



Attachment 1 to Item 10.2.3.

Draft Sustainable Events Management Policy (includes Sustainable Events Guideline and Sustainability Self Assessment)

Date of meeting: 10 June 2025

Location: Council Chambers

Time: 6:30pm



Sustainable Events Management Policy

DRAFT COUNCIL POLICY

Division:	General Manager	Policy Number:	Enter No
Branch:	Corporate Communications	Adopted Date:	Enter Date
Responsible Officer:	Events Coordinator	Next Review Date:	Enter Date
Director:	General Manager	Version:	2



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DRAFT



1. TITLE

Sustainable Events Management Policy.

2. PURPOSE

The Sustainable Events Management Policy (Policy) has been developed to establish a sustainable events management framework for Hawkesbury City Council (Council), to integrate into the planning, management, delivery and evaluation of Council events held within the Hawkesbury Local Government Area.

This Policy is in line with various Council strategies including, but not limited to, Our Hawkesbury 2025 – Community Strategic Plan, the Event Strategy, the Waste and Resource Recovery Strategy, the Net Zero Emissions and Water Efficiency Strategy, the Climate Change Risk Assessment and Adaptation Action Plan, the Environmental Sustainability Strategy and the Draft Reconciliation Action Plan.

All Council events within the Hawkesbury Local Government Area must comply with this Policy, consider the Sustainable Events Guideline (Guideline), and complete the Sustainability Self Assessment.

All events that receive Council sponsorship should consider this Policy, the Guidelines and complete the Sustainability Self Assessment.

The Policy:

- Ensures practical and tailored applications of sustainability principles for the planning and management of these events.
- Enables events to be organised and delivered to achieve sustainability outcomes across the following key areas:
 - Project planning and management
 - Stakeholder engagement
 - Marketing and communications
 - Procurement
 - Food and beverage
 - Merchandise, printing and signage
 - Waste management
 - Energy and transport
 - Local environmental impacts
 - Social and cultural inclusion
 - Delivery and evaluation
- Aims to assist event organisers to understand their obligations and responsibilities in the planning and delivery of safe, socially responsible and ecologically sensitive events.
- Provides directions to guide decision making pursuant to this Policy.

3. SCOPE

This Policy applies to all Council events and encourages all event organisers to refer to Council's Events Strategy, Event Sponsorship Policy and Sustainable Events Guideline.

For Council events this includes but is not limited to:

- Major Council events, for example, Australia Day on the Hawkesbury, Light Up Windsor, Hawkesbury Fest, and Savour the Flavour.
- Civic events, for example, Citizenship Ceremonies, exhibition openings, Mayoral events, student leadership programs, and workshops and forums.
- Community events, for example, park/building openings, and the Hawkesbury Show.
- Internal Council events, for example, meetings, workshops, seminars, committee meetings and social club events.

This Policy should be considered by event organisers of Council sponsored events.



4. BACKGROUND

This Policy and its supporting Guideline are designed to help event organisers apply environmental sustainability practices during the design, management and running of events in the Hawkesbury Local Government Area (LGA) located across Dharug and Darkinjung Country. Council is committed to walking towards a shared future, acknowledging through our actions and words, the histories, cultures and contributions of First Nations communities. To that end, our event management includes engagement with local First Nations representatives to ensure respect of our Traditional owners and First Nations including, but not limited to, the incorporation of a Welcome to Country or an Acknowledgement of Country into event proceedings.

Council hosts a variety of major indoor and outdoor events as well as community events. Audiences include attendees from the Hawkesbury and surrounds. Council works with a range of stakeholders and suppliers to hold events, and encourages and values partners who share a commitment to achieving environmentally sensitive outcomes for a sustainable future.

Hawkesbury's community vision is: *"we see the Hawkesbury as a vibrant and collaborative community living in harmony with our history and environment, whilst valuing our diversity, striving for innovation, a strong economy, to preserve and enhance our lifestyle and identity"* (CSP Our Hawkesbury 2045). Events, by nature are very public, and hence should demonstrate the Hawkesbury's aspirations.

Council has set an aspirational target to achieve net zero emissions across its own operations by 2030, as set out in the adopted Hawkesbury Net Zero Emissions and Water Efficiency Strategy. Council has a role to play in achieving net zero emissions, including but not limited to demonstrating leadership in delivering best practice sustainability through energy efficiency, renewable energy and water reuse options in its own assets, as well as advocacy and partnerships with other public and private sector organisations, to lead change within Hawkesbury's community.

This Policy, and its supporting Guideline showcase a way Council can show leadership in the sustainable management of Council run events, and through advocacy for Council sponsored events to consider and follow the Policy and Guideline.

5. POLICY DETAILS

This section of the Policy, outlines all the mandatory requirements for the planning, management, delivery, outcomes and evaluation of Council events, including the following categories:

- Project planning and management
- Stakeholder engagement
- Marketing and communications
- Procurement
- Food and beverage
- Merchandise, printing and signage
- Waste management
- Energy and transport
- Local environmental impacts
- Social and cultural inclusion
- Delivery and evaluation

The Hawkesbury Sustainable Events Guideline (Attachment 1) includes the recommended guidelines for Council events, Council sponsored events and other events held in the Hawkesbury LGA.

A Sustainability Self Assessment (Attachment 2) has been developed for use by event organisers of Council sponsored events to be completed as part of the event sponsorship application process.



Project planning and management

Planning is essential for making real changes to reduce emissions and water use, limit waste and minimise impacts on the environment. The following must be included in the overall Project Plan:

- Complete the Sustainability Self Assessment.
- Set sustainability objectives for the event and decide what the sustainable outcomes are for the event.
- Determine the data that will need to be collected to measure impact, for example waste generation data.
- Consider the environmental risks of the event and include them in the event's risk assessment.
- If feasible, choose venues that are easily accessible and allow people to enter, exit and move around the site with ease. Have accessible unisex toilet facilities.
- An integral part of ensuring an event is sustainable is measurement, continuous learning and improvement. When undertaking the post-event evaluation, reflect on the sustainability outcomes, and record successes and learnings from the event.

Stakeholder engagement

Communicate Council's sustainability objectives to all relevant internal and external stakeholders.

Use stakeholder engagement to:

- Make planning decisions that support the event's sustainability objectives.
- Ensure respect for our Traditional Owners and First Nations representatives.
- Give stakeholders an opportunity to provide input to the sustainability of the event.
- Influence and gain participation in sustainability initiatives.
- Influence and create awareness of the event's sustainability initiatives.

Marketing and communications

Event marketing and communications must:

- Align with Council's sustainability objectives and commitments.
- Support the media team to represent and promote the sustainability stories and messages of sustainable events.
- Utilise multiple communications channels that consider the diversity of the Hawkesbury community.

Procurement

Comply with Council's policies and guidelines including our [Procurement Policy](#).

Food and beverage

Council recognises its role as a responsible employer and community leader. As such Council is committed to ensuring that healthy and sustainable food and beverages are available at every event. For all events:

- Provide drinking water on tap or in refillable jugs, coolers or water stations with reusable cups or bottles. To encourage a reuse culture, include promotion that attendees can bring their own reusable water bottle to events.
- When providing food for an event, consider providing healthy choice options, and avoid individually wrapped items.

Merchandise, printing and signage

Merchandise, giveaways and printed materials have an impact on resources use, manufacturing, transport emissions, toxicity and waste. Events should aspire to be paper free and use electronic alternatives, such as QR codes whenever possible. Additionally, if providing giveaways, preference should always be given



Sustainable Events Management Policy

to sustainable products. For example, products made from eco-friendly materials or recycled content. When printed materials and giveaways are necessary:

- No single use plastics to be used in giveaways (see definition of 'single use plastics').
- If feasible, signage must be recycled and clearly labelled when recycled.
- If outsourcing, request recycled, plastic free, or other sustainable options from suppliers.

Waste management

Council is committed to implementing circular economy principles and eliminating the use of single use plastics. Always apply the waste hierarchy to avoid, reduce, reuse and recycle and consider the type of waste that will be created and have a plan in place to manage it.

There are a number of mandatory objectives for waste that must be met while planning for an event, including:

- Adhere to the NSW single use plastic bans, as per the *Plastic Reduction and Circular Economy Act 2021*.
- If holding an event where reusable cutlery, crockery and dishwashing stations are available (such as a community workshop or training event), preference should always be given to reusables
- There should be no use of glitter, confetti or balloons.
- Include waste management in the event's Project Plan and identify the waste streams that will be generated at the event. Ensure the event contains the following:
 - Have adequate waste management solutions to cater for the expected waste generation of the event including appropriate provision of recycling bins.
 - Plan for bin placement. Plan for bins to be placed at highly visible locations near food stalls and entries/exits. A general waste bin should always be placed immediately adjacent to any recycling bins, if available.
 - Design appropriate bin signage to help attendees locate the bins. Clearly indicate the type of waste that can be placed in different bins to help avoid incorrect bin usage.
- Avoid disposable items. Where disposable items must be used, preference those that are recyclable or compostable.

Energy and transport

Reducing our energy consumption when organising an event is critical to our collective and global responsibility of reducing Greenhouse Gas emissions. To reduce energy usage at events:

- When hiring vehicles (land and water), if feasible, request fuel efficient vehicles such as electric vehicles or hybrids.
- Consider holding events in locations which encourage the use of local and public transport options. Communications should include the encouragement of event attendees to use sustainable or active transport.
- Consider providing local transport options such as shuttle buses etc.
- Use energy efficient lighting (LED) and audio-visual equipment, and request data that can be used to provide evidence of reduced impact when possible.
- Manage and monitor lighting or equipment to ensure that the use is optimal, including use of timers and turning off equipment when not required and at the end of the event.

Local environmental impacts

Environmental impacts must be clearly identified within the event risk assessment for each event and mitigation actions implemented. This includes:

- Identify potential pollution impacts that the event may have, including air, light, noise, land and water.



- Follow all legislative regulations and local council requirements for protection of waterways and the general environment.
- Ensure trees are protected from potential damage including not attaching infrastructure to trees and implementing exclusion zones for significant trees.
- Complying with the Hawkesbury City Council's Fireworks (Pyrotechnics) Display Policy.

Social and cultural inclusion

Council is committed to fostering an inclusive community for attendees of events in the Hawkesbury.

Council managed events must:

- Must adhere to the Hawkesbury Disability Inclusion Action Plan 2023-2026.
- Adhere to the outcomes of the Draft Reconciliation Action Plan (RAP).
- Clearly communicate accessibility and inclusivity information.
- Considerations of people from culturally and linguistically diverse (CALD) backgrounds.
- Events should cater for all age groups unless specifically targeted (E.g. Youth week or a Seniors event).

Delivery and evaluation

An integral part of a sustainable event is measurement, continuous learning and improvement.

Council managed events must:

- Be delivered in accordance with the requirements of Policy Details in Section 5.0 of this Policy.
- Conduct a self-assessment on how the event achieved sustainable outcomes and what can be improved upon at the next event. Record challenges, recommendations for improvements and opportunities for innovations.
- Include sustainability outcomes in internal, supplier and stakeholder debriefs and evaluations.
- Incorporate improvement opportunities into future event implementation plans and supplier contract clauses.
- Promote achievements. If savings were achieved or if an element of the event was changed that reduced the environmental impact or tells a positive story – share it internally, or if appropriate, externally.
- Explore opportunities at events to communicate important sustainability information or programs.

Council sponsored events must:

- Complete the Hawkesbury Events Sustainable Self Assessment part of the Event Sponsorship Application process.
- Provide sustainability outcomes within the Event Acquittal Form.

6. ROLES AND RESPONSIBILITIES

It is the role of the event organiser to ensure all events held within the Hawkesbury LGA have access to the Sustainable Events Management Policy and Guideline.

Authorised Officer	Roles & Responsibilities
Events Coordinator/ Events Officers	<ul style="list-style-type: none"> • Encourage and promote the Policy and the Guideline • Ensure the organisers of all Council sponsored events review the Policy prior to their event date • Support Council's event organisers to hold an event
Corporate Communication and Events Manager	<ul style="list-style-type: none"> • Ensure the Policy is reviewed and current • Ensure the Executive, Senior Leadership Team and Councillors are informed of the Policy



Authorised Officer	Roles & Responsibilities
Environmental Sustainability Team	<ul style="list-style-type: none"> Assist with the education and understanding of sustainability principles Support other teams to ensure sustainability is being implemented and considered effectively

7. DEFINITIONS

Sustainability - Sustainability is understood as 'meeting the needs of the present without compromising the ability of future generations to meet their own needs'.

Building upon this United Nations (UN) Brundtland Commission definition, and based on input and feedback from the Environmental Sustainability Strategy engagement, Council's definition of sustainability is:

- Council's programs, projects and works will not compromise the ability of future generations to meet their needs
- The environmental, economic, and social implications of Council's work will be considered with everything Council does.

Plastic - The *Plastic Reduction and Circular Economy Act 2021 No 31*, defines plastic as the following, but does not include material excluded by the regulations—

- material made from or comprising organic polymers from plant extracts or fossil fuels, whether the material is processed, reprocessed, re-used, recycled or recovered
- material prescribed by the regulations.

Single-Use Plastics – The *Plastic Reduction and Circular Economy Act 2021 No 31*, defines single-use, in relation to an item as—

- means an item designed or intended to be, or ordinarily, used only once for a particular purpose, whether or not the item is or can be—
 - re-used for the same or another purpose, or
 - used for more than 1 purpose, or
 - recycled, and
- includes an item prescribed by the regulations but does not include an item excluded by the regulations.

Given this, a 'single-use plastic' item is any item which fits the definitions of 'plastic' and 'single-use' combined.

8. RELATED DOCUMENTS

Related policies and Strategies

- Climate Change Risk Assessment and Adaptation Action Plan
- Communication and Engagement Strategy
- Draft Hawkesbury Reconciliation Action
- Event Sponsorship Program
- Events Strategy
- Fireworks (Pyrotechnics) Display Policy
- Hawkesbury Community Strategic Plan
- Hawkesbury Environmental Sustainability Strategy 2023-2033
- Hawkesbury Litter Prevention Plan
- Hawkesbury Net Zero Emissions and Water Efficiency Strategy
- Procurement Policy
- Plastic Reduction and Circular Economy Act 2021 No 31
- Waste and Resource Recovery Strategy
- Western Sydney Regional Litter Prevention Plan 2023-2027
- Western Sydney Regional Waste and Sustainable Materials Strategy 2022-2027

9. ATTACHMENTS

Attachment 1 – Hawkesbury Sustainable Events Guideline



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HAWKESBURY EVENTS

SUSTAINABILITY SELF ASSESSMENT

Hawkesbury City Council is committed to being environmentally sustainable at events. To achieve this, our easy self assessment will help you in your event planning. Select one or more sustainability goals to work towards at your event.

WASTE

PACKAGING: Reduce the use of packaging when buying food, but if necessary – select materials that reduce waste and litter and are easily recycled.

CALCULATE THE RIGHT NUMBER OF BINS: It is important for litter prevention to consider both the area of space that you are going to use and the attendance you expect to calculate bin numbers.

PLACEMENT OF BINS: Recycling and landfill waste bins need to be placed side by-side to give people the option of either recycling or waste disposal. Place the bins close to food stalls etc.

EFFECTIVE SIGNAGE: Use standard, easy to read signs to reduce confusion.

REUSE: Use washable and reusable crockery and cutlery rather than single use disposables or use recyclable plates, forks, knives etc.

REDUCE: Encourage caterers and food vendors to receive their fresh produce in re-usable boxes, rather than single-use disposables such as foam boxes. Or use reusable/recyclable materials for catering.

RECYCLE: Consider incentivising recycling at your event by using programs like Return and Earn.

COMPOST: Where possible, compost your food scraps by creating a food scraps bin.

CLEANING: Use washable cleaning cloths rather than disposable paper towel.



WATER

CLEANING: Always use environmentally friendly soaps, detergents etc.

WATER WISE TOILETS: Where possible, ensure toilets have a half flush function and use water efficient basins.

DRINKING WATER: Bring back the tap! Aim to provide tap water instead of bottled. Portable water fountains can be hired.



ENERGY



POWER USE: Reduce power use where possible, e.g. turn off lights when not in use.

ENERGY SOURCES: Consider renewable energy sources at your event.



OTHER

SOURCING FOOD: Provide local, in season food.

COMMUNICATE: Tell caterers, vendors and participants about your program/event to get them on board with being more sustainable.

BIODIVERSITY: Reduce the impact you have on your surroundings. Protect flora and fauna!

TRANSPORT: Choose a venue with easy access to public transport to minimise the amount of car traffic to the event.



Is there anything else that you will be doing that will make your event more sustainable?





HAWKESBURY CITY COUNCIL

SUSTAINABLE EVENTS GUIDELINE



hawkesbury.nsw.gov.au



STATEMENT OF COMMITMENT TO FIRST NATIONS PEOPLES

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The City of Hawkesbury is predominantly situated on Dharug Country and includes Darkinjung Country in the Colo Heights and St Albans areas.

Hawkesbury City Council recognises and acknowledges the Dharug and Darkinjung Peoples as the Traditional Custodians of this land.

Hawkesbury City Council pays respect to all Dharug and Darkinjung Elders past and present and acknowledges their continuing contribution to the life of this city and the region.

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An aerial photograph of a coastal town at sunset. The sky is a mix of deep blue, purple, and orange. The town below is illuminated by the warm light of the setting sun. A dark, semi-transparent rectangular box is overlaid on the left side of the image, containing the title and introductory text. The bottom of the image shows a winding path through a green field with scattered trees.

Introduction

The Hawkesbury Sustainable Events Guideline (Guidelines) were developed to assist all event organisers to improve their sustainability and waste and resource recovery practices for events held in the Hawkesbury Local Government Area.

This Policy is in line with various Council strategies including, but not limited to, Our Hawkesbury 2025 – Community Strategic Plan, the Event Strategy, the Waste and Resource Recovery Strategy, the Net Zero Emissions and Water Efficiency Strategy, the Climate Change Risk Assessment and Adaptation Action Plan, the Environmental Sustainability Strategy and the Draft Reconciliation Action Plan.

The Guidelines include two sections, covering *Sustainability* and *Waste and Resource Recovery*.

Sustainability

Project Planning and Management

Have you set up sustainability objectives for the event and decided what you want to achieve for your event?

Have you determined if you want to collect any data to measure impact?
For example waste generation data.

Have you considered the environmental risks of your event and included them in the event's risk assessment?

Have you considered choosing a venue that is easily accessible and allows people to enter, exit and move around the site with ease, and if accessible unisex toilet facilities are available?

Have you planned to do a post-event sustainability evaluation?
An integral part of ensuring an event is sustainable is measurement, continuous learning and improvement. When undertaking the post-event evaluation, reflect on the sustainability outcomes and note down successes and learnings from the event.

Have you considered if the event can support a social cause or local community group? *For example, include zero waste, donating leftover food to a food collection service or other collection for charity.*

Have you considered if the event can provide volunteer opportunities?
For example, providing experience to local students or community organisations.

Have you considered including sustainable outcomes in your induction of and planning for staff, volunteers or suppliers?

Have you developed a project plan which incorporates the sustainability principles outlined in Council's Sustainable Events Policy, and these Guidelines?

Have you considered listing the key performance indicators (KPIs) and data to collect and included them in the project plan/ risk assessment? *This will enable you to measure and track the sustainability performance of your event.*

If a face-to-face event, have you visited the physical event site before the event to undertake a review against the sustainability objectives and performance indicators? *For example, confirm transport access options and waste management requirements*

Stakeholder Engagement

Have you made planning decisions that support your sustainability objectives?

Have you given everyone involved an opportunity to provide input to the sustainability of the event?

Have you influenced and gained participation in any sustainability initiatives?

Have you Influenced and created awareness of your events sustainability?

Have you identified and listed potential stakeholders that are directly or indirectly involved in or impacted by the event? *Prioritise your list of stakeholders based on the level of impact or influence they have on your events sustainability objectives, and who are critical to successfully achieving those objectives. For example, vendors providing food and serveware have a high impact on waste objectives. Sponsors handing out printed materials have a high impact on resource use and waste. Media and communications teams have a significant influence over the sustainable key messages communicated externally.*

Have you developed and delivered tailored sustainability messaging for your stakeholders, according to their priorities? *Ensure the key messages are consistent, clear, and relevant for all stakeholders.*

Have you engaged with local First Nations communities and/or representatives, particularly for significant events, on the incorporation of a Welcome to Country, or an Acknowledgement of Country into event proceedings and considered engagement of First Nations relevant suppliers and performers?

Have you identified opportunities suppliers and vendors can provide that may contribute to sustainability objectives? *During supplier and vendor engagement, communicate your sustainability objectives and expectations clearly so they can respond appropriately.*

Have you ensured all sustainability requirements are included in any stakeholder communications, supplier engagement, supplier contract clauses, attendee communications, media and promotion?

Has the sustainability self assesment been completed?

Marketing and Communications

Have you aligned with Council's and/or your organisations sustainability objectives and commitments?

Have you developed communications to represent and promote the sustainability of your event?

Have you utilised multiple communication channels that considers the diversity of the Hawkesbury community?

Have you established sustainability marketing messages based on the event's objectives, key performance indicators and flagship initiatives?

Have you mapped any key sustainability messages to your identified stakeholders and included them in your communications plan for the event? *When possible, communicate the intention of having a sustainable event to attendees and encourage participation. For example: ask attendees to bring their own reusable bottles, reusable bags, to download event materials on their personal electronic devices and to refuse single-use plastics. Consider incentivising sustainable behaviours. For example, offering a discount for bringing water bottles, and reusable coffee cups.*

Have you planned and designed event signage for reuse?

Procurement

Have you considered Council's Sustainable Events Policy and Council's Procurement Policy?

Have you sent new and existing suppliers and vendors the sustainability objectives of the event?

Have you requested the supplier or vendor to outline what they can provide or contribute *(for example, alternative products or services, or environmental data)* in order to help achieve and track sustainability objectives?

Food and Beverage

When providing food for an event, have you considered providing healthy choice options?

Have you considered sourcing sustainable harvested, locally sourced or seasonal catering or food and beverage vendor options?

Have you considered sourcing food and beverages to cater for all dietary requirement of attendees including but not limited to Vegetarian, Vegan, Gluten Free, Dairy Free and addressing specific allergies. *Food and beverages should be clearly labelled to identify options.*

When purchasing food and beverages, have you considered purchasing Fairtrade certified products? *Such products can range from tea and coffee, chocolate and ice cream and beverages.*

Energy and Transport

When hiring vehicles (land and on water), have you considered fuel efficient vehicles such as electric vehicles or hybrids?

Have you considered holding your event in locations which promotes the use of active and sustainable transport options? *Communications should include the encouragement of event attendees to use sustainable or active transport.*

Have you considered providing local transport options? For example, a shuttle buses service.

Where lighting and/or audio-visual equipment is required, has consideration been made to use energy efficient lighting (LED) and audio-visual equipment? *When possible, request data that can be used to provide evidence of reduced environmental impact.*

Have you set plans to manage and monitor lighting or equipment to ensure that the use is optimal including use of timers and turning off equipment when not required and at the end of the event?

Local Environmental Impacts

Have you identified potential pollution impacts that the event may have? *Including but not limited to air, light, noise, land and water.*

Have you researched legislative regulations and local council requirements for protection of waterways and the general environment?

Have you ensured trees are protected from potential damage including no infrastructure to be attached to trees and implementation of exclusion zones for significant trees?

If fireworks are intended, have you ensured you comply with the Hawkesbury Fireworks (pyrotechnics) Display Policy?

Social and Cultural Inclusion

Have you made yourself familiar with the Hawkesbury Disability Inclusion Action Plan (DIAP) 2023–2026?

Have you made yourself familiar with Draft Reconciliation Action Plan (RAP).

Have you considered how your event ensures inclusiveness to culturally and linguistically diverse (CALD) backgrounds?

Have you ensured your event caters to all age groups? *(unless your event is a specifically targeted event, for example, Youth week or a Seniors event).*

Sustainability Delivery and Evaluation

Have you planned to conduct a self-assessment on how the event went in terms of achieving sustainable outcomes and what you may improve upon at the next event? *Following your event, note down challenges, recommendations for improvements and opportunities for innovations.*

Have you planned to include sustainability outcomes in internal, supplier and stakeholder debriefs and evaluations?

Have you planned to incorporate improvement opportunities into future event implementation plans and supplier contract clauses?

Have you planned to promote the sustainability achievements of your event following the event? *If you set event objectives in the planning stage, then you could determine following the event if you achieved these objectives.*

Waste And Resource Recovery

Waste Management

Have you included waste management in the events Project Plan and identified the waste streams that will be generated at your event?

Have you considered ways to eliminate or reduce certain waste streams entirely at the planning stage? *For example, switching to digital solutions, limiting packaging, or requiring vendors to adopt zero-waste practices?*

Have you ensured you have adequate waste management solutions to cater for the expected waste generation of the event? *Consideration should be given to the type of waste generated and the expected number of people attending to ensure the correct number and streams of waste collection is available. For large events, the frequency of bin collections should also be considered.*

Have you planned and mapped where bins will be placed? *Best practice is to plan for bins to be placed at highly visible locations near food stalls and entries/exits. When providing a recycling service, a general waste bin should always be placed immediately adjacent to any recycling bins to avoid contamination.*

Have you designed appropriate signage to help attendees locate the bins? *This may be on an event map or utilising signage to direct attendees to the closest bin.*

Have you designed appropriate bin signage to help attendees know which waste stream the bin is for? *Any signage should clearly indicate the type of waste that can be placed in different bins to help avoid incorrect bin usage.*

Has consideration been given to the waste hierarchy? *The hierarchy for waste should be 'avoid and reduce waste', then 'reuse waste', then 'recycle waste', then 'recover waste', then 'treat waste' and as a last resort 'dispose of waste'.*

Merchandise, Printing and Signage

Have you explored alternative engagement strategies instead of giveaways? *For example, offering digital vouchers, experiences, or competition entries to eliminate physical waste?*

If providing giveaways, have you considered the environmental implications of the giveaway? *Single use plastic giveaways should always be avoided. Avoid the use of showbags and giveaways from sponsors and vendors when possible. If giveaways cannot be avoided, preference should be given to reusable items and/or items made from recyclable or sustainable materials.*

Have you planned to avoid disposable items? *If disposable items are unavoidable, preference should go to using items that are recyclable or compostable.*

If your event requires signage, have you considered using recycled materials? *If using recycled materials, it is recommended to clearly label the signage highlighting that it is recycled to prompt community understanding of the sustainability of your event.*

If outsourcing, have you request recycled, plastic free, or other sustainable options from suppliers?

Have you considered making all event communications electronic to minimise paper usage? *This includes invites, programs, maps and materials for event planning such as agendas or reports. Where possible, consider using screens at the event to provide information or web email links to attendees for online resources rather than providing printouts.*

If print materials are essential, have you considered making them double-sided and on recycled materials to avoid excess waste? *Confirm attendee numbers to avoid overprinting.*

Have you considered reusing as many existing signs, scrim, banners or other decorations for your event? *Where new materials are needed, consider designing your materials to be reused for future events. Avoid dates or themes that require year on year new printing. Avoid custom build stands or displays.*

Are you adhering to the NSW single use plastic bans? *As per the Plastic Reduction and Circular Economy Act 2021?*

Have you ensured any decorations are sustainable? *For example, the use of glitter, confetti or balloons should be avoided.*

Litter Prevention

If the waste management solutions you've organised to cater for the expected waste generation of the event are not adequate, have you organised for a 'back-up plan' to address this? *For example, a post-event clean-up or extra bin collection service.*

Have you considered incentivising people to use the waste management solutions? *For example, utilising a scheme such as Return and Earn.*

Have you considered having bin monitors? For example, having trained staff or volunteers at bins to assist with correct disposal and to answer questions. *Another example for large events is having regular announcements reminding attendees to put their litter into the bin.*

Have you considered education and awareness activities for litter prevention? *For example, utilising the NSW Environment Protection Authority (EPA) 'Don't be a tosser!' campaign.*

Have you considered focusing and investing in the prevention of priority litter items entering the environment? *The priority litter items identified in the Hawkesbury (2025) include cigarette butts, beverage containers, litter fragments, takeaway packaging, snack and confectionary items, and party items.*

Have you considered undertaking a litter count post your event to determine which items were littered? *This data could be used to better understand which items need to be addressed in your future event planning for litter prevention.*

Food and Beverage

If holding an event where reusable cutlery, crockery and dishwashing stations are available (such as a community workshop or training event), have you planned to use reusables?

Have you provided drinking water on tap or in refillable jugs, coolers or water stations with reusable cups or bottles to encourage a reuse culture?

Have you promoted that attendees bring their own reusable water bottle to events?

When providing food for an event, have you considered avoiding individually wrapped items?

If catered, have you requested that all catering is supplied on reusable, washable plates, cutlery and cups. *Where this is not possible request that recyclable or compostable serve ware is used.*

Have you communicated with caterers and vendors that single-serve containers and single-use items are to be avoided? *These include milk, sugar, sweeteners, butter, condiments, salt and pepper, stirrers, straws, plastic fish with soy sauce or individually wrapped food items.*

Have communicated to your caterers or food vendors, the most accurate number of attendees expected at your event? *Communicate this with enough notice so that correct food quantities can be planned an ordered and waste minimised.*

Have you encouraged food vendors to offer smaller portion sizes or “half serves” to reduce food waste?

Have you considered arranging for a pick-up of any leftover food that will otherwise go to waste?

Waste and Resource Recovery Delivery and Evaluation

Have you planned to conduct a self-assessment on how the event went in terms of achieving waste and resource recovery outcomes and what you may improve upon at the next event? *Following your event, note down challenges, recommendations for improvements and opportunities for innovations.*

Have you planned to include waste and resource recovery outcomes in internal, supplier and stakeholder debriefs and evaluations?



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