

Sustainable Event Policy

Version 2 July 2023

1 Introduction

LGNSW is committed to ensuring all events are organised and conducted in a sustainable manner. This policy provides guidance to LGNSW staff and event suppliers to ensure that sustainability principles are applied to the management of events and to identify areas to be considered when organising and conducting a sustainable event including:

- waste minimisation
- resource recovery
- reducing greenhouse emissions
- energy conservation
- water conservation

LGNSW is working towards achieving net zero emissions from its events.

1.1 Commencement

Version 1 of this determination commenced on 18 June 2021.

1.2 Application

This policy applies to all employees and event venues that LGNSW engages for the purposes of holding events, forums, and conferences.

2 Objectives

The objectives sought and benefits of applying this policy include:

- Reduces costs
- Minimises environmental impacts
- Promotes corporate social responsibility
- Supports local suppliers
- Enhances our reputation and image as a sustainable organisation

3 Key Considerations

3.1 Waste minimisation and resource recovery

Apply the waste hierarchy principles in order to avoid, reduce, reuse, recycle. To achieve this:

- Liaise with venues to discuss initiatives to reduce and minimise the use of single use items and unnecessary packaging.
- Strongly encourage suppliers and sponsors to avoid using single use items or look to incentivise sponsors using recyclable materials.
- If unavoidable, use products that are recycled and recyclable.
- Where practicable, provide re-usable glassware and crockery
- Where practicable, encourage participants to bring their own reusable coffee cups and water bottles.
- Minimise the use of printed materials and handouts (e.g., agendas, freebies etc.).
- Recycle all recyclable items where appropriate systems are available, including food waste and packaging (paper, cardboard, plastic, glass, steel and aluminum).
- Reduce waste through sustainable purchasing, such as only buying what is needed, buying products made with recycled content or durable products that can be repaired.
- Encourage the vendor to provide left over food to those in need (e.g., through OzHarvest).

3.2 Water and energy use

Events can be high water and energy consumers. Measures should be taken to minimise water and energy consumption and to communicate these measures to participants at events through for example the following actions:

- Purchase of energy and water efficient equipment for such things as lighting, power and hire equipment.
- Optimise heating, ventilation, and air conditioning use through appropriate operating hours, temperature, and airflow etc.
- Implementing a program to off-set greenhouse gas emissions from energy usage and hired equipment.

3.3 Event Promotion

Event promotion can be resource intensive. The following practices can minimise impact:

- Minimising the use of non-reusable items (for example promotional flyers) and maximise those that are reusable (for example reusable banners and signs)
- Use promotional methods that do not involve printed products including web/online, social media etc.
- If printed promotional materials are necessary, use products produced with sustainable paper products and inks.

3.4 Transportation

Transport is a major contributor to greenhouse gas emissions and should be considered when assessing a venue's suitability. Sustainable transport options include:

- Encouraging visitors and staff to use more environmentally friendly methods of transport for commuting to and from the event. Provide information on nearest transport interchange and bike routes/storage.
- Exploring the feasibility of off-setting greenhouse gas emissions for transportation of visitors and staff to the event.

3.5 Sustainable Purchasing

All events should consider the impact of their purchasing decisions. Principles include:

- Evaluate venues against the LGNSW principles for a Sustainable event (this policy) and the checklists provided.
- Seek sponsors and vendors who reflect positive environmental values and practices.
- Purchase from the council of the LGA and SME sized local businesses where the event is being held.
- Utilise the local councils' sustainable suppliers if they have a list.
- Hire rather than buy equipment where possible.
- Consider menu choices that include native, local, and seasonal ingredients .

3.6 Accommodation

Accommodation that is booked or recommended for an event should strive to meet the same sustainability principles as outlined in this policy, such as water and energy efficiency, minimise waste and maximise reuse opportunities, and facilitates sustainable transport use.

LGNSW commits to implement this policy across all events and will make an effort wherever practicable to monitor sustainability efforts and greenhouse gas reductions, quantify and display these throughout the event. These efforts will be promoted on any event material (and post-event material where relevant), for participants to view actual savings.

3.7 Net zero emissions

When offsetting energy and transportation, ensure the carbon offsets are credible. Consider offsets located within NSW.

4 Document Control

Version	Amendment Details	Approval	Determination Owner	Period Active
1.0	New Determination	Board approved 18/6/2021	Strategy Manager, Environment & Executive Manager Advocacy	18/6/2021 – 7/7/2023
2.0	Minor amendments following biennial review, as outlined in the report to the Board.	Board approved 7/7/2023 PRC noted 9/6/2023 ELT noted 26/5/2023	Director Events and Learning	7/7/2023 - ongoing
3.0	2 yearly review due July 2025			