

LGNSW Annual Conference 2025

Expression of Interest and Criteria to host

EOI Deadline: 14 July 2023

Submit EOI via: events@lgnsw.org.au

Councils wishing to host the LGNSW Annual Conference are invited to submit an Expression of Interest (EOI) to host the 2025 Annual Conference in a Metropolitan location. EOIs must be received by Friday, 14 July 2023 and address the following criteria:

a) Threshold Criteria

- Hotel rooms for up to 800 – 900 (delegates, sponsors, guests, staff) for three nights maximum.
- An auditorium that seats up to 950 people theatre style with a large stage.
- A trade exhibition space for at least 50 booths of 2 metre x 3 metre space as well as catering area for coffee breaks and lunches.
- Area for a delegate lounge.
- Venue for Conference Dinner for 700-900 delegates

b) Detailed Criteria

Write a statement about why your Council area should host the conference and what your destination will add to the conference experience of attendees.

1. Accommodation

Provide details of at least three accommodation providers and indicative prices applicable for the duration of the conference.

- Accommodation: minimum 3.5 star standard, private facilities in each room.
- No more than 30 minutes' drive from the main conference venue and preferably the majority close to conference venue.
- Some rooms will be required for speakers and staff as part of the overall room requirement. This accommodation must be connected to or very close to the conference venue (max. 5 minutes walk). LGNSW will work with the

accommodation supplier to confirm and pay for the rooms allotted and used, and will release rooms back by agreed dates where relevant.

- LGNSW hosts conferences in non-CBD areas in recognition of the economic and reputational benefits a significant conference brings to the LGA. Accommodation providers may see the conference as an opportunity to increase their normal room charges. While some changes are acceptable to cover additional costs due to an influx of delegates, price gouging (increases greater than 10% over normal published rates) is not acceptable. Councils bidding to host a conference are advised to lock in accommodation pricing at the time of submitting their bid.
- Caravan parks will not be considered

2. Auditorium

The auditorium must:

- Hold up to 1000 people seated theatre style.
- Provide onsite catering for morning tea, lunch, afternoon tea, and delegate networking.
- Provide accessible amenities (access, stage access for speakers, egress and toilets, hearing loop).
- Have adjustable air conditioning and lighting.
- Have adequate parking and easy access to amenities.
- Have, in addition to the main auditorium, three (3) smaller meeting rooms for breakout sessions for up to 150 - 200 pax each and a conference office for the LGNSW staff secretariat as well as access to a high speed internet, photocopier and printer.
- Have high-speed internet with upload and download bandwidth, with speeds of up to 300mbps required for AV presentations
- Have good mobile telephone reception for conference secretariat and delegates Deliver free WiFi access for delegates.

(Note: LGNSW will appoint an independent Technical Director for Audio visual component of conference.

3. Conference support facilities

Facilities must also include:

- A space suitable for use as a media room close to the main auditorium (with high speed internet access and power).

- A large space adjoining the conference venue for a trade display area. Capacity of at least 45 to 50 trade exhibition booths of approximately 2 x 3 metres with space for catering for approximately 900-1000 delegates and guests.
- Easy access to load in and load out for suppliers.
- Other smaller meeting spaces within or close to the main venue.
- Onsite parking or parking close by
- Good public transport access with detailed explanation of air, train, bus and car access

4. Social events

A bidding council must identify:

- A suitable venue to host the main conference dinner, for between 800 - 900 persons, a maximum of 30 minutes drive from the main conference venue.
- A suitable venue for a welcome reception that may or may not be at the main venue for up to 900 people.
- Both social events should showcase what is unique about the conference destination and LGA.
- Buses to transfer delegates from the conference venue/accommodation to social events.
- The host Council will be responsible for payment of bus hire.

5. Childcare facilities

Councils must be able to provide access to childcare facilities during all conference sessions and functions, or arrange childcare.

6. Motor vehicles and drivers

Bidding councils must be able to supply a vehicle and driver if needed to pick-up/transfer speakers and special guests.

7. Ecologically sustainable development principles

All bidding councils must work with the LGNSW Events team to ensure the conference reflects the LGNSW Principles and [Guidelines for Event Sustainability](#).

8. Site visit to confirm conference location



Bidding Councils who are shortlisted as the LGNSW Annual Conference destination are required to host a one-day site visit for LGNSW staff to finalise assessment.

9. LGNSW Annual Conference locations

For information, attached is a summary of LGNSW Annual Conference locations.

IMPORTANT INFORMATION: The process Following the closing date for EOIs, responses will be assessed against the primary threshold criteria and then the secondary criteria. This process may subsequently require a site visit. A final decision is expected by 31 August 2023.

The role of LGNSW and the host destination

The ownership of the conference remains with LGNSW, and LGNSW maintains overall control of running the conference. LGNSW will deal directly with venues and suppliers as required.

LGNSW will assume the financial risk of attending delegates including underwriting the income from delegate fees, meeting sponsorship targets. LGNSW will manage the budget, registration and reconciliation processes.

The host council will provide support and advice in planning and arranging the social program.

LGNSW expects all aspects of the conference to be executed to the highest possible standards, and that professional events staff working within the host council will assist LGNSW. Association staff will work with the host council at each stage as part of effective conference planning and management.

Further details of the role of the host council (and LGNSW) are as follows:

A bidding Council must be able to work within these guidelines

Council's Responsibility	LGNSW Responsibility
Advising on the social program in conjunction with the LGNSW and assist in planning the local event aspects of these activities	All venue logistics and costs including catering, security, staffing, in-house audio visual, and social events
Suggesting venues for business sessions and social program	Quality control of all facets of the conference and final decision making

Securing accommodation and arranging block bookings for delegates	Arranging the content of the conference including business sessions, timeframes, speaker management, and digital business papers
Determine community involvement and volunteer assistance as required	All financial aspects of the conference (excluding bus transfers and Council staff labour costs) and arranging trade displays and sponsorships
Transport options (bus quotes and bookings) and management of delivery (schedules). Payment for the transfer services if venues for conference and social program are not within walking distance of accommodation and/or conference venue	The running orders and programming of the conference
Compliance with LGNSW's sustainability policy	Preparing and distributing digital business papers. Managing all aspects of voting.
To communicate and meet regularly with LGNSW and have a dedicated council appointed person to liaise directly with LGNSW.	All design and brand management of the conference.
To provide the skilled resources necessary to adhere to LGNSW's timelines for delivery.	Onsite registration during conference, delegate fulfilment (eg. Speaker gifts, digital conference papers), and onsite information desk).
Provide local flavour and innovation where possible.	To communicate and meet regularly with the council staff assigned to Annual Conference and provide a dedicated events team to project manage

Local Government NSW Annual Conference Locations 2013 – 2024

Year	Destination Host and venue	Metro/Regional
2013	City of Sydney - Sydney Town Hall	Metro
2014	Coffs Harbour City Council - Coffs Harbour	Rural/Regional
2015	City of Parramatta - Rosehill Gardens	Metro
2016	Wollongong City Council - WIN Entertainment Centre	Rural/Regional
2017	LGNSW - Hyatt Regency Sydney	Metro
2018	Albury City Council - Albury Performing Arts Centre	Rural/Regional
2019	Liverpool City Council - Warwick Farm Racecourse	Metro
2020	LGNSW - Annual Conference held online	
2021	LGNSW Annual Conference held online (November 2021) LGNSW Special Conference 2021(February 2022) - Hyatt Regency Sydney	Metro
2022	Cessnock City Council - Crowne Plaza Hunter Valley	Rural/Regional
2023	City of Parramatta Council - Rosehill Gardens	Metro
2024	Tamworth Regional Council - Tamworth Regional Entertainment & Conference Centre (TRECC)	Rural/Regional