

# Local Government NSW (LGNSW)

## Principles and Guidelines for Event Sustainability (Version 4.4)

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1. Reduce the carbon footprint/ emissions of the event by:
  - a) Powering events by green energy where possible (sponsored where available).
  - b) Evaluating venues in part based on their environmental policies and practices.
  - c) Ensuring that, wherever possible, event venue and accommodation will be within walking distance, or communal fuel efficient transport options will be provided.
  - d) Encouraging delegates to car pool wherever possible.
  - e) Encouraging delegates to purchase carbon offsets for their travel to and from the event, where available.
  - f) Investigating options for teleconferencing or videoconferencing, where appropriate and feasible, as an alternative to long distance/ air travel by presenters.
  - g) Ensuring that lights will be turned off in areas of the venue when not in use for the conference.
  - h) Natural ventilation will be used in preference to air conditioning wherever possible and practicable.
  - i) Ensuring that the Trade Exhibition area will use minimal power for lighting. Where possible maximum use will be made of natural light during the day.
  - j) Ensuring that references to travel and access to events and venues include and prioritise public transport options.
2. The waste hierarchy will apply (in order of preference, avoid, reduce, reuse, recycle). To this end:
  - a) Drinking water will be tap/ town water, provided in refillable containers, for consumption in washable, reusable cups/ glasses. Events will use glasses and water jugs rather than bottled water.
  - b) Catering will be supplied on reusable, washable plates.
  - c) Receptacles with clear signage to facilitate the separate collection of paper, containers (glass, aluminium and plastic) will be located at various locations at the venue.
  - d) All printers and copiers will have a double sided printing capability.
  - e) LGNSW will be provided with 100% recycled paper throughout the conference.

- f) Name badges will be reused where possible.
  - g) The use of balloons, confetti, polystyrene or similar single use items is to be avoided.
  - h) Expressions of interest and registration will, wherever practicable, be via electronic means.
3. Sponsors are actively sought who reflect positive environmental values and practices.
  4. All conference material will be printed on recycled paper and, where possible, use vegetable-based inks.
  5. The conference gift will be selected for its ability, usefulness and likelihood of being reused.
  6. Conference hand-outs will be at a minimum and will be printed on recycled paper and where possible an electronic version provided for participants utilising personal electronic devices (ie laptops, ipad or equivalent).
  7. Electronic communication is the preferred method throughout the planning of the conference.
  8. All produce used in catering for the event will be sourced locally, where possible.
  9. All crockery and cutlery will be washable/ reusable or where this is not possible will be made with biodegradable materials.
  10. All unused food is to be provided to local charities within the food standards best practice, through OzHarvest in Sydney, Wollongong and Canberra ([www.ozharvest.org](http://www.ozharvest.org)) and other similar organisations, or composted where facilities and opportunities make this feasible.
  11. Accommodation will be selected by giving preference to those establishments having environmental performance credentials or commitment and proximity to the venue for reduction in unnecessary travel.
  12. Wherever practicable, sustainability efforts and greenhouse gas reductions are to be monitored, quantified, displayed and advertised throughout the event and in any event material (and post-event material where relevant), for participants to view actual savings.

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