

Sustainable Events Guide for our community



About this guide

Woollahra Council's vision is for a thriving, inclusive, sustainable and resilient community that will benefit future generations. We are committed to supporting events to be more sustainable with minimal impact on the environment.

Sustainable events minimise waste to landfill, energy use, carbon emissions and water use. Outdoor events and activities ensure the natural environment is protected, including our plants and animals, waterways, bushland and threatened species.

This guide outlines:

- 1. Minimum standards** – the mandatory requirements all event organisers must follow when organising an event.
- 2. Guidelines to improve sustainability** – actions to implement where possible.



Section 1:

Minimum standards – our mandatory requirements

All event organisers need to plan how you will:

1. Reduce and manage removal of your waste
2. Avoid single-use plastic packaging
3. Collect any litter
4. Protect our plants, trees and waterways

1. Reduce and manage removal of your waste

For all outdoor events in our parks and reserves

- A Waste Management Plan is required with your [Event Management Plan](#) when you submit a [request for an organised event](#).
See extra Waste Management Plan tips on page 9
- You cannot rely on the existing Council bins in public parks to cater for your waste.
- You need to determine which of these waste management options you will use:
 - Host an event with reusable plates/cups/utensils and take any rubbish with you.
 - Take your rubbish with you to put in your home bins (for small events only).
 - Request extra bins from Woollahra Council (for larger events).
 - Provide extra bins and waste services through another supplier (for larger events).
- To order extra bins from Council email our Trade Waste team at least 2 weeks before your event records@woollahra.nsw.gov.au
Note that we can only provide general waste bins for events, we cannot provide recycling bins.

For large scale outdoor events

- You need to work together with a waste management contractor to complete a comprehensive Waste Management Plan and submit this with your [Park Hire Application](#) and related [Event Management Plan](#).

For indoor events at our halls and venues

- Where black wheelie bins (trade waste bins) are provided at the site put all rubbish in these outside bins.
- Where there are no trade waste bins, all rubbish must be taken away by the hirer.

2. Do not use banned single use plastic and problem litter items

Ensure you follow the [NSW Government Single Use Plastics](#) ban requirements.

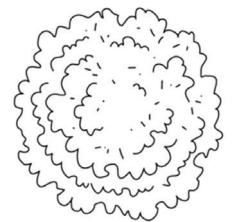
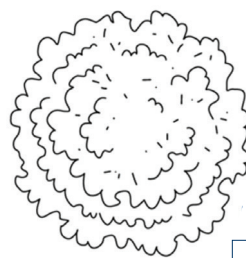
- These banned items are not to be used or given away at events:
 - Light weight plastic bags
 - Plastic straws, cutlery or stirrers
 - Plastic plates or bowls without lids
 - Polystyrene cups or food containers
 - Juice/drink boxes with plastic straws and snack packs with attached plastic straws
- The single-use plastic ban applies even if the banned items are made from biodegradable plastic, compostable plastic or bioplastics.
- Avoid providing individual sachets of condiments such as tomato sauce, soy sauce, salad dressings, salt and pepper. Provide sauce bottles or similar to use instead.
- Balloons and confetti are not to be used at events.

3. Collect all litter and remove it from your event site

- After your event organisers or event staff must conduct a litter patrol of your site and remove and correctly dispose of any litter items.
- Your organisation will be charged if any extra cleaning or maintenance is needed.

4. Protect plants, trees and waterways

- Organisers of outdoor events must ensure no trees, shrubs or vegetation are damaged, trampled, lopped or removed.
- Seek a permit and advice from our Recreation team if you need to drive over park areas. This helps ensure you avoid damaging irrigation equipment and trees. Remember to consider the height of vehicles and trees.
- Take special care when moving vehicles and always use a traffic spotter.
- When using marquees carefully select the position to protect tree roots. Ground pegging is not permitted. Weights should be used to secure the marquee as this reduces potential damage to soil, grass and root system of our trees, and sub-surface pipes and irrigation lines.
- Ensure no cooking oil or waste-water is discharged into parks or waterways.



Marquee

Position away from the canopy and root zone of nearby trees

Section 2:

Guidelines to improve your event sustainability

If you'd like to do more to reduce the environmental impact of your event consider each section of the guide below and select the actions that support your sustainability commitments.

Event Manager to:

1. Nominate a sustainability champion for your sustainability actions and start planning early so you can involve suppliers and participants in your intended actions.
2. Ensure sustainability is included in your event evaluation so you capture your successes and ideas for improvement.

Transport and power

Promote transport options	<ul style="list-style-type: none">• Provide clear information and promote public transport options.• Add value, fun and interest to your event by encouraging people to arrive by ferry.• Provide information about safe bike and walking routes and where to park bikes.• Inform people of any parking challenges to encourage use of other transport modes.
Source renewable power options	<ul style="list-style-type: none">• Note that all Woollahra Council halls/venues are powered by 100% renewable energy.• For outdoor events source lighting and variable message boards that are powered by solar. Seek permission and advice from our Recreation team for use of these signs.
Reduce power use	<ul style="list-style-type: none">• Turn off lights, air-conditioning and power when not in use.• Check you've turned everything off as you leave.• Note that most of our parks do not have access to power.

Promotion and printing

Avoid printed materials	<ul style="list-style-type: none"> • Promote your event online. • Use e-ticketing options.
Use recycled paper	<ul style="list-style-type: none"> • Select 100% postconsumer recycled, or Forest Stewardship Certified (FSC) paper if you need to print.
Consider sign and banner options	<ul style="list-style-type: none"> • Minimise or avoid use of banners where possible. • Design signs and banners for reuse in future events. e.g. with a web link rather than a date. • Make signs and banners from products that contain recycled content and/or from materials that are recyclable. • Consider a solar powered electronic message board (VMS). Seek permission and advice from our Recreation team for use of these signs. recreation@woollahra.nsw.gov.au
Use QR codes	<ul style="list-style-type: none"> • Make posters with QR codes linking to key information rather than providing printed handouts at your event.
Make your sustainability commitments public	<ul style="list-style-type: none"> • Promote your sustainability initiatives to participants. • Let people attending your event know how they can help reduce their impact.



Waste reduction

Avoid waste	<ul style="list-style-type: none">• Ask your participants to BYO water bottles, cups, plates and bowls.• Offer tap water in jugs or re-filling stations to refill water bottles rather than selling bottled water.• Choose items with minimal or no packaging.• Hire or buy reusable cups to be refilled and reused throughout the event.• Reconsider any giveaways or source options that will not end up as waste. Please detail any giveaway items when you submit your event application.• Choose caterers and stall holders that are committed to our waste reduction goals.
Organise bins, waste separation and recycling	<ul style="list-style-type: none">• Woollahra Council can only provide general waste bins for events.• If you have small amounts of recycling you can take it home with you.• If you have a large event and wish to provide recycling bins you will need to source these from another waste provider e.g. search for “event waste management”.• For large events engage volunteers or a waste management company to monitor bins and assist everyone to separate waste.• For large events with many food vendors, an organics waste collection may be practical. Ensure your waste contractor has arrangements with a suitable organic waste processing facility.

Catering, decorations and suppliers

Select suppliers carefully	<ul style="list-style-type: none">• Develop a list of suppliers required for your event and review their sustainability commitments. Choose suppliers with a good sustainability track record.• Communicate your waste management plans and sustainability commitments early with all suppliers to ensure they comply with your requirements.• Find suppliers who hire items that link with your commitments to reduce waste.• Consider supporting local businesses.
Reduce food waste and consider the impact of your catering	<ul style="list-style-type: none">• Set up RSVPs or online registration to get more accurate numbers to help avoid food waste.• Source caterers that provide vegetarian/vegan/free-range/certified organic and fairtrade/ethical options.• Registered businesses may be able to organise a solution for leftovers through a food rescue charity or not for profit.
Look for low-impact decorations	<ul style="list-style-type: none">• Use paper decorations such as lanterns or bunting that can be reused for repeat or similar events.• Use fabric decorations such as garlands, fabric ornaments, lettering and bunting.• Consider hiring decorations.
Ask for sponsorship support	<ul style="list-style-type: none">• Seek sponsors that align with your commitment to sustainability.• Look for sponsorship to support your sustainability initiatives.

Waste Management Plan tips

Please ensure your waste management plan considers the following details:

1. The types of waste your event will create. For example: left over food, food packaging, napkins, general waste from participants, aluminium cans.
2. Who will supply bins for your event? This could be Council or an external contractor.
3. The number of bins you will order for the event.
4. Who will be responsible for ensuring all waste is in the bins and not left as litter.

For large scale events

5. Name of the contractor supplying your waste management services.
6. Breakdown of the number of bins for each waste stream.
7. Location of bins relative to your event structures.
8. When the bins will be delivered and collected from the site.
9. How grey water, used cooking oil and ice from caterers will be safely managed.

More information

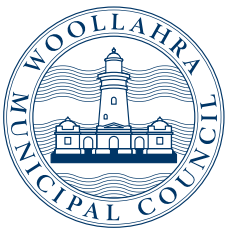
Woollahra Council Web links and documents

- [Park Hire information](#)
- [Park Hire – General Conditions](#)
- Park Hire contact: recreation@woollahra.nsw.gov.au
- [Hall and Venue Hire information](#)
- [Halls and Venues – Conditions of Hire](#)
- Hall and Venue Hire contact: venuehire@woollahra.nsw.gov.au

NSW Government

- [Single Use Plastic Bans](#)

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ALL INFORMATION
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