



SUSTAINABILITY POLICY 2011

Total Real Estate Training (TRET) is a full service education company with a suite of events to meet the needs of the different categories and levels of experience within the industry. It was created to provide the real estate industry in Australia and New Zealand with access to the very best in international and local experts in real estate.

In 2011 TRET will produce the following events:

- **Total Recharge New Zealand (TRNZ):** Hilton Hotel, Sydney, 22 March
- **Australian Real Estate Conference (AREC):** Sydney Convention & Exhibition Centre, Sydney, May 22-23
- **Real Estate Leadership Conference (RELC):** Sofitel Resort & Spa, Fiji, 5-7 July
- **Australasian Residential Property Management Conference (ARPM):** Hilton, Sydney, 7-8 August

Commitment to Sustainable Development Principles

Total Real Estate Training is committed to the principles of sustainable development which includes considerations for stewardship, inclusivity, integrity and transparency. Specifically we adhere to the governing principles set down by the UN Global Compact¹, which covers the following areas:

- Human Rights
- Fair labour and employment conditions
- Environment, biodiversity and ecological protection, conservation and restoration
- Anti-corruption and transparency

We ensure that our own business operations consider sustainable development principles, namely the impact of the physical production of our events and courses and their potential or consequential impacts and legacies.

We recognise our responsibility to promote these principles to our delegates, stakeholders, clients and any other interested parties, within the context of our core subject matter of our activities: real estate management and property development. Promoting sustainable development in our constituent's activities is paramount.

TRET supports the concepts of sustainable property development

Commitment to Sustainability Performance

TRET is committed to continually improving the sustainability performance of the organisation and its activities.

TRET has engaged knowledge partners GreenShoot Pacific to support the organisation in identifying and addressing event specific sustainable development issues.



Education and Training

The TRET production team has continual access to GreenShoot Pacific resources, acting as a sounding board and trouble shooter as issues arise.

- Information pages or copy are produced on specific topics to be distributed to relevant third-parties regarding their activities in relation with the event.
- Mentions of the event's sustainability commitment are included in relevant formal and informal communications. (internal and external.)
- The event's website includes information about its sustainability commitment and how the participants may be involved.

Projected Sustainability Outcomes

- Reduction in waste created due to prevention and management strategies.
- Reduction in electricity used and resulting CO2 emissions, through use of energy efficient lighting and equipment.
- Mitigation of unavoidable emissions from electricity use through the purchase of RECs.
- Reduction in transport impacts of delegates and participants through promotion of sustainable transport options.
- Mitigation of unavoidable production travel CO2 emissions through purchase of carbon offsets for participant transport arranged directly by TRET.
- Mitigation of unavoidable delegate travel CO2 emissions through a voluntary 'opt-in' to offset travel impacts.

Sustainable Procurement Policy

To ensure indirect impacts of our activities have sustainability benefits rather than negative impacts, TRET has the following purchasing objectives. This covers venue, accommodation, activities, materials and supplies, products, printing and event merchandise.

- To choose venues with sustainability policies, certifications, and proven performance.
- To choose and recommend hotel accommodation with sustainability policies, certifications and proven performance.
- To recommend additional conference activities which will not impact the local environment or neighbourhood amenity.
- To reduce the environmental impact of purchasing by buying eco-labeled products.
- Add to the demand for sustainable products by purchasing them preferably.
- To ensure support for ethical production and fair labour conditions.
- To purchase locally to support the local economy and reduce transport impacts.
- If not local then to buy Australian manufactured products made from Australian materials.
- To use products made from recycled or other sustainable materials.
- To choose products with components which can be disassembled, and recycled, re-used or repurposed.
- To use non-toxic and chemical free products.
- To hire rather than buy. Or to buy, store and re-use.

Key Performance Indicators

The key indicators of TRET's event sustainability performance are as below. All indicators will be reviewed in relation to the previous year's performance to gauge the level of improvements.

Participation

- Number of people opting-into 'green delegate' initiatives.
- Number of exhibitors opting-into 'green exhibitor' initiatives.

Energy

- Total kWh and total resulting CO2 emissions.
- Reducing on estimated 'business as usual' usage as reported by the venue.
- Total RECs purchased to mitigate energy use and resulting CO2 emissions.

Procurement

- Percentage of procurement budget allocated to materials, products and supplies meeting recognised sustainability standards, certifications or eco-labels.
- 'Trees Saved' or reduction in virgin timber used through moving all printed materials to 100% post consumer recycled paper, non-tree paper alternatives or reductions in printed materials.

Transport

- Average distance per delegate travelled to the event (delegates and production participants).
- Percentage split by mode of transport (delegates and production participants).
- Total resulting CO2 emissions due to delegate travel.
- Total resulting CO2 emissions due to participant/production travel.

Social/Community

- Legacy left in resources, knowledge, materials, or financial benefit to host community.

Compliance with Targets

Sustainability targets will be written into specifications, contracts and letters of agreement and employment. These will be monitored by appropriate internal production staff.

Monitoring and Review

The Sustainability Consultant or designated staff member will carry out a quantitative assessment post event of the sustainability performance. The event team will produce a report on sustainability performance and outcomes.

Each year TRET top management will review this policy and aim to strengthen and improve it based on outcomes of efforts at our events and in our organisation.

Sustainability issues will be included in the external and internal debrief after the event and in our own internal audit.

General Points and Wider Issues

It should be noted that in some areas of the event production we are limited by choice of suppliers available but wherever possible sustainability will be at the core of the decision making process before appointing a supplier or contractor.

Wider issues of sustainability such as health and safety, employment terms, working environment etc as identified by the ISO 20121 are covered in our Health and Safety Policy.

Guiding Principles and Standards

TRET draws on the following protocols and standards to guide its sustainability processes in our organisational and event-specific activities::

- United Nations Global Compact
- ISO 20121 Event Sustainability Management Systems (upcoming in 2012)
- Global Reporting Initiative – Event Organisers Sector Supplement (upcoming in late 2011)ⁱⁱ

ⁱ UN Global Compact: www.unglobalcompact.org

ⁱⁱ Global Reporting Initiative: www.globalreporting.org