

ANU Facilities and Services  
Division

# Llewellyn Hall Sustainability Plan V1.0



Australian  
National  
University



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# Introduction

The Australian National University's Llewellyn Hall is a heritage listed building located on the lands of the Ngunnawal and Ngambri peoples.

The Australian National University acknowledges, celebrates and pays its respects to the Ngunnawal and Ngambri peoples of the Canberra region and to all First Nations Australians on whose traditional lands we meet and work, and whose cultures are among the oldest continuing cultures in human history.

Llewellyn Hall welcomes 150,000 visitors to the building each year, with almost all attendees seeing a live performance or coming to fulfil their academic learning journey.

Our aspiration is to minimise our carbon impact on the environment and maximise the effective use of our resources, ensuring a sustainable plan for events and moving toward the 2025 net zero emissions for direct on-campus activities and 2030 below zero emissions strategy.

# Vision



This Sustainability Plan aims to integrate a philosophy of sustainable progress into all of the venues' activities. To ensure the Events and Functions team establish and promote sound environmental and social equity practice in our operations. We are committed to placing sustainability at the heart of everything we do.

This plan is expected to be a fluid document, evolving naturally as the university progresses towards the net zero carbon emissions strategy and develops policy in relation to calculating emissions for events and venues.

This plan has been holistically developed in conjunction with areas of Facilities & Services, Below Zero Working Group, ACT Waste, ANU Communications and Engagement team, ANUSA, PARSA and the ANU Communications Network.

Llewellyn Hall plans to become the first ANU Act Smart Public Events accredited venue through ACT Government in 2022 through six main action areas, where Venues and Functions will implement changes for a beneficial impact on our university community, our country and the planet

# Scope

2022 to 2025 Sustainability Plan for Llewellyn Hall venues (Building #100)

- Phase 1 implementation priorities: 2022–2024
- Phase 2 implementation priorities: 2024–2025
- Plan to align with the ANU 2025 Strategic Plan, ANU Environmental Management Plan and ANU Below Zero goals
- Achieve net zero by 2025 or earlier
- Educate and encourage best practice for environmental sustainability with clients (students, staff and externals)
- Plan phased changes based on risk level, emissions factors, budget allowances and capacity for implementation timeframes.



# Commitment

Llewellyn Hall commits to pursuing economic growth with social benefit and low environmental impact:

- Align with the ANU 2025 Strategic Plan and the ANU Below Zero Strategy to be carbon neutral by 2025 and below zero by 2030 or earlier.
- Identifying and reducing our environmental foot print in regards to waste.
- Working with suppliers who promote sound environmental practices.
- Enhancing awareness among our employees and users; educate and motivating them to act in an environmentally responsible manner.
- Collaborating with our performing arts sector friends and neighbours to share ideas and promote action.
- Use reasonable endeavours to reduce, reuse and recycle materials, purchase recycled materials and use recyclable packing and other sustainable materials.
- Utilise staff knowledge and experience to contribute to environmentally sustainable techniques, technology and methods.
- Source local suppliers and products to reduce transport emissions and support local business.
- Donating and/or composting food from event catering. Composting system to be located at Llewellyn Hall.
- The elimination of single-use plastic packaging from all our venues and bars.
- Provide the tools and resources to increase awareness and enable staff to contribute to workplace sustainability.
- Seek opportunities to communicate our sustainability and climate change commitment to staff, visitors, audiences and guests.
- Establish clear accountabilities.
- Monitor and assess performance against targets, benchmarks and standards.
- Review our environmental performance at the upper management level annually.
- Establish practices to achieve the requirements of environmental legislation, government policies and industry standards.

# Implement

Develop the initial Plan	Quarter 1 and 2, 2022
Implement Phase 1	Quarter 3 and 4, 2022 and Quarter 1 to 4, 2023
Review of the Plan Progress	Quarter 1, 2023
Implement Phase 2	Quarter 1 to 4, 20224
Review of the Plan and begin developing the 2025-2030 Llewellyn Hall Sustainability Plan with the next ANU Strategic Plan and EMP	Quarter 4, 2024



# Strategy

The strategy contains six (6) areas with actionable changes to be implemented within Llewellyn Hall. These actions align with the Environmental Management Plan and were developed to ensure Llewellyn Hall achieves targets to reduce, eliminate and offset emissions across the following aspects:

## Energy

- Reducing energy consumption by up to 80% with the installation of LED show and house lighting Systems.
- Investigate solar panels for the roof with the Below Zero and Hail Remediation team for energy generation (pending heritage and installation limitations)
- Electrical refrigeration appliances will be purchased (for existing refrigeration replacement as required) in line with Minimum Energy Performance Standards.

## Built Environment

- Boilers to be removed in 2023 and replaced with electrical heating systems.

## Circular Economy

- Reuseable linen and towels.
- Donate reusable items to community and not-for-profit organisations –eg The Green Shed.
- Eco-friendly toiletries and recycled toilet paper in all bathrooms. Ensure all bathroom products are sustainably sourced and from recycled materials (current ISS cleaning contract manages this requirement).
- Reusable signage (no dates, custom built stands/ displays).
- Paperless ticketing through use of scanners.



## Circular Economy

- Online advertising where environmental impact is minimised rather than producing our own advertising (social media, webpage, email marketing).
- Reduce use of gaffer tape and single use consumables.
- Encourage Hirers to have digital programs.
- Llewellyn Hall has an offering where casual staff members who are leaving our employ can return their uniform shirts (clean and in good order) and these are then offered to new casuals or are used as an emergency backup if uniforms are soiled during a shift.
- Donate leftover food around campus to the Communities Hub in Kambri. Last resort compost on site at Llewellyn Hall.
- Food options that don't require utensils or use recyclable utensils.
- Change plastic straws to paper straws in the bar and at events. Items must be removed from packaging prior to being placed in the bar fridges as this limits the power required to cool the products.
- Jugs of water and glasses or BioPack cups to be made available throughout the venue.
- Recycling sorting stations in all venues (recycling, organic waste, landfill waste, soft plastics).
- Monitor waste bins and empty when full to avoid contaminated waste
- Market through digital platforms like PiSignage, webpages, email etc.
- Use mobile apps or digital documents instead of printed programs.
- Ask sponsors/exhibitors to provide digital assets instead of physical ones.
- Caterers provide minimum packaging ideally supplied in biodegradable or recyclable containers.
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## Circular Economy cont

- Ask attendees and suppliers to leave with everything they came with.
- Recycle cans at a sorting facility from the bar. The money received from returned cans to be distributed to student groups bi-annually to support sustainable events. Student groups will be required to submit a sustainable events plan with the most sustainable plan receiving the funds to proceed with the event. This will support our students and educate them in planning sustainable events.
- Llewellyn Hall plans to become the first ANU Act Smart Public Events accredited venue through ACT Government in 2022.

## Greenhouse Gasses

- Venues and Functions induction training to include access to EMP, Low Carbon Events Guide and Llewellyn Hall Sustainability Plan. Staff will be encouraged to contribute any ideas on how we can do better to minimise our GHG.
- Encourage the use of public transport to the venue.
- Select locally produced alcoholic beverages where possible.
- Consider catering with seasonal produce.
- Look for caterers that have sustainable practices.
- Use local caterers.
- Catering focused on vegan and vegetarian options.
- Advise caterers of accurate registration/attendee numbers.
- Purchase Fairtrade certified products where local options are not available or possible.

## Biodiversity and Conservation

With Llewellyn Hall using an average of 100,000kwh per month in electricity, we are lucky that our electricity is provided from a renewable source.

- Our current emissions are highlighted through the boiler systems which produce 300 t Co2e of emissions per year<sup>1</sup>. The boiler systems will be replaced in 2023 converting to renewable energy through the Below Zero Initiative.
- A venue sustainability fee will become mandatory from 1 January 2023 and will be donated to Greening Australia annually. With an expected quantity of 286 venue bookings at Llewellyn Hall each year we anticipate a minimum of \$5000.00 donated annually. This will see Llewellyn Hall as working towards below zero by the end of 2023, through smart community contributions which enhance the landscape of our country.
- Use Indigenous companies where possible (RAP).

## Water

- Find a sustainable company that sells packaged water in recyclable packaging, shows low emissions for transport and bottled on site.
- Provide signage in bathrooms and kitchens asking users to be mindful of the amount of water they are using.
- Offsetting emissions by planting drought-tolerant trees.

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<sup>1</sup> The combined SoM and SoA current gas consumption is approx. 10,000 GJ per annum. Assuming 60% of this can be attributed to the SoM then emissions for Llewellyn Hall are approx. 300 t Co2e.

# Assess

The management team will review and evaluate performance internally on an annual basis and update the plan accordingly with changes and initiatives having set measurable targets for future progress.

Energy	Phase 1	LED Lighting Upgrade	2022 - 2024	<ul style="list-style-type: none"> <li>External electrical engineer designed and costed upgrade (Q2/Q3 2022)</li> <li>Business case submitted to COO for budget approval (Q2-Q3 2023)</li> <li>Major project timeframe managed in conjunction with suppliers, teaching, events and SOM/SOAD. Expected installation December/ January Q4 2023/Q1 2024.</li> <li>Defects report completed and venue reactivated Q1 2024.</li> </ul>
	Phase 2	Reducing energy consumption by up to 80% with the installation of LED show lighting	2024 - 2025	<ul style="list-style-type: none"> <li>80% energy reduction data reviewed and confirmed after installation in Phase 2 Q1-Q4 2024.</li> </ul>
		Encourage ANU Executive to investigate solar panels on the roof for energy generation	2024 - 2025	<ul style="list-style-type: none"> <li>Managed as part of the Hail Remediation team investigation who will check building heritage and ability to install during the project.</li> </ul>

Built Environment	Phase 1	Boilers removed and replaced with electrical heating systems	2022 - 2024	<ul style="list-style-type: none"> <li>• Transfer of gas usage to electrical usage ensuring the reduction of emissions by 100% in this area.</li> <li>• This project is expected to proceed in 2023.</li> </ul>
Circular Economy	Phase 1	Reusable linen and towels	2022 - 2024	<ul style="list-style-type: none"> <li>• Develop communication document for hirers regarding best practice for catering at Llewellyn Hall events (Q3/Q4 2022).</li> <li>• Audit venue booking requests/clients have received the communications document on sustainable events at Llewellyn Hall.</li> </ul>
		Donate reusable items to community and not for profit organisations - e.g. The Green Shed	2022 - 2024	Annual/ongoing
		Eco-friendly toiletries and recycled toilet paper in all bathrooms. Ensure all bathroom products are sustainably sourced and from recycled materials (current ISS cleaning contract manages this requirement).	2022 - 2024	<ul style="list-style-type: none"> <li>• ANU ISS cleaning contract aligns with EMP and Below Zero.</li> <li>• KPI managed by Operations Portfolio, Facilities and Services.</li> </ul>

		Reusable signage (no dates, custom built stands/ displays)	2022 - 2024	Ongoing
		Paperless ticketing through use of scanners	2022 - 2024	<ul style="list-style-type: none"> <li>Investigation of scanners for paperless ticketing (Q3 2022).</li> <li>Budget request to purchase (Q3/Q4 2022)</li> <li>Purchase and implement change pending budget approval (Q4 2022/ Q1 2023) or plan for 2023/2024 budget request if denied (Q3/Q4 2022).</li> </ul>
		Online advertising where environmental impact is minimised (radio, print media) rather than producing our own advertising (social media, webpage, email marketing)	2022 - 2024	<ul style="list-style-type: none"> <li>Investigation of marketing options both at ANU and community (Q3 2022)</li> <li>Implement options found (Q4 2022)</li> </ul>
		Reduce use of gaffer tape and single use consumables.	2022 - 2024	<ul style="list-style-type: none"> <li>2023 budget request to purchase cable covers for events at Llewellyn Hall minimising consumables for WHS equipment taping.</li> </ul>
		Encourage Hirers to have digital programs	2022 - 2024	<ul style="list-style-type: none"> <li>Develop communication document for hirers regarding best practice for events at Llewellyn Hall (Q3/Q4 2022)</li> <li>Audit venue booking requests/clients have received the communications document on sustainable events at Llewellyn Hall.</li> </ul>

		Offering casual staff members who are leaving our employ can return their uniform shirts (clean and in good order) and these are then offered to new casuals or are used as an emergency backup if uniforms are soiled during a shift.	2022 - 2024	<ul style="list-style-type: none"> <li>• This has already been implemented at Q2 2022.</li> <li>• KPI managed.</li> </ul>
		Donate leftover food around campus to the Communities Hub in Kambri. Last resort compost in the Llewellyn Hall compost bin	2022 - 2024	Ongoing
		Food options that don't require utensils or use recyclable utensils	2022 - 2024	<ul style="list-style-type: none"> <li>• Develop communication document for hirers regarding best practice for catering at Llewellyn Hall events (Q3/Q4 2022)</li> <li>• Audit venue booking requests/clients have received the communications document on sustainable events at Llewellyn Hall.</li> </ul>
		Change plastic straws to paper straws in the bar and at events. Items must be removed from packaging prior to being placed in the bar fridges as this limits the power required to cool the products	2022 - 2024	<ul style="list-style-type: none"> <li>• All plastic has been removed as of Q2 2022 from the bar including straws.</li> <li>• Staff training to include how to stock the refrigerators to minimise emissions.</li> </ul>

		Jugs of water, glasses to be made available throughout the venue	2022 - 2024	Ongoing
		Recycling sorting stations in all venues (recycling, organic waste, landfill waste, soft plastics)	2022 - 2024	<ul style="list-style-type: none"> <li>• In 2019 Llewellyn Hall produced at total of 28,194.10KG of combination waste (recycling/general waste and electrical). 16,590.8KG was from General Waste alone and we plan to minimise this by 2%-5% in 2023.</li> <li>• Monitor waste bins and empty when full to avoid waste being put in wrong bins from Q3 2022.</li> <li>• Ask attendees and suppliers to leave with everything they came with.</li> <li>• Ask sponsors/exhibitors to provide digital assets instead of physical ones.</li> <li>• Caterers provide minimum packaging ideally supplied in biodegradable or recyclable containers.</li> <li>• Recycle cans at a sorting facility from the bar. The money received from returned cans to be distributed to student groups bi-annually to support sustainable events. Student groups will be required to submit a sustainable plan receiving the funds to proceed with the event. This will support our students and educate</li> </ul>



				them in planning sustainable events. First round Q4 2023.
		Llewellyn Hall to become the first ANU Act Smart Public Events accredited venue through ACT Government in 2022	2022 - 2024	<ul style="list-style-type: none"> <li>In progress and expected Q3 2022.</li> </ul>
	Phasse 2		2022 - 2024	<ul style="list-style-type: none"> <li>TBD</li> </ul>
Greenhouse Gasses	Phase 1	Venues and Functions induction training to include access to EMP, Low Carbon Events Guide and Llewellyn Hall Sustainability Plan.	2022 - 2024	<ul style="list-style-type: none"> <li>Staff will be encouraged to contribute any ideas on how we can do better to minimise our GHG.</li> </ul>
		Encourage the use of public transport to the venue	2022 - 2024	<ul style="list-style-type: none"> <li>Develop communication document for hirers regarding best practice for catering at Llewellyn Hall events (Q3/Q4 2022).</li> <li>Update Llewellyn Hall webpage with alternative transport information (Q4 2022).</li> </ul>
		Catering at events both internal and external organised/ managed	2022 - 2024	<ul style="list-style-type: none"> <li>Develop communication document for hirers regarding best practice for catering at Llewellyn Hall events (Q3/Q4 2022)</li> <li>Select locally produced alcoholic beverages where possible.</li> <li>Consider catering with sessional produce.</li> <li>Look for caterers that have</li> </ul>

				<p>sustainable practices and are local.</p> <ul style="list-style-type: none"> <li>• Catering focused on vegan and vegetarian options.</li> <li>• Advise caterers of accurate registration/attendee numbers</li> <li>• Purchase Fairtrade certified products where local options are not available or possible.</li> </ul>
	Phase 2			TBA
Biodiversity and Conservation	Phase 1	Llewellyn Hall Sustainability Fee	2022 - 2024	<ul style="list-style-type: none"> <li>• Introduction of a sustainability fee included for our venues Q1 2023.</li> <li>• Investigate how this donation will be used to benefit our environment and Sustainability Plan.</li> <li>• Work with Landscape and Conservation to investigate on campus options for carbon offsetting Q3 &amp; 4 2022, implement Q1 &amp; 2 2023.</li> </ul>
		Use indigenous companies wherever possible ( <a href="#">ANU RAP 2021-2022.pdf</a> )	2022 - 2024	<ul style="list-style-type: none"> <li>• Investigate options for indigenous companies whenever looking at procurement no matter how small from Q2 2022.</li> </ul>
	Phase 2		2024 - 2025	TBA

Water	Phase 1	Use an Indigenous sustainable company that sells water in recyclable packaging	2022 - 2024	<ul style="list-style-type: none"> <li>Investigation completed (Q2 2022)</li> <li>First purchase in Q3 2022 to trial the product.</li> </ul>
		Provide signage in bathrooms and kitchens asking users to be mindful of the amount of water they are using	2022 - 2024	<ul style="list-style-type: none"> <li>Implement (Q3 2022)</li> </ul>