



## Local Government and Shires Associations of NSW Principles and Guidelines for Event Sustainability (Version 3)

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) Wherever possible and practicable, natural ventilation will be used in preference to air conditioning.
  - 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.
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) The LGSA will be provided with 100% recycled paper throughout the conference.
  - f) Name badges will be reused where possible.
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 satchel will be selected for its ability and likelihood to be reused.
6. Conference satchel inserts will be at a minimum and will be printed on recycled paper.
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).
11. Accommodation will be selected by giving preference to those establishments having environmental performance credentials or commitment.

Signed:

Name:

BILL GILLOOLY

Date:

14<sup>th</sup> OCTOBER 2011