

1 June 2011

Dear Councillor,

In pursuance of the provisions of the Local Government Act, 1993 and the Regulations thereunder, notice is hereby given that a **POLICY REVIEW COMMITTEE MEETING** of Penrith City Council is to be held in the Pasadena Room, Civic Centre, 601 High Street, Penrith on Monday 6 June 2011 at 7:30PM.

Attention is directed to the statement accompanying this notice of the business proposed to be transacted at the meeting.

Yours faithfully

Alan Stoneham
General Manager

BUSINESS

- 1. LEAVE OF ABSENCE**
- 2. APOLOGIES**
- 3. CONFIRMATION OF MINUTES**
Policy Review Committee Meeting - 9 May 2011.
- 4. DECLARATIONS OF INTEREST**
Pecuniary Interest (The Act requires Councillors who declare a pecuniary interest in an item to leave the meeting during discussion of that item)
Non-Pecuniary Conflict of Interest – Significant and Less than Significant (The Code of Conduct requires Councillors who declare a significant non-pecuniary conflict of interest in an item to leave the meeting during discussion of that item)
- 5. ADDRESSING THE MEETING**
- 6. MAYORAL MINUTES**
- 7. NOTICES OF MOTION TO RESCIND A RESOLUTION**
- 8. NOTICES OF MOTION**
- 9. DELIVERY PROGRAM REPORTS**
- 10. REQUESTS FOR REPORTS AND MEMORANDUMS**
- 11. URGENT BUSINESS**
- 12. CONFIDENTIAL BUSINESS**

POLICY REVIEW COMMITTEE MEETING

MONDAY 6 JUNE 2011

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MEETING CALENDAR

CONFIRMATION OF MINUTES

DELIVERY PROGRAM REPORTS

2011 MEETING CALENDAR

January 2011 - December 2011

(adopted by Council on 29 November 2010, amended by Council on 28 February 2011, revised March 2011)

	TIME	JAN	FEB	MAR	APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
		Mon	Mon	Mon	Mon	Mon	Mon	Mon	Mon	Mon	Mon	Mon	Mon
Ordinary Council Meeting	7.30pm		7 28#@	21	11❖	2 30#*	27	18	15#@	5✓ 19^ (7.00pm)	10∞	7 21#	12 (7.00pm)
Policy Review Committee	7.30pm	31	21	14	4	9	6	4	1 22	26	31	14	5
Operational Plan Public Forum	6.00pm					Wed 4							

- ❖ Meeting at which the Draft Operational Plan for 2011-2012 is adopted for exhibition
- * Meeting at which the Operational Plan for 2011-2012 is adopted
- # Meetings at which the Operational Plan quarterly reviews are presented
- @ Delivery Program progress reports
- ^ Election of Mayor/Deputy Mayor
- ✓ Meeting at which the 2010-2011 Annual Statements are presented
- ∞ Meeting at which any comments on the 2010-2011 Annual Statements are presented

- Extraordinary Meetings are held as required.
- Members of the public are invited to observe meetings of the Council (Ordinary and Policy Review Committee). Should you wish to address Council, please contact the Senior Governance Officer, Glenn Schuil.

**UNCONFIRMED MINUTES
OF THE POLICY REVIEW COMMITTEE MEETING OF PENRITH CITY
COUNCIL HELD IN THE PASSADENA ROOM, PENRITH
ON MONDAY 9 MAY 2011 AT 7:33PM**

PRESENT

Deputy Mayor, Councillor Jim Aitken OAM, Councillors Kevin Crameri OAM, Kaylene Allison, Robert Ardill, Greg Davies, Mark Davies, Ross Fowler OAM, Ben Goldfinch, Jackie Greenow, Prue Guillaume, Karen McKeown, Kath Presdee and John Thain.

APOLOGIES

26 RESOLVED on the MOTION of Councillor Mark Davies seconded Councillor Ben Goldfinch that apologies be received for Councillor Tanya Davies and Councillor Marko Malkoc.

CONFIRMATION OF MINUTES - Policy Review Committee Meeting - 4 April 2011

27 RESOLVED on the MOTION of Councillor Ross Fowler OAM seconded Councillor Robert Ardill that the minutes of the Policy Review Committee Meeting of 4 April 2011 be confirmed.

DECLARATIONS OF INTEREST

There were no declarations of interests.

DELIVERY PROGRAM REPORTS

A CITY OF OPPORTUNITIES

2 Updated Precinct and Village Centre Concept Plans for the Western Precinct in the St Marys Release Area (Jordan Springs Estate).

Development Services Manager, Paul Lemm introduced the report and invited Arthur Illias from Lend Lease to give a presentation.

28 RESOLVED on the MOTION of Councillor Ross Fowler OAM seconded Councillor Ben Goldfinch

That:

1. The information contained in the report on Updated Precinct and Village Centre Concept Plans for the Western Precinct in the St Marys Release Area (Jordan Springs Estate) be received.
2. The updated Western Precinct Concept Plan be adopted by Council.
3. The updated Village Centre Concept Plan be adopted by Council.
4. Lend Lease be advised of Council's decision.

In accordance with Section 375A of the Local Government Act 1993, a DIVISION was then called with the following result:

For
Councillor Greg Davies
Councillor John Thain

Against

Councillor Robert Ardill
Councillor Prue Guillaume
Councillor Mark Davies
Councillor Kevin Crameri OAM
Councillor Jim Aitken OAM
Councillor Ross Fowler OAM
Councillor Jackie Greenow
Councillor Karen McKeown
Councillor Kath Presdee
Councillor Kaylene Allison
Councillor Ben Goldfinch

A LEADING CITY

1 Review of Development Contributions Plans

Sustainability and Planning Manager, Paul Grimson introduced the report and provided a brief overview.

29 RESOLVED on the MOTION of Councillor Ross Fowler OAM seconded Councillor Ben Goldfinch

That:

1. The information contained in the report on Review of Development Contributions Plans be received
2. Upon expenditure or relevant allocation of restricted funds in the Mount Vernon Estate and Erskine Park Residential Development Contributions Plans, Council authorises staff to rescind these plans in accordance with the requirements of the Environmental Planning & Assessment Act and Regulations, 1979.
3. The Penrith City Centre Plan be reviewed and a report be presented to Council.
4. A Development Contributions Plans in accordance with s94A of the Environmental Planning & Assessment Act (a “flat rate levy plan”), be prepared for the St Marys Town Centre and a report on the matter be presented to Council.
5. The Footpath Construction in Established Areas Plan and the Local Open Space Plan be reviewed and a report on the draft amended plans be presented to Council.

In accordance with Section 375A of the Local Government Act 1993, a DIVISION was then called with the following result:

For
Councillor Greg Davies
Councillor John Thain
Councillor Robert Ardill
Councillor Prue Guillaume
Councillor Mark Davies
Councillor Kevin Crameri OAM

Against

Councillor Jim Aitken OAM
Councillor Ross Fowler OAM
Councillor Jackie Greenow
Councillor Karen McKeown
Councillor Kath Presdee
Councillor Kaylene Allison
Councillor Ben Goldfinch

A LIVEABLE CITY

3 Amendments to the Alcohol Free Public Spaces Policy.

30 RESOLVED on the MOTION of Councillor Greg Davies seconded Councillor Robert Ardill

That:

1. The information contained in the report on Amendments to the Alcohol Free Public Spaces Policy be received.
2. The amended Alcohol Free Public Spaces Policy be adopted.

4 Penrith Shuttle Bus Feasibility Study

Engineering Services Manager, Adam Wilkinson introduced the report and provided a brief overview.

31 RESOLVED on the MOTION of Councillor Greg Davies seconded Councillor Ross Fowler OAM

That:

1. The information contained in the report on Penrith Shuttle Bus Feasibility Study be received.
2. Council support the findings of the Penrith Shuttle Bus Feasibility Study and endorse the recommended Option 4A, and associated operational parameters, as the preferred route service in the short-term and request that further consultation be undertaken with the Department of Transport and other relevant bodies concerning the future options of connecting Nepean Hospital to the Penrith CBD.
3. Council write to the State Government welcoming the recently introduced free shuttle bus service for Penrith, and seek to establish a partnership with the Department of Transport to monitor and review the service to ensure its long term viability.
4. Council write to the Member for Penrith, the Chamber of Commerce, the Penrith Business Alliance and the Penrith City Centre Association, seeking their support to ensure the long term viability of a free shuttle bus service for the Penrith CBD.

A VIBRANT CITY

5 Adoption of Penrith City Council Heritage Program for 2011-2014

Development Services Manager, Paul Lemm introduced the report and provided a brief overview.

32 RESOLVED on the MOTION of Councillor Kevin Crameri OAM seconded Councillor Ben Goldfinch

That:

1. The information contained in the report on Adoption of Penrith City Council Heritage Program for 2011-2014 be received
2. Council adopt the Heritage Program for 2011 – 2014 so that Council can secure funding to support local government heritage management in Penrith.

Group Manager, City Infrastructure – Wayne Mitchell provided a brief update on the North Penrith Urban Area and indicated that the site has now been transferred to Landcom by the Commonwealth Government and that preliminary works on the commuter car park should commence shortly.

There being no further business the Chairperson declared the meeting closed the time being 8:45pm.

DELIVERY PROGRAM REPORTS

Item

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A LEADING CITY

1 [Sustainable Events Policy](#)

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A LEADING CITY

Item

Page

1 [Sustainable Events Policy](#)

1



1 Sustainable Events Policy

Compiled by: Krystie Race, Sustainability Research Planner
Bernadette Riad, Sustainability Coordinator
Sarah Armour, Senior Events Officer

Authorised by: Paul Grimson, Sustainability & Planning Manager
Barbara Magee, Manager - Corporate Communications & Marketing

Objective	<i>We demonstrate leadership, foster resilience and tenacity, and encourage innovation</i>
Community Outcome	<i>A Regional City that provides our jobs, education, services and entertainment (1)</i>
Strategic Response	<i>Demonstrate our leadership, and encourage innovation (1.1)</i>

Executive Summary

The purpose of this report is to seek Council's endorsement of the draft Sustainable Events Policy. This policy has been developed in response to funding criteria set by the NSW Government's Waste and Sustainability Improvement Payment (WaSIP) Program, which is expected to provide Council with funding of \$1.32 million in 2011-12.

Developed in collaboration with staff from across Council, the draft Sustainable Events Policy aligns with international best practice. The intent of the Policy is to ensure that all events run by Penrith City Council are conducted in a manner which is environmentally, socially, and financially responsible.

Background

Penrith City Council has a long standing commitment to ensuring that the principles of sustainability underpin all that we do. Building on this commitment, Council has developed a Sustainable Events Policy to ensure that all Council run events are planned and delivered in a manner which is environmentally, socially, and financially responsible.

The development of this Policy has been driven by the requirements set out by the NSW Government's Waste and Sustainability Improvement Payment (WaSIP) program. Part of the City and Country Environment Restoration Program, the WaSIP program is a seven year program that will run from 2009-10 to 2015-16, and provide a total of \$256 million to local councils for waste and sustainability improvement initiatives.

To be eligible to receive funding under WaSIP, councils are required to meet both the ongoing and current year's WaSIP Standards. These standards are progressively updated, with the standards for 2010-11 including the requirement for Councils to have a Sustainable Events Management Policy adopted by 30 June 2011.

The WaSIP program is an important funding source for Council, with Council receiving \$916,959 in 2010-11, and a further \$1.32 million expected in 2011-12.

The shift towards Sustainable Events

As thousands of events are staged throughout Australia each year, it's easy to forget the range of impacts that these celebrations have on the local and global environment. Events, large or small, can consume large quantities of resources and create large volumes of unnecessary waste. Adopting sustainable event management practices can result in the conservation of valuable resources (including financial), the avoidance of unnecessary wastes, and improved community outcomes.

Sustainable events are becoming more and more commonplace both locally and globally as community expectations surrounding issues such as waste, transport, health and sustainability increase. From showcase international events such as the Olympics, through to business events, conferences, and community fairs, event patrons expect to be offered at least basic services in terms of recycling and public transport, and expect event organisers to demonstrate an awareness of, and adherence to, sustainability principles.

Locally, events such as DefQon 1 have highlighted the potential to incorporate sustainability into all aspects of an event. A major music event with crowds of 25,000, the event organisers went to considerable lengths to deliver sustainable outcomes, including sourcing products and materials from local suppliers, incorporating stages made from recycled materials, and purchasing carbon offsets.

The requirement imposed by WaSIP for councils from across NSW to adopt a Sustainable Event Management Policy further demonstrates the general view that sustainable event management practices should become standard practice.

Sustainable Events in the context of Penrith City Council

Council delivers a number of events within the Local Government Area. These events range in size and scope, from civic events, business functions, community events, conferences, workshops, public meetings, local community fairs, and open days.

The adoption of sustainable event management practices in the planning and delivery of these events would significantly reduce Council's impact on the local environment. In addition to this however, through adopting sustainable event management practices Council is not only delivering on our commitment to sustainability, but demonstrating leadership to event patrons and the community as a whole. An attractive by-product of these events is the potential to inspire and motivate others, from suppliers, event partners, media, and of course event patrons.

Overview of the Sustainable Events Policy

Developed in accordance with international best practice, the intent of the draft Sustainable Events Policy is to ensure that all events run by Penrith City Council are conducted in a manner which is environmentally, socially, and financially responsible.

The policy will apply to all events run by Penrith City Council, with the term 'event' encompassing civic events, business functions, music and cultural events, community events, conferences, workshops, public meetings, fairs, and open days.

The objectives of the draft policy are to:

- ensure the sustainable use of resources
- minimise waste to landfill
- minimise greenhouse gas emissions
- contribute to the social and economic wellbeing of the Penrith Local Government Area.

The policy requires event organisers to consider the social, economic and environmental impacts throughout all stages of event planning and delivery and is formatted so as to align with the various aspects of organising an event (purchasing, catering, access and transport, waste storage and collection, and general management practices) so that they can easily be incorporated into the event planning processes.

In particular, the draft policy requires appropriate consideration for:

- waste avoidance
- the use of recycled and/or recyclable materials
- the use of local suppliers
- the provision of healthy food options
- improved accessibility
- the promotion of public and active transport
- resource management (waste and recycling, energy and water efficiency)
- litter prevention
- protecting the local environment
- health and safety of event patrons.

The draft Policy also requires that Council staff responsible for the organisation and delivery of Council events complete a 'Sustainable Event Management Plan' (SEMP) outlining how they address each of the matters listed above. The use of this plan will ensure that Council has a record of sustainability initiatives employed in the delivery of Council run events and can report on the outcomes achieved as required under WaSIP.

It should be noted that while the policy does not cover externally run events, external events supported or sponsored by Council will be encouraged to adopt sustainable practices through the use of a 'How To' guide. It is also envisaged that the scope of this policy may be extended to include externally run events in future years.

Development of the Policy

The draft Sustainable Events Policy has been developed as a collaborative project between Council's Sustainability and Events Teams, and has been guided by best practice in sustainable event management as outlined in the Local Government and Shires Association's 'Principles and Guidelines for Event Sustainability'.

In developing this draft policy, the project team engaged with members of staff from across Council who are involved in the planning and delivery of Council run events and external events, so as to ensure that the policy was both meaningful and achievable.

To this end, Council's Events Team trialled the draft policy in the planning and delivery of Council's 2011 Australia Day Event. Council worked in conjunction with venue management at the Sydney International Regatta Centre to deliver a sustainable event in line with the draft policy. This trial proved a success with the event purchasing green power and streamlining its waste management procedures. The success of this trial demonstrated that the implementation of this policy can be applied to Council run events in the future.

Implementation of Sustainable Events Policy

Primary responsibility for the administration of the Sustainable Events Policy will reside with Council's Events Team, with specialist support provided by the Sustainability Team. Due to the breadth of Council events, the implementation of the policy will involve all Council staff responsible for the planning or delivery of Council run events.

To aid with the implementation of this policy across Council, the Events and Sustainability Teams will deliver training to all staff involved with the delivery of events on the policy and its requirements. Further to this, a 'How To' guide will be developed to assist both Council staff and external event organisers involved in the planning and delivery of events within the Penrith Local Government Area.

Ongoing monitoring of the policy will be undertaken by Council's Events Team, who will conduct periodic audits of completed sustainable event management plans. The outcomes of these audits will be used to guide further training and drive improvements to the conduct of Council events.

Resourcing and Cost Implications

The adoption of this policy should not place significant burden on the resources of Council. While it is recognised that the draft policy's requirement for Council to provide adequate waste and recycling bins at all Council run events will impose some additional cost, this cost will not be significant.

Council's existing waste service contracts include provisions for garbage and recycling bins for events. The recycling bins and hoods are provided free of charge and this includes the collection of recycling from the bins. The garbage bins are provided at a cost of \$7 per bin and this includes collection of waste from the bins. Should the bins require emptying on the weekends or during the course of an event, additional charges will be incurred to cover staffing, truck and fuel use.

Conclusion

The WaSIP requirement to develop a *Sustainable Events Management Policy* reflects the important role of local government in facilitating both community and corporate events and the opportunity this affords to showcase sustainable practices.

The adoption of this Policy provides an excellent opportunity for Council to demonstrate its commitment to sustainable outcomes and will help showcase the principles of sustainability to the wider community.

RECOMMENDATION

That:

1. The information contained in the report on Sustainable Events Policy be received.
2. The Draft Sustainable Events Policy be adopted.

ATTACHMENTS/APPENDICES

1. Draft Sustainable Events Policy 5 Pages Appendix
2. Sustainable Event Management Plan Template 4 Pages Appendix



DRAFT POLICY DOCUMENT

POLICY NAME: Sustainable Events Policy

Policy No:

Adopted by Council:

Minute No:

Relevant Legislation:
(if applicable)

Responsible Department:

Policy Statement:

1. 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.

2. 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.

3. Objectives

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

4. 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.

4.1 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.

4.2 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. Please note that Environmental Health Officers may inspect food stalls during the event and an inspection fee may apply.

4.3 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

4.4 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.

4.5 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.

4.6 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.

4.7 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.

5. Related Policies / Legislation

5.1 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

5.2 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

Penrith City Council

Sustainable Event Management Plan

Please refer to the Sustainable Events Policy for assistance in completing this Sustainable Event Management Plan (SEMP). This plan must be completed for all Council run events, and must be completed eight (8) weeks prior to the event. Events occurring more frequently than every six months are only required to submit one SEMP per year.

Section 1: Event Details

Event Name:

Event Organiser:

Event Date(s):

Venue:

Venue Address:

Anticipated Patron Numbers:

Event Activities:

Existing Facilities at Event Venue:

No. of food and beverage stalls (if applicable):

No. of other stalls (if applicable):

Other Information:

Sustainable Event Management Plan

Please note that all parts marked with an asterisk* are mandatory

Section 2: Purchasing and Material Selection				Yes	No	N/A	Comments
1. Have you purchased products with minimal packaging in order to minimise resource use and prevent waste landfill?							
2. Have you purchased products that are made of recycled materials and/or are reusable or recyclable?							
3. Have you used local suppliers in order to support local businesses and minimise greenhouse gas emissions associated with transportation.							
4. Have you selected equipment and products which are energy and water efficient?							
5. Have you targeted your promotional materials to match the characteristics of event patrons?							
6. Have you purchased Fair Trade certified products where possible?							
7. Will you be purchasing accredited offsets to offset emissions from energy use or transport?							
Section 3: Catering				Yes	No	N/A	Comments
8. Have you ensured that all food operators have completed an 'Application to Sell Food' form prior to the event?*							

Section 3: Catering (Continued)				Comments	
	Yes	No	N/A		
9. Are you offering healthy food options at your event?					
Section 4: Access and Transport				Comments	
	Yes	No	N/A		
10. Is the event venue accessible to all persons of all abilities? *					
11. Do your pre-event promotions encourage the use of public transport to the event?				Please provide details:	
12. Have you provided a Sustainable Transport Access Guide for event patrons?					
13. Have you investigated the ability to provide a shuttle bus service to and from the event to the nearest public transport hub?					
Section 5: Waste Storage and Collection				Comments	
	Yes	No	N/A		
14. Have you ensured adequate waste and recycling receptacles are provided in and adjacent to the event area? *				Number of Waste Bins: Number of Recycling Bins:	
15. Are waste and recycling bins located in key locations (entry and exit points, catering areas, high traffic areas)? *				Please attach map	
Section 6: General Management Practices				Comments	
	Yes	No	N/A		
16. Have you ensured portable facilities such as food stalls, toilets and movies screens are sited so as to minimise erosion and ensure the safety of event patrons? (hard surfaces are preferred) *					
17. Have you ensured that all event staff understand their responsibility to report leaking taps / fixtures.					

Section 7: Education and Promotion				Comments
	Yes	No	N/A	
18. Have you ensured that all stallholders are aware of this policy and its requirements? *				Please provide details:
19. Will you be displaying approved signage denoting that the event is smoke free? *				
22. Have you considered announcements at the event to encourage patrons to use the recycling facilities provided?				
Evaluation - Outcomes				
Please provide details of the outcomes achieved as a result of the sustainability initiatives employed in the planning and delivery of this event. (eg. volume of materials recycled, number of local suppliers used, value of products and services sourced from local suppliers, number of participants utilising public transport or shuttle bus services etc.)				