



**doltone house**

VENUE + CATERING COLLECTION

# ENVIRONMENTAL POLICY



# TRAVEL PROCEDURES AND OFFSETTING

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Doltone House believes that its corporate responsibility to minimise harmful environmental impacts extends beyond the Doltone House family. Doltone House would like to offer its green travel tips so that your event may deliver the full green experience for your guests.

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## LOCAL TRAVEL

- Make travelling to the venue simple – provide delegates with detailed information addressing all modes of travel;
- If possible encourage transport modes such as walking or cycling;
- Choose a venue which is easily accessible by public transport and encourage the use of public transport to delegates (our Doltone House, Pymont venues are easily accessible by bus, ferry and train.
- Include the cost of public transport in the ticket price as this would encourage delegates to use public transport to and from the venue;
- Where travel is required from accommodation to the venue arrange for a delegate shuttle bus;
- When freight is required to transport goods to the event, organise for a single freight to carry all goods as this will reduce the number of vehicles associated with the event.

## LONG DISTANCE TRAVEL

- Delegates travelling from interstate and overseas should be encouraged to choose an airline flight which is carbon neutral. These airlines implement strategies which offset the impacts of airline travel – such as tree planting projects which absorb the carbon dioxide emitted throughout the flight's duration;





# MENU AND BEVERAGE SELECTIONS

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Doltone House recognises the impact food and beverage selections have on the environment. The below outlines the green procedures and approaches to be taken into consideration and followed where possible in regards to selections.

- Ensure events use water glasses and jugs, and does not use bottled or unnecessarily imported water;
  - Where possible use bulk dispensers for sugar, salt, condiments and sauces.
  - Opt for reusable crockery and cutlery and reusable or recycled napkins;
  - Monitor final event numbers to limit waste;
  - Encourage, educate and involve attendees in separating the waste into containers; Inform attendees about these environmental initiatives so they can learn from it;
  - Consider selecting vegetarian menu options and minimize animal products.
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Doltone House does the following to assist clients in minimising their environmental impact:

- Aims to reduce food miles by using local rather than imported food and beverage supplies;
  - There are options to choose menu selections that are more sustainable over the 100 mile menu concept;
  - Plan menus using in-season, fresh, local, organic food;
  - Includes a larger number of vegetarian options and advises clients of these options;
  - Donates left-over fresh food to food rescue charity OzHarvest to be shared with people in need;
  - All beverages offered come in recyclable packaging;
  - Fridges are only used for the minimal amount of time required.
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# WASTE MANAGEMENT

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## IMPLEMENT A WASTE REDUCTION POLICY THAT ADDRESSES:

- ① Reduction of waste altogether
  - ② Reuse of waste where possible
  - ③ Recycling of waste where it cannot be reduced or reused
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- Reduce waste in the event by accurately supplying options that are best fit;
- Ensure recycling is in place at the event and monitor the effectiveness;
- Ensure our waste management plan addresses all types of waste – glass, cardboard, wet/dry;
- Ensure you compost food or get it collected and given to charity;
- Sign post, educate and encourage event reuse and recycling policies, thereby extending the life of resources and products;
- Investigate outlets and avenues for recycling your unwanted or excess items, materials or products to reduce waste;
- Make informed purchasing decisions – research and prioritise supplies and equipment that support the use of recycled materials or has end-of life recycling potential;
- Buy products made from recycled materials;
- Prioritise and consider purchases – refurbish items and reuse rather than replace or discard;
- Ensure all printers and photocopiers are set to double-sided printing as much as possible;
- Work with our employees, industry bodies and government to herald any new waste management concepts and support initiatives from key stakeholders and suppliers;
- Keep up-to-date with strategies and recycling industry improvements – adapt, adjust and improve your recycling efforts and strategies;
- Reduce use of packaging material, or where required ensure the material is reused or recycled;
- Make arrangements with suppliers for the return of unwanted or unused products and materials – arrange for the return of printing cartridges, containers and packaging;
- Submit proposals and quotes electronically and reduce hand outs in meetings;
- Ensure the use of non-toxic cleaning products at the venue or with cleaning contractors.




# POWER AND WATER CONSUMPTION

- Ensure practices are put in place for minimal use of resources – signs help remind and educate people;
- Appoint a staff member to be responsible for ensuring unnecessary lighting and power is turned off and reduced;
- Exhibitions are major sources of excess power by leaving equipment on overnight;
- Ensure your event reduces damage to grass and outdoor areas to avoid waste and impact on the environment;

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Doltone House Darling Island Wharf is house in the first  
6 star green star building in NSW and therefore has implemented  
the following environmental initiatives:

- Our toilet suppliers use 'grey water' and correctly dispose of 'black water'. Also, the toilets use urinal technology that replaces water in bathrooms;
- Use energy efficient LED lighting to reduce consumption;
- Our new lighting control system automatically adjusts to the amount of natural light available throughout the day, reducing electricity usage.
- Significant water saving has been achieved by the installation of waterless urinals and touch sensor taps in the Centre.
- Water-saving shower heads have been installed in all staff change rooms throughout Darling Island Wharf.



# INFORMATION COMMUNICATION

- Ensure the reduction of produced printed material at every stage of your event by using technology – electronic copies of menus, floor plans;
- When printing is unavoidable use recycled paper. This paper must be 50% post consumer waste recycled paper, printed using vegetable inks and double sided;
- Reduce printed material by sending out a link after an event with relevant information, presentation, papers and website links to all attendees;
- Ensure your event uses electronic communication at every opportunity;
- Ensure printed signage is reusable and reduce the printing of dates on signage;
- Encourage the use of plasmas, projected or electronic signage to reduce production;
- Ensure your event collects and reuses name badges;
- Encourage the reduction of gift bags and satchels at events. Where required reduce information within, ensure bag is durable to extend life and only offer to attendees when asked;
- Ensure your event communication includes a green message reminding people to think before printing.

# EVENT PLANNING



Doltone House recognises the impact of an event on the environment from the initial planning stages of your event right through to completion. The below outlines initiatives you can put into place which can assist in making a real difference on the environmental impact of your event.

- Prepare a written environmental policy for your event which can be shared with suppliers, delegates and speakers;
- Integrate environmental practices and policies into your supplier contracts;
- Estimate your carbon footprint and offset your carbon emissions, remember to budget for this cost;
- Look at the historical energy use and waste figures for your event and consider how these could be reduced – track your result after the completion of your event;
- Accurately plan your event taking into consideration expected numbers, duration and number of rooms required to ensure best fit and minimal use of resources or unnecessarily extending the length of the event;
- Monitor final numbers for accurate forecasting and ordering to avoid waste.



# ACCOMMODATION

## Keeping your accommodation 'Green'

- Choose or recommend hotels to delegates which are close to the venue of the event as this will reduce carbon emissions from motor vehicle transport. Doltone House has relationships with The Star (opposite the venue), which is within walking distance of our Pymont venues;
- When searching for accommodation, enquire about their Environmental Policy or the steps which they are taking to make their hotel environmentally friendly;
- Highlight and use green hotels – such hotels are making an effort to lower their energy and water usage, and reduce solid wastes by installing energy efficient lighting, low flow showers and toilets, participating in recycling programs, and contributing to the local communities.

Throughout your stay the following measures can be taken:

- 1 Unplug appliances in the room which you are not using as they drain energy;
- 2 Avoid having your sheets and towels changed on a daily basis;
- 3 Adjust the thermostat as this will conserve energy;
- 4 When leaving the room turn off the lights, appliances and air-conditioning – many hotels are installing systems which do this automatically upon exiting the room;
- 5 If possible do not have your room cleaned on a daily basis as this will reduce energy consumption and excessive use of harsh chemicals;
- 6 Bring your own toiletries as this will avoid the replacement of hotel toiletries on a daily basis;
- 7 Take shorter showers;
- 8 If possible, flush less frequently;
- 9 Ask the hotel if they recycle – if they do not put a bag aside for your recycling which you can dispose of later.





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