

Australian Government
Carbon Neutral Program
Public Disclosure Summary



An Australian Government Initiative

NAME OF CERTIFIED ENTITY: **Albert Park Pre-School Centre**

REPORTING PERIOD: **01-JANUARY-2018 to 31-DECEMBER-2018**

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.

Signature 	Date 8-July-2019
Name of Signatory Jenny Whelan	
Position of Signatory Administrative Director Albert Park Pre-School	

Carbon neutral certification category	Organisation
Date of most recent external verification/audit	July-2019
Auditor	Matt Drum – Ndevr Environmental Pty. Ltd.
Auditor assurance statement link	N/A



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1. About Albert Park Pre-School Centre

Albert Park Pre-School, established in 1948, is a community sessional Kindergarten located in Melbourne's inner bayside suburb of Albert Park. Just a stones throw from Albert Park Village, the Kindergarten has long been a fixture in the local community and prides itself on promoting wellbeing for all and helping forge friendships between children and families alike.

Our Philosophy revolves around play as a tool for learning and our program development is guided by the Early Years Learning Framework (EYLF). Our teaching practice is inspired by the Reggio Emilia approach. Albert Park Preschool provides a wonderful learning environment for 3 and 4 year olds. Our philosophy revolves around play as a tool for learning. Through play, young children learn so much about social standards, respect, imagination and problem-solving - while having fun in a supportive, caring and nurturing environment.

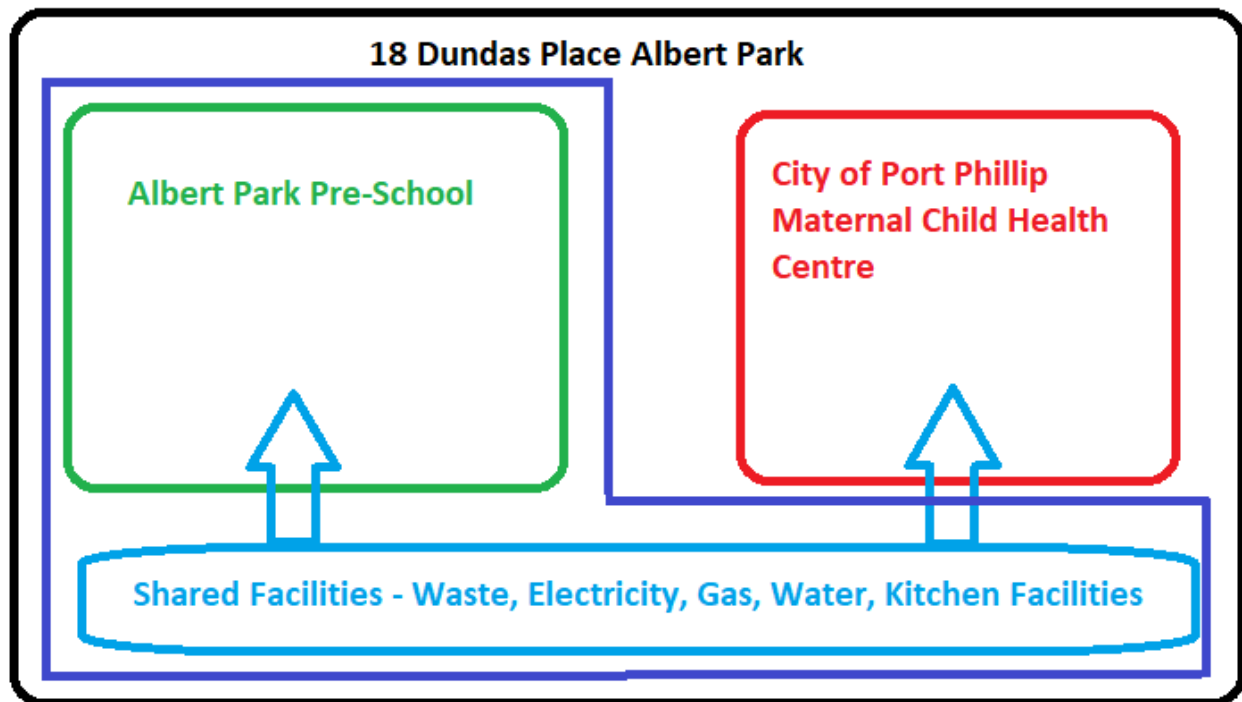
Kindergarten is an exciting time for both children and their families and at Albert Park Preschool we want children to have very happy memories of their kindergarten years. Our teachers and educators have wide-ranging experience and a nurturing, positive approach. We have four groups in total, two groups of 3s and two groups of 4s.

1A. Introduction

This inventory has been prepared for the year commencing 1st of January 2018 through to the 31st of December 2018.

The operational boundary has been defined based on an operational control test, in accordance with the principles of the National Greenhouse and Energy Reporting Act 2007. The organisation has only one site which is located at 18 Dundas Place, Albert Park, Victoria 3206. Note that this organisation has only one site and one operational entity so no consolidation approaches have been applied to this account.

The organisation shares the site with a Maternal Child Health service which is run by the City of Port Phillip. The operational boundary separates the two organisations in all aspects of the carbon account except for utilities and waste. In the interests of transparency, conservatism and accuracy, no attempt is made to separate the waste, electricity, water and gas usage by the two services operating at the site. This carbon account includes total utility and waste usage from the site. It is also believed that this approach creates an easier future path for the entire site (rather than just one organisation on the site) to be carbon neutral.



The methods used for collating data, performing calculations and presenting data are in accordance with the following standards:

- **National Carbon Offset Standard for Organisations**
- **The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)**
 - Principles = Relevance, Completeness, Consistency, Transparency, Accuracy
 - Embrace the 5 business goals listed in the document above.
 - Setting organisational Boundary
 - Setting Operational Boundary
 - Tracking Emissions over Time
 - Identifying and Calculating GHG emissions
 - Managing Inventory Quality
 - Accounting for GHG Reductions
 - Reporting GHG Emissions
 - Verification of GHG Emissions
 - Setting a GHG Target
- **National Greenhouse and Energy Reporting (Measurement) Determination 2008**

Where possible, the calculation methodologies and emission factors used in this inventory are derived from the National Greenhouse Accounts (NGA) Factors in accordance with "Method 1" from the National Greenhouse and Energy Reporting (Measurement) Determination 2008.

The greenhouse gases considered within the inventory are those that are commonly reported under the Kyoto Protocol; carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O) These have been expressed as carbon dioxide equivalents (CO₂-e) using relative global warming potentials (GWPs).

Quantified Sources

The following sources of emissions have been included within the operational boundary are:

- Gas
- Electricity
- Water

- Waste Water
- Staff Commuting
- Waste – Landfill & Recycling
- Office Paper

Non - Quantified Sources

The following non-quantified sources have been included in this carbon inventory:

- The following emission sources have been excluded in line with the provisions of the National Carbon Offset Standard for Organisations. The impact of excluding these sources is not expected to materially affect the overall total emissions
 - **Refrigerant usage** is confined to one small fridge / freezer which is shared between the 2 operational facilities and regarded as immaterial to this account and at no time during the reporting year was any additional refrigerant gas required.
 - **Office equipment / IT Services** is not included because the information is difficult to gather relative to the estimated size of the emissions. Office equipment is restricted to a very small number of laptop computers, phones, ipads and small copier / printers.
 - **Cleaning services** delivered by the building owners (City of Port Phillip) are carried out by external providers. All utilities used by cleaners are included in this account, but there is no inclusion of cleaning products and materials due to the difficulty involved in collecting this information together with the fact that the building is cleaned as a whole - no separation is made between the different services from a cleaning perspective. In addition, the building is small, around the size of an average house and the impact of cleaning services on this account is not regarded as material.
- **Solar Power** - It is assumed that solar power generated on site is free from emissions. Solar power that is exported to the grid is not included in the carbon account due to certificates not being generated from this transfer.

This organisation makes no use of the following item categories:

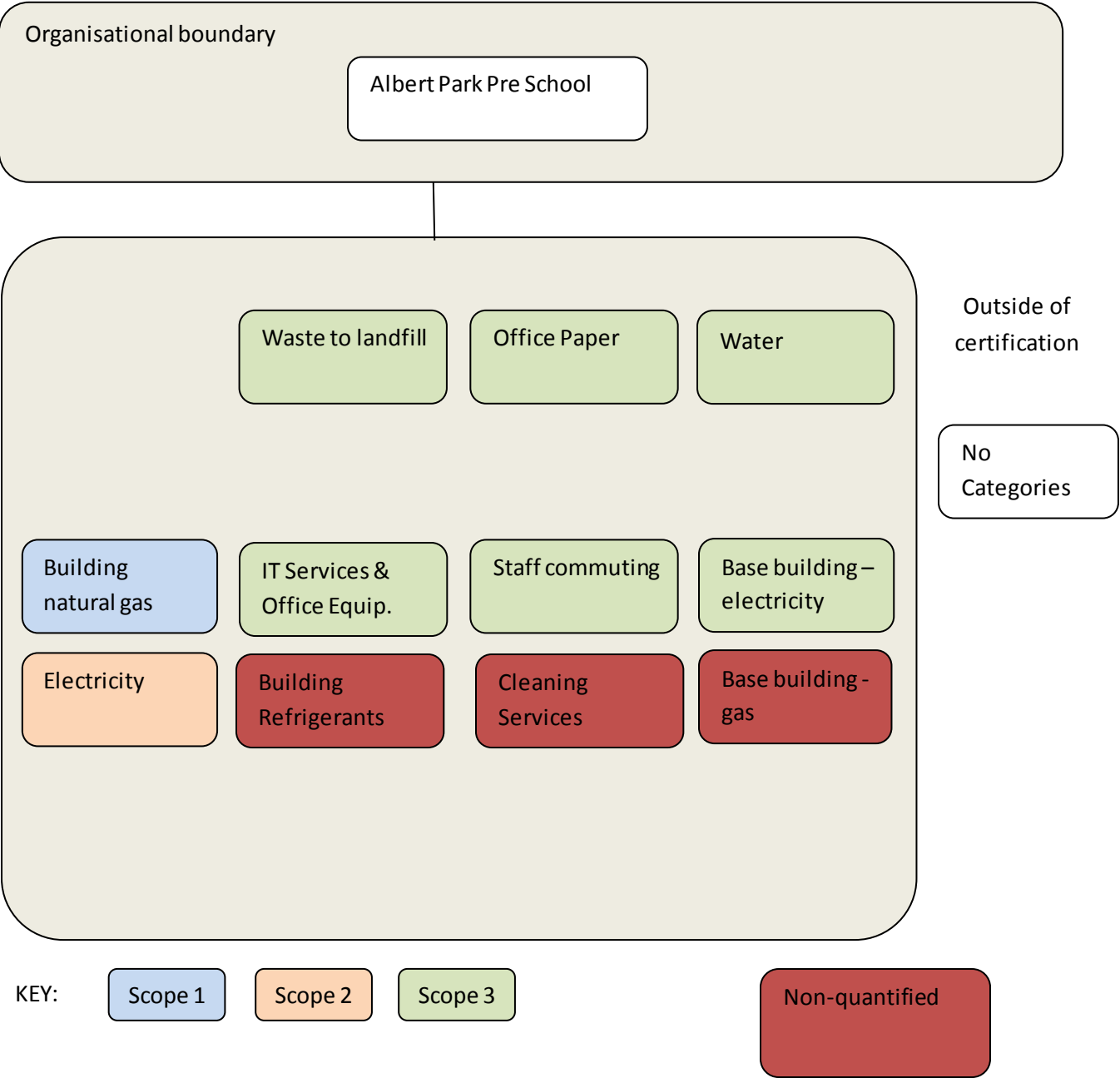
- Flights
- Taxis
- Couriers and other freight services
- Accommodation
- Catering and other food purchases.
- Data Centres & large scale IT and other network related equipment.

Outside of Scope

The following are out of scope for this carbon account:

- Transport modes used by families to both drop off and collect children before and after sessions.

1C. Diagram of the certification boundary



2. Emissions reduction measures

2A. Emissions over time

This section has been left **INTENTIONALLY BLANK** because this is an initial application.

2B. Emissions reduction strategy

The following tasks perform the basis of the emission reduction strategy going forward:

- Almost half of the buildings power is 24/7 power (amounting to 14kWh per day) and an investigation is being undertaken to determine how this load can be reduced. At present a significant amount of this load is presumed to be related to the computing equipment in use by the other organisation located in the building. It is hoped that this load can be cut by around 50% or more outside of operational hours and perhaps during working hours. It is likely that most of this power consumption is outside of the organizational boundary and further tests results will determine the direction.
- All gas appliances have either been replaced or removed from this site. No further emissions from gas will be generated.
- Continued emphasis on open and close procedures to ensure unnecessary after hours electrical use is avoided – the aim to reduce grid electricity significantly and make better use of our solar battery.
- All equipment will be re-measured for power consumption in all phases of operation (overnight, standby, powersave and operational modes) to develop a strategy to become energy self sufficient.
- Continued emphasis on waste reduction (particularly landfill), for example the organisation recently decided that they would no longer use the laminator.
 - Perform weight based measurements of both landfill and recycling.
 - Carry out a waste audit to determine waste composition by category and weight.
- From the 1st of January 2019, the site is purchasing 100% green power.
- Staff on site continue to be active in terms of attention to their purchasing policies by both reducing purchases and making better choices in terms of avoiding harmful and wasteful products.
- Staff and children monitor water usage very closely and this centre is currently rated as the lowest water user per child per hour in the City of Port Phillip.
- Staff and families using our centre will continue to be encouraged to use zero or low emission forms of transport to travel to and from.
- Ultimately, the organisation aims to be free from the need to purchase offsets.

2C. Emissions reduction actions

Please refer to the above section where the narrative includes both strategy, targets and key actions.

3. Emissions summary

Table 2. Emissions Summary		
Scope	Emission source	t CO ₂ -e
1	Natural Gas	0.281
2	Electricity	4.989
3	Water	0.144
3	Waste Water	0.077
3	Staff Commuting	1.947
3	Municipal Solid Waste	0.616
3	Electricity	0.466
3	Natural Gas	0.021
3	Waste – Recycling	0.020
3	Office Paper	0.073
Total Gross Emissions		8.635
GreenPower or retired LGCs		0
Total Net Emissions		8.635

4. Carbon offsets

4A. Offsets summary

Full offset documentation was included in the application certification process. All offset units have been purchased and cancelled for the 2019 calendar year based on the 2018 carbon accounts.

Donation Receipt				
Date	07/06/2019			
Receipt #	45380			
Amount	\$88.00			
Organisation Name	ALBERT PARK PRESCHOOL CENTRE INC			
Address				
Donation/Offset Details	Cost	Quantity	Total Donation	Total Emissions Offset (in tonnes CO ₂ -e)
GF Offset plus NCOS	\$17.60	05	\$88.00	05.00

Donation Receipt				
Date	24/06/2019			
Receipt #	45735			
Amount	\$70.40			
Organisation Name	ALBERT PARK PRESCHOOL CENTRE INC			
Address				
Donation/Offset Details	Cost	Quantity	Total Donation	Total Emissions Offset (in tonnes CO ₂ -e)
GF Offset plus NCOS	\$17.60	04	\$70.40	04.00

4B. Offsets purchasing and retirement strategy

Albert Park Pre-School's approach to offset unit cancellation is to purchase and retire offsets in arrears.

1. Carbon inventory is calculated annually.
2. At the end of each inventory year the amount of offset units to purchase is calculated.
3. Offset units are purchased for the year in arrears
4. Any discrepancy as a result of audit or other adjustment will result in either a net benefit or require the purchase of more offset units.

4C. Offset projects (Co-benefits)

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5. Use of trade mark

This section has been left **INTENTIONALLY BLANK** because this is an initial application.

Table 4. Trade mark register	
Where used	Logo type
[e.g. Sustainability report]	[Certified organisation]

6. Have you done more?

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