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# Sustainable and Plastic Free Events **Policy**

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## Purpose

1. To encourage waste reduction and maximise resource recovery and recycling opportunities at public place events held in the Central Coast Council LGA as well as preserving public health and amenity of the surrounding environment.
2. To encourage and educate event organisers and stallholders on running plastic free events held in the Central Coast Council LGA.
3. To deliver and approve events that provides a balanced approach to economic activity, environmental responsibility and community development.

## Policy summary

4. Each year in Central Coast Council Local Government Area (LGA) a range of special events are held in public places to celebrate the diverse social, cultural, sporting and business aspects of our community. This policy has been formulated to:
  - a. provide a framework for best practice sustainability strategies to support events held by Central Coast Council and the community, on and in Council public managed land or buildings,
  - b. also apply to events funded through Council grant and sponsorship programs, and
  - c. fulfil community expectations that they are held in a sustainable manner.

## Scope

5. The Sustainable Event Management Policy along with Plastic Free Event Guidelines applies to all Council organised and owned events in excess of one hundred participants and all events funded by Council's grants and sponsorship programs.
6. This Policy covers personnel employed by Council; any person or organisation contracted to or acting on behalf of Council; and any person or organisation employed to work on Council premises or facilities and all activities of the Council.

## Background

7. Council permits the public to hire Council managed public land and buildings for events after appropriate fees and charges are paid and application processes are followed.
8. Council runs a number of events including festivals, event openings and catered functions.
9. Council funds various events via its grant and sponsorship programs.
10. Council has developed a sustainable event management guide to assist event organisers.

11. Council has developed guidelines and checklist for running plastic free events.
12. Council has developed a guide for food vendors on eliminating single use plastic items.

## General

### Support sustainability, low waste and plastic free objectives

13. All events should comply with the sustainability and plastic free objectives of Council where possible and the principles of the Waste Avoidance and Resource Recovery Act 2001.
14. Where appropriate, events should incorporate waste avoidance and waste recovery strategies as an integral part of special event planning processes.
15. Where appropriate, events should minimise the amount of waste generated and maximise the amount of recyclable materials recovered.
16. Where appropriate, events should implement sustainable purchasing.
17. Where possible, all food-ware used at events such as plates, food containers; cups, cutlery and wrapping should be reusable or biodegradable.
18. Where appropriate events should be used as educational opportunities to raise community awareness on sustainability.
19. All events on Council managed public land or in Council buildings with more than one hundred participants must comply with the waste management strategies incorporated in the event application form.

### Consider venue sustainability

20. Event organisers should ensure when planning an event that the following sustainability issues are taken into consideration when selecting a venue (see Sustainable Event Management Guide for assistance):
  - d. **Existing infrastructure** - for example toilets, stage, electricity to avoid the need for equipment to be transported in.
  - e. **Water use** - all events must comply with current water restrictions unless a formal exemption has been granted. Does the venue have tank water or alternate water sources?
  - f. **Energy use** - does the venue have adequate natural light or solar panels, use green power or have a carbon emission offset scheme.

- g. **Transport** - is the location close to public transport. Is event accommodation within walking distance to the event?

## Plastic Free Event principles

21. Event organisers should ensure when planning an event they follow the below plastic free event principles (See Plastic Free Events Guidelines for assistance):

- a. **Commitment to Inform** - and educate stakeholders and the public about Council's plastic-free event principles. Identify clear expectations of stallholders to avoid the use of identified single-use plastic items at council-run events.
- b. **Clearly identify single-use plastic items** - that should be avoided or replaced and outline recommended alternative products. These should either be reusable or 100% compostable (compliant with Australian composting standards).
- c. **Manage the collection** - of discarded materials through a three-bin system (recycle, organics, waste). Where these services do not exist, use a two-bin system (recycle and waste). Container refund schemes (if available) provide an incentive for a separate drink container collection.
- d. **Enhance the reputation** - of the event by ensuring the site is free from litter.
- e. **Minimise contamination** - and reduce waste collection costs by keeping disposal options together and providing clear signage that addresses and advises on avoiding items being put in the wrong bin.
- f. **Arrange volunteers** - where possible to monitor bins and provide assistance and guidance to event patrons.
- g. **Ensure all waste streams** - are serviced appropriately. Investigate commercial composting, container refund collection and re-use service opportunities.
- h. **Monitor and evaluate** - the impact of plastic-free events through efficient data collection to measure performance and practices at events.
- i. **Promote** - Council policies to other events and encourage their adoption by including council requirements for events on council land and for council-funded events to be plastic free.

## Compliance, monitoring and review

22. Council has implemented a set of criteria for sustainable waste management into approvals to hold events on Council managed public land and buildings.
23. A sustainable events management guide has been produced by Council and will be distributed to event organisers holding events on Council managed public land and buildings.
24. A plastic free event guideline has been produced by Council and will be distributed to event organisers holding events on Council managed public land and buildings.
25. Stallholders who meet the guidelines on single use plastic will receive a green tick within Central Coast Council database.
26. Stallholders who meet the guidelines on single use plastic will receive a 20% reduction on stallholder fees at Council run events.
27. Event recycling bins are available for hire from Council's Waste Officer by phoning 1300 463 954.
28. Suspected breaches or misuse of this policy are to be reported to the Chief Executive Officer. Alleged breaches of this policy shall be dealt with by the processes outlined for breaches of the Code of Conduct, as detailed in the Code of Conduct and in the Procedures for the Administration of the Code of Conduct.
29. This Policy will be reviewed every three years.

## Records management

30. Staff must maintain all records relevant to administering this policy in a recognised Council recordkeeping system.

## Definitions

31. In this policy:
  - a. **Code of Conduct** means the Code of Conduct adopted by Council
  - b. **Council** means Central Coast Council
  - c. **Event Organiser** means the person responsible for organising the event.
  - d. **Events** for the purpose of this policy means organised activities open to attendance by member of the general public (whether by payment or not) on public land with over one hundred attendees. Events include cultural celebration, public rally, street parade, fun run, community festival, music festival, sporting event or circus.

- e. **Local Government Area (LGA)** means the area governed by Central Coast Council.
- f. **Sustainability** means meeting the needs of the present without compromising the needs of future generations.
- g. **Single-use** includes plastic shopping bags, plastic cups, straws, plastic packaging, anything that's intended only to be used once and then sent to landfill.
- h. **Plastic-free** refers to the provision of non-plastic or alternative items by vendors and event organisers to the public at events. It includes the elimination of single-use, non-compostable food ware (coffee cups/lids, straws containers, bags, utensils and water bottles etc.) and the use of other problematic litter items such as helium balloons.

## Related resources

### 32. Legislation:

- a. [Local Government Act 1993 \(NSW\)](#)
- b. [Waste and Resource Recovery Act 2001 \(NSW\)](#)

### 33. Associated Council documents:

- a. [Code of Conduct](#)
- b. [Single Use Plastic Policy](#)
- c. [Sustainable Event Management Guide](#)
- d. [Plastic Free Event Guideline](#)
- e. [Event application form](#)

## History of revisions

Amendment history	Details
<p><b>Original approval authority details</b></p>	<p>Central Coast Council</p> <hr/> <p>8/10/2019, Ordinary Council Meeting resolutions 961/19 and 962/19</p> <hr/> <p>Content Manager Document No: D13672966</p> <hr/> <p>Policy created to support the sustainability and plastic free objectives of Central Coast Council.</p> <p>It draws on and replaces two former policies:</p> <ul style="list-style-type: none"> <li>• Wyong Shire Council Policy for Sustainable Event Management (WSC055)</li> <li>• Gosford City Council Sustainable Event Management Policy (Minute No 2013/288)</li> </ul>
<p><b>Version 1.1</b></p>	<p></p> <p>Gary Murphy – Chief Executive Officer</p> <hr/> <p>30/06/2020</p> <hr/> <p>Content Manager Document No. D14047839</p> <hr/> <p><u>Minor administrative updates</u></p> <p>Allocated a policy number. Policy updated to accessible template structure (e.g. Compliance, monitoring and review); subheadings added under General; other minor additions (e.g. records management); related resources updated.</p>

