

# 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 Waste Management Guidelines & Requirements](#)
- 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.

## Reducing greenhouse emissions

- Encourage people to [walk](#), [cycle](#) or use [public transport](#) to get to your event.
- Turn off equipment overnight or when not in use.
- If serving food, organise a solution for leftovers by partnering with a food rescue charity to reduce your food waste.

## Promoting your event

- Reduce printing at all stages of your event and promote online where possible.
- If printing is unavoidable, use 100% post-consumer 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.

Offset greenhouse emissions generated by your event and avoid using fossil-fuel powered generators.

Use LED lights to increase energy efficiency

## 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. 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, 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.

## 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.

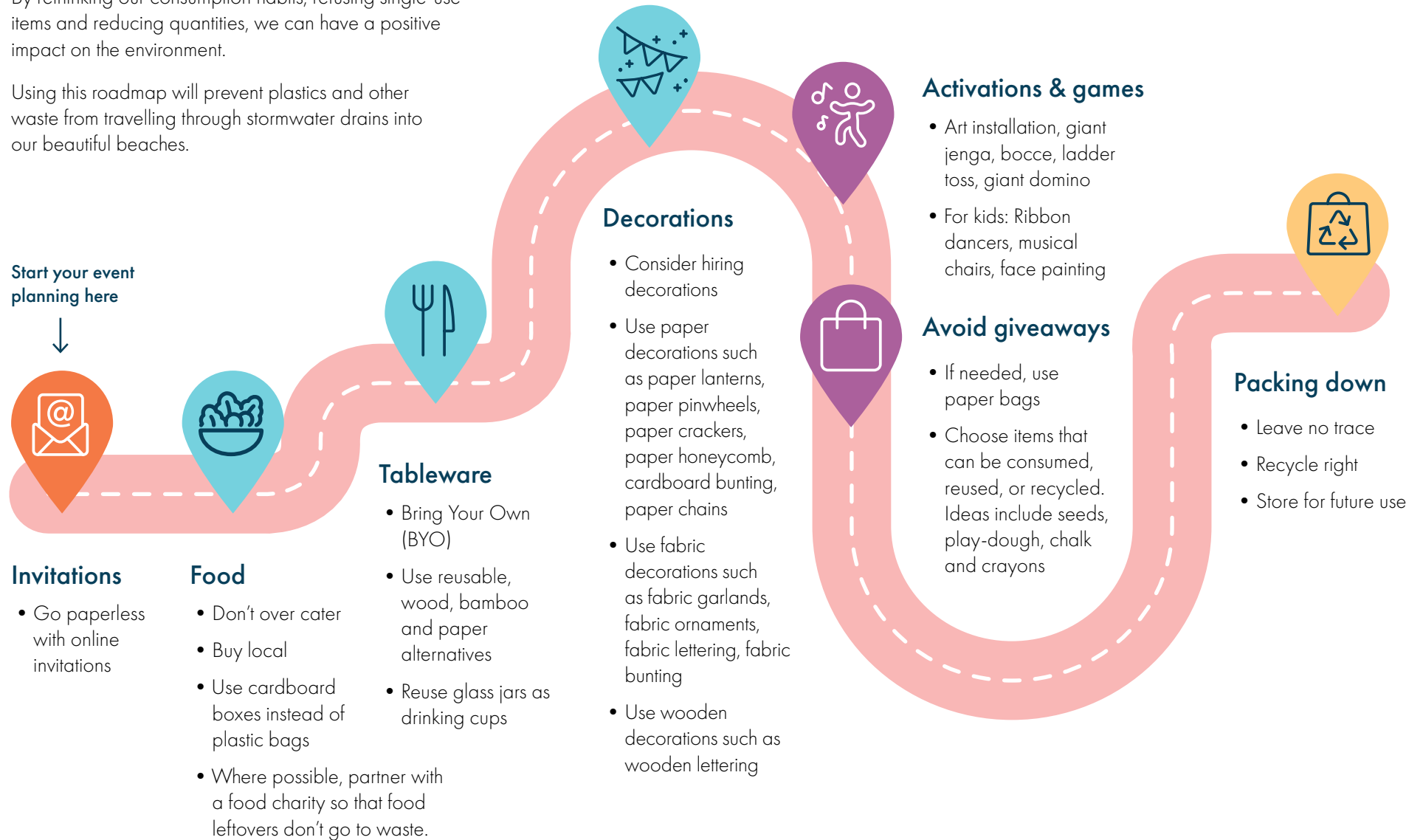
# Appendix



# 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.



# RECYCLE RIGHT



**PLEASE REMEMBER TO TAKE YOUR RUBBISH AND RECYCLING WITH YOU**




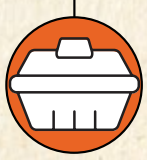
waverley.nsw.gov.au   

second nature



# Single-use plastic **BAN**

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

From 1 June	From 1 November		
			
Lightweight plastic shopping bags	Single-use plastic straws*, stirrers and cutlery	Single-use plastic plates and bowls	Expanded polystyrene foodware

\*Exemptions will apply for providing a plastic straw for people with a disability or medical need.



Learn more at [www.dpie.nsw.gov.au/plastics-ban](http://www.dpie.nsw.gov.au/plastics-ban)





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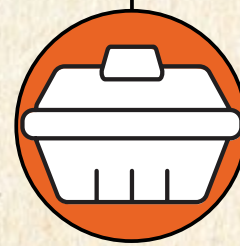
**From 1 November**



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.



Learn more at  
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