Sustainable Purchasing Supply Policy (FS004) 2006  
 Smoke Free Outdoor Areas (EH001) 2007  
 Occupational Health and Safety Non-Smoking Policy, May 1999

#### **External Documents**

Local Government Act 1993  
 Protection of the Environment Operations Act 1997  
 Waste Avoidance and Resource Recovery Act 2001  
 Waste Avoidance and Resource Recovery Strategy NSW 2003