



WAVERLEY  
COUNCIL

# Internal Events Guidelines



Guidelines owner	Meredith Graham - Executive Manager, Engaging Waverley
Prepared by	Alejandra Torres - Environmental Sustainability Engagement Officer, Environmental Sustainability
Approved by	Meredith Graham - Executive Manager, Engaging Waverley Sam McGuinness - Executive Manager, Environmental Sustainability
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Relevant strategic direction	Waverley's Community Strategic Plan 2018-2029 The Environmental Action Plan 2018-2030 Community Engagement Strategy Waverley's People, Movement and Places The Sustainable Waste Strategy Reconciliation Action Plan
Relevant legislation/codes	The NSW Local Government Act (1993) Protection of the Environment Operations (Waste) Regulation 2014 Disability Services Act 1993
Related policies/documents	Interim Internal Events Policy 2019
Related forms	Alternative Resources List

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## Introduction/Background

Our organisation has an ongoing commitment to positive environmental change. This is reflected in Council's Environmental Action Plan and Community Strategic Plan which sets strong and ambitious environmental, community and organisational targets. Moreover, in April 2018, Council passed motion CM/8.3/18.04 for Council to improve the environmental sustainability of its externally and internally run events.

An Internal Events Policy was developed and endorsed by ELT in October 2019. The policy sets the minimum social and environmental requirements for council run event, workshops, formal meetings, functions, ceremonies, training sessions and engagement activities.

This guideline will help staff implement these requirements.

## Scope/Purpose

This guideline is designed to help staff implement the minimum social and environmental requirements in Council's Internal Events policy.

These guidelines apply to all Council staff and to all events at all Waverley Council owned or operated venues, sites and assets, as well as Waverley Council organised events conducted at private venues. It applies to both indoor and outdoor events.

## Instructions

The following instructions must be followed at all event, workshops, formal meetings, functions, ceremonies, training sessions and engagement activities. The Environmental Sustainability Team will carry out an annual progress review on the implementation of the policy. Results will be presented and discussed with ELT and relevant managers and staff once a year.

### Planning

- Plan and design your event for diverse community participation.
- Minimise waste, pollution and chemical use.
- Minimise energy, water, resource use.
- Considered the full cycle of products including production, distribution, use and disposal.
- When possible, choose local and socially responsible organisations/business.

### Choose the right venue

- Your venue must be accessible to people of all ages and abilities.
- Your venue must be accessible by foot, cycling or public transport.
- Availability of resources such as tables, chairs and projectors when possible.
- Access to water and reusable crockery when possible.
- Access to recycling, general waste and if possible, compost bins.

## Sustainable Procurement

- Minimise Unnecessary Purchasing – only purchase when a product or service is necessary.
- Minimise Waste – purchase in accordance with avoid, reduce, reuse and recycle strategies, procure goods that include recycled content where possible and avoid single use plastics.
- When possible procure goods and services sourced via indigenous or Australian Disability Enterprises, while ensuring compliance with legal requirements and Council’s procurement policy and procedures.

## Reduce greenhouse gas emissions

- Promote walking, cycling, carpooling and public transport options in all your communication materials.

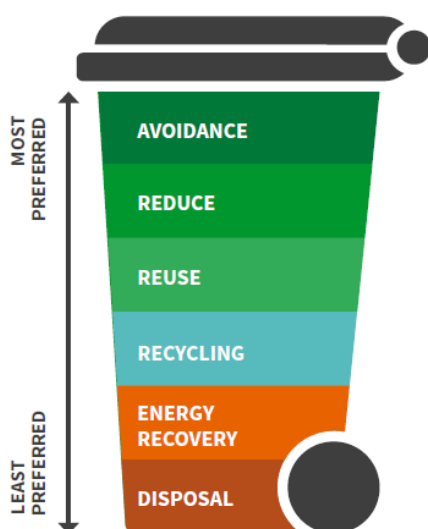
## Before you print...go digital

- Know your audience. Is printed material needed or can you go promote online e.g. via email, social media or Yammer?
- Avoid banners. If needed, design for reuse: use a classic style and leave dates off banners.
- Print all your promotional material on Forest Stewardship Certified (FSC) and/or 100% post-consumer recycled paper.
- Avoid giveaways. If needed, choose reusable giveaways such as reusable cups and water bottles. A more comprehensive list of alternatives can be found in the *Alternative Resource List*.

## Responsible catering

- Offer socially responsible produced tea, coffee and sugar. Look for the Fair-Trade symbol or other relevant certification.
- When possible choose local catering.
- Cater for a diverse range of dietary requirements and label food.
- Supply local, in season, fresh and when possible organic produce.

## Manage Waste



All Council run events, meetings, function, training, ceremonies and workshops are to adhere to the principles in the NSW EPA Waste Hierarchy where waste avoidance is the most preferable outcome and waste disposal to landfill a last resort.



**Event organisers must ensure events are single-use plastic free.**

In some cases, events may require a Waste Management Plan. A Waste Management Plan is required for any event with an anticipated crowd size of more than 100 people and/or where food, drinks, giveaways and promotional materials are involved. The plan will ensure you have enough bins to cover your event’s general waste and recycling needs.

- Single-use plastic and polystyrene products and packaging are not to be used.
- Use reusable or recyclable decorations.
- Balloons are not to be used/given away during events.
- Products sold or distributed must be reusable or comprised of biodegradable and/or compostable materials.
- Reusable food and beverage ware i.e. crockery is to be used when possible. Paper/Compostable/biodegradable food and beverage ware is to be used and managed on site if reusable is not an option.
- Disposable plastic water bottles are NOT to be sold or given away during an event; water refill stations should be sought for outdoor events. Please contact the Environmental team for how to organise this.
- A sufficient number of general waste and recycling bins must be organised for the event. Signage must be placed in each bin (please click here for bin number requirements and signage). For information on waste logistics including bin requirements and where to get these please contact the relevant team leader from Resource Recovery or Parks & Open Space.
- Any washing up liquid brought and used on-site to must be environmentally friendly e.g. non-toxic, biodegradable, phosphate-free, hypoallergenic and septic and compost safe.
- Promotional materials must be printed on Forest Stewardship Council (FSC) certified and/or 80 – 100% post-consumer recycled content. Check our preferred suppliers.
- Avoid banners. If needed, don't print dates to maximise the reusability of the banner.
- Do not provide show bags or large amounts of printed material.
- Are you organising a big event? Will there be any leftover food? Please contact a food rescue charity that can distribute excess food to vulnerable people in Sydney. Visit [www.foodwise.com.au](http://www.foodwise.com.au) for a list of charities.

Please refer to Table 1 for a list of waste avoidance solutions

**Table 1. Waste Avoidance Solutions for event organisers**

<b>PROHIBITED</b> 	<b>APPROVED ALTERNATIVES</b> 
Polystyrene and plastic plates, bowls, cutlery etc... Compostable biodegradable plastics and degradable plastics	Reusable serving ware such as crockery Biodegradable products including bamboo cutlery, wood cutlery (FSC certified), and sugar cane/corn-starch plates (note: compostable 'bio-plastics' are single-use plastics and are prohibited).
Plastic straws	Paper, bamboo and metal straws
Plastic stirrers	Wooden and bamboo stirrers and paddle pop sticks
Plastic bags	Calico and paper bags, or ask attendees to bring their own bag
Individual sugar, salt and pepper and sauce sachets	Bulk shakers or dispensers
Sunscreen sachets	Bulk pump pack sunscreen
Water in a disposable water bottle	Water refill stations (rentable) or water stations with 100% recyclable paper cups and encourage event attendees to bring their own reusable water bottles to reduce use of paper cups.
Balloons, plastic tablecloths or any item wrapped in individual single use plastic packaging	Paper, cardboard and fabric products including serviettes made of recycled paper, fabric tablecloths and bunting and honeycomb decorations

## Roles & Responsibilities

- Staff are responsible for familiarising themselves with the Internal Events Policy and Guideline.
- All Managers are responsible for ensuring staff are complying with the Internal Events Policy and Guideline.
- The Environmental Sustainability Team is responsible for providing support and where possible, annually updating relevant sustainability resources and undertaking annual reporting on implementation of the Internal Events Policy and Guidelines to ELT.

## Definitions

Term	Meaning
Events	<ul style="list-style-type: none"><li>• For the purpose of this document, events will include workshops, formal meetings, functions, ceremonies, training sessions and engagement activities.</li></ul>