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Waverley Council Sustainability Events Kit



Sustainability statement

Waverley Council is committed to environmental sustainability and achieving net zero community emissions by 2035. We want to ensure events delivered in our local government area have a positive environmental and social impact on our community and the planet. To do this, we support staff and external events managers to plan and deliver positive impact events that follow a circular business model and integrate simple environmental practices. Our Events Policy, Guidelines and Toolkit will help you organise and host a successful and environmentally responsible event.

Sustainable & Positive Impact Event Checklist

No matter how small or big your event is, this checklist will help ensure your event is environmentally and socially responsible and has a positive impact on the environment.



Event Checklist

Planning a positive impact event

- ☐ Read Council's [Events Policy, Guidelines](#) and Submit your event impact application.
- ☐ Think about ways to reduce waste and the environmental footprint of your event.
- ☐ Consider the environmental practices and commitments of the suppliers or contractors you may be hiring.
- ☐ Ask attendees to advise of any accessibility requirements such as physical access, audio loop or Auslan interpreter to ensure your event is accessible to all people.
- ☐ Acknowledge the traditional owners of the land when opening your event.

Aiming for Net Zero Emissions

- ☐ Encourage your team, event partners and performers to use low emissions transportation options such as cycling, walking or using public transport when traveling to the venue.
- ☐ Turn off equipment overnight or when not in use.
- ☐ Avoid using fossil-fuel powered generators.

Promoting your event

- ☐ Reduce printing at all stages of your event and promote online where possible.
- ☐ If printing is unavoidable, use 100% postconsumer recycled, carbon-neutral, or Forest Stewardship Certified (FSC) paper.
- ☐ Avoid banners. If needed, design for reuse by using a classic style without dates. Look for environmentally friendly options for upcycling such as repurposing into new products.
- ☐ Promote the initiatives that are making your event a sustainable one.

If you are having a high impact event or you want to go the extra mile:

- ☐ Have sustainability goals for your event, no matter how big or small they are. Every action makes a difference!
- ☐ Nominate a dedicated Sustainability Champion to help achieve your goals.
- ☐ Integrate environmental practices and policies into your suppliers' contracts.
- ☐ Use LED lights to increase energy efficiency.
- ☐ Measure and report on event emissions. By reviewing the data, reduction strategies can be properly implemented to avoid emissions at future events.

Choosing responsible catering

- ☐ Cater for a range of dietary requirements.
- ☐ Use food that is in season and where possible organic.
- ☐ Use local caterers where possible or catering from Certified Indigenous, Australian Disability Enterprise (ADE), or refugee-owned enterprises.
- ☐ Offer socially responsible tea, coffee and sugar brands. Look for the Fair Trade, Rainforest Alliance or similar certifications.
- ☐ Use reusable cups, crockery and tableware where possible. If not, use paper or certified compostable food and beverage ware.
- ☐ Remember that single-use plastics, bioplastics or compostable plastics are now prohibited under NSW law.
- ☐ Use reusable water glasses and jugs instead of bottled or imported water.
- ☐ Opt for napkins that can be reused (e.g. cloth napkins) or that are made out of recycled paper.

Avoiding and reducing waste

- ☐ Think before you buy. Identify what is essential and the quantity needed. Where possible, consider hiring instead of purchasing items and decorations. Monitor final numbers for accurate forecasting and to avoid waste.
- ☐ If hiring is not possible, choose products that can be reused or recycled and with no or low packaging.
- ☐ Avoid giveaways or give participants the option to opt out. If needed, choose items that can be reused, recycled or that have a positive impact such as seeds, plants, reusable cups and water bottles. Remember that any products sold or distributed must be reusable or comprised of certified compostable materials.
- ☐ Single-use plastics, disposable water bottles or to use water station if available, polystyrene products and packaging are banned under NSW Law. Balloons are banned by Waverley Council.
- ☐ Encourage people to bring reusable water bottles. Check the [Zero Waste Event Roadmap](#) for alternatives.
- ☐ Consider the materiality of any proposed event elements or installations. Is there a more sustainable option?

Managing your waste

- ☐ Assess whether your event requires a Waste Management Plan. If so, make sure to submit it on time.
- ☐ Organise an adequate number of general waste and recycling bins for the event. Signage must be placed on each bin (please see appendix for [signage](#)).
- ☐ Encourage guests to place their rubbish and recyclables in the correct bin.
- ☐ Ensure there is no litter or rubbish left behind from your event.
- ☐ Organise regular clean-ups to ensure no litter ends up polluting other areas.
- ☐ Cooking oils must be taken offsite and recycled accordingly.
- ☐ Any washing-up liquid brought and used onsite must be environmentally friendly (e.g. non-toxic, biodegradable, phosphate-free, hypoallergenic, septic and compost safe).

If you are having a high impact event or you want to go the extra mile:

- ☐ Choose beverages produced in the Sydney Basin area or NSW where possible.
- ☐ Partner with a food rescue charity so that excess food can be distributed to vulnerable people in Sydney. If food waste is generated, consider a composting solution.

Appendix



Zero Waste Event Roadmap

Events create a lot of waste which can often be avoided. By rethinking our consumption habits, refusing single-use items and reducing quantities, we can have a positive impact on the environment.

Using this roadmap will prevent plastics and other waste from travelling through stormwater drains into our beautiful beaches.

Start your event planning here



Start your event planning here

- Go paperless with online invitations and promotions

Food

- Don't over cater
- Buy local
- Use cardboard boxes instead of plastic bags
- Where possible, partner with a food charity so that food leftovers don't go to waste.

Tableware

- Hire or bring your own tableware
- Use reusable, wood, bamboo and paper alternatives
- Reuse glass jars as drinking cups



Decorations

- Consider hiring decorations
- Use paper decorations such as paper lanterns, paper pinwheels, paper crackers, paper honeycomb, cardboard bunting, paper chains
- Use fabric decorations such as fabric garlands, fabric ornaments, fabric lettering, fabric bunting
- Use wooden decorations such as wooden lettering



Activations & games

- Art installation, giant jenga, bocce, ladder toss, giant domino
- For kids: Ribbon dancers, musical chairs, face painting



Avoid giveaways

- If needed, use paper bags
- Choose items that can be consumed, reused, or recycled. Ideas include seeds, play-dough, chalk and crayons
- Give participants the option to opt out of getting giveaways

Packing down

- Leave no trace
- Recycle right
- Store for future use



RECYCLE RIGHT



PLEASE REMEMBER TO TAKE YOUR
RUBBISH AND RECYCLING WITH YOU

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Single-use plastic **BAN**

In 2022, NSW is banning certain single-use plastics.

From 1 June



Lightweight plastic
shopping bags

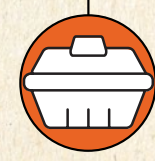
From 1 November



Single-use
plastic straws*,
stirrers and cutlery



Single-use plastic
plates and bowls
without lids



Expanded
polystyrene
foodware

*Exemptions apply to provide a plastic straw for people with a disability or medical need.



Learn more at
www.dpie.nsw.gov.au/plastics-ban



[Printable version](#)

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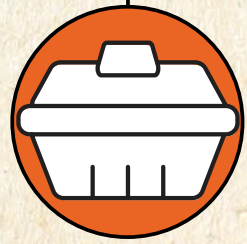
From 1 November



Single-use plastic straws*, stirrers and cutlery



Single-use plastic plates and bowls without lids



Expanded polystyrene foodware

*Exemptions apply to provide a plastic straw for people with a disability or medical need.



**Thank you for making sustainability
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