National Carbon Offset Standard

Carbon Neutral Program

Pre-Event Public Disclosure Summary

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Template Guidance

This template is for preparation of the Pre-event Public Disclosure Summary for the responsible entity using the National Carbon Offset Standard for Events (the Standard). The template sets out the minimum information required for public reporting under the Standard. Alternative documents and spreadsheets containing the required information

This Public Disclosure Summary will be posted on the Department's website, and must also be made publically available on your website as required under section 2.6 of the Standard.

A separate template (Pre-event Carbon Account Report) is used for the more detailed carbon account/inventory. The carbon account report template should be used in conjunction with the Public Disclosure Summary.

Please remove all template instructions (blue text) before submitting the document.

Submission Requirements

The Pre-event Public Disclosure Summary (this template), together with the Pre-event Carbon Account Report, meets the reporting requirements of a **small event** for certification under the Carbon Neutral Program. If your event has been categorised as a **large event**, you are also required to submit a post-event Carbon Account Report and Public Disclosure Summary after the event is delivered to meet the obligations for an event certification. To determine your event category please refer to section 2.1 of the Standard.

External use of this template

This template has been developed for use by existing participants of the Carbon Neutral Program and for entities seeking certification against the Standard. This template may be used by entities that are not participants in the Carbon Neutral Program to report their carbon management activities in line with the requirements of the Standard. While this template may also be used for purposes not related to the Standard, the Commonwealth is unable to provide

assurance that the template will be suitable for these purposes and takes no responsibility for its use outside the Standard.

RESPONSIBLE ENTITY NAME: City of Melbourne

EVENT NAME: Melbourne Knowledge Week

EVENT DATE: 20th – 26th May 2019

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] 16/5/19

Michelle Fitzgerald

Chief Digital Officer and Manager, Smart City Office

1. Carbon neutral information

1A. Introduction

Melbourne Knowledge Week (MKW) is a combination of multiple events over seven days run either directly by City of Melbourne (CoM), induced by MKW and run by partner organisations or run by partners under the banner of MKW. In 2018, MKW delivered dozens of events attracting around 22,000 attendees. The scale of the event is resource-intensive by nature and allows opportunity to demonstrate best practice events management.

To establish an emissions profile associated with the event, CoM defined the emissions directly associated with the event and used two criteria to establish the event boundaries and scope:

- Who is the organisation responsible for managing and programming the event; and
- Is the event directly induced because of MKW.

Considering these factors, the events were categorised into three distinct classifications:

1. CoM directly manages the event;
2. Run by partner, but directly induced by CoM MKW; and
3. Partner directly manages event, under the banner of MKW.

Events that fall into classification 1 or 2 were decided to be included into the emissions footprint scope where are those classified as 3 were considered out of scope. Figure 1 below demonstrates the scope of emissions to be included in the assessment and carbon neutral certification.

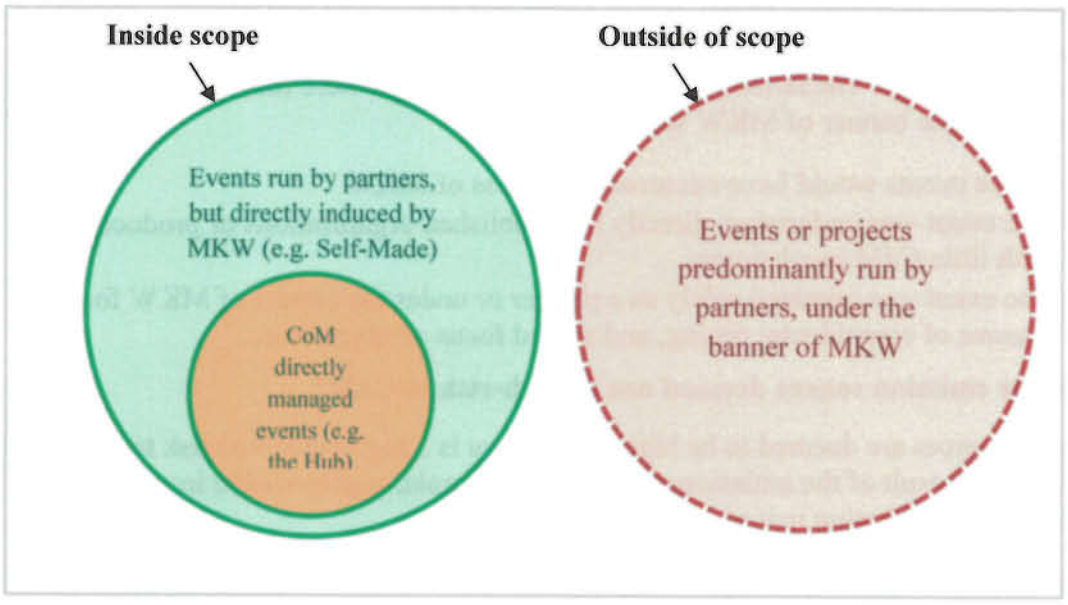


Figure 1 Parts of MKW that are included in the carbon neutral certification.

Sustainable events in the recent years have become increasingly prominent for both guests and organisers. With the first ever International Standard for Event Sustainability

Management Systems (ISO20121) published in 2012, events around the world are being managed through a sustainable lens.

The pre-event emissions profile for MKW 2019 has been developed based on the National Carbon Offset Standards (NCOS) for Events for pre-event reporting.

This inventory has been prepared based on the NCOS for Organisations and is compliant with the *National Greenhouse and Energy Reporting Act 2007* and *National Greenhouse and Energy Reporting (Measurement) Determination 2008* methods using the National Greenhouse Accounts Factors. Predictive event emissions were based on actual collected data from MKW 2018.

1B. Emission sources within certification boundary

Quantified sources

The identified sources of emissions for MKW are summarised in **Table 1** and Table 2 below. Emissions sources that were not material were excluded from the scope inventory. As events are often complex programs with varied and non-standard activities, an assessment needs to be undertaken to determine those emissions that are deemed 'material' to the event and therefore should be considered within the scope of the assessment. The following four criteria were reviewed to determine potential emission sources at the event. The materiality assessment was conducted with CoM MKW events staff during a workshop in 2019, based on criteria used in the emissions assessments of previous CoM events and MKW 2018 materiality scores and proportions.

1. Does CoM have high control or influence over emissions source?

To determine the scope of control over emissions sources, CoM had to assess the emissions based on Figure 1 above. It was concluded that events that were (a) directly managed by CoM and (b) run by partner but directly induced by MKW were included in the emissions profile. The rationale for excluding events that were managed by venue partners under the banner of MKW was that:

- Those events would have occurred regardless of MKW
- The event was undertaken directly by established organisations or producers, with little CoM involvement
- The event was operated solely as a partner or under the banner of MKW for the reasons of coincidental timing, and shared focus or objectives.

2. Is the emission source deemed one of high-risk to CoM?

Emissions sources are deemed to be high risk if there is a high perceived risk to CoM's reputation as a result of the emissions source (for example, highly visible impact sources such as marketing materials).

3. Is the emission source of particular value to the event stakeholders?

High value emissions sources are those that may align with values of particular stakeholders, for example saving water may be particularly important to some even though the associated emissions are relatively small. The assessment of each emissions

source against this criterion was based on the judgement of the CoM event management team for MKW.

4. Is the combined impact of the emission source significant in quantitative size?

The relative contribution of each emissions source to the overall MKW footprint was based on the inventory and data collected for MKW 2018 emissions. The significance of each emissions source in terms of size was based on this assessment. The preliminary inventory is shown in **Table 1**, which also outlines the results of the assessment against the other criteria outlined above.

Table 1 Emissions inventory.

Source type	Emissions source	Materiality criteria			Included in scope
		Risk identified by CoM	Importance of stakeholders	Size (% of emissions footprint)	
1. CoM directly manages event					
Venue energy emissions	Diesel generators	Yes	High	4%	Yes
	Electricity usage	Yes	Medium	1%	Yes
	Food consumed by patrons	Yes	Medium	13%	Yes
	Drink consumed by patrons	Yes	Medium	7%	Yes
	Patron transport	Yes	High	17%	Yes
	Venue waste	No	High	0.0%	Yes
	Marketing and publications	Yes	Medium	0.1%	Yes
	Performer/staff flights	Yes	Medium	1%	Yes
	Performer/staff accommodation	Yes	Low	0.1%	Yes
Venue construction impacts (Hub only)	New construction materials	Yes	Medium	7%	Yes
	Diesel generators used during/for construction	Yes	Medium	5%	Yes
	Fuel usage by construction contractors	Yes	Low	1%	Yes
	Construction waste	No	Low	1%	Yes
2. Run by partner, but directly induced by MKW					
Venue energy emissions	Diesel generators	Yes	High	0.0%	Yes
	Electricity usage	Yes	Medium	4%	Yes
Event indirect emissions	Food consumed by patrons	No	Medium	13%	Yes
	Drink consumed by patrons	No	Low	11%	Yes
	Patron transport	Yes	High	12%	Yes
	Venue waste	No	Medium	0.0%	Yes
	Marketing and publications	Yes	Medium	0.1%	Yes
Partner directly manages event under the banner of MKW					
No emission sources in scope					

Non-quantified sources

The following emissions sources in Table 2 were included within the emissions boundary for the event, in line with provisions in the Event Standard, but not quantified. This may be quantified in future years.

Additionally, other emissions associated with the event including pre-event planning and preparation, postage and freight and staff commuting are also excluded from the study. It was determined that CoM staff are chiefly responsible for these activities, and therefore these emissions are absorbed in the organisation's carbon neutrality certification. City of Melbourne offset emissions associated with office staff through own certification process. The impact of excluding these sources is not expected to materially affect the overall total emissions.

Table 2 Activities excluded from the emission inventory.

Source type	Emissions source	Materiality criteria			Included in scope
		Risk identified by CoM	Importance to stakeholders	Size (% of emissions footprint)	
1. CoM directly manages event					
Event indirect emissions	Contractor vehicle use	Yes	Low	0.2%	No
	Portable toilet usage	No	Low	0.0%	No
	Patron accommodation	No	Low	0.4%	No
	Staging / equipment / lighting hire	No	Low	1%	No
	Fuel usage by construction contractors	Yes	Low	1%	No
	Construction waste	Now	Low	1%	No
Warehouse emissions	Warehouse electricity usage	No	Low	1%	No
2. Run by partner, but directly induced by MKW					
Emission indirect	Patron accommodation	No	Low	0.3%	No
3. Partner directly manages event, under the banner of MKW					
No emission sources in scope (accounted for in section 1C below)					

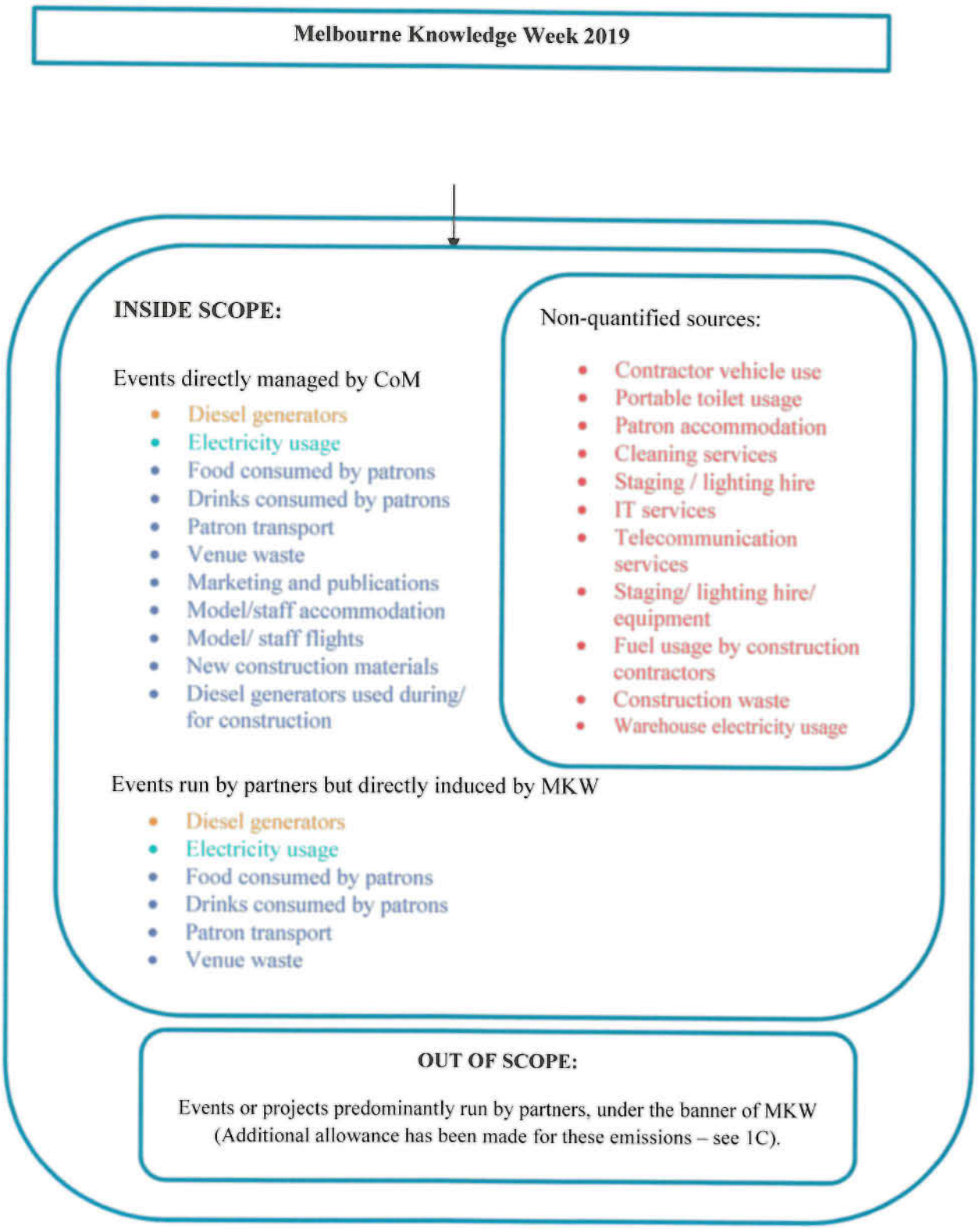
1C. Emission sources outside certification boundary

The emissions from events that have were deemed outside the scope of the study were included at a high level. These events were determined as difficult to control due to third party organisations running the event independently from CoM (e.g. independent of support or funding), therefore data collection and a complete emissions profile would be difficult to acquire.

To ensure MKW will be certified as carbon neutral, additional emissions associated with these events has been calculated to compensate for these events. Through

discussions with MKW event organisers, it is predicted that these events would contribute an extra 8% of activities, equating to an additional 1,900 attendees (based on 24,000 total estimated attendees). Using the total predicted emissions per attendee of 3.51 kgCO2-e per attendee, the additional emissions for out of scope events equates to **6.67 tonnes CO2-e** for the event.

1D. Diagram of the certification boundary



2. Emissions reduction measures

2A. Emissions over time (recurring events only)

Although MKW is a reoccurring event this is the first year that a pre-event disclosure has been conducted for NCOS certification and therefore comparisons to previous years cannot be made..

2B. Emissions reduction strategy (recurring events only)

Along with the pre-event projections of emissions, Arup also identified potential areas to reduce emissions at the event. If all the actions to reduce emissions are applied, an overall reduction of 38% from the total event could be achieved. The areas of possible reduction with actions are outlined in **Table 3** below.

Table 3 Potential reductions and actions.

Overall reduction				
Emissions source	**2019 emissions ($kgCO_2$-e)**	**Potential emissions reduction (%)**	**Potential emissions reduction ($kgCO_2$-e)**	**Residual emissions ($kgCO_2$-e)**
Hub emissions				
Diesel generators	406	100%	405	1.33
Gas consumption	159	100%	159	0
Food consumed by patrons	3,813	22%	846	2,967.06
Drink consumed by patrons	3,565	100%	3,565	0
Patron transport	29,502	6%	1,887	27,614.39
Presenter accommodation	522	100%	522	0
Venue waste	1,200	9%	108	1,091.56
Speaker flights	5,920	100%	5,920	0
New construction materials	1,079	0%	0	1,078.71
Marketing materials	267	50%	133	133.28
Total	**46,431**	**29%**	**13,545**	**32,886.34**
Partner venue emissions				
Diesel generators	234	100%	233	1
Electricity usage	792	100%	792	-
Food consumed by patrons	6,762	40%	2,716	4,046
Drink consumed by patrons	8,679	100%	8,679	-
Patron transport	18,502	23%	4,213	14,289
Venue waste	2,989	51%	1,521	1,468
Marketing materials	12	50%	6	6
Total	**37,969**	**48%**	**18,166**	**19,803**
MKW TOTAL	**84,401**	**38%**	**31,711**	**52,690**

2C. Emissions reduction actions

The following actions have been identified to have the most reduction in emissions:

Replace red meat: Meals with red meat is predicted to contribute to 29% of food-related carbon emissions. Red meat (beef or lamb) is the highest carbon emissions intensive type of food (by $ or kg), primarily due to the methane related emissions from livestock. By replacing red meat with chicken, kangaroo meat or vegetarian options, up to 40% in catering-related emissions can be reduced or just over 13% of the events total predicted emissions. Another alternative is to replace meat with sustainable seafood. One of the approved NCOS certified organisations is Austral Fisheries which provide sustainable seafood that has been certified as carbon neutral in their operations.

Carbon neutral wine supplier: Wine and spirits make up 8% of the total emissions associated with catering. There is potential here to offset these emissions by purchasing these beverages from a carbon neutral certified supplier. Ross Hill Wine Group based in NSW is NCOS certified and could supply wine for the event.

Offset flights: Flights associated with MKW 2018 is predicted to make up 7% of the total emissions for the event. These emissions can be completely offset through the purchasing of offsets from NCOS certified airlines. These airlines include Qantas, Tigerair Australia, Virgin Australia and Jetstar.

Biodiesel use for generators: Biofuel is energy derived from renewable plant and animal materials. By replacing the fuel source for generators, there can be large reductions in emissions. The reduction is dependent on the fuel mix selected – 100% biodiesel fuels can result in a 99.9% emission reduction compared to pure diesel generators.

Green Power: CoM can acquire GreenPower for the MKW event. Currently the Hub purchases 100% GreenPower to offset electricity-related emissions for the event. However, the partner events outside of the Hub do not and could potentially increase their purchasing of GreenPower to 100%. The result is not a reduction in total electricity usage but will contribute to the renewable energy generation elsewhere in Australia.

3. Sensitivity Analysis

Sensitivity analysis is required to determine which emissions are subject to change between those assumed for the pre-event carbon analysis and the actual emissions produced during the event. Variance in attendee numbers is likely to be the most significant factor of consideration. Any increase in attendees will influence the emissions produced across catering, waste and transportation. The emissions for venue energy and construction will however largely be unaffected by attendee numbers.

As part of the pre-event emissions profile, these sensitive emissions must be considered and compensated with an uplift factor. These uplift factors are a way to account for extra emissions resulting in a conservative approach to the total pre-event emissions. City of Melbourne events team advised that they are not anticipating much variation in attendee numbers from previous years and expect that attendance numbers will be very similar to actual data collected for MKW 2018. However, as a conservative approach we have factored in a 2000 person increase in attendee numbers based on consultation with CoM, which will influence overall emissions. Table 4 below documents the sensitive emissions, their impact and the conservative approach to quantifying them.

Table 4 Sensitive emissions.

Emission source / activity	Effect of variation on carbon account	Conservative approach for sensitive emissions
Catering	Catering represents 27% of the total predicted emissions for MKW 2019. The calculation was based on the MKW 2018. Any increase in attendees will likely lead to an increase in the amount of catering emissions.	A 5% increase in food and beverage emissions has been factored into the calculations for this report based on actual data that exists from MKW 2018.
Waste	Waste is projected to be a small proportion of the total emission generation at 5%. It is expected that an increase in attendees will also lead to a more waste being generated from food and other sources.	A 5% increase in waste emissions has been factored into the calculations for this report based on actual data that exists from MKW 2018.

Transport	Transport is predicted to be the largest source of emissions for MKW 2019 at 65%, which is dependent upon total attendee numbers but most significantly on domestic and international flights by performers or support staff. Transport type will depend on event venues, potentially changing the transport profile (e.g. distant from public transport, encouraging more attendees to drive cars).	Transport is divided into two categories, ground and air travel. A 5% increase in ground transport emissions has been factored into the calculations for this report. Air travel was estimated based on the number of performers or staff travelling directly or partially from the event. We have over-estimated these flights selecting the longest flight distances as reference points for analysis.

4. Emissions summary

This section outlines a summary of the predicted emissions sources from the MKW 2019. MKW 2019 is predicted to have a total emission of **91.0 tonnes CO2-e** (including offsetting through Greenpower purchasing). This equates to 3.51 $kgCO_2$-e per attendee, or 12.0 tCO_2-e per day. Table 5 lists the emission sources for the 2019 MKW.

Table 5 Emissions Summary

Scope	Emission source	t CO2-e
1	Diesel generators	0.64
2	Electricity usage	29.41
3	Flights	5.92
3	Ground transport	48.00
3	Accommodation	0.52
3	Food consumed by patrons	10.58
3	Drink consumed by patrons	12.24
3	Waste to landfill	4.47
3	Construction materials	1.08
3	Emissions from out of scope events (under MKW banner)	3.86
Total Gross Emissions		119.53
GreenPower or retired LGCs		28.53
Total Net Emissions		91.0

5. Carbon offsets

5A. Offsets summary

Eligible offsets purchased include:

- 45 tonnes of ACCU's from savannah burning offsets 'on behalf of Melbourne Knowledge Week for its 2019 carbon neutral claim against the National Carbon Offset Standard'
- 50 tonnes of ACCU's from the promotion of regeneration of native forest offsets 'on behalf of Melbourne Knowledge Week for its 2019 carbon neutral claim against the National Carbon Offset Standard'.

Table 6 Offsets Summary.

Offset type and registry	Year retired	Quantity	Serial numbers
• *Emission Reduction Fund ACCU Savannah burning offsets* • *Australian National Registry of Emissions Units*	2019	45	3,756,673,273 - 3,756,673,317
• *Emission Reduction Fund ACCU* Promoting regeneration of native forest • *Australian National Registry of Emissions Units*	2019	50	3,765,445,436 - 3,765,445,485
Total offsets retired			95

5B. Offset projects (Co-benefits)

Offsets were purchased from CO2 Australia Limited, who provided the following project descriptions and co-benefits.

Savannah burning: Avoiding emissions through actively managing fire regimes in the savannah grasslands of northern Australia.

Description: These projects help avoid emissions associated with high intensity grass-fires occurring seasonally in the north of Australia. Fire is introduced to the landscape through a mosaic burning regime wherein burning off is conducted during the early stages of the dry season, resulting in reduced incidence of high-intensity wildfires, typically occurring toward the end of the dry season. Projects include a high level of

engagement and capacity development within the Aboriginal and Torres Strait Islander community.

Co-benefits: Promotion of capacity, skills development and employment in Aboriginal and Torres Strait Islander communities. Promoting indigenous cultural values through linking indigenous cultural practice with revenue generating opportunities. Diversification of revenue streams and job opportunities in remote communities. Improved habitat value and biodiversity through introduction of mosaic fire regime and reduction of wild fire impacts.

Human induced regeneration of native forest: Increasing carbon sequestration by vegetation through promoting the regeneration of native forests.

Description: Through these projects, carbon is sequestered from the atmosphere by changing land practices so as to promote the natural regeneration of native forests within regional areas of New South Wales and Queensland. The rural properties involved in the projects have had a long history of use for agricultural purposes and, historically, have been subject to extensive clearing and ongoing vegetation suppression through a variety of mechanisms. Through actively managing grazing pressure and the landholder committing to the cessation of further clearing activity, the conditions have been created for return to a cover of native woodland and shrubland consistent with the lands pre-cleared state. With the change in management practice, substantial areas of native trees and shrubs are now returning.

Co-benefits: Improved cover of native woodland and shrub-land in a location subject to extensive clearing historically, increased biodiversity and habitat value, reduced risk of soil erosion, increased diversification of land use and promotion of improved land management practices.

6. Use of trade mark

Table 7 Trade mark register

Where used	Logo type
A frame poster to inform the audience the event is carbon neutral (at the event)	Certified event
Website https://www.melbourne.vic.gov.au/about-council/vision-goals/eco-city/Pages/carbon-neutral-events.aspx Note: it's already there for our existing portfolio. We will add MKW Carbon Neutral info and public disclosure to this page	Certified event
A slide in event power point presentations for events 'directly managed by City of Melbourne' and possibly 'run by a partner but directly induced (Funded) by MKW'	Certified event

7. Additional activities

None to report.