

ENVIRONMENTAL INITIATIVE OF THE YEAR



Macquarie Hotel
WWW.MACQUARIEHOTEL.COM

POLICIES IN PLACE AT THE MACQUARIE HOTEL WHICH SUPPORT ENVIRONMENTAL BEST PRACTICES

From within our own internal occupational health, safety and environment systems manual we have the following policies in place at the Macquarie Hotel:

1. Occupational Health and Safety Manual
3. Drug and Alcohol Policy
4. Amenities Policy
5. Chemical Policy
6. Basic Health and Safety Policy
7. Training Policy
8. Documentation and Record Keeping Policy
9. Emergency Procedures, which includes the following policies:
 - a. Bomb Threat
 - b. Fire
 - c. Armed Hold – Up
 - d. Evacuation
10. Contractor and Tradespersons Policy
11. Hazardous Substances Policy
12. Safety Policy, which covers the following points:
 - e. Hearing conservation
 - f. Sun protection
 - g. Safety footwear
 - h. Sharp's disposal
 - i. Manual handling
 - j. Chemical
 - k. Office safety
13. First Aid Policy and In-house Nursing sister
14. No Smoking Policy



Macquarie Hotel

THE USE OF ENERGY SAVING DEVICES WITH REGARD TO WATER

In addition to the initiatives put in place last year we have added the following energy saving devices;

- We have installed water aerators on all taps in all bars and all 29 accommodation rooms. These add air to the water reducing water flow and minimizing the amount of water from 14 litres per minute to 9 litres per minute.



- Triple A rated shower heads, installed in all 29 accommodation rooms.
- Stop cock valves have been installed in our plumbing to isolate areas so we do not have to turn off our entire water supply when working on plumbing within the Hotel.
- Triple A rated Pan assistance on cisterns so they only use 4.5 litres of water per flush.
- Urinals are fitted with sensors so they only flush once used.



- Annual use of water detection dye tablets to assess water leakage within the toilet system, which would show a leaking flapper.
- Location of hot water tanks close to areas of service to minimize heat-loss, particularly in the accommodation areas of the hotel.



- Our guest laundry only uses cold water.
- All accommodation laundry services are attended off site in a bulk capacity to minimize energy and water consumption.

Our water consultant Paul Briggs has assisted us with the following:

1. Every drop counts – A compendium within accommodation rooms for guest information explaining the benefits of saving water. The compendium also encourages patrons to reduce shower times to between 3 – 4 minutes in length. (See appendix 1)
2. Water efficiency audits, which have proved to demonstrate huge savings of water within the hotel.
3. Installation of sub meters – which is still ongoing due to the buildings heritage listing.



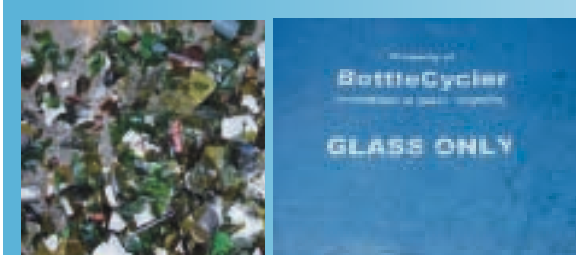
Macquarie Hotel

THE QUALITY AND QUANTITY OF OUR IN-HOUSE RECYCLING PROGRAMS

- Sensor driven hand towel dispensers that automatically deliver a set quantity of recycled paper towel, thus reducing paper waste by controlling amount of paper dispensed.
- Sensor driven soap dispensers to minimize soap waste.



- Use of paper that is 100% recycled for all paper products including hand towels and toilet paper. The paper is free of chlorine and other harmful chemical compounds making it environmentally friendly.
- Continued use of a bottle recycling program called 'bottle crusher', its compact, quiet and user friendly. It generates 50% reduction in labour, 80% savings in space, elimination of noise, improved OH&S management, and can guarantee a recovery rate for recycling that is far above the industry rate.



- Paper, cardboard and shredded secure documents are put in recyclable containers and picked up every 3 days by a document destruction company for recycling.



- We have a recycling program for our used toner cartridges through Australia Zoo's wildlife warrior program. ITA will donate funds to Wildlife warriors for every recycled toner cartridge. www.ita.net.au (see appendix 2)
- Our beer is brewed in bulk in an 800 litre or 1600 litre vat which saves in energy consumption and grain usage. Used grains are collected and recycled as food for animals through JJ Richards.

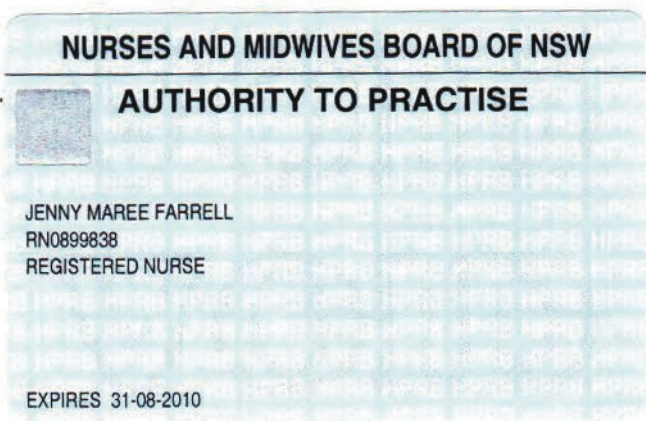


- We recycle all used furniture, linen and entertainment items in working condition by sending them to charities. This year a container full of goods were sent to Cambodia. (See appendix 3)



THE EXISTENCE OF ANY ENVIRONMENT COMMITTEE OR WORKING PARTY WITHIN THE HOTEL TO ADDRESS ENVIRONMENTAL ISSUES

- 1st Aid officer - Jenny Farrell who is a registered nurse, keeps all first aid boxes and procedures maintained and updated regularly – meetings fortnightly.



- OH&S Officer – Danielle Peel oversees OH&S issues within the hotel. Setting up, maintaining and keeping procedures for safety and chemicals updated regularly - meetings annually
- The Fire and Evacuation Warden is Mandy Wheeler. Mandy maintains training and procedures for all managers in all of the fire evacuation, bomb threats hold up and general evacuation for accommodation – meetings weekly with managers.
- Chubb Fire – Have installed a state of the art fire panel and water sprinkler system. It is tested weekly and monitored by Code Red.
- Sound Committee – consisting of Mandy Wheeler & Nathan Farrell, with help from external Acoustic Engineers. The sound committee have installed sound bats, yellow tongue and an angel step to minimize noise. The bass amplifier and kick drum are positioned off the ground to minimize mechanical transference of sound. These combined with the double glazed windows, double air lock doors, sound minimizing curtains and sound decibel limiters on all music equipment are vital in minimizing noise. – The sound committee meets weekly.



- Energy and Water Committee – consisting of Paul Briggs & Mandy Wheeler meet monthly.
- The Macquarie Boutique Hotel participated in Earth Hour on 28th March 2009. All accommodation guests were encouraged to participate.
- To minimize paper consumption a Bundy clock on/off system has been installed. This enables paperless rostering and paperless time sheets, significantly minimizing the use of paper.



- The Schwartz Family Company, owners of The Macquarie Boutique Hotel, is committed to being a responsible company and conserving the wealth that our earth has to give us.



Macquarie Hotel

OUR OWN WEBSITE

The Schwartz Family Company, owners of The Macquarie Boutique Hotel, is committed to being a responsible company and conserving the wealth that our earth has to give us.

We are continually upgrading our systems to become "more efficient", and all new developments incorporate the very best in minimising waste, as well as recycling of water and energy. We have documented our systems on our own website:

www.sustainable.org.au

which we have available for all our staff to read and understand our systems



Macquarie Hotel



Our Environment

Here at the Macquarie Boutique Hotel, we are proud to be a part of programmes that help our environment. Our focus is to be energy and resource efficient at every opportunity.

We ask all our guests to assist us in our endeavours.



Every Drop Counts is a Water Saving initiative driven by Sydney Water. It is a direct consumer based focus on preventing water wastage in the home and business. In the world's most arid country, draught is a dire issue. The requirement for processed water has now become a reality, and this has consequences on our environment.

Please help us do our part for the environment by minimising water usage. You can do this by reducing your shower time. A reduction of an average shower time to 3~4 minutes can save up to 8000 litres of water per person per year!



Resource Smart is a government programme, set up to reduce usage of manufactured energy. Many people do not realise the pollution impact of manufactured energy as it is not visible or physically present when it is being used. The issue is at the power plant. This focuses on the use of electricity in commercial and private applications.

You can also assist us in this initiative by switching off the lights and other appliances when not in use.

Let us leave the planet a little greener for our children

HELPING OUR ENVIRONMENT TWICE!



We all know that recycling helps the environment but now you can take this to the next step by joining our 'RECYCLE FOR WILDLIFE' program.

By recycling your used toner cartridges with Imaging Technology Australia (ITA) you can now not only help save our precious environment but also our threatened and endangered wildlife.

KEEP AUSTRALIAN WILDLIFE UNIQUE RECYCLE FOR WILDLIFE



DID YOU KNOW?

1. Over 30,000 native animals are killed everyday in Australia.
2. 50% of all motorists have hit an animal on the road. (AAMI survey 2005)
3. Australia has the 6th highest rate for mammal extinction and one of the worst records for land clearing (habitat destruction)

Facts about the Australian Wildlife Hospital

1. Veterinary care for almost 5,000 native wildlife every year
2. Provides a service that covers 100,000 sq. km
3. Operates 24 hours a day 7 days a week
4. Returns rehabilitated wildlife back to the wild
5. Emergency Hotline: 1800 369 652

Your "Recycle for wildlife" representative is



This is your opportunity not only to reduce your office waste at no cost but also help protect our environment and our native wildlife.

Imaging Technology Australia

Help keep AUSTRALIAN WILDLIFE **alive**

RECYCLE FOR MORE THAN THE ENVIRONMENT'S SAKE

WHO ARE WILDLIFE WARRIORS?

Wildlife Warriors was inspired by Steve and Terri Irwin to establish a wildlife conservation organisation unlike any other.

The charity takes a hands-on approach tackling sensitive wildlife programs and is committed to enlisting the broader community in this quest. It is easy to get involved and to make a difference.....all you have to do is 'live a little on the wild side'.

Wildlife Warriors conducts a range of international programs helping to protect wildlife such as tigers, elephants, cheetahs, crocodiles and koalas, and a range of important research and educational projects - with their single biggest program being the **Australian Wildlife Hospital**.

Wildlife Warriors receives sponsorship from Australia Zoo to cover the administration costs of the charity so that every dollar donated can be used entirely on life-saving conservation projects.

Visit www.wildlifewarriors.org.au for more information.



HOW DOES THE PROGRAM WORK?

ITA will donate valuable funds to Wildlife Warriors to support the Australian Wildlife Hospital from EVERY printer cartridge.

By encouraging your staff, and even friends, to place as many used printer cartridges in the recycling box provided you can help reduce land-fill but also help to raise funds to cover the veterinary care of seriously injured wildlife.

It's easy to do...and you will be playing an important role in protecting our environment.

WANT TO JOIN THE PROGRAM?



CALL OUR TOLL FREE NUMBER
1800 077 347

We will forward you a **FREE** recycling carton

RECYCLE YOUR EMPTY CARTRIDGES

Place your used toner cartridges in the recycling carton



FREE COLLECTION SERVICE

Call 1800 077 347 when your recycling carton is full. We will organize the free pickup service.

Help the AUSTRALIAN WILDLIFE HOSPITAL
Recycle your cartridges and save our wildlife

Help keep AUSTRALIAN WILDLIFE **alive**

This is your opportunity not only to reduce your office waste at no cost but also help protect our environment and our native wildlife.

Imaging Technology Australia



Inventory for Cambodia 05/02/08

Consignee:
The Sunrise Children's Village
Chream Chrom Village
Rokar Kpos Commune
Sa'ang District, Kandal Province
Cambodia

Fax: 855 23 210 361

Contact: Gerald Trevor

Beds

- 4 single bed ensembles (beds and bases)
- 29 $\frac{3}{4}$ bed bases
- 17 $\frac{3}{4}$ Mattresses
- 4 King Mattresses
- 4 crate of wheel castors

TVs

- 45 GE TV'S
- 15 TEAC TV'S

Towels

- 100 towels

Desks

- 16 Desks

Chairs

- 9 Arm Chairs
- 27 Chairs
- 10 Red lounges 2 seaters

Dental Equipment

- 1 wall mounted dental xray machine
- 2 large boxes of needles

Computers

- 5 full sets (i.e. P3 computer + monitor + mouse + keyboard + cables)

2 September 2009

TO WHOM IT MAY CONCERN

This is to confirm that the Macquarie Hotel is one of Bottlecyclers' key customers. The Hotel has been a customer of Bottlecyclers for the past 3 years. During this time, the Macquarie Hotel has recycled an average of 5,100 glass bottles per month (which equates to over 1 tonne of glass each month!).

By using the Bottlecyclers system, the Macquarie Hotel prevents its glass waste from going to landfill. Instead, the glass is collected by Bottlecyclers and delivered to Visy Recycling, where it is processed, sorted and ultimately returned to the marketplace as glass. The glass division of Visy Recycling recycles over 300,000 tonnes of glass per year.

During the past 3 years, the Macquarie Hotel has been instrumental in preventing 36,720 kg of glass waste from going to landfill.

The Macquarie Hotel is demonstrating 'best practice' through its use of our system, which provides environmental benefits, as well as OH&S benefits to the organisation and the wider community.

We are proud to be associated with the Macquarie Hotel in its endeavours to minimise waste and improve the environment.

If you require any further information, please contact the writer.

Kind regards

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