

National Carbon Offset Standard

Carbon Neutral Program

Pre-Event Public Disclosure Summary



THIS DOCUMENT WILL BE MADE PUBLICLY AVAILABLE


RESPONSIBLE ENTITY NAME: Australasian Campuses Towards Sustainability

EVENT NAME: Towards Carbon Neutrality Workshop

EVENT DATE: 14th and 15th August 2017

Declaration

To the best of my knowledge, the information provided in this Public Disclosure Summary is true and correct and meets the requirements of the National Carbon Offset Standard Carbon Neutral Program.

	11 August 2017
Leanne Denby	
President, Australasian Campuses Towards Sustainability Inc	

1. Carbon Neutral Information

1A. Introduction

The Towards Carbon Neutrality workshop is being delivered by Australasian Campuses Towards Sustainability Inc. (ACTS) over two days in Melbourne. ACTS aims to inspire, promote and support change towards best practice sustainability within the operations, curriculum and research of the Australasian tertiary education sector. ACTS achieves this by providing resources, knowledge, developmental and networking opportunities for members and by critically challenging and supporting collaboration with stakeholders to lead sustainability innovation both in and outside the sector.

The Towards Carbon Neutrality Workshop will involve a range of industry professionals, in particular, those working in the Tertiary Education, Council and Healthcare sector in Australia and New Zealand. Facilitators and presenters at the workshop include those working within certified carbon neutral organisations, specialist service providers and relevant government experts. The workshop will cover everything from developing a carbon emissions inventory, identifying solutions to reduce your organisation's carbon footprint, building the business case for certified carbon neutrality, selecting suitable finance options and tips on marketing success.

The workshop is a small event consisting of 35 delegates, including presenters and facilitators. A moderate proportion of the presenters, facilitators and attendees will be travelling from New Zealand and Australian states outside of Victoria to attend the event. The workshop will be hosted in a single CBD-based conference venue.

The carbon inventory associated with the delivery of the workshop has been prepared based on the National Carbon Offset Standard. Greenhouse gases considered are the seven main Greenhouse Gases (GHGs) that contribute to climate change, as covered by the Kyoto Protocol and the Greenhouse Gas Protocol: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃). Activities identified as occurring as a consequence of the event and those having high stakeholder interest have been included in the event emissions boundary. Scope 3 emissions have been considered in accordance with the standard.

1B. Emission sources within certification boundary

Quantified sources

The following emission sources have been included:

- Venue emissions
- Accommodation-related emissions for facilitators and invited speakers
- (Transport) Flight-related emissions for facilitators and invited speakers
- Ground transport-related emissions for facilitators, invited speakers and delegates
- Catering-related emissions
- Emissions associated with paper used for conference materials

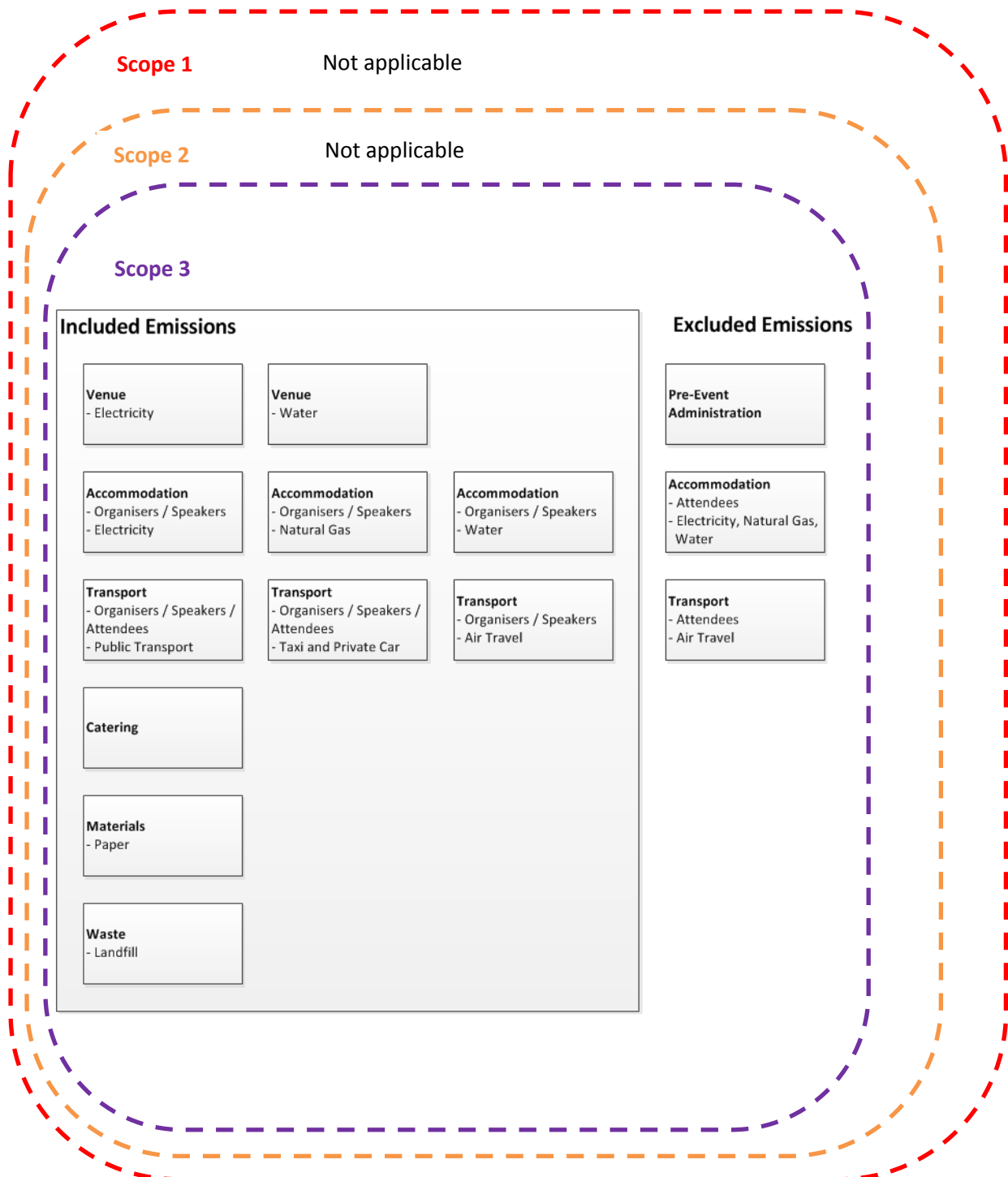
- Waste-related emissions

1C. Non-quantified sources

The following emission sources are excluded from the total calculation of emissions for the event, in line with provisions in the Event Standard.

- Emissions associated with pre-event administration as these activities were exclusively undertaken using videoconferencing and associated virtual technologies used by organising committee members working in an office environment whereby these emissions would have occurred regardless of the event's delivery
- Air-travel related emissions for workshop delegates travelling from outside of Melbourne, while the quantity of these emissions is likely to be significant relative to the event's total emissions, it was not deemed practical to calculate as final details associated with these travel arrangements could not be easily obtained by ACTS nor in advance of the event
- Accommodation-related emissions for workshop delegates travelling from outside of Melbourne as final details associated with these travel arrangements could not be easily obtained by ACTS
- Freight emissions have not been included due to the very minor marketing materials that will be present at the workshop and the expectation that the facilitators and workshop sponsors will carry these materials to the venue

1D. Diagram of the certification boundary



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2. Emissions reduction measures

2C. Emissions reduction actions

Emission reduction actions that are being taken as part of the delivery of the event include:

- Meat-free menu for all workshop catering
- Negligible disposable packaging used for conference catering
- All conference materials being distributed electronically
- Conference facilitators exclusively utilising public transport for ground transport
- Accommodation for conference facilitators from outside Melbourne all located within walking distance of venue
- Conference delegates encouraged to minimise the emissions associated with their involvement by:
 - Utilising public transport
 - Avoiding printed conference materials
 - Utilising a reusable coffee cup

3. Sensitivity Analysis

Table 2. Sensitive emissions		
Emission source / activity	Effect of variation on carbon account	Conservative approach for sensitive emissions
Total Delegate Numbers	Total delegate numbers are interrelated to most emissions calculations. If delegates numbers vary from the estimate this will alter the emissions in most categories.	Estimated higher number of total delegates than current registrations, used to ensure emissions calculations are conservative.
Catering	Calculations were based off catering direction given to the on-site catering company. Assumptions were made based on catering providing at similar events. Actual catered food may vary and have a minor influence of the event emissions	Conservative approach taken to the catering food categories, with higher percentages of costs allocated to the major emissions sources such as vegetables, dairy and flour products.

4. Emissions summary

Table 3. Emissions Summary		
Scope	Emission source	Tonnes CO ₂ -e
3	Venue Emissions - Electricity	0.067
3	Venue Emissions - Water	0.002
3	Accommodation – Organisers & speakers - Electricity	1.143
3	Accommodation – Organisers & speakers – Natural gas	0.108
3	Accommodation – Organisers & speakers – Water	0.013
3	Transport Emissions – Organisers & speakers - Flights	3.821
3	Transport Emissions – All delegates – Ground transport	0.523
3	Catering Emissions	2.718
3	Materials Emissions	0.001
3	Waste Emissions	98
Total Gross Emissions		8.495
GreenPower or retired LGCs		0
Total Net Emissions		8.495

5. Carbon offsets

5A. Offsets summary

Table 4. Offsets Summary			
Offset type and registry	Year retired	Quantity	Serial numbers
VCU Markit registry	2017	5	3229-145736346-145736350-VCU-016-MER-AU-14-587-01032012-28022013-0
ACCU Australian National Registry of Emission Units	2017	7	3,754,194,062 - 3,754,194,068
Total offsets retired			12

5B. Offset projects (Co-benefits)

ACTS has applied the following principles in the selection of offsets associated with this certified carbon neutral event:

- Support for Australian-based projects
- Preference for projects that promote the intent of the UN Sustainable Development Goals

All Australian-based offsets have been used to offset this event. Co-benefits that are being delivered through the Australian-based projects include the restoration and protection of habitats for native fauna in both New South Wales and Tasmania, new employment opportunities for regional Australians and diversification of income streams for Australian farmers.

6. Use of trade mark

Table 5. Trade mark register	
Where used	Logo type
ACTS Website	Certified event
ACTS social media platforms	Certified event
Conference presentation slides	Certified event

7. Additional activities

Offsets were procured in excess of the calculated emissions profile of the event, this is to be conservative and address the emissions sources impacted by the sensitivity analysis.