

SUSTAINABILITY REPORT

SSEE 2011 CONFERENCE

SUSTAINABILITY REPORT

May 2012

Report Prepared by:

Lara Harland

Acknowledgements:

The Sustainability Sub-Committee would like to acknowledge the in-kind sponsorship of Netbalance and Cundall.

Without their sponsorship this report would have been difficult to complete.



CUNDALL

netbalance 
tomorrow's agenda

Rev 1, May 2012

Contents

1. Introduction	3
2. Professional Conference Organiser (PCO) selection	4
3. Venue Selection	6
1.1 Waste & Energy	7
1.2 Food & Beverage	7
1.3 Services	7
4. Venue Contract/Sustainability Charter	8
5. Sponsorship Initiatives	9
6. Accommodation Review	10
7. At the conference	11
1.4 Menu Selection	11
1.5 Waste Management	11
1.6 Delegate Comments	12
1.7 Other Issues	12
8. Verification of conference Venue	12
9. Estimated Conference Footprint	13
10. Initiatives not completed	14
1.8 Conference Organiser	14
1.9 Sustainability Transport Portal	15
1.10 Contribute to a sustainable legacy to a worthwhile charity	15
11. Summary of Achievements versus Goals	15
12. Recommendations	17
Appendix A – BCEC 2010 Green Globe Benchmarking results for 2010	19
Appendix B – BCEC Implementation Plan	20
Appendix C – BCEC Sustainability Charter	21
Appendix D – Sponsorship Prospectus	22
Appendix E – Accommodation – Vendor Brief and Agreement	23
Appendix F – Completed Accommodation Assessment	24
Appendix G – Conference Waste Records	25
Appendix H – Netbalance Venue Sustainability Verification Report	26
Appendix I – Cundall Conference Sustainability Report	27

1. Introduction

In October 2011 the fifth biennial Society for Sustainability and Environmental Engineering (SSEE) national conference was held in Brisbane, Queensland Australia.

This report provides an overview of the commitment made by the conference organising committee, sustainability initiatives considered and undertaken, data collected, and analysis and interpretation of the data with respect to environmental and sustainability performance.

The (Society for Sustainability and Environmental Engineering) SSEE conference organising committee was committed to holding the 2011 conference in the most sustainable manner possible.

To achieve this outcome a Sustainability Sub-Committee was formed as follows:

- Lara Harland, EnviroEngineering Solutions – Chair
- David Harvey, Preservision
- Karen Field, Aurecon Group
- David Hood, David A Hood and Associates
- Sandy Stewart, Allconnex Water
- Derek Atkinson, Powerlink

The purpose of the sustainability sub-committee was to assist the conference organising committee to hold the conference in accordance with the following objectives.

- 1- Minimise resource usage including energy and water, and the use of disposable products and packaging by:
 - a. Selecting a Professional Conference Organiser who has a track record and experience in sustainability initiatives.
 - b. Selecting a conference venue with high sustainability commitment and credentials.
 - c. Developing sponsorship packages that provide value to the sponsors while minimising the use of resources - avoiding the use of satchels at the conference.
 - d. Selecting preferred conference accommodation based on sustainability commitment and credentials.
 - e. Using exhibition stands that are reusable where possible.
 - f. Encouraging sponsors and exhibitors to minimise waste and resource usage.
 - g. Encouraging the use of public transport and car pooling by attendees.

- h. Holding a paperless conference in terms of program, papers and advertising.
- 2- Inform attendees and others about sustainability initiatives adopted by the conference.
- 3- Estimate resource usage and emissions of the entire conference. This will include estimations of CO2 emissions, water consumption & waste produced from:
 - a. Travel, accommodation and conference activities all of the attendees.
 - b. Suppliers, exhibitors and sponsors.
 - c. Conference organising committee travel.
- 4- Contribute to a sustainable legacy to a worthwhile charity.

The activities undertaken by the sub-committee to achieve these objectives were continually developed as the conference organisation progressed. It was very much a learning process for all involved as there was very little precedence in relation to organising a sustainable conference to the degree the conference organising committee aspired to.

The performance of the conference in achieving the objectives was evaluated at the end of the process. This was done by our peers (conference attendees) and the conference organising committee.

2. Professional Conference Organiser (PCO) selection

The PCO brief included sustainability initiatives embedded throughout the document. Some of the key paragraphs were:

- The Society for Sustainability and Environmental Engineering (SSEE) mission is to provide a national focus and leadership within the engineering profession and other related disciplines for the implementation of sustainability for the benefit of the Australian society.
- Demonstrated ability, and details of how you would intend to deliver a conference with exceptionally high sustainability outcomes in both the execution of the event itself, and in the promotion of sustainability leading up to the event.
- Research venues appropriate for the conference and its program, prepare a comparison report, including rate quotes for room hire, accommodation, catering, telecommunications, sustainability initiatives, and audio visual facilities and advise on choice of venue.

The PCO selection criteria included demonstrated knowledge and experience in the delivery of sustainability outcomes as included in the conference Sustainability Statement.

Conference Sustainability Statement

The SSEE 2011 International Conference aims to use the conference as a demonstration of a sustainable event, applying the principles of sustainability to the conference organisation and deployment. Please submit a Conference Sustainability Statement demonstrating your ability to support this aim.

We are keen for the PCO to demonstrate previous experience in hosting conferences founded on the principles of sustainability. We will be seeking guidance from the PCO to provide options to procure sustainable services associated with the conference which are environmentally and socially responsible.

Sustainability should be demonstrated in ALL aspects of the conference, including conference organisation, program development, communications, conference and exhibition venue selection and management, and sponsors/participants impact.

Aspects to be considered:

- *Monitoring and mitigation of carbon emissions, water and energy use associated with travel, accommodation, venue, conference food and drink production, transport of materials and supplies, promotional material, etc.*
- *Smart resource management (e.g. limited materials use, recycling strategies, minimal waste including solids and e-waste, sustainable advertisement, internet tools maximisation for speakers and participants)*
- *Positive social impact, accessibility and social justice*
- *Economic sustainability - interesting, informative and innovative conference - value for money*

Tenders Received and Selection

The conference organising committee received four tenders for the conference, which were reviewed and assessed based on a number of criteria including sustainability.

The SSEE conference organising committee was disappointed that none of the tenders demonstrated experience in organising a sustainable conference to the standards expected by the committee, although some expressed a willingness to take up the challenge, with one of these being more aware of sustainability concepts.

On balance, the committee favoured the offer that at least understood sustainability, and had indicated a willingness to work with the committee to implement our requirements. However, Engineers Australia, as financial underwriter of the conference, was unwilling to risk a PCO unknown to them taking on the sustainability initiatives, and ICMS was chosen because of previous EA experience, and a satisfactory assessment on the remaining criteria.

In the end, it was difficult to get support to implement many of our sustainability initiatives mainly due to a lack of understanding, and no real commitment to the committee's sustainability objectives.

3. Venue Selection

Initially we invited four venues to tender on the conference:

- A venue in Cairns;
- A venue in Brisbane; and
- Two venues on the Gold Coast.

The Cairns venue was ruled out first mainly due to the distance needed to be travelled to the venue as it is believed that most attendees will be from Brisbane and the local area. It was also substantially more expensive than the other venues. One of the Gold Coast venues did provide a quote and the committee had every intention to review it thoroughly, however given the time limitations of the committee and the late stage that the quote was asked for this didn't occur.

Following the initial screening, a short list of two venues was subject to a detailed assessment for sustainability performance: the Brisbane Convention and Exhibition Centre (BCEC) and one of the venues at the Gold Coast.

The sustainability assessment indicated that both BCEC and the other venue had a number of existing sustainability initiatives in place and had a demonstrated commitment to sustainability.

It was a difficult choice as both venues had very good sustainability credentials, but in the end the BCEC was chosen for the following reasons:

- Better facilities available to suite our needs at the time we wanted to hold our conference.
- We were able secure space in the new BCEC 5 Star *Green Star* Building which (at the time of the venue selection) was still under construction. This was considered a bonus as it provided the opportunity for delegates to experience a 5 Star *Green Star* Building in operation over two conference days.
- Both centres had undertaken a Green Globe [Earth Check](#) benchmarking report with BCEC scoring ahead on most issues. Given *Earth Check* is an independent 3rd party assessment; this aspect was a priority consideration.
- Public transport options to BCEC are easier to access and utilise.

The BCEC sustainability initiatives and Green Globe Benchmarking results for 2010 are included in the attached in **Appendix A**. Some BCEC standard environmental practices (as provided by BCEC) are also listed below.

1.1 Waste & Energy

- The Centre's 'Reduce, Reuse & Recycle Program' assists in reducing the environmental impact of the Centre's operations.
- Reduce - We reduce power and water consumption through effective control systems, ensuring lighting and air-conditioning is switched off when not in use and monitored for reduced usage at appropriate times, reduce waste sent to landfill, reduce environmental impacts by purchasing sustainable, local products.
- Reuse – We donate surplus packaged food to Foodbank and by donating equipment and materials to local charities, schools and organisations we ensure they are reused in their lifecycles.
- Recycle – We recycle organic waste as compost, we recycle water captured from the roof for cleaning, we recycle plastic containers, paper products, glass, polystyrene, e-waste, metal waste, toner cartridges, timber and construction waste, paints, fluorescent tubes and lamps. We encourage delegates and exhibitors to make use of the Centre's recycling options to separate waste.

1.2 Food & Beverage

- The Centre sources only the very best of fresh, seasonal and organic produce from local suppliers. We partner with clients to design menus to their green specification and budget.
- The Centre serves coffee from Rainforest Alliance Certified farms, managed to high social and environmental standards.
- Stainless steel and glass tables are used in public areas for service, removing the use of linen.
- We welcome the opportunity to work with clients to recognise their green goals, for example setting water stations with water coolers to allow delegates to refill personal water bottles. As you can appreciate, when doing this we will always consider health and safety, along with service detail.

1.3 Services

- The Centre's onsite services cater for your every requirement;
- Audio Visual Production & Equipment
- Signage & Graphics Design Production
- Exhibition Display Booths
- We use a digital signage system; reducing printed sign wastage.
- BCEC Website is used as a resource and information tool, reducing paper use.

- BCEC Carbon Calculator, a free service to events, offered to measure their carbon footprint.

We can assist clients in purchasing carbon credits or Greenpower through accredited programs.

4. Venue Contract/Sustainability Charter

BCEC was very keen to work with SSEE on developing sustainable event management processes and implementing initiatives to reduce the carbon footprint and overall impact of the SSEE 2011 International Conference.

Originally it was the intention of the SSEE organising committee to include the proposed sustainability initiatives in the venue contract, however if that was pursued it would have required a legal review by both parties which would have delayed the signing more than was considered acceptable by either party.

To achieve the goal of working in a collaborative partnership it was decided to develop a Conference Partnering Charter and associated Implementation Plan. The SSEE 2011 International Conference Implementation Plan details the management processes and initiatives proposed by both parties to achieve the goal of holding a conference as sustainable as possible given today's societies limitations and to establish a benchmark for future SSEE International Conferences.

The joint SSEE and BCEC 2011 Conference Sustainability Implementation Plan (CSIP) incorporated the following objectives:

1. Minimising emissions and resource usage including energy, water, and the use of disposable products and packaging.
2. Maximising use of environmentally sustainable cleaning and venue maintenance products and processes.
3. Sourcing major food products, where possible, locally from suppliers committed to sustainable practices.
4. Informing attendees and others about the conference sustainability initiatives.
5. Measurement of emissions and resource usage by the conference.
6. Contributing to a sustainable legacy to a worthwhile charity.

SSEE also requested the following at commencement of the process:

- Beverages – kegs and sustainably produced wine
- Major menu ingredients to be sourced within 100km radius
- Where available organic products shall be used

- Only certified free range eggs and chickens shall be used.
- Serve only local environmentally friendly seafood

A copy of the Implementation Plan is included in **Appendix B** and the Charter is included in **Appendix C**.

5. Sponsorship Initiatives

To help achieve our goal of holding the most sustainable conference possible we made some unique changes to our sponsorship package. Some of the key differences are listed below:

- A paperless conference without satchels. The paperless system will allow delegates to access the program via smart phones, ipads etc. as well as some large touch screens that will be scattered around the venue. The only paper that will be provided is a "Pocket Program" which will be a small program for delegates that prefer not to use electronic devices.
- Only one give away item for the conference. The item chosen must assist in improving the sustainability practices of our delegates.
- Although lanyards are often one of the first sponsorship items to be taken up, it was decided not to have lanyards at the conference. This is because they don't really add any value to the conference experience and most delegates have no use for them after the conference.
- The "Conference Paper Package" includes the option of not providing USB's to our delegates but rather have a "bring your own" USB or "direct download" option. It was decided to include a choice because our committee was not sure if the industry is ready for "virtual" value for money by having the sponsor's logo appear when people access the papers.
- Writing pads and pens will only be provided at the registration desk for those who want them. We are also encouraging sponsors to use pads and pens that they already have (not print or purchase specifically for this conference) so the ones not used can be returned to the sponsor for future use.
- There are also some innovative initiatives in the Exhibition Space. We are encouraging exhibitors not to use hard copy promotional items but rather use the paperless conference website for delegates to access the promotional materials. To encourage this a donation box will be set up for gold coin donations before a hard copy brochure or book is given away. The donations will go to a worthy cause that will be determined prior to the conference commencing. The opportunity for the exhibitors to hold some form of competition so delegates view the promotional material on-line will also be made available. This will also assist exhibitors to build up a database of interested delegates.
- We have also include a number of new sponsorship items such as our:

- Paperless website and conference Technology.
- Post conference website hosting
- Sustainability Legacy which will be used to off-set the conference carbon emissions by providing say solar panels to an appropriate organisation, charity or not for profit organisation.
- Sustainability Transport Portal - This portal will include links to various public transport options as well as a forum to allow delegates to car/taxi pool if desired. The exact format of the car pooling is yet to be determined.
- Green Rating - With increasing awareness of the need for ecologically sustainable development and the triple bottom line of economics, environment and society, the Conference organisers are interested in sponsorship of a third party green accreditation rating or other indicator of our performance.

A copy of the sponsorship prospectus is included in **Appendix D**.

6. Accommodation Review

The challenge for the sustainability sub-committee was to provide delegates with a means of making an informed choice about accommodation options without ranking or rating the options available. This is because the ranking of options is a subjective process and would be open for disagreement.

It was therefore decided that all accommodation suppliers used by our professional conference organiser would be provided with a copy of our vendor brief and agreement on how the accommodation options would be assessed. The agreement is included in **Appendix E**.

The proposal included the purpose, objectives, proposed methodology and verification process. It also included an agreement to publish the results on our website and if a hotel/apartment refused to complete the checklist then they would not be included as an option on our registration page.

The checklist was developed by including initiatives for water, waste, energy and general management that it would be reasonable to expect a highly sustainable accommodation supplier would undertake. This format has been developed to allow us to provide as much objective data as possible on the sustainability initiatives of the accommodation options so the delegate's can make their own assessment of the options.

We are very pleased to say that all accommodation suppliers agreed to complete the checklist.

It should be noted that three of the options are strata title (where each unit has a different owner). It is therefore much more difficult for these providers to implement sustainability initiatives within each room/apartment as they are individually owned, and the body corporate

have limited say in what an apartment owner must implement. These are marked in blue on the completed checklist. Please take this into consideration when making your assessment.

It should also be noted, that the data from one of our vendors (Central West End Apartments), has not been verified as they were impacted by the January floods and did not have the resources available to assist with verifying the results.

We hope the delegates took the time to review the initiatives of our accommodation vendors which was provided to allow them to make an informed decision on where they would like to stay.

The completed accommodation assessment is included in **Appendix F**.

7. At the conference

1.4 Menu Selection

Our initial intent was to have a reduced meat menu, featuring 75% less meat and 50% less seafood. It was the opinion of many on the committee that sustainability issues are not directly related to our consumption of meat and while it is understood that meat has a higher footprint, it is considered appropriate that we reduce our meat consumption rather than completely removing it from our diet.

The original menu provided by BCEC was not considered suitable and a decision needed to be made to reduce the workload (ie in reviewing and making menu decisions) the committee decided to have a full vegetarian menu except for the Gala Dinner.

At the conference we had

- Mostly vegetarian menu
- Fair Trade coffee and cocoa
- Major menu ingredients to be sourced within 100km radius
- Where available organic products shall be used
- Only certified free range eggs and chickens shall be used.

1.5 Waste Management

The conference organising committee decided to pay a staff member of BCEC to measure the waste produced at the conference to assist with data collection. A blank waste form produced by the committee and the completed forms are included in **Appendix G**.

To reduce waste produced we had:

- No satchels and associated paraphernalia
- Paperless system for presentations and papers

- No lanyards and sleeves and nametags made from recycled products (reused drawings and cardboard)
- Bring your own USB's with backup USB's available from our major sponsor Origin
- Pens and pads only provided at the desk for those that need them

1.6 Delegate Comments

Some of the comments provided by delegates at the conference were as follows:

- Initially individual sugar packets were provided for use (once the committee raised this with the venue sugar bowls were used).
- Incandescent bulbs were used throughout the venue which some delegates commented on. BCEC advised that because they use a dimming system the whole electrics would need to be replacing to change the bulbs so this has not been completed.
- The venue could have been even warmer than 24 degrees.
- Although the committee asked for the PCO to advise the venue considerably less numbers to reduce food wastage there was still a huge amount of food wasted at the conference.

1.7 Other Issues

Two initiatives agreed by the committee where unfortunately not followed through with at the conference:

- The PCO was asked to a gold coin donation to Beyond Zero Emissions of registrants taking a USB provided by the sponsors to reduce the uptake of USB's. This did not occur.
- The committee also intended to display copies of the sustainability charter at the venue for all registrants to see but due to last minute activities this did not occur either.

8. Verification of conference Venue

NetBalance provided in kind sponsorship to verify and report the data provided by BCEC. A summary of the findings are included in **Table 8.1**.

A copy of the NetBalance report and independent review statement is included in **Appendix H**.

Table 8.1 – Estimated Venue Emissions

Item	Material Issue	Estimate
1	Electricity	Emissions from electricity consumption as calculated by BCEC Event Carbon Calculator= 1.376 tonnes CO2-e (calculated by BCEC, assumed to use NGA 2009 factors)

Item	Material Issue	Estimate
2	Electricity	Electricity: 1348.66 kWh (calculated by BCEC using NGA 2010 factors)
3	Electricity	Offsets: 4.5 tonnes CO2-e Sighted Climate Friendly certificate.
4	Waste	Total conference waste = 21.0 kg
5	Waste	Total conference waste = 45.5 kg
6	Waste	Total conference waste = 35.45 kg
7	Waste	Total conference waste = 25.8 kg
8	Waste	Total conference waste = 18.0 kg
9	Waste	Total conference waste = 4.5 kg
10	Water	Total estimated conference water usage: 31.9 kL
11	Catering	Emissions from catering as calculated by BCEC Event Carbon Calculator= 2.741 tonnes CO2-e
12	Catering	Regional food document Email from Gail Sawyer dated 22/12/2011: - Mainly vegetarian menu with produce sourced from the Lockyer Valley and Sunshine Coast areas - Beef for the main course gala dinner from the Lockyer Valley
13	Catering	N/A
14	Catering	Regional food document Email from Gail Sawyer dated 22/12/2011: - Fish sourced from Moreton Bay and Sunshine Coast suppliers

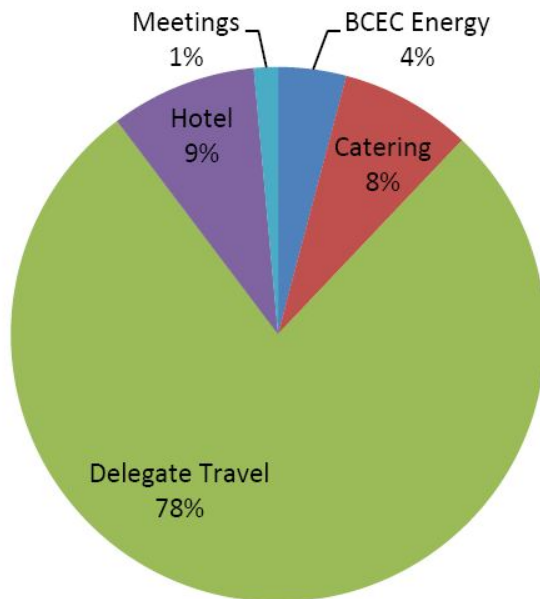
9. Estimated Conference Footprint

The conference footprint was estimated and reported by Cundall as in kind sponsorship. The Cundall Conference Sustainability Report is included in **Appendix I**.

Cundall has undergone an analysis of available conference information to provide an estimate of the carbon footprint per delegate. This analysis covers travel and hotel accommodation as well as committee meetings. The carbon emission estimations for the conference venue activities (including BCEC energy and catering) were done by NetBalance.

The total CO2 emissions associated with the conference are estimated to be 34 tons, or 0.28 tons per delegate. The breakdown is shown below, with further detail provided in the Cundall Report.

Figure 9.1 – CO2 emissions breakdown



NetBalance performed a thorough analysis of the data submitted by BCEC in support of these objectives. Based on these results, the objectives of the conference were met with only a few minor breaches, as addressed in the NetBalance report. Many excellent outcomes were achieved, notably:

- Not over-conditioning the spaces and shutting off equipment and lights when not in use
- The avoidance of disposable packaging, such as water bottles and sugar packets, and providing information to attendees electronically instead of using pamphlets
- Sourcing local and environmentally responsible foods which were predominantly vegetarian. This menu was a healthy choice for the benefit of the attendees and may have increased their awareness of the environmental impact of food choices. Considering many of the attendees would have normally eaten non-local, non-vegetarian meals, there was a potential GHG savings associated with this menu.
- The environmental management of the conference encourages BCEC to assess its operations and increases awareness of sustainability initiatives in industry
- Purchasing Green Power and carbon offsets promotes renewable energies in Australia.

10. Initiatives not completed

1.8 Conference Organiser

None of the conference organisers that tendered had any significant experience in holding a sustainable conference. So this goal could not be achieved.

1.9 Sustainability Transport Portal

The carpool initiative was not able to be implemented as the company chosen did not have the resources available to complete the carpool website. Unfortunately this is a fairly new area so this was the only company considered suitable for the conference needs.

The other initiatives not implemented due to shortage of volunteer time, were providing Go Cards to delegates that would use them and free access to the Brisbane "City Cycle" system.

1.10 Contribute to a sustainable legacy to a worthwhile charity

Due to budget limitations the idea of contributing a legacy to a worthwhile charity could not be achieved.

11. Summary of Achievements versus Goals

A self assessment of the Conference Organising Committees' ability to meet the goals is included in **Table 9.1**.

Table 9.1 – Assessment of Goals V's Achievements

Objective	Achievement	Comment
1- Minimising resource usage including energy and water, and the use of disposable products and packaging by:		
a) Selecting a Professional Conference Organiser who has a track record and experience in sustainability initiatives	Poor	There were no PCO's with track records who tendered.
b) Selecting a conference venue with high sustainability commitment and credentials.	Excellent	BCEC did have a high commitment to sustainability with proven credentials
c) Developing sponsorship packages that provide value to the sponsors while minimising the use of resources - Avoiding the use of satchels at the conference	Average	It is questionable as to whether sponsorship opportunities were reduced as a result of the initiatives. There were no satchels used at the conference and USB's, notebooks and pens were provided only to those who wanted them.
d) Selecting preferred conference accommodation based on sustainability commitment and credentials	Good	There was no selection process but all venues were assessed on existing initiatives.
e) Using exhibition stands that are reusable where possible	Excellent	Tables were used for the exhibition stands

f) Encouraging sponsors and exhibitors to minimise waste and resource usage	Good	There were no brochures or other paraphernalia handed out although there were four exhibitors.
g) Encouraging the use of public transport and car pooling by attendees	Poor	The carpool company selected was unable to provide the resources to develop a car pool site for the conference.
h) Holding a paperless conference in terms of program, papers and advertising.	Excellent	The conference was entirely paperless.
2- Inform attendees and others about sustainability initiatives adopted by the conference organising committee:		
a) Inform Attendees	Excellent	Attendees were informed via a key note presentation, the website and this conference report.
3- Estimating resource usage and emissions of the entire conference. This will include estimations of CO2 emissions, water consumption & waste produced from:		
a) Travel, accommodation and conference activities all of the attendees	Good	There was limited data available on the mode of transport and distance travelled by attendees. Cundall had to estimate these.
b) Suppliers, exhibitors and sponsors.	Poor	The footprint of these was not estimated, however they are considered to be a relatively small component.
c) Conference organising committee travel.	Good	Records of travel etc were not kept by the committee so these were estimated and provided to Cundall for assessment.
4- Contribute to a sustainable legacy to a worthwhile charity		
a) Contribute to a sustainable legacy to a worthwhile charity	Poor	Due to financial limitations this did not occur.

12. Conclusions and Recommendations

1.11 Conclusions

The sustainability initiatives undertaken during the conference were considered successful by holding a sustainability conference that ‘walked the walk’ as well as ‘talked the talk’. This provided a better “atmosphere” for the conference as delegates generally appreciated the effort made by the committee.

The key performance indicators for this conference (per delegate) are listed below:

- 0.28 tons CO₂
- 11 kWh of energy
- 300 L of water
- 1.25 kg of waste, with only 14% going to landfill

There were a number of initiatives that were developed which had not been seen at conferences before, however due to the limited information available the initiatives could not be definitively measured in terms of reduced footprint. For example the benefits of - no lanyards, limited use of USB’s, and very low paper use, could not be measured as there is currently insufficient information available to do this.

The most interesting and perhaps not surprising result is that 78% of the carbon footprint for the conference was delegate travel. A large proportion of this was estimated due to lack of measured or recorded information. It would be beneficial if this information could be more accurately collected at future conferences.

1.12 Recommendations

The following key recommendations were made by Cundall in their Conference Sustainability Report, and developed for SSEE to consider in future national conferences:

- Since flights represent the majority of carbon emissions for the conference, Cundall recommends that the SSEE either purchase offsets or encourage attendees to offset their own flights, possibly by offering reduced fees. SSEE should also encourage transport options with minimum impact, such as active transport for locals, and avoid importing speakers from abroad.
- BCEC should measure the daily energy consumption of the centre when estimating the conference energy usage.
- BCEC should develop a consistent relationship between persons and water usage for conferences. Water consumption should not exclude chiller water. Also BCEC should check their baseline water usage, as Cundall notes this was unusually high.
- Emissions associated with catering should include all food purchased for the event and include food mileage in the calculations.

- Committee meetings could be held less frequently, with actions discussed regularly via email.

In addition, SSEE should target a low percent of food wastage, since food is the major controllable emission factor of the conference. It was noted that almost half of the waste was designated organic or food bank. Although donating extra food is positive, the majority of excess food was sent to organic waste. Presenting food in smaller stages and refilling only as necessary may assist in reducing the amount of food thrown away.

In addition to these conclusions the SSEE conference organising committee also recommends:

- Information on the location of delegates and proposed modes of travel are collected during the registration process.
- The sustainable transport portal is developed to include public transport options and the carpool system.

Appendix A – BCEC 2010 Green Globe Benchmarking results for 2010



Striving For Sustainability

BCEC Sustainability Statement

At the Brisbane Convention & Exhibition Centre our commitment to sustainability encompasses our environmental, social and economic impact. This commitment is one of the core principles guiding how we conduct our business.

Brisbane Convention & Exhibition Centre (BCEC) is a leading provider of convention and exhibition facilities and services.

BCEC is working towards becoming a world leading sustainable event facility. The Centre is committed to striving to achieve ecologically sustainable development (ESD) through a balance of environmental, economic and social/cultural factors in a way that will ensure that resource conservation and the environment is protected now and for future generations.

We aim to put sustainability at the core of the way we do business. To achieve this, we commit to:

- Reducing our environmental impact, with a specific focus on water, energy and waste
- Adding to economic development through increased usage of the Centre by clients who value the commitment to sustainability, and our contribution to the local economy
- Educating our staff, clients, suppliers and community by communicating our strategic business goals and positive contributions to the environment
- Enhanced social impact through providing a safe and healthy work environment and work experience opportunities

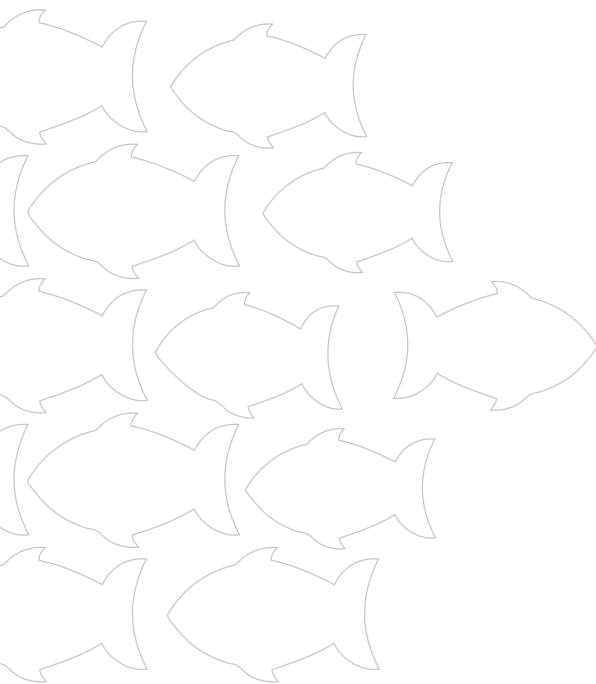
We recognise that we must work in collaborative partnerships with others to achieve this. This includes:

- our employees
- our customers, visitors and exhibitors
- our suppliers
- government
- our local community
- our industry



Appendix B – BCEC Implementation Plan

SUSTAINABILITY IMPLEMENTATION PLAN



Joint SSEE and BCEC
Sustainability Implementation Plan
2011 Conference 24 - 26 October



1. Purpose

The Society for Sustainability and Environmental Engineering (SSEE) is holding the 2011 International Conference at the Brisbane Convention & Exhibition Centre (BCEC) from the 24 to 26 October 2011.

Working in a collaborative partnership, SSEE and BCEC are committed to developing sustainable event management processes and implementing initiatives to reduce the overall impact of the SSEE 2011 International Conference.

The joint SSEE and BCEC 2011 Conference Sustainability Implementation Plan (CSIP) incorporates the following objectives:

1. Minimising emissions and resource usage including energy, water, and the use of disposable products and packaging.
2. Maximising use of environmentally sustainable cleaning and venue maintenance products and processes.
3. Sourcing major food products where possible locally from suppliers committed to sustainable practices.
4. Informing attendees and others about the conference sustainability initiatives.
5. Measurement of emissions and resource usage by the conference.
6. Contributing to a sustainable legacy to a worthwhile charity.

SSEE recognises that BCEC has a number of sustainability initiatives in place, and not all of these have been included in the CSIP as they are considered standard practices.

It is recognised that in the course of conference preparations, circumstances beyond the control of SSEE and BCEC may change. Both parties agree to monitor the progress of the conference sustainability initiatives and jointly take appropriate action to make the event as sustainable as possible.

2. Performance Monitoring and Review

A review of the conference sustainability initiatives post event will be used to assist the SSEE 2013 Conference Organising Committee in improving their sustainability performance compared to the benchmark set by the 2011 conference.

3. Proposed Actions

The SSEE and BCEC will work together to achieve the stated objectives through the following actions to achieve the best possible outcome.

Objective 1

Minimising emissions and resource usage, including energy, water, and the use of disposable products and packaging

Energy

- Air conditioning to be set at 24 degrees within the conference meeting rooms.
 - SSEE will communicate this initiative to all conference attendees via website and in conference sessions
 - BCEC and SSEE to establish protocol for addressing requests by conference delegates to change air conditioning temperature.
- Conference electricity supply to be 100% GreenPower (accredited renewable energy generated from sources which produce no net greenhouse gas emissions).
 - BCEC will purchase 100% GreenPower on behalf of SSEE for the conference and SSEE will reimburse BCEC for this cost.
 - BCEC will provide SSEE with an estimate of electrical energy consumed, with the methodology for this calculation.
 - With the purchase of 100% GreenPower, a GreenPower Event logo is available for use; the on-line application form available at <http://www.greenpower.gov.au/using-the-greenpower-event-logo.aspx>
 - BCEC can source offsets for emissions if requested by SSEE.
- To reduce energy consumption within conference rooms, all data projectors and computers will be turned off manually outside timetabled sessions.

Resource Usage

- No disposable plates, cutlery, cups etc to be used without prior agreement with SSEE. (In the event that it is absolutely essential, they will need to be composted and/or biodegradable products for SSEE to agree to their use). BCEC advise that the only

disposable items used are plastic containers in 'lunchbox' choice. SSEE to avoid 'lunchbox' service.

- The use of individually packaged condiments eg sugar, salt, pepper etc will be minimised, and where possible provided in bulk.
- No bottled water to be used, only mains water will be provided in jugs at water stations set within the catering areas. SSEE may want to consider providing delegates with re-usable water bottles or asking them to bring their own along. SSEE will advise delegates of this initiative.

Water Consumption

- The BCEC water management plan minimises water use throughout the building and its operation. While BCEC does not routinely capture water consumption data for individual clients, BCEC will provide available data within existing measurement capabilities. BCEC can provide further details of its initiatives in recycling water, use of high pressure systems, and water fitting efficiencies to reduce water usage etc, to assist SSEE estimate the water consumption of the conference.

Objective 2

Maximising the use of environmentally sustainable cleaning and venue maintenance products and processes

- BCEC cleaning practice incorporates environmentally responsible and sustainable resources, effective management of water and energy resource, to minimise emissions and waste.
- All BCEC cleaning products are sourced not only by their formulations, but also how the use of the product will affect the use of energy and water resource, the packaging and its impact on the environment, and the safety of the user. The BCEC actively promotes cleaning without chemicals before cleaning with chemicals.

Objective 3

Sourcing major food products where possible locally from suppliers committed to sustainable practices.

- BCEC makes every effort to use menu ingredients sourced locally, in season, and from suppliers who share our high standards and commitment to sustainable practices. Our menus include ingredients from certified organic and free range producers. All BCEC food suppliers are assessed by the BCEC Supplier Evaluation, in accordance with the BCEC's ISO 22000 accredited Food Safety Management System.
- Menu availability remains subject to market fluctuations and BCEC reserves the right to change ingredients and prices in accordance with such influences.

- At the time of selecting menus, the BCEC will confirm the origins of the major ingredients used in the menus offered. Should SSEE choose to reject a menu item the BCEC will work to source a suitable alternative ingredient. Changes to menu items may incur additional charges.
- SSEE request the following;
 - Beverages; all beer served to be from kegs, choices confirmed in menu planning.
 - Major menu ingredients to be sourced within 100km radius where possible. Where available organic products shall be used (such as meat, chicken etc). BCEC will advise SSEE of any items that cannot be sourced locally. SSEE is aware that organic products may increase menu prices significantly.
 - Only certified free range eggs and chickens shall be used. BCEC will confirm suppliers and produce 'certification'.
 - Serve only local environmentally friendly seafood. SSEE to ensure that non-local seafood (e.g. Tasmanian Salmon) is not included in its menu choice.

Objective 4

Informing attendees and others about the conference sustainability initiatives

- BCEC sustainability credentials are detailed on the BCEC website www.bcec.com.au
- Material relating to the sustainability of the conference will be included on the SSEE 2011 Conference Website

Objective 5

Measurement of emissions and resource usage by the conference.

- BCEC will provide where available and within existing measurement capabilities, data on energy consumed by the conference, including the methodology for the calculation.
- BCEC and SSEE to establish an event Waste Management Plan for the conference by considering the following;
 - Identify the specific waste types expected for the conference eg print material, banners, exhibition waste (cardboard, plastic wrap etc), containers (bottles and cans) and packaging, food etc
 - BCEC to conduct a daily audit of collection bins, measured by volume and inclusive of conference foyers, client areas (Secretariat, Speaker's Preparation etc) and Back of House Areas (F&B Serveries).
 - Recyclables to be processed through BCEC service providers
 - Unused packaged food delivered to Foodbank.

- BCEC will provide SSEE with information on water fittings, water practices to assist SSEE estimate the water consumption of the conference.
- BCEC to calculate the event carbon footprint using the BCEC Carbon Calculator.
- BCEC will make available for review all data, methodology and calculations used to estimate carbon emissions.

Objective 6

SSEE contributing to a sustainable legacy to a worthwhile charity

- SSEE propose to offset the carbon emissions of the conference by purchasing a solar panel for a worthwhile local charity.
- SSEE will work with BCEC to source a suitable charity where solar panels can be installed.

4. Verification

It is important that processes are put in place to verify the source of suppliers and methodologies used. This will be achieved by:

- BCEC agree to provide available information on suppliers during 'menu' discussions to assist decision making.
- BCEC will provide details of location of major food and beverage suppliers for the chosen menus.
- BCEC will confirm suppliers and certifications relating to 'organic' produce used in chosen menus.
- BCEC and SSEE will work together to develop the best means of verifying the data collected for the conference.

Appendix C – BCEC Sustainability Charter



BRISBANE
convention
& exhibition
CENTRE



Escaping Silos' offers a unique opportunity to effect change, and through engagement, demonstrate leadership in the implementation of sustainability.

SSEE 2011 International Conference Partnering Charter

The Society for Sustainability and Environmental Engineering (SSEE) and the Brisbane Convention & Exhibition Centre (BCEC) are committed to partnering collaboratively and in good faith to hold the SSEE 2011 International Conference in the most sustainable manner possible.


This commitment will involve:

1. Minimising emissions and resource usage including energy, water, and the use of disposable products and packaging.
2. Maximising the use of environmentally sustainable cleaning and venue maintenance products and processes.
3. Sourcing major food products where possible locally from suppliers committed to sustainable practices.
4. Informing attendees and others about the conference sustainability initiatives.
5. Measurement of emissions and resource usage by the conference.
6. SSEE contributing to a sustainable legacy to a worthwhile charity.

A number of specific actions supporting this Charter have been detailed in the *Joint SSEE and BCEC 2011 Conference Sustainability Implementation Plan*, Dated 17 December 2010.



Robert O'Keeffe
Brisbane Convention and Exhibition Centre
General Manager



Gloria Vega
SSEE
2011 Conference Organising Committee Chair

(Dated 4 February 2011)

Appendix D – Sponsorship Prospectus

SPONSORSHIP PROSPECTUS 2011

24 – 26 October 2011, Brisbane, Queensland, Australia



Society for Sustainability and Environmental Engineering

Sustainability Initiatives

The Society for Sustainability and Environmental Engineering (SSEE) conference organising committee are committed to holding the 2011 conference in the most sustainable manner as possible under today's society's limitations. To help achieve this goal the committee has developed a number of objectives in relation to organising the conference. For more details on our sustainability initiatives and goals please see the conference website (<http://www.ssee2011conference.com/highlights.asp?SustainabilityInitiatives>).

As a result of these goals, our aim is to provide a sustainable sponsorship package. The key difference is our intent to host a paperless conference without satchels. Some of the traditional sponsorship items are no longer available, however there are some new more sustainable items available for sponsorship. We look forward to working with you to achieve the goals of reducing the carbon impact of this conference as much as possible whilst still providing value for money for our sponsors.

Conference Convenors

ENGINEERS AUSTRALIA

Engineers Australia (EA) is the national forum for the advancement of engineering and the professional development of our members. The organisation has over 85,000 members across all engineering disciplines.

Our role includes activities that:

- Advance the science and practice of engineering;
- Cultivate lifelong learning by our members;
- Promote the contribution of the profession as widely as possible;
- Champion professional and ethical conduct;
- Welcome all those who wish to practise engineering;
- Allow members' aspirations to flourish; and stimulate and learn from their creativity and innovation;
- Celebrate excellence in engineering outcomes;
- Draw inspiration from our engineering heritage;
- Sustain the integrity of the profession; and
- Take the lead in advocacy of the profession.

THE SOCIETY FOR SUSTAINABILITY AND ENVIRONMENTAL ENGINEERING

Environmental Engineering is a rapidly growing, multi-disciplinary branch of engineering, concerned with devising, implementing and managing solutions to protect and restore the environment, within an overall framework of sustainable development.

The Society for Sustainability and Environmental Engineering (SSEE) is a society of Engineers Australia (trading name for the Institution of Engineers Australia). It has a long history, and has a rapidly growing membership of over 2000 members across Australia. Although the society is part of Engineers Australia, membership is open to non-engineering professionals who are interested in sustainability and environmental management. All professions are welcomed as members because the society recognises the need for input from a wide range of professionals if we are to effectively manage the environment and move towards a more sustainable society in which we live.

SSEE is a 'learned' body which exists to promote information transfer regarding environmental issues of relevance to the environmental engineering profession and other environmental practitioners. Environmental Engineers are involved with all aspects of the natural and built environment and SSEE provides opportunities for members to network within their profession, as well as maintaining programs for continual professional education.

The SSEE is also affiliated with the College of Environmental Engineers, which amongst other things, participates in the evaluation and accreditation of environmental engineering courses.

Society Chapters conduct regular seminars on a range of environmental and sustainability issues and publishes a quarterly National Journal, 'The Environmental Engineer'.

The SSEE has a National Board that coordinates the activities of the Chapters. Local chapters have their own state committees which are responsible for the activities of each state.



Major Sponsor Status AUD 30,000

Major Sponsor status is recognised for those companies who meet or exceed the purchase value of AUD 30,000 on Sponsorship and/or Exhibition space.

The Conference Organisers recognise the partnership between Engineers Australia and industry and the valuable contribution that can be made by companies to this event. We will recognise and highlight Major Sponsors by value adding wherever we can. Whilst we will recognise all sponsors, those afforded the title of Major Sponsor will receive benefits exclusive to this level of sponsorship. Sponsors can select their preferred benefits from the menu of sponsorship opportunities, or make suggestions for a tailored package to ensure they achieve their brand objectives. Sponsors will be treated on a first-come, first-served basis and sponsorship items are open to all organisations subject to approval by the committee.

Our Major Sponsors will enjoy the following exceptional marketing opportunities and benefits:

Prior to and during the event:

- Use of the Conference logo for own advertising (subject to approval)
- Acknowledgment as Major Sponsor on the Conference website
- Sponsor logo and 100 word company description on the Conference website
- Company logo displayed on the Conference website with direct link to company's website
- Acknowledgement as Major Sponsor on the paperless conference website
- Opportunities to participate in advertising features leading up to the event (at additional cost)
- Electronic list of delegates at close of early bird registration deadline (name and company only - subject to Australian Privacy Laws)
- Opportunity to arrange private meetings at conference with key delegates and speakers (subject to room and delegate/speaker availability)

At the conference:

- Acknowledgment as Major Sponsor on Conference signage
- Acknowledgment as Major Sponsor in the Conference Pocket Program
- Acknowledgement as Major Sponsor on the paperless conference website. This will include 1 document for download, 1 media file for viewing and 1 business card download. All documents and media files are to be prepared by the sponsor.
- Acknowledgement as Major Sponsor on the "conference paper" download package (refer below for more details).
- The opportunity to provide a "keep cup" to all conference delegates and speakers with your corporate branding and logo (all costs to be covered by the sponsor); contact us for more details (in the interests of keeping the conference as sustainable as possible this is the key item that will be given to delegates at the conference). This item has been chosen because it encourages delegates to reduce their waste. In the interest of reducing waste, it is also preferred that a gift box is not used. An alternative item may be suggested by the sponsor that preferably demonstrates a sustainable outcome. Prior approval by the conference organising committee is required.
- Three complimentary delegate registrations – transferable between different employees
- One complimentary exhibition table in priority area (additional space can be purchased)
- Priority choice of a block hotel booking
- Endorsement by conference to host exclusive Conference events
- Complimentary table and mention at Conference dinner and one of the public announcement opportunities

After event:

- Use of the SSEE 2011 logo for own advertising (subject to approval)
- Logo on all thank you letters/correspondence and post program correspondence.

Note:

Entitlements are dependent on the time of application. New sponsorship details will be updated to the website as soon as payment and all sponsorship requirements (text, logos etc) have been received.

Technology Sponsor Package AUD 30,000

Note:

this package can be undertaken as a joint venture.

Please speak directly with the Conference Office to discuss further on +61 7 3844 1138.

"It is now socially responsible to consider the effects our business has on the planet. The assessment of our carbon footprints are daily transactions and not only are the obvious organisations constantly reviewing their contribution to emissions, recycling and renewing but greening of an event has become an important factor in the planning schedules of both organisers & committees. We are providing the Technology Sponsor with the chance to be recognised for assisting the committee to reduce the production of paper produced items and reduce emissions from electrical requirements." (*Lucien Mark. Why. Retrieved December, 18, 2009, from www.lucien.com.au/*).

In the innovative tradition of this Conference, and following the example set by the 2009 committee, we are continuing the commitment to providing participants with this most engaging conference possible. Again, with our technology partners Lucien Mark, we are striving forward with the paperless event delivery ideology making this a vital service to the conference.

Benefits:

- Exclusive sponsorship of the Eventranet system – this service provides a message service, tickertape program feeds, download of documents including newsletters, delegate lists etc. It will move the Conference to an almost entirely paperless event as well as offering a sponsor significant and unparalleled exposure to delegates and branding.
- Exclusive Sponsorship of the digital poster sessions, including branding on pre and onsite Conference upload websites. This is a stand alone upload service offered to all poster presenters and posters will be available for viewing and download onto USB onsite at the Conference.
- Exclusive sponsorship of the presenter upload and presentation management system, speakersprep.com. Branding includes all pre and onsite Conference website exposures.
- Branding on 46"LCD screens and 22" HD kiosks around venue. Layout and look of logo placement to be designed in discussion with sponsor. Samples of previous events can be supplied. These kiosks will allow delegates to view and download all presentations and posters submitted in the previous upload service, if access granted.
- One complimentary exhibition space (3mx3m) in priority area (additional space can be purchased).
- Three complimentary full delegate registrations (excluding additional cost social functions)
- Company logo displayed on the Conference website with direct link to company's website.
- Company logo displayed on all pre-Conference and onsite Conference materials (subject to date of commitment)
- Acknowledgement as Technology Sponsor on the paperless conference website. This will include 1 document for download, 1 media file for viewing and 1 business card download. All documents and media files are to be prepared by the sponsor.
- Sponsor logo to be displayed on PowerPoint session slides throughout the Conference.
- Electronic list of delegates two weeks prior to the Conference (name and company only - subject to Australian Privacy Laws)
- Sponsorship rights cease at the conclusion of the last day of the Conference (Wednesday, 26 October 2011). Should you wish to continue your support of this product past this date, post-hosting sponsorship package is available.

Note:

To enhance your sponsorship add on the Conference Download Package/USB Sponsorship and/or Internet Area Sponsorship and/or Post Hosting Sponsorship. Alternatively, Eventranet, digital poster, and speakersprep.com can be sponsored as individual products for a negotiated amount. To discuss further please speak directly with the Conference Office on +61 7 3844 1138.



High Profile Conference Events

Breakfast Reception

AUD 20,000

(includes GST)

The Conference Breakfast Reception at the Brisbane Convention & Exhibition Centre will be a high profile event that will open the conference. It is anticipated that a motivational speaker or high profile sustainability expert will address the audience on a thought provoking topic.

It will be held on Monday, 24 October 2011, the morning that the conference official program commences. It will be included in the registration for all delegates of the Conference. This event will also be available as an option for local business personnel to attend.

Benefits:

- Naming rights to the Breakfast Reception
- Company logo will be included on all marketing signage related to this event
- Two complimentary tickets to this event
- Company logo displayed on the Conference website with direct link to company's website
- Acknowledgment in the Conference Pocket Program
- Introduction and thank you to speaker
- Acknowledgement as Breakfast Sponsor on the paperless conference website. This will include 1 document for download, 1 media file for viewing and 1 business card download. All documents and media files are to be prepared by the sponsor

Gala Dinner Theming and Entertainment

AUD 20,000

(includes GST)

The Conference Gala Dinner will take place at the Brisbane Convention & Exhibition Centre on Monday, 24 October 2011.

Benefits:

- Branding of the Conference Dinner and its associated theming
- Opening speech for the dinner by Company representative
- Hosting of a VIP table for invited guests (maximum of ten guests)
- Company logo displayed on the Conference website with direct link to company's website
- Acknowledgment in the Conference Pocket Program
- Acknowledgement as Dinner Sponsor on the paperless conference website. This will include 1 document for download, 1 media file for viewing and 1 business card download. All documents and media files are to be prepared by sponsor.

Pre-Dinner Networking Cocktail

Function AUD 10,000

(includes GST)

The Conference Pre-Dinner Networking Cocktail Function will take place at the Brisbane Convention & Exhibition Centre on Monday, 24 October 2011. This event will then lead into the Gala Dinner.

Benefits:

- Branding of the Conference Pre-Dinner Networking Cocktail Function and its associated theming
- Four complimentary tickets to this event
- Company logo displayed on the Conference website with direct link to company's website
- Acknowledgment in the Conference Pocket Program
- Short welcome introduction to the cocktail function by sponsor
- Acknowledgement as Cocktail Sponsor on the paperless conference website. This will include a choice of 1 document for download, 1 media file for viewing and/or 1 business card download. All documents and media files are to be prepared by the sponsor.

Sponsorship of Delegates and Speakers

Keynote Speaker Sponsor AUD 5,000 – AUD 15,000

(estimate)

The organising committee will provide a list of invited keynote speakers who may attract sponsorship (subject to approval by committee and keynote speaker).

Benefits:

- The speaker will contribute to sponsored session
- The speaker will acknowledge the support of the sponsor during their presentation
- The speaker will be encouraged to attend and speak at one exclusive sponsor function for the conference arranged at sponsor's cost (e.g. morning/afternoon tea or networking drinks with company executives or clients)
- Acknowledgment on Conference website and in Conference Pocket Program will be negotiated commensurate with the value of sponsorships

Keynote Speaker Gifts AUD 1,000 (includes GST)

Every keynote speaker will receive a special gift. The Conference Office will make the appropriate arrangements for purchasing speaker gifts on your behalf at your cost. In keeping with the conference committee's commitment to holding the most sustainable conference possible, it is likely that the gift may not be a physical item. It may also include a donation to an organisation or another suitable sustainable initiative.

Benefits:

- Company logo can be displayed on the card provided with the gift, alongside the Conference logo

Sponsored Delegates Value to be agreed

Sponsorship of delegates to the conference, who may not otherwise be able to attend due to financial hardship or other reasons, is another option for sponsors. Consideration could be given to offering a number of scholarships to engineers in need to encourage diversity at the conference e.g. young engineers, engineering students, engineers on low income (for instance unemployed/underemployed or on maternity leave), engineers who work for not for profit organisations etc. Scholarships can be tailored to need (registration costs including social events, travel and accommodation, workshops/courses, childcare arrangements or carers).

Benefits

- The sponsored delegate will be encouraged to attend one exclusive sponsor function at the conference arranged at sponsor's cost (e.g. morning/afternoon tea or networking drinks with company executives or clients)
- Sponsor can advertise the scholarship via the conference website
- Selection can be by sponsor organisation or by conference committee
- Acknowledgment on Conference website and Paperless conference website will be negotiated commensurate with the value of sponsorships



Program Sponsorship

Designated Sessions in Program

AUD 5,000 per item

(includes GST)

Organised and programmed by the Committee, designated sessions can be identified as part of the main Conference Program.

Choose from the following streams to sponsor:

- **E**ducation
- **S**ocioeconomic context
- **I**ntegrated solutions
- **L**eadership
- **O**vercoming resistance

Benefits:

- Name of sponsor in the meeting room via advertising banner (supplied by sponsor)
- Acknowledgment in the Call for Abstracts (if known at the time of advertising)
- Company logo displayed on the Conference website with direct link to company's website
- Acknowledgment in the Conference Pocket Program
- Acknowledgment as Program Sponsor on the "conference paper" download package (refer below for more details).

Closing Session-Hypothetical

"The Great Debate"

AUD 6,000 per item

(includes GST)

Organised and programmed by the Committee, the Great Debate is part of the Conference Program on Tuesday, 25 October 2011 prior to the conference closing address.

Benefits:

- Name of sponsor in the meeting room
- Welcome speech to the debating team and master of ceremonies
- Company logo displayed on the Conference website with direct link to company's website
- Acknowledgment in the Conference Pocket Program
- Acknowledgment as Program Sponsor on the "conference paper" download package (refer below for more details).

Post-Conference Workshops

By negotiation

The post-conference workshops are an optional part of the Conference Program and will attract an additional fee for participants. It will also be open to non conference delegates. Appropriately targeted workshop themes will be developed from the conference. Training by suitably qualified personnel in the field of sustainability may also be provided. They are expected to sell out quickly. Rooms at the venue have been reserved for Wednesday, 26 October 2011 and are subject to demand.

The Conference Organisers welcome suitable candidate suggestions to facilitate the workshops and/or host a training session. Administration arrangements will be managed via the conference organiser. Courses and presenters must be of a suitable quality in terms of relevant and recent industry experience and would be subject to approval by the Organising Committee based on appropriateness.

Benefits:

- Opportunity to present courses in collaboration with the conference
- Name of sponsor organisation in the meeting room on advertising banner (supplied by sponsor)
- Company logo displayed on the Conference website with direct link to company's website
- Link to separate webpage with details of post-conference workshops/training courses

Post-Conference Site Visit

By negotiation

The post-conference site visit is an optional part of the Conference Program and will attract an additional fee for participants. The site visit is expected to sell out quickly. The site visit will be held Wednesday, 26 October 2011.

Administration arrangements will be managed via the conference organiser. The site visit must be of a suitable quality in terms of relevance to sustainability outcomes and is subject to approval by the Organising Committee based on appropriateness.

Benefits:

- Opportunity to present a site visit in collaboration with the conference
- Opportunity to showcase your venue
- Company logo displayed on the Conference website with direct link to company's website
- Link to separate webpage with details of post-conference site visit

Conference Venues

Internet Area

AUD 8,000

(includes GST)

(limited to 1 sponsor)

The Internet Area is one of the most popular areas within a Conference, allowing delegates to access the Internet free of charge. Located within the Exhibition, sponsors will have the opportunity to provide suitable branding of their products within this area.

The Conference Office will work with the Sponsor to determine the size and design of the area and plan the visual appearance for maximum impact. The Conference Office will also be looking to minimise resource usage when designing the area, with reusable materials preferred by the conference organising committee.

Benefits:

- Reaches all delegates (to be confirmed - estimated 300-400 people)
- Onsite advertising of the company within the area (sponsor to provide)
- Company logo displayed on the Conference website with direct link to company's website
- Acknowledgement as a sponsor on the paperless conference website.

Green rating

By negotiation

With increasing awareness of the need for ecologically sustainable development and the triple bottom line of economics, environment and society, the Conference organisers are interested in sponsorship of a third party green accreditation rating or other indicator of our performance.

Benefits:

- Company will be linked with enabling the green rating
- Reaches all delegates (to be confirmed - estimated 300-400 people)
- Company logo displayed on the Conference website with direct link to company's website

Barista Station

AUD 7,000 per station

(includes GST)

(limit to 1 sponsor per station, maximum of 4 stations available)

Morning and afternoon tea/coffee breaks will be provided each day in the Exhibition. These breaks are a great networking opportunity for delegates where they can relax and enjoy refreshments. Brewed coffee is available, however some delegates do love a Café Latte or similar! Companies have the opportunity to provide and brand a Barista Coffee Station within the Exhibition area for the length of the Conference. This is sure to be popular.

Benefits:

- Reaches all delegates (to be confirmed - estimated 300-400 people)
- Naming rights to the allocated sponsored tea/coffee station for the duration of the Exhibition
- Company signage within the catering area
- Company logo displayed on the Conference website with direct link to company's website
- Acknowledgement as a sponsor on the paperless conference website.

Exhibition Opportunities

*Tabletop AUD 2,000 per 9m2 space
(or AUD 1,500 for small business)
(includes GST)*

Exhibition opportunities at the SSEE 2011 Conference will provide a unique opportunity for you to promote and showcase your products and services to a targeted and influential delegate group. There are a limited number of areas available so apply early and don't miss out.

We recognise the importance of making the exhibition an integral part of the Conference program. The coffee breaks and daily lunch breaks will be held in the Exhibition area to maximise coverage. To keep costs for exhibitors down and to reduce waste, we have chosen to use a tabletop format rather than build exhibition booths.

In keeping with the sustainability objectives of this conference, no promotional items such as caps, stubby holders etc are to be given away. It is also requested that the displays used at your booth are taken from site and re-used at other conferences.

It is intended that this conference is to be a paperless conference so it is preferred that no hard copy promotional brochures are provided at the booth. Copies of these can be made available for viewing at your booth but it is preferred that they are not taken by the delegate. These materials can be provided in pdf format and included on our Paperless conference website. To encourage participants to look at your material on the website it is suggested that a competition could be held by each exhibitor that involves the need to download the promotional material from the website. This could also be set up so the exhibitor can collect the delegates contact details. The promotional material will also be included on the "Paper Download Package". If promotional brochures/books are to be given away then a donation box is to be set up, and a gold coin donation collected before giving away the brochure or book. The donations could then be used to contribute to the sustainability legacy.

If you are keen to exhibit but have concerns about the sustainability requirements please contact us so we can discuss your concerns

Inclusions:

- One 9m2 space and two chairs (all display materials to be provided by the exhibitor)

Benefits:

- Reaches all delegates (to be confirmed - estimated 300-400 people)
- Company logo displayed on the Conference website with direct link to company's website
- Acknowledgement as an exhibitor on the paperless conference website. This will include a choice of either a document to download, a media file for viewing, or a business card download. All documents and media files are to be prepared by the sponsor.
- Two exhibitor passes per 9m2 exhibition space for daily catering purposes. These passes do not allow access to Conference Sessions or Social Functions.

General Conference Items

Conference Paper Download Package/ USB's **AUD 8,000** (includes GST)

In the interest of keeping the conference as sustainable as possible it is preferred by the committee that USB's are not handed out at the conference. It is proposed to instead develop a "Conference Paper Download Package". This will include the Conference Abstracts, Posters, Full Papers and Program. However, because this is a new initiative, the traditional USB's will be accepted as suitable, by the conference committee, if the sponsor is not in agreement with the above proposed alternative. A brief explanation of the proposed download package is included below.

Download Package Proposal

This package will be a single .exe file that can be downloaded from the Paperless Conference Website.

When the file is run it will extract all the papers, documents, etc into the location identified by the user. To access the papers there will be another .exe file which will load the menu page. The user can then navigate to the papers via the menu.

The sponsor of this package will be acknowledged by showing their logo for several seconds prior to the menu loading (or other similar process as agreed to by the sponsor) and acknowledgement as the "download package" sponsor will also be included on the menu pages. Where a sponsor has sponsored a program, they will also be acknowledged on the menu item for the stream/sessions they have sponsored.

Delegates will also be able to bring their own USB to the conference and download the package on site if they are concerned about download speeds/internet usage.

The option of providing USB's to delegates by request only is also a possibility and will be discussed with our sponsor.

Benefits:

- Reaches all delegates (to be confirmed - estimated 300-400 people)
- Company logo displayed on the Conference website with direct link to company's website
- Acknowledgement as a sponsor on the paperless conference website. This will include a choice of either 1 document to download, 1 media file for viewing or 1 business card download. All documents and media files are to be prepared by the sponsor.

Post Hosting Conference Paperless Website **AUD 6,000** (includes GST)

This sponsorship item will commence as of Wednesday, 26 October 2011 and will conclude 12 months later. Have sole exposure to a captive audience! Lucien Mark will provide the sponsor with statistics on traffic accessing the website on a quarterly basis.

Benefits:

- Exclusive sponsorship of the Eventranet system (post conference) – this service provides a message service, tickertape program feeds, download of documents including newsletters, delegate lists etc.
- One message to be included on the scrolling message service onsite at the Conference
- One button for linking or download
- Reaches all delegates (to be confirmed - estimated 300-400 people)
- Company logo displayed on the Conference website with direct link to company's website
- Acknowledgement on the Eventranet which may be utilised by delegates for a 12 month period (as specified above).

Sustainability Legacy **AUD 5,000 onwards** (includes GST)

The Conference Organising committee is keen to off-set the conference carbon emissions by providing eg solar panels to an appropriate organisation, charity or a not-for-profit organisation. The idea is to provide a "real" carbon off-set whilst at the same time helping an organisation, a charity or not-for-profit organisation by reducing their energy consumption. The solar panels could also be used to assist with educating the public on sustainability issues.

Benefits:

- Reaches all delegates (to be confirmed - estimated 300-400 people)
- Acknowledgment and company logo on the front cover of the Pocket
- Company logo displayed on the Conference website with direct link to company's website
- Acknowledgment in the Conference Pocket Program
- Acknowledgement as a sponsor on the paperless conference website. This will include a choice of 1 document for download, 1 media file for viewing and/or 1 business card download. All documents and media files are to be prepared by the sponsor.
- The ability to provide input into the selection of the organisation to receive eg. A solar panel.



Sustainable Transport Portal

AUD 5,000

(includes GST)

To encourage sustainable transport options the conference organising committee will be setting up a sustainable transport portal on the paperless conference website. This portal will include links to various public transport options as well as a forum to allow delegates to car/taxi pool if desired. The exact format of the car pooling is yet to be determined, however the Transport Portal sponsor will receive the following benefits.

Benefits:

- Reaches all delegates (to be confirmed - estimated 300-400 people)
- Identifies your company as assisting sustainable transport
- Company logo displayed on the Conference website with direct link to company's website
- Acknowledgement on the Sustainable Transport Portal page of the website. This will include a choice of either 1 document for download, 1 media file for viewing or 1 business card download. All documents and media files are to be prepared by the sponsor.

Keep Cup

AUD 5,000

(right to provide) (includes GST)

If the major sponsor chooses not to adopt the "keep cup" option as promotional material then this sponsor will have the opportunity to provide a "keep cup" to all conference delegates and speakers with your corporate branding and logo (all costs to be covered by the sponsor). In the interests of keeping the conference as sustainable as possible this is the only major item that will be given to delegates at the conference. This item has been chosen because it encourages delegates to reduce their waste. In the interest of reducing waste, it is also preferred that a gift box is not used. An alternative item may be suggested by the sponsor but it will need to demonstrate a sustainable outcome and will need prior approval by the conference organising committee.

Benefits:

- Reaches all delegates (to be confirmed - estimated 300-400 people)
- Company logo displayed on the Conference website with direct link to company's website
- Company logo can be included on the "keep cup" alongside the Conference logo

Pocket Program

AUD 4,000

(includes GST)

Each delegate will receive a pocket-sized Program. The Pocket Program contains program information (day at a glance), registration desk hours and room locations etc. The Pocket Program offers the sponsor the opportunity for their marketing message to be relayed to each delegate on a daily basis.

In the interest of sustainability, this will be the only paper item provided to delegates.

Benefits:

- Reaches all delegates (to be confirmed - estimated 300-400 people)
- Acknowledgment and company logo on the front cover of the Pocket Program, alongside the Conference logo and major sponsors logos
- One full page colour advertisement on the back cover (supplied by sponsor)
- Company logo displayed on the Conference website with direct link to company's website
- Acknowledgement as a sponsor on the paperless conference website. This will include a choice of either 1 document for download, 1 media file for viewing and 1 business card download. All documents and media files are to be prepared by the sponsor.

Writing Pads

AUD 2,000

(right to provide) (includes GST)

The writing pads would be provided on the registration desk and will be made available to delegates upon request. To reduce waste, they will not be handed out to all delegates as a matter of course. It is also preferred by the committee that writing pads provided are already in use by the sponsor and not specially printed for this event. In this way, remaining writing pads would be returned to the sponsor for their future use.

The pads should be an A4 or A5 size and preferably printed on recycled paper and are subject to approval by the Organising Committee. The sponsor would be responsible for the cost of purchasing and overprinting the pads.

Benefits:

- Reaches delegates (to be confirmed - estimated 300-400 people)
- Company logo can be displayed on the writing pads, alongside the Conference logo

Pens

AUD 1,500

(right to provide) (includes GST)

Pens would be located in a primary position such as on the registration desk and would be made available to delegates upon request. To reduce waste, they will not be handed out to all delegates as a matter of course. It is also preferred by the committee that the pens provided are already in use by the sponsor and not specifically sourced for this event. In this way, any remaining pens may be returned to the sponsor for their future use. As a sponsor, you will be responsible for the cost of purchasing and overprinting the pens. The Conference Office is also pleased to make these arrangements on your behalf at your cost. The pens must be of a suitable quality, and preferably made of recycled or biodegradable materials and are subject to approval by the Organising Committee.

Benefits:

- Reaches delegates (to be confirmed - estimated 300-400 people)
- Company logo can be displayed on the pens



About the Conference Location

Brisbane – Your Host City

Brisbane is Australia's fastest growing city with an outdoor lifestyle unequalled in Australia. The engineering community based in Brisbane and key regional Queensland locations is dynamic with major infrastructure and resource development projects underway funded by all levels of government and the private sector. Brisbane, with its wealth of engineering activity, is a magnet attracting talented project managers, design professionals and construction engineers from around Australia and internationally.

It is a thriving metropolis with an easy-going unhurried tempo, mouth-watering cuisine and fine local wines. Its recreational, cultural and sporting facilities offer visitors endless opportunities to enjoy the city's great climate. The cultural heart of Brisbane is the Queensland Cultural Centre at the South Bank Precinct. Here you will find the Gallery of Modern Art (GOMA), State Library and the Queensland Museum.

Brisbane offers many cultural, sporting and recreational possibilities including parklands, walking and cycling paths, museums, art galleries, theatres, concert halls and sporting arenas - all the delights of a thriving modern city. From Brisbane you can also access a range of tourist resorts, theme parks, mountain ranges and pristine beaches.

Brisbane Convention and Exhibition Centre (BCEC) on Grey St

Construction of BCEC on Grey Street – Brisbane Convention & Exhibition Centre's expansion of its convention facilities – has passed the half way mark, with more than \$40 million of new business secured for the new boutique development.

With 24 confirmed conventions booked for Grey Street and a further 9 conventions choosing the new facilities for some of their conference events, interest has exceeded expectation, with the niche nature of the development proving a popular and cost effective solution for meeting planners.

Opening mid 2011, BCEC on Grey Street has been specifically designed for smaller and medium sized meetings for up to 600 delegates.

With an additional 19 meeting rooms and event spaces including two dedicated tiered auditoria and 52% increase in convention space, the expanded facilities will establish the Brisbane Convention & Exhibition Centre as Australia's most flexible convention venue offering more choice than ever before.

BCEC is part of the leading international venue management group, AEG Ogden.

Brisbane Convention & Exhibition Centre General Manager, Mr. Robert O'Keeffe said the unique feature of the expanded centre is the unprecedented flexibility offering a greater choice of facilities and higher levels of service for meetings of up to 600 as well as being able to accommodate larger events of up to 8,000.

"Brisbane's emerging reputation as a world science hub and destination of choice as Australia's new world city is gathering force and with the added draw card of Australia's newest and most flexible meetings venue, is a powerful proposition as demonstrated by the early bookings and high levels of interest."

Mr O'Keeffe said.

BCEC Green Initiatives

The \$130 million expansion of the Brisbane Convention & Exhibition Centre (BCEC) will build on BCEC's current environmental standards and practices to meet global environmental benchmarks, with the new development set to be a "green building" with a 5 star Green Environmental Rating.

Major environmental initiatives within the Centre include:

Water

- An underground water tank will provide all necessary water for toilet flushing in the new Centre which will significantly reduce the Centre's water consumption.
- Water efficient fixtures and fittings including urinals which use a chemical system in place of a water based flushing system.

Design

- The design of BCEC on Grey Street takes advantage of capacity within the existing Centre, thereby not requiring additional air conditioning plant.

Energy

- Light fittings have been selected to minimise energy consumption. Lighting zone design provides lighting switches with occupancy sensors and reduced modes for set-up and pack-down situations.
- Skylights within the Atrium maximise the available daylight entering the Centre and minimise the energy used for artificial lighting.
- Solar hot water generation is in place to reduce energy consumption.
- Air conditioning systems are energy efficient. The design includes the provision of occupant/carbon dioxide sensors to control operations of the air conditioning system in each separable area.

Materials

- Sustainable furnishings. Fixed and loose furnishing and floor coverings have a reduced environmental impact.
- All timber and composite timber products used in the project are to be sourced from a combination of the following:
 - Post-consumer re-used timber
 - Forest Stewardship Council Certified.

Indoor Environment Quality

Finishes meet the benchmarks for low volatile organic compound (VOC) content. All painted surfaces are low VOC paints. All carpets are low VOC and all adhesives and sealants are low VOC.



Application Procedure

Application

Sponsorship items will be sold subject to the approval of the committee. Please complete the enclosed application form indicating your preference(s). Confirmation of your application will be forwarded to the organisation you together with the appropriate invoice. All costs are based on sole sponsorship however joint sponsorship may be considered.

Please contact the conference committee for further information. The conference organiser will hold the confirmed sponsorship items on your behalf for 30 days after the date of the invoice. If payment is not received by the required date, then the application will be automatically cancelled.

Conditions of Payment

Full payment of sponsorship is due no later than 30 days after the date of the invoice. If payment is not received by the required date, then the application will be automatically cancelled.

All payments must be made in AUD in the form of a cheque made payable to the SSEE 2011 Conference or direct telegraphic transfer via your bank and payable to:

Bank: ANZ

Bank Address: 3/86 Queen St, Melbourne

Account Name: ICMS MEETINGS P/L ITF SSEE 2011

Account Number: 2024 36814

BSB Number: 013 606

It is essential that a copy of the stamped bank transfer details together with a copy of the completed application form are faxed to the conference organiser to assist in identifying your transfer on the conference bank statements. The Conference will not be responsible for paying any bank fees charged for the transfer. Please ensure that all bank fees are covered in the transfer amount.

Goods & Services Tax (GST)

Australia has a system of consumer taxation known as the Goods and Services Tax (GST). This is levied on all goods and services at the rate of 10% and is included in the quoted price for each sponsorship item.

Cancellations

In exceptional circumstances, the Conference Committee will be prepared to consider the cancellation of a contract with a sponsor, but only if the following conditions are complied with:

- That the request for cancellation is submitted in writing.
- That the reason given for the cancellation is, in the opinion of the conference committee, well founded.
- That the request is received at least six months prior to the conference commencing or that the conference committee is able to re-sell the sponsorship item.
- That the sponsor agrees that the conference shall retain 10% of the contract price if the cancellation is accepted more than six months before the conference commences, 50% of the contract price if the cancellation is accepted less than six months before the conference commences and 100% of the contract price if the cancellation is accepted less than three months before the conference commences.

Contact Information

For more information on sponsorship opportunities please contact the Conference Office:

ICMS Pty Ltd

PO Box 3496

South Brisbane, Queensland 4101

Australia

Telephone: +61 7 3844 1138

Facsimile: +61 7 3844 0909

Email: ssee2011@icms.com.au



Sponsorship Application Form

FAX BACK TO + 61 7 3844 0909.

Note: A Tax Invoice will be issued upon receipt of this application form.

Company Information:

Organisation Name: _____
Contact Name: _____ **Position:** _____
Postal Address: _____
City: _____ **State:** _____ **Postcode:** _____
Country: _____ **Email:** _____
Phone: _____ **Fax:** _____

Sponsorship:

We confirm the following Sponsorship items. All amounts are in Australian dollars and are inclusive of GST

Item Name	Amount	(AUD)		Item Name	Amount	(AUD)	
Technology Sponsor Package	30,000		<input type="checkbox"/>	Pre-Dinner Networking Cocktail Funtion	10,000		<input type="checkbox"/>
Breakfast Reception	20,000		<input type="checkbox"/>	Keynote Speaker Sponsor	5,000 -15,000		<input type="checkbox"/>
Gala dinner theming & entertainment	20,000		<input type="checkbox"/>	Sponsored Delegates	Value to be agreed		<input type="checkbox"/>
Keynote Speaker Gifts	1,000		<input type="checkbox"/>	Closing session-Hypothetical "The Great debate"	6,000 per item		<input type="checkbox"/>
Designated sessions program	5,000 per item		<input type="checkbox"/>	Post-Conference site visit	By negotiation		<input type="checkbox"/>
Post-Conference workshops	By negotiation		<input type="checkbox"/>	Green rating	By negotiation		<input type="checkbox"/>
Internet Area	8,000		<input type="checkbox"/>	Exhibition Opportunities	2,000 per (9m2 space)		<input type="checkbox"/>
Barista Station	7,000 per Stat		<input type="checkbox"/>	Exhibition Opp. (for small business)	1,500 per (9m2 space)		<input type="checkbox"/>
ConferencePaper /Usb	8,000		<input type="checkbox"/>	Post Hosting Coference Paperless Web	6,000		<input type="checkbox"/>
Sustainability Transport Portal	5,000		<input type="checkbox"/>	Sustainability Legacy	5,000 onwards		<input type="checkbox"/>
Keep Cup (right to provide)	5,000		<input type="checkbox"/>	Pocket Program	4,000		<input type="checkbox"/>
Writing Pads	2,000		<input type="checkbox"/>	Pens	1,500		<input type="checkbox"/>

Sponsorship Total AUD:\$ _____

Authorisation:

I/We are authorised to sign documents on behalf of the company and I/we acknowledge that I/we have read the rules and regulations governing the Sponsorship and will comply with them in full.

Name: _____ **Signature:** _____ **Date of Application:** _____

Payment Details:

All payments must be made in Australian DOLLARS only. Payment in any other currency will NOT be accepted. Payments can be made via cheque, direct transfer or credit card. Please contact the Conference Office for all payment details and conditions. Full payment is required within 30 days from the date of the Tax invoice. A Tax invoice will be issued upon receipt of application.



socioeconomic context

ICMS Pty Ltd

PO Box 3496

South Brisbane, Queensland 4101, Australia

Telephone: +61 7 3844 1138 Facsimile: +61 7 3844 0909

Email: ssee2011@icms.com.au

ducation
ocioeconomic context
ntegrated solutions
eadership
vercoming resistance

QR CODE

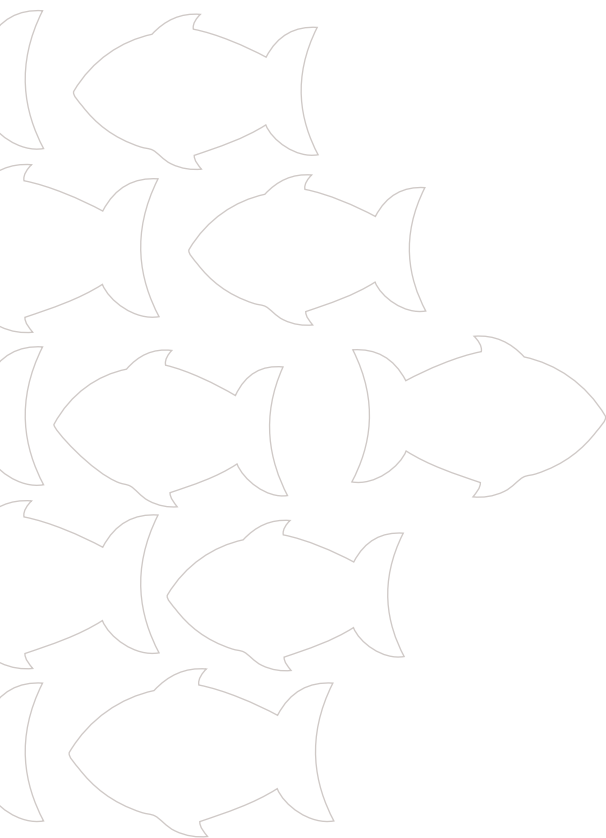


<http://www.ssee2011conference.com/>



Appendix E – Accommodation – Vendor Brief and Agreement

SUSTAINABILITY ASSESSMENT OF ACCOMODATION OPTIONS



VENDOR BRIEF AND AGREEMENT
January 2011

1. Purpose

To develop a means to compare the sustainability initiatives for the recommended venues which will be included as part of the conference registration program, encouraging delegates to choose accommodation that meets high sustainability standards.

2. Objectives

To develop a transparent process for conference attendees to make an informed choice as to their accommodation options in terms of sustainable initiatives being undertaken.

To communicate the initiatives for each option on the SSEE 2011 Conference Website.

3. Methodology

Each hotel will be given a checklist of potential sustainable features which could be undertaken within that industry. The hotel will do a self assessment using the checklist.

The results will either be:

Yes – full compliance (state stars where applicable)

P – Partial compliance (list compliance areas in notes)

No – No compliance

n/a – Not applicable to the particular hotel

If there additional measures that aren't included in the checklist, these will be listed in notes for each hotel. An example of how to complete the checklist is included in gray font.

4. Verification

A representative SSEE will undertake a site audit to verify the self assessment is correct.

5. Communication

The completed, verified checklist will be made publicly available on the SSEE website.

6. Vendor Agreement

The vendor agrees to allow SSEE to publish the verified checklist results on the SSEE 2011 Conference Website.

CHECKLIST

1. General Environmental Management

General Environmental Management	Example	Vendor B	Vendor C	Vendor D	Vendor E
Certified to ISO14001	Yes				
Eco Certified by Eco Tourism Australia	No				
Green Globe	Cert				
AAA Tourism Green Star	No				
EMS in place	Yes				
Public Environmental Policy	Yes				
Environmentally Friendly Cleaning Products Used	No				
NABERS Rating (stars)	3				
Live indoor plants	P				
Sustainable requirements in supply contracts	n/a				
Low VOC emission products used when possible	No				

NOTES: Please list additional activates which are not included in the checklist.

P - Plants are located in foyers but not guest rooms

2. Water Management

Water Management	Example	Vendor B	Vendor C	Vendor D	Vendor E
Water efficient shower roses (3 star WELS minimum)	Yes				
Water efficient taps (3 star WELS minimum)	Yes				
Water Management Plan in place	No				
Towels are washed only when placed in bath or equivalent.	No				
Rainwater tanks are in place and rainwater is used when possible	No				
Grey water recycling	No				
Water Audits undertaken regularly	P				
Water Efficient Dishwashers/Glass washers (3 star WELS minimum)	No				
Water Efficient Laundry washing machines (front loaders instead of top loaders - 3 star WELS minimum)	Yes				
Cooling Towers are managed and monitored to keep leakage to a minimum and operated to conserve water.	n/a				
Trigger sprays are used in the kitchen	No				
Dual flush toilets are in place throughout (3 star WELS minimum)	Yes				
Water efficient /waterless urinals used (3 star WELS minimum)	Yes				
Use of air-cooled wok/stoves instead of water cooled models.	Yes				
Use of drip irrigation for gardens and lawns	No				
Pools and Spa's are managed and monitored to keep evaporation to a minimum and operated to conserve water.	Yes				

Water Management	Example	Vendor B	Vendor C	Vendor D	Vendor E
Hand held hoses have a trigger nozzle or high pressure cleaning units are used	Yes				
Capture fire test water for reuse or other non-potable applications	No				
Conduct regular meter readings to identify leakage	Yes				
Facility assessment program is in place to check nozzles, taps, toilets, controls and cooling towers are working correctly.	Yes				

NOTES: Please list additional activates which are not included in the checklist.

P- Two audits have been undertaken to date, but there is no regular program in place.

3. Energy Management

Energy Management	Example	Vendor B	Vendor C	Vendor D	Vendor E
NABERS ENERGY Rating (stars)	4				
BMS with dashboard energy/water waste alerts	No				
Energy efficient lighting (CFL, LED in common areas)	Yes				
Energy efficient lighting (CFL, LED in guestrooms)	No				
Photovoltaic system (installed capacity)	Yes				

Energy Management	Example	Vendor B	Vendor C	Vendor D	Vendor E
Solar hot water	No				
Gas use (cookers, boilers)	Yes				
% purchase of green power	20%				

NOTES: Please list additional activates which are not included in the checklist.

4. Resource and Waste Management

Resource and Waste Management	Example	Vendor B	Vendor C	Vendor D	Vendor E
A waste management plan is in place	Yes				
Recycling of all recyclable waste	Yes				
Bulk buying and minimal packaging of products	No				
Recycling facilities provided for guests	No				
Use of 100% post consumer paper products	P				
Packaging Take Back Arrangements with Suppliers	No				
Waste Audits Undertaken	Yes				
Composting of all green waste	No				

NOTES: Please list additional activates which are not included in the checklist.

P – Use 50% post consumer paper products

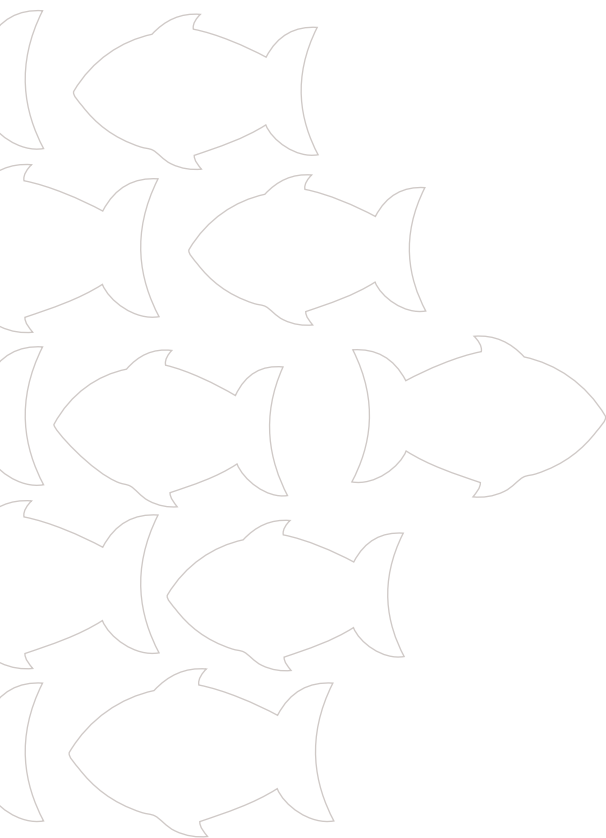
5. Social Issues

Social Issues	Example	Vendor B	Vendor C	Vendor D	Vendor E
Contribution to:	Yes				
• Tree planting schemes	Yes				
• Rehabilitation Projects	No				
• Local Charities (please name)	No				
Local community involvement	No				

NOTES: Please list additional activates which are not included in the checklist.

Appendix F – Completed Accommodation Assessments

SUSTAINABILITY ASSESSMENT OF ACCOMODATION OPTIONS



COMPLETED CHECKLIST
April 2011

COMPLETED CHECKLIST

1. General Environmental Management

General Environmental Management	One owner of the entire complex				Strata Title		
	Rydges South Bank	Mantra South Bank	The Marque Hotel	Citigate King George Square	Riverside Hotel	Central Westend Apartments ⁽¹⁾	Oaks Casino Towers
Certified to ISO14001	No	No	No	No	No	No	No
Eco Certified by Eco Tourism Australia	No	No	No	No	No	No	No
Green Globe	Silver	No	Bronze	No	No	No	No
AAA Tourism Green Star	No	No	No	No	Yes	No	Yes
EMS in place	No	No	No	No	No	No	No
Public Environmental Policy	Yes	No	No	No	No	No	Yes
Environmentally Friendly Cleaning Products Used	Yes	Yes	Yes	Yes	No	No	Yes
NABERS Rating (stars)	No	No	No	3 & 4 ⁽²⁾	No	No	No
Live indoor plants	P1	P1	P1	Yes	P1	No	No
Sustainable requirements in supply contracts	Yes	No	No	Yes	No	No	No
Low VOC emission products used when possible	No	No	Yes	Yes	No	Yes	Yes

NOTES:

Rydges South Bank: P1 – Plants are located in function rooms and foyers but not guest rooms

Mantra South Bank: P1 - Plants are located in foyers but not guest rooms

The Marque Hotel: P1 - Plants are located in foyers and some guest rooms

Citigate King George Square: Note (2) - 3.5 Star Energy (17209 kgCO₂-e/room/yr) & 4 Star Water (134 kL/room/yr) – Valid to January 2012

Riverside Hotel: P1 - Plants are located in foyers but not guest rooms

Central Westend Apartments: Note: (1) Results were not verified due to resource shortage resulting from flooding.

Sustainability Assessment of Accommodation Options

Completed Self Assessment Checklist

April 2011

2. Water Management

Water Management	One owner of the entire complex				Strata Title		
	Rydges South Bank	Mantra South Bank	The Marquee Hotel	Citigate King George Square	Riverside Hotel	Central Westend Apartments ⁽¹⁾	Oaks Casino Towers
Water efficient shower roses (3 star WELS minimum)	Yes	No	Yes	Yes	P1	Yes	Yes
Water efficient taps (3 star WELS minimum)	Yes	No	Yes	Yes	No	Yes	No
Water Management Plan in place	Yes	No	Yes	Yes	No	Yes	No
Towels are washed only when placed in bath or equivalent.	No	Yes	Yes	Yes	Yes	Yes	Yes
Rainwater tanks are in place and rainwater is used when possible	No	No	No	No	Yes	Yes	No
Grey water recycling	No	No	No	No	No	No	No
Water Audits undertaken regularly	Yes	No	Yes	Yes	No	Yes	No
Water Efficient Dishwashers/Glass washers in restaurant kitchens (3 star WELS minimum) ⁽⁴⁾	Yes	Yes	Yes	Yes	Yes	n/a	Yes
Water Efficient Laundry washing machines (front loaders instead of top loaders - 3 star WELS minimum)	n/a ⁽²⁾	n/a ⁽²⁾	No	Yes	P2	P2	P2
Cooling Towers are managed and monitored to keep leakage to a minimum and operated to conserve water.	n/a	n/a	n/a	Yes	n/a	n/a	Yes
Trigger sprays are used in the kitchen	Yes	Yes	Yes	Yes	No	Yes	n/a
Dual flush toilets are in place throughout (3 star WELS minimum)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Water efficient /waterless urinals used (3 star WELS minimum)	No	No	No	Yes	Yes	n/a	No
Use of air-cooled wok/stoves instead of water cooled models.	n/a	n/a	n/a	Yes	n/a	n/a	n/a
Use of drip irrigation for gardens and lawns	No	No	n/a	n/a	No ⁽³⁾	Yes	n/a
Pools and Spa's are managed and monitored to keep evaporation to a minimum and operated to conserve water.	Yes	No	Yes	Yes	Yes	Yes	Yes

Sustainability Assessment of Accommodation Options

Completed Self Assessment Checklist

April 2011

	One owner of the entire complex				Strata Title		
	Rydgess South Bank	Mantra South Bank	The Marquee Hotel	Citigate King George Square	Riverside Hotel	Central Westend Apartments ⁽¹⁾	Oaks Casino Towers
Water Management							
Hand held hoses have a trigger nozzle or high pressure cleaning units are used	Yes	n/a	Yes	Yes	n/a	Yes	Yes
Capture fire test water for reuse or other non-potable applications	No	No	No	No	No	No	No
Conduct regular meter readings to identify leakage	Yes	No	Yes	Yes ⁽³⁾	No	Yes	No
Facility assessment program is in place to check nozzles, taps, toilets, controls and cooling towers are working correctly.	Yes	P3	Yes	Yes	No	Yes	Yes

NOTES:

Rydgess Hotel South Bank: Note (2) - Laundry is contracted out.

Mantra South Bank: Note (2) - laundry is contracted out; P3 - No regular assessment program but checks done on daily basis by housekeeping.

Citigate King George Square: Note (3) – This is done daily

Riverside Hotel: P1 – The majority of shower roses are now 3 stars or better; P2 - Some unit owners have them; Note (3) water tanks are used to collect rainwater for use on gardens etc.

Central Westend Apartments: Note: (1) Results were not verified due to resource shortage resulting from flooding; P2 - Some unit owners have them.

Oaks Casino Hotel: P2 - Some unit owners have them.

Note (4) – This was not be verified.

3. Energy Management

Energy Management	One owner of the entire complex				Strata Title		
	Rydges South Bank	Mantra South Bank	The Marque Hotel	Citigate King George Square	Riverside Hotel	Central Westend Apartments ⁽¹⁾	Oaks Casino Towers
NABERS ENERGY Rating (stars)	No	No	No	3.5	No	No	No
BMS with dashboard energy/water waste alerts	P1	No	No	Yes	No	No	No
Energy efficient lighting (CFL, LED in common areas)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Energy efficient lighting (CFL, LED in guestrooms)	Yes	Yes	Yes	Yes	P2	Yes	Yes
Photovoltaic system (installed capacity)	No	No	No	No	No	No	No
Solar hot water	No	No	No	No	No	No	No
Gas use (cookers, boilers)	Yes	Yes	Yes	Yes	P3	Yes	Yes
% purchase of green power	No	No	No	No	No	No	No

NOTES:

Rydges South Bank: P1 – The system is not electronic but monthly graphs are done on electricity, water, gas and these are converted to Green House Gases.

Riverside Hotel: P2 – The majority of rooms have energy efficient lighting; P3 – In the restaurant kitchen but not the rooms.

Central Westend Apartments: Note: (1) Results were not verified due to resource shortage resulting from flooding.

4. Resource and Waste Management

Resource and Waste Management	One owner of the entire complex				Strata Title		
	Rydges South Bank	Mantra South Bank	The Marque Hotel	Citigate King George Square	Riverside Hotel	Central Westend Apartments ⁽¹⁾	Oaks Casino Towers
A waste management plan is in place	Yes	No	Yes	Yes	No	Yes	Yes
Recycling of all recyclable waste	Yes	Yes	Yes	Yes ⁽²⁾	No ⁽³⁾	Yes	Yes
Bulk buying and minimal packaging of products	Yes	No	No	Yes	Yes	No	Yes
Recycling facilities provided for guests	No	Yes	No	Yes ⁽⁴⁾	No	Yes	Yes
Use of 100% post consumer paper products	P2	P2	No	No	P2	No	No
Packaging Take Back Arrangements with Suppliers (excluding kegs)	No	No	No	Yes	No	No	No
Waste Audits Undertaken	Yes	No	Yes	Yes	No	No	No
Composting of all green waste and food scraps	No	No	No	No	No	No	No

NOTES:

Rydges Hotel South Bank: P2 – Office use only

Mantra South Bank: P2 – Office use only

Riverside Hotel: Note (3) – BCC will not provide recycle bins to the complex; P2 – Office use only

Citigate King George Square: Note (4) – There are no in room facilities but housekeeping separate waste after collection.

Central Westend Apartments: Note (1) – Results were not verified due to resource shortage resulting from flooding.

5. Social Issues

Social Issues	One owner of the entire complex				Strata Title		
	Rydges South Bank	Mantra South Bank	The Marque Hotel	Citigate King George Square	Riverside Hotel	Central Westend Apartments ⁽¹⁾	Oaks Casino Towers
Contribution to:							
• Tree planting schemes	No	No	No	Yes ⁽¹⁾	No	No	No
• Rehabilitation Projects	No	No	No	Yes ⁽¹⁾	No	No	No
• Local Charities (please name)	No	Yes	No	Yes ⁽¹⁾	Yes	No	No
Local community involvement	No	No	No	Yes ⁽¹⁾	Yes	No	No

NOTES:

Riverside Hotel: Yes – Lions Club, Rotary and the Smith Family

Mantra South Bank: Yes – Harts

Citigate King George Square: Note (1) Part of the Mirvac Group who have these in place.

Central Westend Apartments: Note: (1) Results were not verified due to resource shortage resulting from flooding.

Appendix G – Conference Waste Records

BCEC Sustainability Management Instructions

The sustainability management form is to be completed by the BCEC waste management representative for the following sessions:

24/10/2011

- Breakfast
- Morning Tea
- Lunch
- Afternoon Tea
- General Waste at the end of the day

25/10/2011

- Morning Tea
- Lunch
- Afternoon Tea
- General Waste at the end of the day
- Dinner

25/10/2011

- Morning Tea
- Lunch
- Afternoon Tea
- General Waste at the end of the day

The areas include conference foyers, client areas (Secretariat, speakers preparation etc) & back of house areas. Please separate and weight the various waste stream components such as:

- Paper/cardboard etc
- Plastics
- Aluminium
- Steel
- Glass
- Food scraps
- Other

BCEC Sustainability Management Form

Name: _____ Date: _____/10/2011

Waste Collected Session: ☐ breakfast ☐ morning tea ☐ lunch ☐ afternoon tea ☐ Dinner

Type	Weight (kg)	Destination*
Kitchen Waste		
Food Scraps		
Food Packaging: Cardboard		
Food Packaging: Plastic		
Food Packaging: Glass		
Food Packaging: Aluminium		
Food Packaging: Steel		
Other:		
Other:		
Delegate Waste		
Food Waste - left over's on table		
Very dirty serviettes/food scraps etc in bins around eating areas		
Plastic Waste		
Aluminium Waste		
Paper towels in toilets		
Paper/Cardboard/Serviettes		
Other Waste not identified		

*Destination = bio bin, recycling (please identify contractor), food bank, stored for re-use, general waste sent to landfill

Other items to note: Air conditioner Setting at time of waste collection (____ °C)

Estimated number of dishwashing loads from crockery etc _____

Other: _____

To be completed by ICMS/SSEE:

Number Registered : _____ Number Catered for: _____ Attendance: _____

BCEC Sustainability Management Form

Name: BOON PHADILOK

Date: 24 /10/2011

Waste Collected Session: ☒ breakfast ☒ morning tea ☒ lunch ☒ afternoon tea ☒ Dinner

Type	Weight (kg)	Destination*
Kitchen Waste		
Food Scraps	5.50	BIO BIN
Food Packaging: Cardboard	1.00	VLSY
Food Packaging: Plastic	0.50	"
Food Packaging: Glass	0.50	"
Food Packaging: Aluminium	1.00	"
Food Packaging: Steel		"
Other: FOOD BANK	6.00	FOOD BANK
Other: GENERAL WASTE	2.50	LANDFILL
Delegate Waste (SERVERY + FOYERS)		
Food Waste - left over's on table	21.00	- SERVERY ONLY
Very dirty serviettes/food scraps etc in bins around eating areas	10.00	
Plastic Waste	8.95	
Aluminium Waste + STEEL	1.05	
Paper towels in toilets STEEL	2.00	FOYERS
Paper/Cardboard/Serviettes	9.80	SERVERY = 4.00. FOYER = 5.80
Other Waste not identified		
DELEGATE GLASS	11.00	

*Destination = bio bin, recycling (please identify contractor), food bank, stored for re-use, general waste sent to landfill

Other items to note: Air conditioner Setting at time of waste collection (24 °C)

Estimated number of dishwashing loads from crockery etc 1 load per day

Other: _____

To be completed by ICMS/SSEE:

Number Registered : _____ Number Catered for: _____ Attendance: _____

BCEC Sustainability Management Form

Name: BOON PHADILIK Date: 25 /10/2011

Waste Collected Session: ☐ breakfast ☒ morning tea ☒ lunch ☒ afternoon tea ☐ Dinner

Type	Weight (kg)	Destination*
Kitchen Waste		
Food Scraps	4.50	Bio Bin
Food Packaging: Cardboard	1.00	Recycling
Food Packaging: Plastic	0.25	"
Food Packaging: Glass	0.25	"
Food Packaging: Aluminium	0.50	"
Food Packaging: Steel		"
Other: FOOD BANK	8.00	FOOD BANK
Other: GENERAL WASTE	1.00	LANDFILL
Delegate Waste (SERVEY + FOYERS)		
Food Waste - left over's on table	9.50	
Very dirty serviettes/food scraps etc in bins around eating areas	4.00	
Plastic Waste	4.875	
Aluminium Waste + STEEL	0.70	
Paper towels in toilets	1.50	FOYERS
Paper/Cardboard/Serviettes	10.00	SERVEY = 1.00 FOYERS = 9.00
Other Waste not identified		
DELEGATE GLASS	1.925	

*Destination = bio bin, recycling (please identify contractor), food bank, stored for re-use, general waste sent to landfill

Other items to note: Air conditioner Setting at time of waste collection (24 °C)

Estimated number of dishwashing loads from crockery etc 1 load per day

Other: _____

To be completed by ICMS/SSEE:

Number Registered : _____ Number Catered for: _____ Attendance: _____

BCEC Sustainability Management Form

Name: BOON PHADILOK Date: 26 /10/2011

Waste Collected Session: ☒ breakfast ☐ morning tea ☒ lunch ☐ afternoon tea ☐ Dinner

Type	Weight (kg)	Destination*
Kitchen Waste		
Food Scraps	2.50	Bio Bin
Food Packaging: Cardboard	0.50	Recycling
Food Packaging: Plastic	0.25	"
Food Packaging: Glass	0.25	"
Food Packaging: Aluminium	0.50	"
Food Packaging: Steel		"
Other: FOOD BANK	4.00	FOOD BANK
Other: GENERAL WASTE	0.50	LANDFILL
Delegate Waste (SERVING/FOYER)		
Food Waste - left over's on table	2.50	
Very dirty serviettes/food scraps etc in bins around eating areas	3.00	
Plastic Waste	2.25	
Aluminium Waste + STEEL	0.15	
Paper towels in toilets	1.00	FOYERS
Paper/Cardboard/Serviettes	3.50	SERVING = 2.00 Foyer = 1.50
Other Waste not identified		
DELEGATE GLASS	0.60	

*Destination = bio bin, recycling (please identify contractor), food bank, stored for re-use, general waste sent to landfill

Other items to note: Air conditioner Setting at time of waste collection (24 °C)

Estimated number of dishwashing loads from crockery etc 1 Load per day

Other: _____

To be completed by ICMS/SSEE:

Number Registered : _____ Number Catered for: _____ Attendance: _____

Appendix H – NetBalance Venue Sustainability Verification Report

INDEPENDENT REVIEW STATEMENT

To the Stakeholders of the Society for Sustainability and Environmental Engineering:

The Society for Sustainability and Environmental Engineering (SSEE) commissioned Net Balance Foundation Limited (Net Balance) to undertake an independent review of the data submitted by the Brisbane Convention and Exhibition Centre (BCEC) on the environmental impact of SSEE's 2011 International Conference 'Escaping Silo's' (the Conference) held from the 24 to 26 October 2011. The purpose of the review is to provide feedback on the robustness and accuracy of the environmental impact calculations.

BCEC was responsible for the collation and preparation of the environmental impact data. Net Balance's responsibility in performing our review activities is to the SSEE alone and in accordance with the terms of reference agreed with them. Other stakeholders should perform their own due diligence before taking any action as a result of this statement.

Review objectives

The objective of the review is to provide SSEE with feedback on the robustness and accuracy of the calculated impacts from the Conference held in October 2011 at the BCEC.

Review scope and methodology

The level of the review is moderate as defined by the scope and methodology described in this statement. The review scope covered the processes and sample calculations used to determine the impact of the Conference resulting from electricity and water consumption, greenhouse gas (GHG) emissions, waste production and sustainable food impacts as incurred by BCEC as a result of the Conference. Only the impacts that were incurred at BCEC are included in the scope of this review. Other metrics, such as accommodation, travel and commuting, were reviewed by a third party.

The engagement was undertaken between November and December 2011, and involved:

- Examination of the calculations performed by BCEC in for electricity, water and GHG emissions.
- Review of the summary data for waste collection.
- Examination of catering supplier details, including location of suppliers, the availability of organic produce and supplier certifications for free range chicken and egg products.
- Review of the final purchase quantity of carbon offsets for the event.

Our competency and independence

The verification process was carried out by a team of greenhouse and energy and environmental technical specialists. Net Balance confirms that we are not aware of any issue that could impair our objectivity in relation to this engagement.


Findings and conclusions

Based on the scope of the review process, the following was observed with regard to the environmental impact calculations:

- Electricity consumption, water consumption and GHG emissions associated with the conference were all estimated. These estimates were considered reasonable estimates given the lack of billing data or sub-metering available.
- Specific supplier information was unable to be provided, however food sourcing documents and engagement with BCEC staff provided reasonable detail as to the location of suppliers and the availability of organic produce.
- Statements concerning free-range chicken and egg produce were not able to be verified.
- The waste data was recorded accurately by BCEC staff during the conference proceedings.
- Carbon offset purchasing was undertaken by SSEE and matches the emissions estimated based on the output of BCEC's Event Carbon Calculator.

Net Balance has provided suggestions for improvement in a more detailed report to SSEE.

On behalf of the review team
20 January 2012
Melbourne, Australia

A handwritten signature in black ink, appearing to read "Phatshu" or similar.

Terence Jeyaretnam, FIEAust
Director, Net Balance & Lead CSAP (AccountAbility UK)

Society for Sustainability and Environmental Engineering: 2011 Conference

Environmental Impact Data Review Management Report

20 January 2012

Introduction

The Engagement Scope

The Society for Sustainability and Environmental Engineering (SSEE) commissioned Net Balance Foundation (Net Balance) to undertake an independent review of the data submitted to calculate the environmental impact of SSEE's 2011 International Conference 'Escaping Silo's' (the Conference), held from the 24 to 26 October 2011. The purpose of the review is to provide feedback on the robustness and accuracy of the environmental impact calculations related to the direct use of the BCEC, including:

- GHG emissions
- Electricity consumption
- Water consumption
- Waste generation
- Food impacts, including the location of the food source and any certifications and accreditations of the suppliers used

This report is a synopsis of the process and outcomes of the engagement.

24–26 October 2011
Brisbane Convention and Exhibition Centre, Brisbane, Australia



Project Objectives

The Aim

The aim of the review was to:

- provide feedback on the robustness of the SSEE's environmental claims, and
- verify the data submitted by the Brisbane Convention and Exhibition Centre (BCEC).

Our Team

The review team comprised:

- Darryl Patching (Project Manager)
- Daphne Do (Project Consultant)

The project was undertaken between November 2011 and January 2012.

Summary of key findings and recommendations by source

1. Greenhouse gas (GHG) emissions from electricity consumption

Key findings

GHG emissions from electricity consumption were estimated using the BCEC Events Emissions Calculator. Net Balance was unable to view the entire supporting document as it was classified as intellectual property of BCEC; however scans of a number of pages were provided to Net Balance. The key assumption used for the calculation of emissions by room usage is that the emissions factor for BCEC is 8.4493 g CO₂-e per cubic metre per hour.

Net Balance was provided with the volume (m³) and hours of operation of each room used over the three day conference. Re-performing the calculations assuming the BCEC emissions factor of 8.4493 g CO₂-e per cubic metre per hour gave emissions estimates within 0.5% of the values output by the calculator.

Net Balance has assumed that the latest version of the Calculator (modified in June 2010) uses the NGA June 2009 factors as the basis for calculations. The NGA 2010 factors were released in July, one month after the Calculator was updated.

Recommendations

BCEC should aim to update the Events Emissions Calculator annually, as more recent data becomes available and as the NGA emissions factors change.

BCEC should seek to develop a paper on their methodology in order to provide a clear audit trail for other clients seeking verification.

The SSEE conference took place in the 2011/12 financial year. It is recommended that to account for changes in the emissions factor between June 2009 and July 2011 releases that SSEE should divide the output of the BCEC Event Calculator by the June 2009 factor to determine the electricity consumption. This consumption value can be multiplied by the July 2011 Scope 2 and 3 factors to obtain the emissions relevant to the 2011/12 electricity generation mix.

Summary of key findings and recommendations by source

2. Greenhouse gas (GHG) emissions from food and drink

Key findings

Life-cycle GHG emissions from catered products were calculated using the BCEC Events Emissions Calculator. The GHG impacts of a number of ingredients were sourced from a wide range of literature including CSIRO studies, ABS data and the *National Greenhouse Inventory* from the Department of Climate Change.

The emissions from BCEC menu packages are estimated using a conservative approach, which applies the GHG emissions factors to the menu selection considered to have the most impact. The weight of required ingredients is also overestimated for a conservative approach. The emissions of the highest impact menu selection is then assigned to its corresponding menu package on a per person basis.

Recommendations

BCEC should seek to develop a paper on their methodology in order to provide a clear audit trail for other clients seeking verification.

Summary of key findings and recommendations by source

3. Electricity consumption

Key findings

There is no sub-metering of electricity data within the BCEC. In order to estimate electricity consumption for GreenPower purchasing, the emissions estimated using the BCEC Event Carbon Calculator are used to back-calculate consumption by dividing emissions with the Queensland emissions factor.

The calculator was last updated in June 2010, one month prior to the release of the NGA 2010 factors in July. It is likely that the calculator uses June 2009 NGA factors. Based on this assumption, the June 2009 NGA factors should be applied to the output of the Event Carbon Calculator to estimate the electricity consumption. The 2009 NGA emissions factor for electricity consumption is 1.01 kg CO₂-e/kWh, which includes Scope 2 and Scope 3 emissions.

Recommendations

Electricity consumption should be sub-metered or estimated based on the electricity usage on the days of the conference. Using the BCEC Event Carbon Calculator does not reflect actual energy consumption over the conference period and may not take into account any initiatives undertaken since the Calculator was established.

A more accurate estimate may be to pro-rata the bills for a given billing period into a consumption per day figure, and then pro-rata this value based on NLA and hours of operation.

Summary of key findings and recommendations by source

4. Water consumption

Key findings

Water consumption across the whole BCEC site is recorded daily, as is the amount of water sent to the building cooling towers; however, water is not further sub-metered across different areas of the centre. To estimate the water attributed to the conference, BCEC have provided the total water consumption across BCEC, the amount sent to the centre cooling towers and the total number of people assumed to use the building over the course of the three conference days. This provides a kL/person metric for each day which can be multiplied by the number of SSEE conference attendees.

Recommendations

Net Balance recommends sub-metering of various facilities at BCEC if verification of data is to take place. It is difficult to determine the water consumption associated with a particular conference unless this occurs.

Summary of key findings and recommendations by source

5. Waste generation

Key findings

A waste audit was undertaken at the end of each day, with BCEC staff members completing a waste audit form supplied by the conference Sustainability Sub-Committee. This waste audit separated waste into the following main categories:

- General waste
- Food scraps (organic recyclables)
- Cardboard/paper recyclables
- Comingled recyclables (steel, aluminium, glass, plastic)
- Food Bank
- Paper towel recyclables

The waste audit forms were then summarised in an Excel spreadsheet. Net Balance observed a few errors within the Excel summary when compared to the source audit forms. This appears to be due to a miscalculation or attribution of a certain waste type to the wrong category within the Excel spreadsheet.

Recommendations

In future, should a waste audit be required, the waste audit form developed and provided to the venue should align with the summary spreadsheet for simple input. It may be simpler for SSEE to develop both the waste audit form and a corresponding Excel template for data entry to minimise ambiguities around which entries belong in which template cells. This will also minimise manual calculations being conducted outside the spreadsheet.

Summary of key findings and recommendations by source

6. Food impacts

Key findings

BCEC were unable to provide Net Balance with details of actual suppliers. However, BCEC provided a document on 'Regional Food' which contains a regional suppliers map. According to this document, 80% of the food used at BCEC is sourced from Queensland, with local suppliers within a 100km radius of Brisbane used where possible.

An email from BCEC notes that :

- The menu was mainly vegetarian, with produce sourced from the Lockyer Valley and Sunshine Coast areas.
- The beef for the main course gala dinner was sourced from the Lockyer Valley.
- Fish was sourced from Moreton Bay and Sunshine Coast suppliers.

BCEC did not provide any information surrounding free-range certification of suppliers of chickens and eggs. This item could not be reviewed.

Recommendations

BCEC should collect and maintain as records documents from suppliers that indicate the foods source, status as “free-range” and/or organic, etc... This data could either be collected by consignment or from suitably qualified suppliers.

For future events the SSEE should ask for supplier data to be provided as part of the pre conference negotiations and to advise the conference venue that consignment data will be required after the event.

Summary of key findings and recommendations by source

7. Carbon offsets

Key findings

Carbon offsets were purchased from Climate Friendly to cover both emissions from electricity consumption and catering. Purchasing of these offsets was undertaken by SSEE for the amount of 4.5 tonnes CO₂-e, including a 10% buffer, as determined from the emissions estimates based on the output of the BCEC Event Carbon Calculator.

Recommendations

Not any.

Item	Material Issue	Information to be Verified	Process	Evidence	Error	Type of Error	Error Magnitude	Recommendations	Data Collection Rating	Data Management Rating	Corrections Completed	Status
1	Electricity	Emissions	<p>The BCEC Event Carbon Calculator was used to estimate the emissions from electricity use based on the number of hours each room in the Centre was used. The output includes both Scope 2 and Scope 3 emissions as confirmed with the Facilities Manager. The Calculator was developed using 2008 data, however was updated in June 2010.</p> <p>Net Balance assumed that the June 2009 factors were used as the updated version is dated one moth prior to the release of the 2010 factors.</p> <p>Net Balance were unable to sight the calculations and assumptions based on the fact that the Calculator is considered to be the intellectual property of BCEC. However, the calculations fall around the assumption that the emissions factor for BCEC is 8.4493 g CO2/cubic metre/hour.</p>	<p>Emissions from electricity consumption as calculated by BCEC Event Carbon Calculator=1.376 tonnes CO2-e (calculated by BCEC, assumed to use NGA 2009 factors)</p>	No	N/A	N/A	<p>Follow up: Has the calculator been updated to account for changes in NGA factors between 2008 and 2011?</p> <p>Follow up resolved: calculated updated in June 2010. Likely to use NGA July 2009 as next update of NGA Factors occurred in July 2010.</p> <p>Recommendation: NGA 2011 factors are recommended as the conference occurs in 2011/12 financial year. This can be achieved by applying the NGA 2011 factors to the electricity consumption value calcualted in Item 2. This gives total emisisons as: 1.363 tonnes CO2-e</p> <p>Recommendation: In future, a greater level of transparency around calculations should be requested for the purpose of verification.</p>	Derived	Satisfactory	N/A	Reasonable
2	Electricity	Electricity consumption	<p>Sub-metering is not available separately for any of the venue rooms. The electricity consumption is back-calculated based on the output of emissions from the BCEC Event Carbon Calculator.</p> <p>The emissions output is divided by the sum of the NGA 2010 Scope 2 and Scope 3 factors to convert from tonnes of emissions to kWh.</p>	<p>Electricity: 1348.66 kWh</p> <p>(calculated by BCEC using NGA 2010 factors)</p>	No	N/A	N/A	<p>Recommendation: It is assumed that the June 2009 factors were used in developing the calculator. BCEC have provided electricity consumption using NGA 2010 factors. It is recommended that the BCEC Event Calculator output of 1.376 tonnes CO2-e is divided by the NGA 2009 Scope 2 and 3 electricity factors to determine the electricity consumption. This gives electricity consumption as: 1363 kWh.</p>	Derived	Questionable	N/A	Reasonable
3	Electricity	Carbon offsets	<p>SSEE purchased Gold Standard Offsets from Climate Friendly to offset emissions from catering and electricity consumption based on the resulting emissions estimated as a part of the review.</p> <p>A 10% buffer was purchased above and beyond the estimated emissions.</p>	<p>Offsets: 4.5 tonnes CO2-e</p> <p>Sighted Climate Friendly certificate.</p>	No	N/A	N/A	N/A	N/A	N/A	N/A	Reasonable
4	Waste	General waste to landfill	<p>Form provided by the Sustainability Committee to staff to fill out at the end of each day of the conference. BCEC staff to weigh rubbish and recycling</p>	<p>Hand-written waste forms from each of the three days - 24/10/2011: 2.50 + 10.0 = 12.50 kg general waste 25/10/2011: 1.0 + 4.0 = 5.0 kg general waste 26/10/2011: 0.50 + 3.0 = 3.50 kg general waste</p> <p>Total conference waste = 21.0 kg</p> <p>Summary excel file which provides a graph of the waste breakdown Total as per summary = 25.5 kg - ERROR</p>	Yes	Data Aggregation	Low	<p>Recommendation: Greater linkage between waste form entry slots and excel file so that any manual division of waste values is not necessary</p> <p>Changed required: Update the excel files to match the data provided in the waste forms</p>	Estimated	N/A	N	Reasonable
5	Waste	Organic recycling	<p>Form provided by the Sustainability Committee to staff to fill out at the end of each day of the conference. BCEC staff to weigh rubbish and recycling</p>	<p>Hand-written waste forms from each of the three days</p> <p>24/10/2011: 5.50 + 21.0 = 26.50 kg organic recycling 25/10/2011: 4.50 + 9.50 = 14.0 kg organic recycling 26/10/2011: 2.50 + 2.50 = 5.0 kg organic recycling</p> <p>Total conference waste = 45.5 kg</p> <p>Summary excel file which provides a graph of the waste breakdown Total as per summary = 45.5 kg</p>	No	N/A	N/A	(As above)	Estimated	N/A	N/A	Reasonable
6	Waste	Comingled recycling	<p>Form provided by the Sustainability Committee to staff to fill out at the end of each day of the conference. BCEC staff to weigh rubbish and recycling</p>	<p>Hand-written waste forms from each of the three days</p> <p>24/10/2011: 0.5 + 0.5 + 1.0 + 8.95 + 1.05 + 11 = 23 kg comingled recycling 25/10/2011: 0.25 + 0.25 + 0.5 + 4.825 + 0.7 + 1.925 = 8.45 kg comingled recycling 26/10/2011: 0.25 + 0.25 + 0.5 + 2.25 + 0.15 + 0.6 = 4 kg comingled recycling</p> <p>Total conference waste = 35.45 kg</p> <p>Summary excel file which provides a graph of the waste breakdown Total as per summary = 34.5 kg - ERROR</p>	Yes	Data Aggregation	Low	Changed required: Update the excel files to match the data provided in the waste forms	Estimated	N/A	N	Reasonable
7	Waste	Paper and cardboard	<p>Form provided by the Sustainability Committee to staff to fill out at the end of each day of the conference. BCEC staff to weigh rubbish and recycling</p>	<p>Hand-written waste forms from each of the three days</p> <p>24/10/2011: 1.0 + 9.8 = 10.8 kg paper and cardboard 25/10/2011: 1.0 + 10.0 = 11.0 kg paper and cardboard 26/10/2011: 0.50 + 3.50 = 4.0 kg paper and cardboard</p> <p>Total conference waste = 25.8 kg</p> <p>Summary excel file which provides a graph of the waste breakdown Total as per summary = 25.8 kg</p>	No	N/A	N/A	(As above)	Estimated	N/A	N/A	Reasonable

Item	Material Issue	Information to be Verified	Process	Evidence	Error	Type of Error	Error Magnitude	Recommendations	Data Collection Rating	Data Management Rating	Corrections Completed	Status
8	Waste	Food bank	Form provided by the Sustainability Committee to staff to fill out at the end of each day of the conference. BCEC staff to weigh rubbish and recycling	<p>Hand-written waste forms from each of the three days</p> <p>24/10/2011: 6.0 kg food bank 25/10/2011: 8.0 kg food bank 26/10/2011: 4.0 kg food bank</p> <p>Total conference waste = 18.0 kg</p> <p>Summary excel file which provides a graph of the waste breakdown Total as per summary = 18.0 kg</p>	No	N/A	N/A	(As above)	Estimated	N/A	N/A	Reasonable
9	Waste	Paper towel recyclables	Form provided by the Sustainability Committee to staff to fill out at the end of each day of the conference. BCEC staff to weigh rubbish and recycling	<p>Hand-written waste forms from each of the three days</p> <p>24/10/2011: 2.0 kg paper towel recyclables 25/10/2011: 1.5 kg paper towel recyclables 26/10/2011: 1.0 kg paper towel recyclables</p> <p>Total conference waste = 4.5 kg</p> <p>Summary excel file which provides a graph of the waste breakdown Total as per summary = 4.5 kg</p>	No	N/A	N/A	(As above)	Estimated	N/A	N/A	Reasonable
10	Water	Water consumption	<p>Water consumption is recorded daily through meter readings. The total consumption and the amount sent to the cooling tower are recorded. This information is consolidated monthly and checked against bills.</p> <p>BCEC have provided the number of people at the Centre for each day, which can be used to scale water consumption to a kL per person per day figure.</p>	<p>24/10/2011: 100 kL total, 24 kL to cooling towers -> 76 kL remaining for use -> 315 people at BCEC -> 0.24 kL/person Conference attendance day 1: 103 people Total water day 1: 24.7 kL</p> <p>25/10/2011: 146 kL total, 55 kL to cooling towers -> 91 kL remaining for use -> 1440 people at BCEC -> 0.06 kL/person Conference attendance day 2: 100 people Total water day 2: 6 kL</p> <p>26/10/2011: 185 kL total, 74 kL to cooling towers -> 111 kL remaining for use -> 3367 people at BCEC -> 0.03 kL/person Conference attendance day 3: 40 people Total water day 3: 1.2 kL</p> <p>Total estimated conference water usage: 31.9 kL</p>	No	N/A	N/A	N/A	Estimated	N/A	N/A	Reasonable
11	Catering	Emissions from catering	<p>The BCEC Event Carbon Calculator was used to estimate the emissions from catering options based on the number of people catered for. The emissions factors come from a range of sources, including the Department of Climate Change <i>National Greenhouse Inventory</i>. These emissions only include the impacts from the ingredients, and do not account for natural gas or energy consumption from transport or cooking.</p> <p>Net Balance were unable to sight the calculations and assumptions based on the fact that the Calculator is considered to be the intellectual property of BCEC. However, according to the BCEC document sighted, a conservative 'worst case' approach has been applied for simplicity, by assessing the menu option with the most impact within each menu package and calculating emissions using conservative estimates for the weight of each item.</p>	<p>Emissions from catering as calculated by BCEC Event Carbon Calculator= 2.741 tonnes CO2-e</p>	No	N/A	N/A	<i>Recommendation:</i> In future, a greater level of transparency around calculations should be requested for the purpose of verification.	Derived	Satisfactory	N/A	Reasonable
12	Catering	Sustainable food sourcing - local sourcing (<100km radius where possible)	<p>BCEC provided a document on 'Regional Food' which contains a regional suppliers map. According to this document, 80% of the food used at BCEC is sourced from Queensland, with local suppliers within a 100km radius of Brisbane used where possible.</p> <p>BCEC were unable to provide the names of actual suppliers.</p>	<p>Regional food document</p> <p>Email from Gail Sawyer dated 22/12/2011: - Mainly vegetarian menu with produce sourced from the Lockyer Valley and Sunshine Coast areas - Beef for the main course gala dinner from the Lockyer Valley</p>	No	N/A	N/A	N/A	N/A	N/A	N/A	Reasonable
13	Catering	Sustainable food sourcing - only certified free range eggs and chickens used	BCEC did not provide data for this.	N/A	No	N/A	N/A	N/A	N/A	N/A	N/A	Not Verified
14	Catering	Sustainable food sourcing - only local environmentally friendly seafood is served	<p>BCEC provided a document on 'Regional Food' which contains a regional suppliers map. According to this document, 80% of the food used at BCEC is sourced from Queensland, with local suppliers within a 100km radius of Brisbane used where possible.</p> <p>BCEC were unable to provide the names of actual suppliers.</p>	<p>Regional food document</p> <p>Email from Gail Sawyer dated 22/12/2011: - Fish sourced from Moreton Bay and Sunshine Coast suppliers</p>	No	N/A	N/A	N/A	N/A	N/A	N/A	Reasonable

Appendix I – Cundall Conference Sustainability Report

Introduction

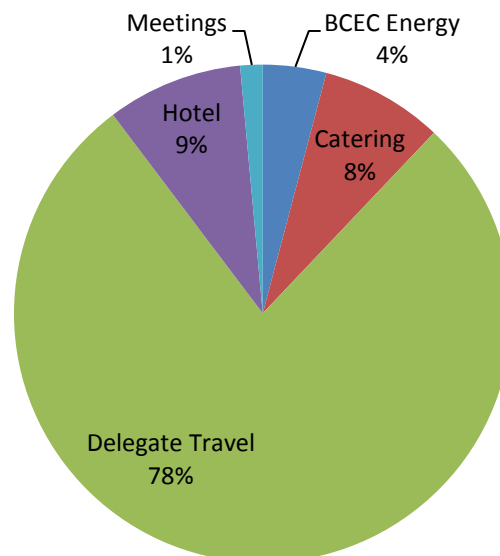
Cundall has been engaged through in-kind sponsorship to provide this sustainability report for the SSEE National Conference, held in Brisbane in October 2011. The report includes:

- Estimate of the carbon footprint per delegate for the conference
- Review the success of meeting each of the objectives in the BCEC & SSEE Implementation Plan
- Develop and report on key performance indicators for the conference, including water consumed, waste produced, and energy and carbon used per delegate

Carbon Footprint

Cundall has undergone an analysis of available conference information to provide an estimate of the carbon footprint per delegate. This analysis covers travel and hotel accommodation as well as Committee meetings. The carbon emission estimations for the conference venue activities (including BCEC energy and catering) were done by NetBalance.

The total CO₂ emissions associated with the conference are estimated to be **34 tons**, or 0.28 tons per delegate. The breakdown is shown below, with further detail of how these values were generated in the following sections.

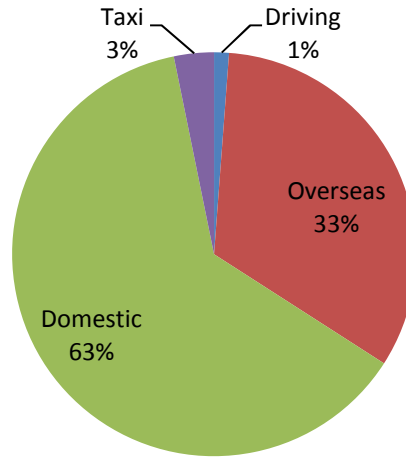


Travel

SSEE recorded 120 conference attendees, 50% of which were local. The remaining delegates are mostly from interstate. It was assumed that any delegate with a work address over 200km from Brisbane would fly rather than drive or take a train into the city. This estimation does not include travel for local Brisbane delegates, as their travel would be expected to reflect their typical working day.

The amount of CO₂ emitted for flights varies considerably in literature. Return flight CO₂ emissions were therefore taken from the Qantas website for specific flight paths. Cundall believes that although these are not the most conservative values available, it would best

reflect the journeys taken and the quality of planes used by most delegates. In addition, each flight includes an estimated 25km taxi trip upon departure and arrival. The CO₂ emission rate for taxis and driving (0.14 kgCO₂/km) was taken from an average of three publically available sources.



The results of the analysis show that approximately **26.4 tons** of CO₂ were produced from delegate travel. Of this, 33% (8.7 tons) is from the three overseas delegates (from the USA, Nigeria, and New Zealand). The majority of emissions (16.5 tons) are due to domestic flights. Cundall recommends that the SSEE either purchase offsets for flights or encourage attendees to offset their own flights, possibly by offering reduced fees.

Hotel

It was assumed that any delegate within 50km from the city would be able to commute to the conference daily and would not require hotel accommodation. All other delegates were assumed to have two hotel nights for the full two-day conference. The thirteen attendees to the third workshop day were assumed to stay for three nights.

As few of the delegates indicated which hotel they stayed at, national averages were used for all hotel energy use. A conservative value of 400kgCO₂/m²/year was used with a room size based on a standard queen room.

Approximately 20 kgCO₂ were produced per night of hotel accommodation per delegate, resulting in an estimated **3 tons** of CO₂ produced during the conference. The Committee does not have control over the hotel facilities, however Cundall recommends that the SSEE Committee continue to recommend hotels which support best-practice.

Meetings

Information from the SSEE 2011 Conference Committee was used to estimate the CO₂ emissions associated with the pre-conference meetings. A total of 32 meetings at various locations were recorded by the committee, with each meeting lasting two hours and being attended by about six members.

Travel emissions associated with these meetings are estimated based on the car travel details supplied by SSEE, indicating a total of approximately 90 km of driving per meeting. With the emission rate for driving at 0.14 kgCO₂/km, this gives about 400 kg CO₂ produced.

Emissions due to energy use are based on a 2 star NABERS equivalent office (100W/h/m²). It was assumed that these meetings generally occurred in a small to medium sized boardroom of about 20m², resulting in emissions of 130 kgCO₂.

Combined, the travel and energy emissions produced due to the SSEE Committee meetings are an estimated **0.5 tons** of CO₂. Cundall recommends having fewer meetings and using email and teleconferencing where possible to organise the Conference.

BCEC Emissions

The BCEC energy and catering emissions (1.4 and 2.7 tons of CO₂, respectively) were estimated in detail by NetBalance and Cundall has reviewed this process. These values are considered reasonable, however a few recommendations are made, as previously advised to the SSEE Committee:

- The energy consumption should have been ideally measured by BCEC during the days of the conference in order to calculate kW/m³/hour, rather than basing energy use on national averages.
- The emissions associated with the catering should have been done on the total amount of food purchased for the event and included food mileage

Objectives of BCEC & SSEE Plan

The SSEE had six primary objectives associated with running the 2011 SSEE Conference sustainably.

1. Minimising emission and resource usage, including energy, water, and the use of disposable products and packaging
2. Maximising the use of environmentally sustainable cleaning and venue maintenance products and processes
3. Sourcing major food products where possible locally from suppliers committed to sustainable practices
4. Informing attendees and others about the conference sustainability initiatives
5. Measurement of emissions and resource usage by the conference
6. SSEE contributing to a sustainable legacy to a worthwhile charity

NetBalance performed a thorough analysis of the data submitted by BCEC in support of these objectives. Based on these results, the objectives of the conference were met with only a few minor breaches, as addressed in the NetBalance report. Many excellent solutions were achieved, notably:

- Not over-conditioning the spaces and shutting off equipment and lights when not in use
- The avoidance of disposable packaging, such as water bottles and sugar packets, and providing information to attendees electronically instead of using pamphlets
- Sourcing local and environmentally responsible foods which were predominantly vegetarian. This menu was a healthy choice for the benefit of the attendees and may have increased their awareness of the environmental impact of food choices. Considering many of the attendees would have normally eaten non-local, non-vegetarian meals, there was a potential GHG savings associated with this menu.

- The environmental management of the conference encourages BCEC to assess its operations and increases awareness of sustainability initiatives in industry
- Purchasing GreenPower and carbon offsets promotes renewable energies in Australia

Recommendations

The following key recommendations have been developed for SSEE to consider in future national conferences:

- Since flights represent the majority of carbon emissions for the conference, Cundall recommends that the SSEE either purchase offsets or encourage attendees to offset their own flights, possibly by offering reduced fees. SSEE should also encourage transport options with minimum impact, such as active transport for locals, and avoid importing speakers from abroad.
- BCEC should measure the daily energy consumption of the centre when estimating the conference energy usage
- BCEC should develop a consistent relationship between persons and water usage for conferences. Water consumption should not exclude chiller water. Also BCEC should check their baseline water usage, as Cundall notes this was unusually high
- Emissions associated with catering should include all food purchased for the event and include food mileage in the calculations
- Committee meetings could be held less frequently, with actions discussed regularly via email

Key performance indicators for this conference (per delegate):

- 0.28 tons CO₂
- 11 kWh of energy
- 300 L of water
- 1.25 kg of waste, with only 14% going to landfill

In addition, SSEE should target a low percent of food wastage, since food is the major controllable emission factor of the conference. It was noted that almost half of the waste was designated organic or food bank. Although donating extra food is positive, the majority of excess food was sent to organic waste. Presenting food in smaller stages and refilling only as necessary may assist in reducing the amount of food thrown away.

NOTE: Cundall's report scope was to include a review of the carbon calculator used by Lucien Mark, which would include delegate travel, meals, etc as well as committee meetings leading up to the conference. As no information was made available from Lucien Mark, Cundall was unable to provide a review and instead made estimates of this information as outlined in the report.