

Policy Number		Passed by Committee of Management
10		16 September 2021

ENVIRONMENT and SUSTAINABILITY POLICY

Purpose

The Environment and Sustainability Policy aims to integrate a philosophy of sustainable development into all the U3A Nunawading's activities and to establish and promote sound environmental practice in its operations.

Policy

U3A Nunawading Inc. commits itself to minimising its impact on our environment through:

- Having an environmentally sustainable aware culture, where responsibility is assigned and understood.
- Following the sustainable environmental policies and facilities of the City of Whitehorse Community Hub on matters such as responsible use of energy and water, and recycling.
- Conserving natural resources by reducing, reusing and recycling where feasible.
- Taking steps to improve environmental performance continually.
- Working with suppliers who promote sound environmental practices.
- Enhancing awareness among our volunteers, and members – educating and motivating them to act in an environmentally responsible manner.

Responsibilities

- It shall be the responsibility of the Committee of Management to establish and maintain policies and procedures and to bring these procedures into effect.
- It shall be the responsibility of the Risk Management Committee to ensure the implementation of these policies and procedures.

Action

U3A Nunawading will:

- ensure that Members are familiar with and are expected to comply with the policies and procedures of the Hub relating to the environment and sustainability.
- educate Members on the facilities in the Hub building that minimise energy and water use and those for recycling, and support the Council staff in the appropriate use of these facilities.
- use reasonable endeavours to reduce, reuse and recycle materials in its administration and classes, including:

- minimising paper use in the administration
 - encouraging class leaders and participants to minimise paper usage in their classes
 - using re-use or recycling opportunities for electrical appliances and electronic/ computer equipment where feasible
 - considering the environment and sustainability practices of suppliers, including purchase of recycled paper
- provide news items about the environment and sustainability in communications with members,
- encourage more classes and other activities on the themes of environment and sustainability (in addition to the current Climate Change and Gardening classes)
- notifying Council staff at the Hub of incidents or conditions that are deemed to be not environmentally sustainable and consulting with them to make improvements where possible.
- conduct annual audits and self-assessments to continually improve its performance on environment and sustainability matters.

RELATED DOCUMENTS / POLICIES:

- *AIR Act and OH&S Act*
- U3A Nunawading Inc. Constitution and Rules
- U3A Nunawading Policies