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Introduction

The earth's environment is under severe stress from uncontrolled human activity, threatening the survival of our society. Lodestar Administration & Events accepts that it must as part of its core activities work to preserve the environmental sustainability of the planet, at all levels of its operations – in its own practice, as a participant in a community of practice, and as a participant in the Australian social discourse.

Lodestar Administration & Events aspires to minimise its impact on our environment and maximise the effective use of resources. We strive to achieve this by increasing communication and awareness of our efforts in accordance with this policy and fostering responsible environmental behaviour amongst staff, volunteers, and users at all levels.

Lodestar Administration & Events is committed not only to complying with applicable law in all of its operations but to absolutely minimising its risks and impacts through the development of robust and documented systems to implement, measure, monitor, and disseminate excellent environmental performance both within its operations and to the broader community.

Purpose

This Environmental Policy is intended to provide a framework to bring together the different accountabilities involved in different areas of environmental responsibility, and to clarify the content of these responsibilities in each area. It aims to integrate a philosophy of sustainable development into all the organisation's activities and to establish and promote sound environmental practice in our operations.

Policy

Lodestar Administration & Events commits itself to minimising its impact on our environment through:

- Providing a safe and healthful workplace;
- Creating an environmentally aware culture where responsibility is assigned and understood;
- Being an environmentally responsible neighbour in our community;
- Conserving natural resources by reusing and recycling;
- Using in our own operations processes that do not adversely affect the environment;

- Ensuring the responsible use of energy throughout the organisation;
- Participating in efforts to improve environmental protection and understanding;
- Using our own professional expertise where possible to assist in the development of solutions to environmental problems;
- Striving to improve our environmental performance continually;
- Conducting rigorous audits, evaluations, and self-assessments of the implementation of this policy;
- Working with suppliers who promote sound environmental practices;
- Enhancing awareness among our employees, volunteers, and users - educating and motivating them to act in an environmentally responsible manner.

Procedures

Lodestar Administration & Events will:

- Develop clear guidelines for staff, volunteers and users to adopt sound environmental work practices, and adequate training will be provided to ensure these practices are carried out;
- Act promptly and responsibly to correct incidents or conditions that endanger health, safety, or the environment. It will report any such incidents to the relevant authorities promptly and inform affected parties as appropriate;
- Where feasible, reuse and recycle materials, purchase recycled materials, and use recyclable packaging and other materials;
- Ensure that its services and products are safe, efficient in their use of energy, protective of the environment, and able to be reused, recycled or disposed of safely;
- In its operations minimise materials and energy use, prevent air, water, and other pollution, and dispose of waste safely and responsibly;
- In its operations conserve energy by improving energy efficiency and giving preference to renewable over non-renewable energy sources when feasible;
- Where appropriate, utilise its particular knowledge and experience to contribute to environmentally sustainable techniques, technology, knowledge and methods;
- Contribute to the maintenance and increase of biodiversity through its management of its landholdings;
- Meet or exceed all applicable government requirements and voluntary requirements generally observed in its field, and will in addition adhere to the more stringent requirements of its own environmental policy;
- In order to continually improve its environmental management system Lodestar Administration & Events will conduct audits and self-assessments of its compliance with this policy, measure its progress against its environmental goals, and report its success periodically;
- Lodestar will maintain an open and honest dialogue with staff, volunteers, stakeholders, and the public about the environmental, health and safety performance of our operations and services;

- Ensure that every employee and every contractor is informed of and expected to follow this policy and to report any environmental, health, or safety concern to management so that prompt action may be taken;
- Include in its criteria for selection of suppliers and contractors their environmental performance;
- Not invest in companies whose business operations conflict with, or detract from, the environmental objectives of this policy.

Responsibilities

It shall be the responsibility of the Director to establish and maintain policies and procedures to bring these procedures into effect.

It shall be the responsibility of the Director to implement these policies and procedures.

Related Documents

Purchasing Policy (in draft)

Occupational Health and Safety Policy (in draft)

Code of Ethics (in draft)

Authorisation

Danielle Courtier

Director

Lodestar Administration & Events

7th April 2008