

## LGNSW Water Management Conference 2025

### Expression of Interest and Criteria to host

**EOI Deadline:** 14 July 2023

**Submit EOI via:** [events@lgnsw.org.au](mailto:events@lgnsw.org.au)

Councils interested in hosting the LGNSW Water Management Conference in **September 2025** are invited to submit a written expression of interest (EOI).

EOIs must be received by **Friday 14 July 2023** and address the following criteria:

#### About the conference

Local Government NSW (LGNSW)'s Water Management Conference is an annual event providing Local Government with a broad range of information on water management and issues primarily associated with water utilities. The conference presents an opportunity for councillors, council staff, water managers, government representatives and the broader industry to tackle key water management issues and discuss ways to achieve a sustainable future.

The event is usually a 2-and-a-half-day conference aimed at a total attendance of between 180 – 220 delegates inclusive of sponsors, speakers and staff.

To be considered, EOIs must address specific criteria outlined below:

#### Key Hosting Criteria:

1. A statement outlining reasons why your council should host the conference and how your council and region is relevant to the water management industry.
2. A detailed proposal for a site visit/s program highlighting innovation for water supply, sewerage, drainage and/ or stormwater (site visits are approximately three hours including travel time).
3. EOIs must be received to LGNSW by 14 July 2023.
4. EOIs will be evaluated by 31 August 2023, with a final decision being made after a site visit of shortlisted locations has taken place.
5. An outline of the social program you may plan for delegates. A conference dinner venue that will be able to seat approximately 220 people. This venue must be no more than 30 minutes' drive away from the main conference venue with bus transfers and have appropriate catering and audio-visual options.

6. The Welcome Reception for up to 180 people should be held at an interesting venue that shows off a cultural aspect of your town. The Reception should be suitable for a cocktail style event for approximately two hours.
7. Your council needs to have a water utility run by local government.

### **Conference Venue Requirements**

- The conference venue must be able to seat at least 220 people preferably in theatre or cabaret style, with air conditioning, professional sound and audio-visual facilities including onsite technician.
- Ability to present a trade display area. Trade display area adjacent to the plenary area to accommodate a minimum of 15-22 exhibition booths (3 metre x LGNSW Water Management Conference 2025 updated Criteria for EOIs to be host – updated 28 March 2023 2 LGNSW.ORG.AU 2 metre) with provision for power and data cabling. Catering breaks will take place in the trade area.
- Additional rooms separate to the main conference room, that can seat up to 50-70 people, to facilitate a program of concurrent speaker sessions.
- Audio visual suppliers must be of a professional standard or LGNSW will engage its own suppliers.
- All venues must be accessible (including toilets, access, ramps, safety considerations), and where possible allow for hearing and sight impairment, eg. hearing loops.
- A large secure (lockable) space must be available for use as office space for LGNSW staff. • Able to provide catering on-site for morning tea, lunch and afternoon tea.
- Mobile telephone reception the venue to be reliable.
- High speed internet access and WiFi connectivity required throughout the venue.
- Upload and download bandwidth options with speeds of up to 300mbps required for AV presentations.
- Indicative floorplans of venues showing capacities and floor plan layouts where possible.

### **Accommodation**

- Accommodation of at least 200 - 220 motel style rooms of 3.5 star or higher standard. Accommodation should be onsite at the main venue or close by, preferably within walking distance. If transfers are required, they distance of accommodation should be no more than 30 minutes distance from the main conference venue. Caravan parks are not considered acceptable accommodation.
- In addition, a minimum of 20 hotel style rooms need to be guaranteed for the use of LGNSW staff and speakers for the duration of the conference. These rooms

should only be reserved for LGNSW once council has been advised of their successful bid.

## **Sustainability and Risk Management**

- The conference must comply with the LGNSW's [Guidelines for Event Sustainability](#).
- The conference venue or host council should be aware of risk management principles and have an exit or emergency plan as well as a Covid safe plan in place for the conference. LGNSW will collaborate on this with the successful destination.

## **Transport**

- Excellent transport links with airport in reasonable proximity. It is envisaged councils will promote the best transport routes and links to delegates and liaise with airlines; coach companies; rail and car hire companies to ensure appropriate availability of transport options. Onsite parking must be available at both conference venue and accommodation options.
- Ability to provide transport to and from accommodation and conference centre and to the conference dinner.
- Your council must have the ability to provide transport options (bus quotes and bookings) and manage transport schedules to and from accommodation and the conference centre and to the conference dinner, including payment for the transfer services.

## **Further Information**

The conference program is decided by LGNSW. LGNSW will develop the conference agenda with input from your council and key stakeholders. Final programming and speaker choice is the responsibility of LGNSW.

LGNSW will provide contacts for appropriate sponsors and trade exhibitors but will expect the host council to assist with local sponsor contacts.

## **Budget**

Conference logistics (quotes for venue hire, catering, bus transfers, etc.) and onsite management of registrations is generally the responsibility of the host council. This can be discussed with the successful host council.

LGNSW runs the conference budget and asks the host council to supply quotes pertaining to costs that fall within the realm of location and venue. All conference hard costs are paid from sponsorship and registrations. The host council is not required to supply any budget information at this time.

LGNSW is keen to keep conference costs to a minimum to ensure all councils, in particular the smaller councils, can afford to attend.



## Deadlines

EOIs must be received to LGNSW by close of business 14 July 2023. EOIs will be evaluated by the end of August 2023 and the successful council will be notified shortly thereafter. Expressions of Interest documents should be addressed to Gary O’Riordan, Director Events and Learning via [events@lgnsw.org.au](mailto:events@lgnsw.org.au).

### **Local Government NSW Water Management Conference - Locations**

2006	Blue Mountains City Council
2007	Inverell Shire Council
2008	Ballina Shire Council
2009	Edward River Council Deniliquin
2010	Orange City Council
2011	Clarence Valley Council South Grafton
2012	Wagga Wagga City Council
2013	Central Coast Council Terrigal
2014	Port Macquarie-Hastings Council
2015	Wingecarribee Shire Council
2016	Albury City Council
2017	Dubbo Regional Council
2018	Armidale regional Council
2019	Albury City Council
2020	Conference Held Online
2021/22	Narrabri Shire Council
2023	Parkes Shire Council
2024	Goulburn Mulwaree Council
2025	Open
2026	Open