



WAVERLEY
COUNCIL

Interim Internal Events Policy

Policy owner	Meredith Graham
Approved by	Executive Leadership Team (ELT)
Date approved	04 November 2019
Commencement date	November 2019
TRIM Reference	A11/0687
Next revision date	November 2020
Relevant legislation/codes	The NSW Local Government Act (1993) Protection of the Environment Operations (Waste) Regulation 2014 Disability Services Act 1993
Related policies/procedures/guidelines	Waverley Council Code of Conduct 2019 Internal Events Guidelines 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
Related forms	Alternative Resources List

Table of Contents

1. Background	4
2. Purpose	4
3. Scope.....	4
4. Policy Content	5
5. Review of Policy.....	6
6. Definitions.....	6

1. Background

Waverley Council has a strong commitment to social and environmental sustainability, outlined in various Plans and Policies including

- 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
- Waverley Council Code of Conduct

Council has also committed to lead by example and ensure environmental sustainability is systemic and embedded across Council's day-to-day business, services and operations.

In April 2018, Council passed motion CM/8.3/18.04 to stop the use of single-use plastic items, reduce waste generation, and ensure the integration of sustainability and accountability through Council's events policy. This Interim Policy and associated guidance materials addresses Council run events; including workshops, formal meetings, functions, ceremonies, training sessions and engagement activities at Council owned or privately run venues. The full integration of sustainability into all Council events, including external events, will be completed within 12 months.

This policy has been prepared in response to the CM/8.3/18.04, our aforementioned environmental and sustainability commitments and targets, and broad staff consultation.

2. Purpose

The purpose of this policy is to:

- provide principles for delivering Council run events on Council land and buildings, as well as private venues, that exemplify social and environmental sustainability
- require formal meetings, ceremonies, workshops, training, functions and engagement activities, run by Council to meet minimum social and environmental sustainability requirements; and
- ensure that staff and stakeholders experience and observe social and environmental sustainability at our internal events, in line with Council's environmental targets and commitments

3. Scope

This Policy applies to all Council employees, contractors and Councillors. For the purpose of this Policy, events refer to workshops, formal meetings, functions, ceremonies, training sessions and engagement activities, run by Council as part of council business.

4. Policy Content

4.1 Principles for Social and Economic Sustainability

All events run by Council staff at Council owned or operated venues and sites, as well as Council organised events conducted at private venues, must demonstrate social and environmental sustainability by adhering to the following principles:

- a. Acknowledge and pay respect to the traditional owners and custodians of the land;
- b. Respect and accommodate the needs of staff and stakeholders of all ages, abilities and linguistic, cultural and religious backgrounds;
- c. Practice waste avoidance and maximise resource recovery;
- d. Promote choices that minimise environmental impact, including through energy, transport and water management;
- e. Minimise pollution including noise and light
- f. Protect biodiversity - both marine and terrestrial
- g. Follow sustainable procurement practice for any products, supplies and promotional materials required for events.

4.2 Minimum Social and Environmental Sustainability Requirements for Events

Council requires that events run by Council meet the following minimum social and environmental sustainability requirements:

1. Paying respect to Traditional Owners:
 - a. An Acknowledgement to Country should be included at the commencement of all-important internal meetings: *‘Waverley Council would like to acknowledge the Bidjigal and Gadigal people, who traditionally occupied the Sydney coast. I/we also like to acknowledge Aboriginal Elders both past and present’.*
 - b. A formal Welcome to Country, undertaken by a Traditional Owner, should be organised for all large or formal events, or events with a strong affiliation with Aboriginal people. Please contact Council’s Community Development Officer- Diversity for direction
2. Inclusivity and Accessibility. Diverse community participation should be supported by ensuring events are accessible and inclusive for people of all ages, abilities and linguistic, cultural and religious backgrounds.
3. Sustainable Waste Management practices are required, including:
 - a. No single use plastic packaging or containers such as balloons, single use plastic bags, single use plastic cups, single use plastic straws, single use plastic cutlery, single use sachets, polystyrene or Styrofoam is to be sold, distributed or used at events;
 - b. No use of single-use plastic bottled water at events (unless venue has no access to water);
 - c. Avoiding or minimising the generation of waste where possible; and
 - d. Maximising resource recovery through reuse and recycling opportunities.
4. Greenhouse gas emission reduction: Reduce energy use and maximise the use of renewable energy sources, public transport, cycling, walking and carpooling.
5. Water use and water quality: Maximise use of recycled water, minimise use of potable water (for purposes other than drinking water) and minimise sediments or contaminants entering waterways.

6. Protection of marine and land-based biodiversity (animals and plants): Use designated areas only, avoid pollution incidents, avoid damage to soil and vegetation, minimise wildlife exposure to light, noise and pollutants.
7. Sustainable Procurement: Maximise the environmental and social opportunities of any products, supplies and promotional materials used at the event through responsible catering and procurement choices. Prioritise local and indigenous and social enterprise suppliers where possible, while ensuring compliance with legal requirements and Council's procurement policy and procedures.

4.3 Enforcement

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. Lack of compliance with the Internal Events policy and guidelines will be discussed in staff's annual performance review.

5. Review of Policy

- 5.1. This policy will be reviewed by 1 November 2020, in light of changes to the external facing Events Policy. Council staff may provide feedback about this document by emailing [insert generic email of policy owner].

6. Definitions

Term	Definition
Events	For the purpose of this document, events will include workshops, formal meetings, functions, ceremonies, training sessions and engagement activities
