



# SUSTAINABLE EVENTS GUIDE

RELEASED NOVEMBER 2019

# DOCUMENT INTENT

This guide has been developed to assist our clients consider the social and environmental impact of events, outlining ways in which ICC Sydney can offer support to deliver innovative and practical sustainability solutions.

The first section outlines ICC Sydney's core environmental and community values, highlighting the sustainable practices embedded across the venue. Having an understanding of ICC Sydney's initiatives ensures value alignment for clients when selecting a venue. It also provides opportunities for clients to share sustainability features of an event's space to delegates.

Organising sustainable events can seem overwhelming and challenging, especially if you are just beginning your journey. ICC Sydney's checklists have been designed to navigate clients through the planning of a sustainable event.

To support clients in achieving environmentally and socially sustainable events, ICC Sydney developed the Legacy Program. The Legacy Program, through five unique streams, provides an avenue for events to consider the positive impacts they deliver for local communities.

For further information on organising a sustainable event, contact your ICC Sydney event representative or speak to ICC Sydney's CSR team: [csr@iccsydney.com](mailto:csr@iccsydney.com).

## USING THE DOCUMENT

This document is an interactive PDF to help you find the information you require. Simply click on the above section headings then use the 'next page' or 'back page' button to navigate through.

Download attached documents by clicking on underlined words throughout each section.

### Improve on-screen appearance:

- Ensure the 'smooth text', 'line art' and 'images' options are selected in your general PDF preferences.

### To quit the document:

- Press 'esc' (escape) on your keyboard.



# ENVIRONMENTAL MANAGEMENT

# BUILDING AND VENUE HIGHLIGHTS

ICC Sydney was developed in accordance with a number of internationally recognised management system standards, and in 2017 received a Gold Certification for Leadership in Energy and Environmental Design (LEED) by the U.S. Green Building Council.

## HIGHLIGHTS

- 520 kilowatt (KWh) photovoltaic (PV) array, the largest in any Australian Central Business District (CBD), which powers approximately 4% of electricity use for ICC Sydney.
- 200 kilolitre (KL) rainwater tank supplying 100% of the venues irrigation water.
- Highly efficient Central Energy Plant (CEP) which maximises energy usage by operating at lower capacity, enabling individual chillers across the system to work at optimum levels.

Further information about the venue's fittings and sustainability standards can be found in ICC Sydney's Sustainability [Highlights factsheet](#).



## ENERGY AND EMISSIONS

Reducing energy consumption and, in turn, limiting greenhouse gas emissions is a high priority for ICC Sydney. The venue features a highly efficient Central Energy Plant (CEP) which achieves significant material and embodied energy savings, when heating and chilling water to serve the Theatre, Exhibition Centre and Convention Centre.

### HIGHLIGHTS

- Approximately 4% of the venue's electricity use is supplied by a 520kW photovoltaic (PV) solar array. The community funded PV array enables ICC Sydney to reduce our overall energy consumption by an average of 3% per annum.
- Water to ICC Sydney's kitchens is heated by the solar array, reducing the need for gas water heating across the venue.
- Internal conditions are maintained through a combination of displacement ventilation, increased insulation, external shading devices and high performance window glazing. Each mechanism contributes to minimising demand on the CEP, reducing energy consumption whilst providing optimal conditions for delegates and visitors.



# WATER CONSUMPTION

Fostering innovation is a core value of ICC Sydney, one which the venue has applied to the use and consumption of water across its operations.

ICC Sydney supports clients to minimise water consumption during events through the provision of water stations and compostable cups in meeting rooms and the option of providing water stations in foyer areas during meal breaks.

## HIGHLIGHTS

- A 200 KL onsite rainwater tank collects and utilises rainwater for irrigation and toilet flushing, reducing the consumption of potable water across the venue.
- E-water is used throughout kitchen facilities, which has significantly reduced the use of chemicals across the venue.
- High grade dishwashing machines reduce carbon emissions, utilise minimal energy and reduce water consumption.
- Sydney Water partnership.

## SYDNEY WATER

Through a collaborative partnership with Sydney Water, ICC Sydney have removed the use of bottled water from all meeting rooms, instead serving Sydney tap water in reusable vessels. In the first 10 months of operations alone, this partnership resulted in:



**1,000,000+**  
plastic bottles  
saved from use



**627 homes** powered  
for a year through energy  
saved in **10 months**



**780,000** liters of  
water saved  
from being used in the  
production process of  
the plastic bottles

# WASTE MANAGEMENT

Built with sustainability in mind, ICC Sydney has a number of sustainability goals and targets that it strives to achieve, including a 75% diversion rate of waste.

To assist in reaching this goal, ICC Sydney has a number of strategies in place including:

- Waste segregation bins and streams
- Back of house waste separation systems
- Offsite recycling and organic waste processing
- Community partnerships for repurposing items post event.

There are many ways to reduce waste produced by your event. Educating stakeholders, including delegates, suppliers and contractors, on appropriate waste practices, and sustainability initiatives, pre-event and onsite will help minimise waste, prevent contamination and ensure effective waste diversion. ICC Sydney can support you to deliver the right message.



## WASTE SEGREGATION

ICC Sydney employs a waste segregation system across the venue. We collect the following waste streams:

- General waste
- Comingled recycling
- Paper and cardboard
- Organics
- Packaging - soft plastics and cardboard
- Dry waste
- Glass bottles
- Cooking oil
- Hazardous waste
- Electronic waste
- Batteries
- Toner cartridges
- Coffee pods.

It is important to effectively use streams, ensuring items are placed in the correct bins to avoid contamination.

### Earth Power

Working with EarthPower, ICC Sydney recycles organic waste. Through anaerobic digestion technology food waste is converted to fertiliser and green energy. In 2018/19 ICC Sydney:

**Produced**  
**362 tonne**  
of organic waste

**10.9 tonne**  
of fertiliser

**89.1 MWh**  
of green energy  
from organic waste



**Recycled**  
**100%**  
of captured  
organic  
waste



## FOOD AND BEVERAGE

Committed to driving long term economic, societal and environmental benefits for regional communities, delegates and visitors, ICC Sydney has implemented an industry first Feeding Your Performance philosophy. Employing a 'New South Wales (NSW) first' approach across its culinary offering, ICC Sydney's menus showcase the best of NSW produce through a network of over 125 NSW farmers; complemented by a focus on wines with a 100% NSW wine list.

Find out more about [Feeding Your Performance](#).

### HIGHLIGHTS

- Locally sourced produce reduces food miles and associated energy emissions.
- Nutritionally balanced menu's promote wellbeing and support delegate focus throughout an event.
- Food waste is repurposed or recycled with charity partners, Matthew Talbot Hostel and OzHarvest, to feed those in need, or is repurposed as fertiliser and green energy.



## TRANSPORT

As a gateway into the broader Darling Harbour precinct, as well as the Sydney CBD and surrounds, ICC Sydney has a number of options to facilitate accessible travel whilst reducing emissions.

For further information on bike paths and green travel methods, refer to ICC Sydney's website.

### HIGHLIGHTS

- Featuring Australia's largest electric car charging station, with provision for charging 25 electric vehicles, ICC Sydney has an unprecedented platform for promoting energy efficient transport.
- ICC Sydney provides a wide range of open spaces throughout the venue, and is conveniently located in the heart of the rejuvenated Darling Harbour precinct.
- A pedestrian walkway, connecting all three buildings, facilitates accessible travel on foot between venues.
- Pedestrian links to trams, trains and busses facilitate accessible transport options to and from the venue, reducing individuals' carbon footprint by maximising public transport options.
- Cyclist facilities on site, including storage racks and public showering facilities, are available to delegates and visitors.





# COMMUNITY ENGAGEMENT

## RECONCILIATION ACTION PLAN

Residing in the heart of the rejuvenated Darling Harbour precinct, ICC Sydney rests on the land of the Gadigal people of the Eora Nation. As a gateway for international and local visitors to experience Sydney and its surrounds, ICC Sydney recognises its responsibility to acknowledge the Aboriginal heritage of Darling Harbour (Tumbalong) and celebrate its First Nations culture.

ICC Sydney worked with a First Nations consulting group to develop a Reconciliation Action Plan (RAP) to drive initiatives for engaging with Aboriginal communities. In November 2018, ICC Sydney launched its inaugural Reconciliation Action Plan (RAP) to drive continued engagement with First Nations communities. RAPs are accredited and monitored by Reconciliation Australia, an independent not-for-profit which provides national expertise and governance on reconciliation in Australia.

Click [here](#) for further information about RAPs and their significance for Australian businesses and communities.

To view ICC Sydney's RAP, click [here](#).



## VOLUNTEERING

ICC Sydney's team are passionate supporters and advocates for the community.

A one-day volunteering leave policy facilitates connections into the community to deliver positive outcomes. In 2018/19, ICC Sydney team members volunteered over 685 hours to support events.

These included:

- Variety Children's Christmas party, Australia's longest running Christmas Party for children and their families facing physical and financial challenges.
- Stand Tall Event, which brings hope and inspiration to young people to make safe and wise choices as they navigate the often challenging teenage years.
- Premier's Gala Concert, one of the highlight events of the NSW Seniors Festival.

In addition ICC Sydney team members engage in skills exchange, sharing their knowledge and experience with the industry.



## TEAM MEMBER ENGAGEMENT

ICC Sydney's community engagement project team is responsible for designing and implementing internal activations that support our community partners. ICC Sydney's internal campaigns have included:

- Providing food donations for the OzHarvest Market, Australia's first ever rescued food supermarket.
- Spreading holiday cheer through toy and gift voucher donations to local schools and communities.
- Assisting people return to work by donating work attire.
- Volunteering panel session featuring key community partners.
- National Reconciliation Week workshop for team members.

ICC Sydney team also actively take part in national campaigns such as R U OK?, Wear it Purple and Genes for Jeans Day.



## COMMUNITY PARTNERS

Our community partners are closely aligned with ICC Sydney's values and share our commitment to sustainability, diversity, inclusion and wellbeing:

- [Variety](#)
- [Stand Tall](#)
- [OzHarvest](#)
- [Matthew Talbot Hostel](#)
- [Salvation Army](#)
- [St Vincent's De Paul](#)
- [Metropolitan Local Aboriginal Land Council](#)
- [KARI](#)



# EVENT CHECKLISTS



## EVENT LEGACIES

Through our innovative Legacy Program, ICC Sydney provides opportunities for clients and event organisers to connect with a wide cross section of Sydney's diverse community. The program has been designed to enable events to deliver positive impacts that foster engagement with local communities.

To find out more about ICC Sydney's Legacy Program and how to get involved, click [here](#).

### KEY STREAMS

- Environmental Sustainability
- First Nations
- Generation Next
- Innovators and Entrepreneurs
- Creative Industries



# ENVIRONMENTAL SUSTAINABILITY

Reducing the ecological impact of events helps to preserve the environment for future generations. At ICC Sydney we have our own set of KPIs to manage our waste, water and energy use, and we strive to make continuous improvements in these areas.

We also recognise the importance of collaboration in driving change and creating positive outcomes.

ICC Sydney supports clients to deliver positive environmental impacts:

- Donations program
- Waste signage
- Food waste signage
- Water stations
- Edible Centrepieces.



## Exhibition Waste



Divert exhibition waste, including MDF, wood and metal, from landfill. ResourceCo recycles our dry waste stream, giving it a second life. Advise us of your exhibition build materials and expected quantities and we can organise the right waste infrastructure for your event.

## Donations Program



Participate in ICC Sydney's donation program to ensure items and materials continue to be used beyond the life of an event. Exhibitors and clients can complete [ICC Sydney's Donation Form](#) up to one week prior to the event to register items for donation to community groups. Items will be assessed to assure they are appropriate for donation.

## Waste Signage



Help reduce contamination of waste streams by designing and employing waste signage. ICC Sydney can assist you with content.

## Portable Water Stations



Reduce single use plastic and promote Sydney tap water by providing plumbed water stations for events in the Exhibition Halls. Further reduce waste by supplying delegates with reusable bottles, encourage delegates to bring their own bottles, or engage ICC Sydney to supply compostable cups.

Through ICC Sydney's partnership with Sydney Water, the install and removal of Sydney Water portable units by their suppliers are free of charge and we do not charge a pit activation fee. [Request](#) a Sydney Water portable water station.

## Edible Centrepieces



Support the small growers from the Sydney Basin and the homeless community of Sydney with our edible centrepieces. For banquets over 200 guests, we can purchase on your behalf, fresh seasonal produce for your chosen florist to arrange into centrepieces. Following the event the [edible centrepieces](#) will be transformed by our chefs into nutritious meals for Matthew Talbot Hostel.

## Food Donation Signage



Spread the message about food waste by opting to include signage on your buffets, highlighting what happens to organic waste and ICC Sydney's food donation program.

# FIRST NATIONS

Australia's First Peoples have a rich history and are the oldest living civilisation on earth, with evidence of their existence dating back over 65,000 years.

ICC Sydney encourages clients to engage with authentic experiences recognising, acknowledging and celebrating the culture and customs of the First Australians through:

- Acknowledgment of Country
- Welcome to Country
- Cultural performances
- Embedding of cultural experiences, such as tours, within event programs
- Engagement with genuine First Nations businesses.



## Acknowledgement of Country



An Acknowledgement of Country can be provided by any person wishing to demonstrate their respect for traditional land owners.

*Example Acknowledgement of Country:*  
International Convention Centre Sydney (ICC Sydney) stands and operates on Tumbalong, the land of the Gadigal clan of the Eora Nation. In the spirit of Reconciliation and as a demonstration of respect for the traditional laws, customs, cultures and country of the First Peoples of this land, ICC Sydney warmly acknowledges the Traditional Custodians of Gadigal Country and demonstrates respect to Elders past, present and emerging.

## Welcome to Country



Provided by a Gadigal elder, a Welcome to Country is an official welcome to an Aboriginal Nation by the traditional custodians of that land.

Welcome to Country services are provided by the Metropolitan Local Aboriginal Land Council (MLALC). Bookings can be made [online](#) through MLALC for a representative to attend an event, fees apply.

## Smoking Ceremony



Aboriginal Smoking Ceremonies are over 60,000 years old. The ancient custom involves burning various native plants to produce smoke which has cleansing properties. Smoking ceremonies can be [booked](#) through the Metropolitan Local Aboriginal Land Council.

Please check with your Event Planner prior to booking to ensure a suitable location is available within your event space.

## KARI Alumni Singers



Open your event with a powerful performance by [KARI](#) Alumni Singers to acknowledge, celebrate and showcase First Nations people.

The Alumni are talented, confident performers who have graduated from Kari's Vocal Identification Program. An authentic cultural performance can be included in any event, whether it be a conference or gala dinner.

## Dreamtime SouthernX



Participate in a cultural tour with respected elder [Aunty Margret Campbell](#). Take your delegates into the Sydney sunshine where they can learn about the indigenous flora and fauna that surrounds our harbourside venue.

## Supply Nation



Diversify your supply chain by engaging with genuine First Nations businesses. [Supply Nation](#) provides Australia's leading database of verified Indigenous businesses, whether you are searching for conference satchels, stationary products or speaker gifts.

## GENERATION NEXT

ICC Sydney is uniquely placed with close proximity to a number of universities and tertiary institutions. With the University of Technology Sydney, TAFE Ultimo Campus and the Sydney School of Entrepreneurs a short walk away, ICC Sydney supports events to foster the next generation of leaders and industry experts.

Through a dedicated working group comprised of local Sydney universities and tertiary institutions ICC Sydney's Generation Next stream supports clients to:

- Promote student access to events.
- Identify, design and support student volunteering.
- Live stream keynotes and sessions to regional student hubs.
- Develop student streams across events, providing mentoring opportunities with industry experts.
- Connect speakers with tertiary institutions to further their reach and promote educational opportunities.





## INNOVATORS AND ENTREPRENEURS

From the [Sydney Startup Hub](#), housing more than 480 entrepreneurs and startups, to the [University of Technology's Hatchery](#), Sydney's startup ecosystem is thriving. With local and global startups and incubators at ICC Sydney's doorstep, there are exciting opportunities to showcase innovation through events.

ICC Sydney offers connections to Sydney's brightest innovators through the Legacy Program, supporting clients to:

- Bring exciting and innovative speakers into event programs for keynote addresses.
- Design industry relevant 'hack-a-thons' to challenge new ways of thinking.
- Create spaces for startups to pitch ideas that support industry.
- Showcase new technology through startup exhibitions.
- Connect with local startups and incubators through offsite visits and networking.



## CREATIVE INDUSTRIES

Sydney is bursting with creative culture from galleries and museums, performers and designers, through to music and arts festivals and events. ICC Sydney creates opportunities to enrich events with local talent that creates memorable experiences, while providing opportunities for emerging and established artists to promote their craft.

Embedded within Sydney's cultural network, ICC Sydney encourages clients to embrace local creatives by:

- Engaging local performers and supporting young talent through the Talent Development Project.
- Showcasing creative talent in connection with festivals such as Vivid and Sydney Festival.
- Creating delegate experiences that tap into local galleries and museums.
- Creatively exploring art in connection with events.
- Highlighting creative digital arts through technology.



## Talent Development Project



Showcase emerging artists from the [Talent Development Project](#) (TDP). TDP prepares students for careers in the entertainment industry. Past TDP graduates include multi-ARIA award winning band Human Nature and Angus and Julia Stone.

## Bankstown Poetry Slam



Engage poets from the [Bankstown Poetry Slam](#). This community group empowers people to express themselves through the spoken word.

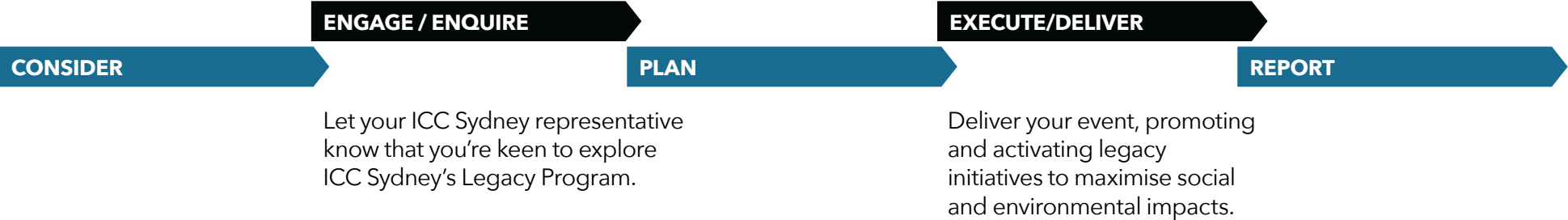


# PROCESS

How is your event leaving a legacy? What social and/or environmental goals would you like to achieve?

Work with ICC Sydney's dedicated CSR team to plan initiatives and be connected with community stakeholders to achieve your goals.

Reflect on the success of initiatives, with a post-event report providing opportunities to communicate back delegates and stakeholders.



For further information, contact your ICC Sydney event representative or speak to ICC Sydney's CSR team: [csr@iccsydney.com](mailto:csr@iccsydney.com)