National Carbon Offset Standard for Events

Carbon Neutral Program

Pre-Event Public Disclosure Summary

CITY OF MELBOURNE

An Australian Government Initiative

RESPONSIBLE ENTITY NAME: City of Melbourne

EVENT NAME: City of Melbourne Large Event Portfolio 2019/20

- Melbourne Fashion Week 28 Aug – 5 Sept 2019
- Melbourne Music Week 14 – 23 Nov 2019
- Melbourne Knowledge Week May 2020

EVENT DATE: Certification Period July 2019 – July 2020

EVENT TYPE: Large Event Portfolio

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 for Events*.

Sign here: . Date: 15/8/19.

Name of Signatory: David Callow

Position of Signatory: Acting Manager – Urban Sustainability

Australian Government
Department of the Environment and Energy

Contents

1. Carbon neutral information

1A. Introduction

City of Melbourne has been certified Carbon Neutral for Council operations under the National Carbon Offset Standard since 2012. To facilitate delivery of this commitment, City of Melbourne has developed an Emissions Reduction Plan (ERP). The ERP includes a goal to 'Celebrate Melbourne without emissions', identifying City of Melbourne premier events as a material emissions source. This prompted the carbon neutral certification of large events produced by the City of Melbourne through a portfolio approach.

City of Melbourne has followed the National Carbon Offset Standard (NCOS) for Events in the preparation of this report and used guiding Greenhouse Gas Protocol principles of; relevance, completeness, consistency, transparency and accuracy.

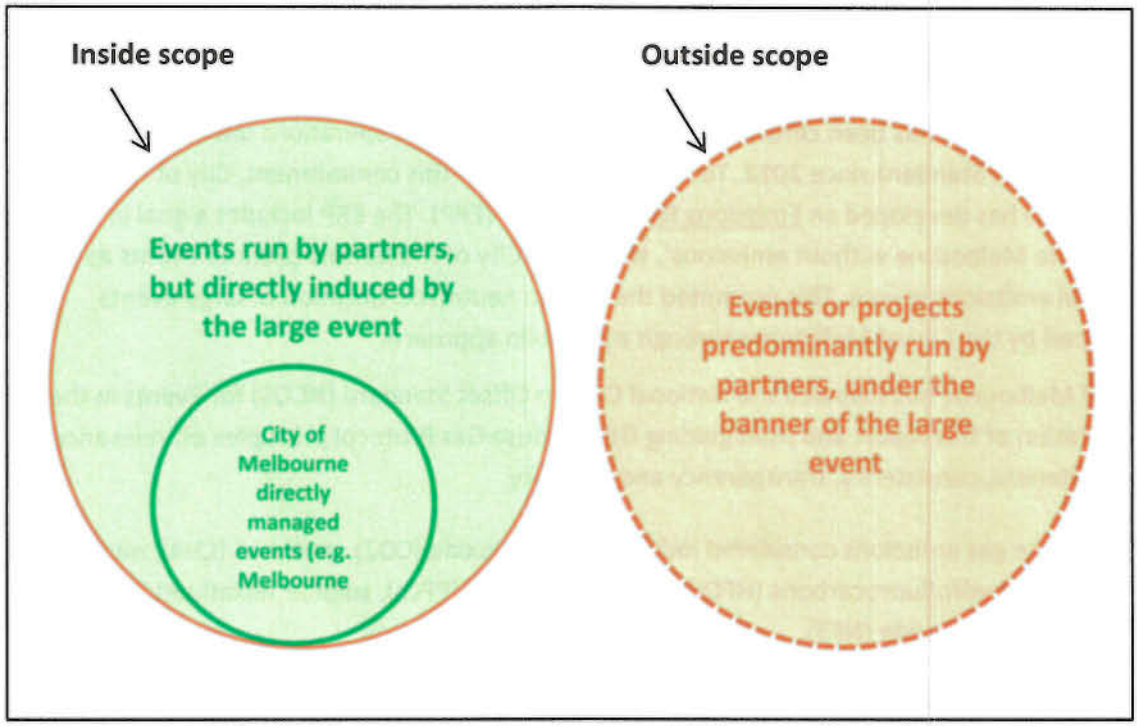
Greenhouse gas emissions considered include carbon dioxide (CO2), methane (CH4), nitrous oxide (N20), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF6) and nitrogen trifluoride (NF3).

Determining the certification boundary

Premier events are typically compiled of a number of events and locations, with varying levels of control and influence. To assist define the boundary for certification purposes, events have been broken down into 'tiers'. Tier one events are managed directly by City of Melbourne; tier two events are run by partners but are directly induced by City of Melbourne and; tier three events are run by partners without any funding from City of Melbourne. The decision was made to include events that fall into tier 1 or 2 in the emission certification boundary.

As City of Melbourne has limited operational control over tier 3 events, these have been excluded from the emission certification boundary (no data collection required). This is consistent with greenhouse gas accounting methodologies. However, it was determined there might be consumer expectation 'out of scope' events would be included in the carbon neutral claim - given the general public's understanding of carbon neutrality and certification boundaries. As a result, even though emissions from tier 3 events have technically been excluded from the defined scope, an uplift factor has been added to compensate for tier 3 event emissions. It was decided this would protect the integrity of the carbon neutral claim and meet perceived consumer expectation regarding the inclusion of tier 3 events in the carbon neutral claim.

Figure 1. Event tiers by scope



Determining emission sources within the certification boundary

In considering whether to include emission sources in the certification boundary, the City of Melbourne event production teams and sustainability team assessed each emission source against four questions:

1. Does the City of Melbourne have high control or influence over emissions sources?

To determine the scope of control over emissions sources, City of Melbourne had to assess the emissions based on Figure 1 above.

The rationale for excluding the events directly managed by venue partners from the scope of the assessment is that those events would have:

- occurred or existed regardless of the premier event
- been event-managed and undertaken directly by established organisations or producers, with little City of Melbourne involvement
- operated solely as a partner, or under the banner of the premier event for the reasons of coincidental timing, and shared focus or objectives.

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

Emissions sources are deemed to be high risk if there is a high perceived risk to City of Melbourne'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.

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

The relative contribution of each emissions source to the overall premier events footprint was based on pre-event inventory and data collected for Melbourne Fashion Week, Melbourne Music Week and Melbourne Knowledge Week in 2018/2019.

1B. Emission sources non quantified emissions

The following sources were excluded from the emissions boundary in line with the provisions in the Event Standard:

- Contractor vehicle use
- Portable toilet usage
- Patron accommodation
- Warehouse electricity usage
- Cleaning services
- Staging / equipment / lighting hire
- Fuel usage by construction contractors
- Telecommunication services
- IT services

These emissions sources were deemed immaterial because they represent a small proportion of the total emissions. This was determined through estimated accounts done in 2018/19 that calculated the sum of these emissions to be lower than the 5% maximum as stated in the NCOS standards for events. These were also excluded because they are largely outside of City of Melbourne's control.

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 City of Melbourne staff are chiefly responsible for these activities, and therefore these emissions are absorbed in the organisation's carbon neutrality certification.

1C. Diagram of the certification boundary

Table 1. Tier 1 City of Melbourne directly manages event

Source type	Emissions source	Material emissions	Scope category
Venue energy emissions	Diesel generators	Yes	1
Venue energy emissions	Gas usage	Yes	1
Venue energy emissions	Electricity usage	Yes	2

Event indirect emissions	Contractor vehicle use	No	1
Event indirect emissions	Portable toilet usage	No	3
Event indirect emissions	Food consumed by patrons	Yes	3
Event indirect emissions	Drink consumed by patrons	Yes	3
Event indirect emissions	Patron accommodation	No	3
Event indirect emissions	Patron transport	Yes	3
Event indirect emissions	Venue waste	Yes	3
Event indirect emissions	Marketing and publications	Yes	3
Event indirect emissions	Performer/model/presenter/ staff accommodation	Yes	3
Event indirect emissions	Performer/model/presenter/ staff flights	Yes	3
Event indirect emissions	Cleaning services	No	3
Event indirect emissions	IT services	No	3
Event indirect emissions	Telecommunication services	No	3

Venue construction impacts	New construction materials	Yes	3
Venue construction impacts	Staging / equipment / lighting hire	No	3
Venue construction impacts	Diesel generators used during/for construction	Yes	1
Venue construction impacts	Fuel usage by construction contractors	Yes	1
Venue construction impacts	Construction waste	Yes	3
Warehouse emissions	Warehouse electricity usage	No	2

Table 2. Tier 2 Run by partner, but directly induced by Melbourne Fashion Week, Melbourne Music Week or Melbourne Knowledge Week

Source type	**Emissions source**	**Material emissions**	**Scope category**
Venue energy emissions	Diesel generators	Yes	1
Venue energy emissions	Gas usage	Yes	1
Venue energy emissions	Electricity usage	Yes	2
Event indirect emissions	Food consumed by patrons	Yes	3
Event indirect emissions	Drink consumed by patrons	Yes	3

Event indirect emissions	Patron accommodation	No	3
Event indirect emissions	Patron transport	Yes	3
Event indirect emissions	Venue waste	Yes	3

Tier 3. Partner directly manages event, under the banner of Melbourne Fashion Week, Melbourne Music Week or Melbourne Knowledge Week

No emission sources in scope.

As noted in section 1A, these events were determined as difficult to control due to third party organisations running the event independently from City of Melbourne (e.g. independent of support or funding), therefore data collection and a complete emissions profile would be difficult to acquire.

To ensure consumer expectation is met regarding the certification of premier events, additional emissions associated with these events have been calculated based on an estimate of the scale of excluded events, using a per person emissions average.

2. Pre-event accounts tables

Throughout the planning process for each event, event production teams worked closely with the Urban Sustainability team. Each event in the portfolio can go through many changes year-on-year and involve many staff and contractors. As a result, a workshop was held with each event production team to capture all the relevant information on changes to the events in one document. Workshops were designed to capture not only emissions reduction activities but to conduct a sensitivity analysis on emissions sources and to re-assess the materiality of emission sources for each event. This enables key staff to see the various data points that need to be confirmed and collected in a single place, which assists them in understanding the process for pre-event accounting and in-turn streamlines it. Opportunities to improve the environmental performance of the events were considered, including greater engagement with suppliers and contractors. Improvements were also made to data collection processes compared to 2018/19.

Each event's materiality and sensitivity analysis as well as emissions reduction activities is captured and reported in a series of tables. These tables (3-14 below) bring data together to give a full-picture of the pre-event accounts and the thinking behind assumptions.

2A. Pre-event Accounts Including Emissions Reductions, Materiality and Sensitivity – Melbourne Fashion Week 2019

Table 3. Tier 1 City of Melbourne directly manages event

Source type	Emissions source	Material	Scope category	Increase or decrease	Emissions management description	2018 Emissions (kg/CO2-e)	Predicted 2019 Emissions (kg/CO2-e)	Total increase/ decrease (kg/CO2-e)
Venue energy emissions	Diesel generators	Yes	1	Same	MFW continues policy to use zero generators for 100% controlled runways.	0	0	0
Venue energy emissions	Gas usage	Yes	1	Increase	An estimated increase due to extended programming. Figure based on equivalent weekly grid gas emissions for Town Hall	0	452	452
Venue energy emissions	Electricity usage	Yes	2	Increase	An estimated 10% increase in usage due to extended programming.	983	1081.3	98.3
Event indirect emissions	Contractor vehicle use	No	1	-	-	-	-	-
Event indirect emissions	Portable toilet usage	No	3	-	-	-	-	-
Event indirect emissions	Food consumed by patrons	Yes	3	Decrease	No expected change to volume. An estimated decrease in emissions due to efforts to decrease the proportion of red meat available.	145,393.29	107,866.02	-37,527.27
Event indirect emissions	Drink consumed by patrons	Yes	3	Same	It is expected extended programming won't affect	13,025.77	13,025.77	0

					bar sales.			
Event indirect emissions	Patron accommodation	No	3	-	-	-	-	-
Event indirect emissions	Patron transport	Yes	3	Same	Outside of operational control. No predicted increase in attendance	218,043,24	218,043.24	0
Event indirect emissions	Venue waste	Yes	3	Increase	It is expected improved data collection will result in increased waste reported, estimated to be a 50% increase (construction waste especially).	2,978.40	4,467.60	1,489.2
Event indirect emissions	Marketing and publications	Yes	3	Increase	It is expected improved data collection will result in increased Marketing and publications reported.	0	2,000.00	2,000
Event indirect emissions	Model/staff accommodation	Yes	3	Increase	It is expected improved data collection will result in increased accommodation reported, estimated to be a 50% increase.	15,255	22,882.5	7,567.5
Event indirect emissions	Model/staff flights	Yes	3	Decrease	It is expected emissions will decrease by 10% due to efforts undertaken to increase the number of suppliers offsetting flights at point of purchase.	18,168	16,351.2	-1,816.8
Event indirect emissions	Cleaning services	No	3	-	-	-	-	-
Event indirect emissions	IT services	No	3	-	-	-	-	-
Event indirect	Telecommunication	No	3	-	-	-	-	-

emissions	services							
Venue construction impacts (MTH only)	New construction materials	Yes	3	Same		41,455.48	41,455.48	0
Venue construction impacts (MTH only)	Staging / equipment / lighting hire	No	3	-	-	-	-	-
Venue construction impacts (MTH only)	Diesel generators used during/for construction	Yes	1	N/A	Remove from materiality. This is not an emissions source that is material	0	0	0

Table 4. Tier 2 Run by partner, but directly induced by Melbourne Fashion Week

Source type	**Emissions source**	**Material**	**Scope Category**	**increase or decrease**	**Emissions management description**	**2018 Emissions (kg/CO2-e)**	**Predicted 2019 Emissions (kg/CO2-e)**	**Total increase/ decrease (kg/CO2-e)**
Venue energy emissions	Diesel generators	Yes	1	Same	Vogue Fashion Night Out event planning processes defer to generator use. City of Melbourne has limited control.	3,848	3,848	0
Venue energy emissions	Electricity usage	Yes	2	Same	No purchased electricity attributable tier two events	0	0	0
Event indirect emissions	Food consumed by patrons	Yes	3	Same	No increase in programming – Data captured centrally and included in tier one calculations.	-	-	-

Event indirect emissions	Drink consumed by patrons	Yes	3	Same	No increase in programming – Data captured centrally and included in tier one calculations.	-	-	-
Event indirect emissions	Patron accommodation	No	3	-	-	-	-	-
Event indirect emissions	Patron transport	Yes	3	Same	Out of operational control – Data captured centrally and included in tier one calculations.	-	-	-
Event indirect emissions	Venue waste	Yes	3	Increase	Improved data collection should result in increased waste reported.	0	200	200

Table 5. Tier 3 Partner directly manages event, under the banner of Melbourne Fashion Week

Source type	**Emissions source**	**Material**	**Scope Category**	**increase or decrease**	**Emissions management description**	**2018 Emissions (kg/CO2-e)**	**Predicted 2019 Emissions (kg/CO2-e)**	**Total increase/ decrease**
Event indirect emissions	All sources	Yes	3	Same	Although tier three events are considered out of scope, the City of Melbourne offset the emissions of these events. It is estimated they represent an additional 15% over tier one and two events (based on attendance). It is not expected Melbourne Fashion Week 2019 will see any increase	68,872.47	68,872.47	0

					in patronage.			

Table 6. Melbourne Fashion Week total emissions (all tiers)

Total	**2018 Emissions (kg/CO2-e)**	**Predicted 2019 Emissions (kg/CO2-e)**	**Total increase/ decrease (kg/CO2-e)**
	528,022.65	**500,545.58**	**-27,477.07**

The following sources have been excluded from the emissions boundary:

- Contractor vehicle use
- Portable toilet usage
- Patron accommodation
- Cleaning services
- IT services
- Telecommunication services
- Staging/ equipment/ lighting hire
- Fuel usage by construction contractors
- Construction waste
- Warehouse electricity usage

2B. Pre-event Accounts Including Emissions Reductions, Materiality and Sensitivity – Melbourne Music Week 2019

Table 7. Tier 1 City of Melbourne directly manages event

Source type	**Emissions source**	**Material**	**Scope category**	**Increase or decrease**	**Emissions management description**	**2018 Emissions (kg/CO2-e)**	**Predicted 2019 Emissions**	**Total increase/ decrease**

							(kg/CO2-e)	(kg/CO2-e)
Venue energy emissions	Diesel generators	Yes	1	Same	No generators were used in 2018 and are not expected to be used in 2019.	0	0	0
Venue energy emissions	Gas usage	Yes	1	Decrease	An expected decrease based on new Music Week hub not using mains gas in 2019.	6401.17	560	-5,841.17
Venue energy emissions	Electricity usage	Yes	2	Decrease	The new Music Week hub will be powered by 100% renewable energy under the Melbourne Renewable Energy Project contract in 2019.	13013.60	0	-13,013.6
Event indirect emissions	Contractor vehicle use	No	1		-	-	-	-
Event indirect emissions	Portable toilet usage	No	3		-	-	-	-
Event indirect emissions	Food consumed by patrons	Yes	3	Increase	Estimated increase in emissions directly correlated to anticipated increase in patrons. It is expected there will be an approximate increase in attendance of 10%.	9,674.61	10,642.07	967.46
Event indirect emissions	Drink consumed by patrons	Yes	3	Increase	Estimated increase in emissions directly correlated to anticipated increase in	51,020.50	56,122.55	5,102.05

					patrons. It is expected there will be an approximate increase in attendance of 10%.			
Event indirect emissions	Patron accommodation	No	3					
Event indirect emissions	Patron transport	Yes	3	Increase	Estimated increase in emissions directly correlated to anticipated increase in patrons. It is expected there will be an approximate increase in attendance of 10%.	38,031.49	41,834.64	3,803.15
Event indirect emissions	Venue waste	Yes	3	Decrease	The New Music Week hub is being planned as a zero waste venue. It is conservatively estimated this will have a net overall reduction in waste production by 50% across the whole event.	17,824.79	8,912.39	-8,912.39
Event indirect emissions	Marketing and publications	Yes	3	Increase	It is expected improved data collection will result in increased emissions.	0	2,000	2,000
Event indirect	Performer/staff	Yes	3	Increase	This year there is a planned 100% increase in international	12,543	25,086	12,543

emissions	accommodation				programming and staff.			
Event indirect emissions	Performer/staff flights	Yes	3	Increase	This year there is a planned 100% increase in international programming and staff (2018 figures include domestic flights also).	45,558.70	77,284.2	31,725.5
Event indirect emissions	Cleaning services	No	3		-	-	-	-
Event indirect emissions	IT services	No	3		-	-	-	-
Event indirect emissions	Telecommunication services	No	3		-	-	-	-
Venue construction	New construction materials	Yes	3	Increase	110 water tanks are being constructed and used as a Hub Installation. This new emissions calculation source is based on steel and polyurethane volumes used in construction and their associate emissions factors.		12,443.2	12,443.2

Table 8. Tier 2 Run by partner, but directly induced by Melbourne Music Week

Source type	Emissions source	Material	Scope category	increase or decrease	Explanation	2018 Emissions (kg/CO2-e)	Predicted 2019 Emissions (kg/CO2-e)	Total increase/ decrease (kg/CO2-e)
Venue energy emissions	Diesel generators	Yes	1	same				
Venue energy emissions	Electricity usage	Yes	2	same	Decrease in some program areas is offset by increase in others	9,528.97	9528.97	0
Event indirect emissions	Food consumed by patrons	Yes	3	same	Data captured centrally and included in tier one calculations.	-	-	-
Event indirect emissions	Drink consumed by patrons	Yes	3	increase	Data captured centrally and included in tier one calculations.	-	-	-
Event indirect emissions	Patron accommodation	No	3	-	-	-	-	-
Event indirect emissions	Patron transport	Yes	3	Increase	Data captured centrally and included in tier one calculations.	-	-	-
Event indirect emissions	Venue waste	Yes	3	increase	Data captured centrally and included in tier one calculations.	-	-	-

Table 9. Tier 3 Partner directly manages event, under the banner of Melbourne Music Week

Source type	Emissions source	Included in scope	Scope Category	increase or decrease	Explanation	2018 Emissions (kg/CO2-e)	Predicted 2019 Emissions (kg/CO2-e)	Total increase/ decrease (kg/CO2-e)

Event indirect emissions	All sources	Yes	3	Increase	Although tier three events are considered out of scope, the City of Melbourne offset the emissions of these events. It is estimated they represent an additional 15% over tier one and two events (based on attendance). It is expected there will be a 10% increase in patronage.	40,719.36	44,870.49	4,151.13

Table 10. Melbourne Music Week total emissions (all tiers)

Total	**2018 Emissions (kg/CO2-e)**	**Predicted 2019 Emissions (kg/CO2-e)**	**Total increase/ decrease (kg/CO2-e)**
	244,316.19	**301,727.71**	**57,411.52**

The following sources were excluded from the emissions boundary:

- Contractor vehicle use
- Portable toilet usage

- Patron accommodation
- Construction Waste
- Warehouse electricity usage
- Cleaning services
- Staging / equipment / lighting hire
- Fuel usage by construction contractors
- Telecommunication services
- IT services

2C. Pre-event Accounts Including Emissions Reductions, Materiality and Sensitivity – Melbourne Knowledge Week 2020

Table 11. Tier 1 City of Melbourne directly manages event – MKW 2020

Source type	Emissions source	Material	Scope Category	increase or decrease	Explanation (conservative)	Emissions based on MKW 2019 % pre-report in Total kg/CO2	MKW 2020 est emissions based on MKW 2019 % pre-report in Total kg/CO2	Total increase/ decrease (kg/CO2) MKW 2019 and 2020
						Tier One		
Venue energy emissions	Diesel generators (event use and construction)	Yes	1	decrease	Current planning for MKW 2020 does not include a prototype street. If generators are required the preference will be for these to be powered by renewable energy. A conservative assumption is diesel generator use will decrease by 5% in 2020.	9250.74	9163	-87.9
Venue energy emissions	Gas usage	Yes	1	decrease	Planned reduction in the number of external events to be held In 2020. A	1.75	2	0.0

					conservative assumption is gas use will decrease by 5% from 2019 pre-event figures due to a reduction in event space use.			
Venue energy emissions	Electricity usage	Yes	2	decrease	Planned reduction in the number of external events to be held In 2020. A conservative assumption is venue energy emissions will decrease by 2% from 2019 pre-event figures due to a reduction in event space use	1027.86	1018	-9.8
Event indirect emissions	Contractor vehicle use	No	1					
Event indirect emissions	Portable toilet usage	No	3					
Event indirect emissions	Food consumed by patrons	Yes	3	increase	Estimated increase in emissions directly correlated to anticipated increase in patrons. It is anticipated that attendee numbers for MKW 2020 will be around 30,000 (an increase of 13.7% on 2019 pre-event figures)	13362.18	13489	126.9
Event indirect emissions	Drink consumed by patrons	Yes	3	increase	Estimated increase in emissions directly correlated to anticipated increase in patrons. It is anticipated that attendee numbers for MKW 2020 will be around 30,000 (an increase of 13.7% on 2019 pre-event figures)	7195.02	7263	68.4
Event indirect	Patron	No	3					

emissions	accommodation							
Event indirect emissions	Patron transport	Yes	3	increase	Outside of operational control. Estimated increase in emissions directly correlated to anticipated increase in patrons. It is anticipated that attendee numbers for MKW 2020 will be around 30,000 (an increase of 13.7% on 2019 pre-event figures)	17473.62	17640	166.0
Event indirect emissions	Venue waste	Yes	3	increase	Estimated increase in emissions directly correlated to anticipated increase in patrons. It is anticipated that attendee numbers for MKW 2020 will be around 30,000 (an increase of 13.7% on 2019 pre-event figures)	45.82	46	0.4
Event indirect emissions	Marketing and publications	Yes	3	decrease	Planned reduction in the number of external events to be held. A conservative assumption is total marketing and publications use will decrease by 2% from pre-event figures	102.79	102	-1.0
Event indirect emissions	Event partner/staff accommodation	Yes	3	decrease	Planned reduction in the number of external events to be held. A conservative assumption is total accommodation will decrease by 2% from pre-event figures	1027.86	1018	-9.8
Event indirect emissions	Event partner/staff flights	Yes	3	decrease	Planned reduction in the number of external events to be held. A conservative	102.79	102	-1.0

					assumption is total partner/staff accommodation emissions will decrease by 5% from pre-event figures			
Event indirect emissions	Cleaning services	No	3					
Event indirect emissions	IT services	No	3					
Event indirect emissions	Telecommunication services	No	3					
Venue construction impacts	New construction materials	Yes	3	same	We have accounted for a similar level or re-use and new construction from 2019 pre-event figure to 2020.	7195.02	7195	0.0
Venue construction impacts	Staging / equipment / lighting hire	No	3			0.0		
	Greenpower purchasing*					1027.9	1018.1	-9.8

	kg/CO2	**55,757.6**	**56,019.7**	**262.1**
[1] MKW19 Public Disclosure Summary	**tonnes to kg/CO2**	**55.76**	**56.02**	**0.26**
* Currently the Hub purchases 100% GreenPower to offset electricity-related emissions for the event.	**Tier 1 MKW 2020 (estimated)**			

Table 12. Tier 2 City of Melbourne directly manages event – MKW 2020

Source type	Emissions source	Material	Scope Category	increase or decrease	Explanation (conservative)	Emissions based on MKW 2019 % pre-report in Total kg/CO2	MKW 2020 est emissions based on MKW 2019 % pre-report in Total kg/CO2	Total increase/ decrease (kg/CO2) MKW 2019 and 2020
						Tier Two		
Venue energy emissions	Electricity usage	Yes	2	decrease	Planned reduction in the number of external events to be held In 2020. A conservative assumption is venue energy emissions will decrease by 2% from 2019 pre-event figures due to a reduction in event space use	4111.4	4072.4	-39.1
Event indirect emissions	Food consumed by patrons	Yes	3	increase	Estimated increase in emissions directly correlated to anticipated increase in patrons. It is anticipated that attendee numbers for MKW 2020 will be around 30,000 (an increase of 13.7% on	13362.2	13489.1	126.9

					2019 pre-event figures)			
Event indirect emissions	Drink consumed by patrons	Yes	3	increase	Estimated increase in emissions directly correlated to anticipated increase in patrons. It is anticipated that attendee numbers for MKW 2020 will be around 30,000 (an increase of 13.7% on 2019 pre-event figures)	11306.5	11413.9	107.4
Event indirect emissions	Patron transport	Yes	3	increase	Outside of operational control. Estimated increase in emissions directly correlated to anticipated increase in patrons. It is anticipated that attendee numbers for MKW 2020 will be around 30,000 (an increase of 13.7% on 2019 pre-event figures)	12334.3	12451.5	117.2
Event indirect emissions	Marketing and publications	Yes	3	decrease	Planned reduction in the number of external events to be held. A conservative assumption is total marketing and publications use will decrease by 2% from pre-event figures	102.8	101.8	-1.0
	Greenpower purchasing*							
					kg/CO2	**41,217.2**		

		41,528.7	**311.5**
tonnes to kg/CO2	**41.22**		
	Tier 2 MKW 2020 (est)		

Table 13. Tier 3 Partner directly manages event, under the banner of MKW 2020

Source type	**Emissions source**	**Included in scope**	**Scope Category**	**increase or decrease**	**Explanation**	**2018 Emissions (kg/CO2-e)**	**Predicted 2019 Emissions (kg/CO2-e)**	**Total increase/ decrease (kg/CO2-e)**
Event indirect emissions	All sources	Yes	3	Increase	Although tier three events are considered out of scope, the City of Melbourne aims to offset the emissions of these events. Calculated based on 8% increase in 2020 from MKW 2019 pre-event report.	40,719.36	44,870.49	4,151.13

Source type	Emissions source	Material	Scope Category	increase or decrease	Explanation (conservative)	Partner directly manages event under banner of MKW (from 2019 pre-report % breakdown)	kg/CO_2e
				Increase	Although tier three events are considered out of scope, the City of Melbourne aims to offset the emissions of these events. Calculated based on 8% increase in 2020 from MKW 2019 pre-event report.		**8222.9**

Table 14. Melbourne Knowledge Week total emissions (all tiers)

Total	2019 pre-event Emissions (kg/CO2-e)	Predicted 2020 Emissions (kg/CO2-e)	Total increase/ decrease (kg/CO2-e)
	93,995	**105,460**	**11,465**

The following sources were excluded from the emissions boundary:

- Contractor vehicle use
- Portable toilet usage
- Warehouse electricity usage
- Cleaning services
- Staging / equipment / lighting hire
- Fuel usage by construction contractors
- Telecommunication services
- IT services

3. Emissions reduction measures

3A. Emissions reduction strategy

The City of Melbourne event production teams, through workshops with the Urban Sustainability team, have identified emissions reduction activities through the planning phases of each event. Emission reduction opportunities are being prioritised by the influence City of Melbourne has over each emission source. For example, some commercial arrangements may inhibit the ability to take action or influence change in the short term, similarly some large emissions sources like patron transport are very difficult to influence.

3B. Emissions reduction activities

Table 2A, 2B and 2C above detail the emission reduction activities and estimated impacts for each of the events in the portfolio for 2019/20, highlighted in green. These tables also bring together the materiality assessments done between the various event production teams and the Urban Sustainability team, as well as a description and calculation of any predicted emissions increases/decreases.

4. Sensitive Emissions

Sensitive emissions are the emissions that are subject to change between the pre-event carbon analysis and during the event. These emissions sources can variably change depending on factors such as attendees or location of the events. Key identified sensitive emissions for events in the portfolio are catering, waste and transport. As part of the pre-event emissions profile, these sensitive emissions were discussed with key event staff for consideration and compensated with an uplift factor. These uplift factors are way to account for extra emissions resulting in a conservative approach to the total pre-event emissions.

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. Improvements in data reporting will also have an impact on reported emissions. As event staff, contractors and suppliers become better versed in data reporting for carbon neutrality, reported emissions from some scope three sources are expected to increase.

Table 15. Sensitive emissions

Emission source / activity	Effect of variation on carbon account	Conservative approach for sensitive emissions
Catering	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. Catering figures per person have been used from the previous year for the pre-event accounts. Where attendees are expected to increase and impact catering figures, an uplift factor has been applied as outlined in the relevant event tables in Section 2 'Emissions Reductions, Materiality and Sensitivity'. Further commentary per event is provided below. Emission factors have been sourced from the EPA Victoria, Guide to Australian Greenhouse Calculator: Basic features, use and assumptions.	Total actual emissions will be calculated using catering data collected from tier 1 and 2 events per attendee. This data will be extrapolated across events where data is unable to be collected, using attendee numbers. A minimum of 25% of actual data will be collected as a representative sample. Emission factors will be sourced from the EPA Victoria, Guide to Australian Greenhouse Calculator: Basic features, use and assumptions (or updated equivalent, post event).

Waste	Variance in attendee numbers is likely to be the most significant factor of consideration. Any increase in attendees will influence the emissions produced across waste. Waste figures per person have been used from the previous year for the pre-event accounts. Where attendees are expected to increase and impact waste figures, an uplift factor has been applied as outlined in the relevant event tables in Section 2 'Emissions Reductions, Materiality and Sensitivity'. Further commentary per event is provided below. Emission factors have been sourced from the Australian National Greenhouse Accounts Factors July 2018 - Australian Government Department of the Environment and Energy.	Total actual emissions will be calculated using waste data collected from tier 1 and tier 2 events per attendee. This data will be extrapolated across events where data is unable to be collected, using attendee numbers. A minimum of 25% of actual data will be collected as a representative sample. Emission factors will be sourced from the Australian National Greenhouse Accounts Factors July 2018 - Australian Government Department of the Environment and Energy (or updated equivalent, post event).

Transport	Variance in attendee numbers is likely to be the most significant factor of consideration. Any increase in attendees will influence the emissions produced across transport. Transport figures per person have been used from the previous year for the pre-event accounts. All events in the portfolio will employ the travel attribution factors that were used for events in the previous year. Where attendees are expected to increase and impact transport figures, an uplift factor has been applied as outlined in the relevant event tables in Section 2 'Emissions Reductions, Materiality and Sensitivity'. Further commentary per event is provided below. Emissions factors have been sourced from the EPA Victoria Greenhouse Inventory 2012-13 Update, page 28.	A sample of attendees at each event will be surveyed. Questions will include how they travelled to the event, what is their postcode [for distance] and whether their primary purpose for coming into the city was to attend the event. Using the survey results, an 'attribution factor' will be used and applied to all attendees. These factors attribute a proportion of an attendees travel emissions to the event based on their level of investment in the event. For example, when an attendee purchases a ticket, 100% of their travel emissions will be attributed to the event. If the attendee attends a free event, a proportional factor based on survey responses indicating the primary purpose of travel will be applied (e.g. 65% of survey respondents said attending the event was their primary purpose for travelling that day). All event attendees who have been counted as having attended an on-street activation, will only have 25% of their travel emissions attributed to the event. Emissions factors will be sourced from the EPA Victoria Greenhouse Inventory 2012-13 Update, page 28 (or updated equivalent, post event).

Melbourne Fashion Week 2019

It is not expected Melbourne Fashion Week 2019 will see any increase in patronage. The total capacity of Melbourne Fashion Week is determined by its venues and is not able to accept an increase in numbers. For this purpose, no increase in patrons has been calculated in the pre-event accounts.

However, there is a slight (10%) increase to programming, which will have a negligible impact on electricity usage. This impact will not be material in Melbourne Town Hall where the electricity is 100% renewable and the gas usage is offset under the City of Melbourne's organisational carbon neutrality.

Improvements to data collection from contractors should see an increase in waste reported. It has been conservatively estimated that overall waste figures will increase by 50%. Waste reported by partner events has also been identified as an area for improved reporting.

As with Melbourne Music Week, better reporting of marketing and publication material (through engaging the contractors directly) will result in an increase in emissions reported. This figure is conservatively estimated at two tonnes. Similarly, greater accuracy in reporting the total accommodation requirements for models is anticipated. This has been estimated to increase accommodation emissions by 50%.

Melbourne Music Week 2019

Melbourne Music Week organisers are expecting a 10% increase in attendance in 2019, which is reflected in the predicted increase in food and drink, waste and patron transport emissions seen in table 2A.

The number of international acts which are scheduled to perform in Melbourne Music Week 2019 is twice that of last year. While booking agents have been encouraged to offset flights at point of sale, the pre-event accounts are conservatively showing a 100% increase in international travel emissions and accommodation emissions.

It is recognised that in its first year, Melbourne Music Week did not collect sufficient data on marketing and publication materials. Contractors will be engaged directly in the collection of data in 2019 and it is conservatively estimated this will account for two tonnes of emissions.

The greatest change to Melbourne Music Week between 2018 and 2019 is the location of the Hub. This has moved from ACMI to an outdoor venue. Construction of a new, innovative space using a proprietary design will increase the construction related emissions but will decrease the energy related emissions as 100% renewable energy will be used to power the site.

Melbourne Knowledge Week 2020

It is anticipated that attendee numbers for MKW 2020 will be around 30,000 (an increase of 13.7% on 2019 pre-event figures). Estimated increases to emissions resulting from food and drink consumption, patron transport and venue waste are directly correlated to the anticipated increase in patrons.

Current planning for MKW 2020 includes a reduction in the number of external events and does not include inclusion of a prototype street. Estimated emissions reductions resulting from these proposed changes include decreases in emissions from: gas (5%); electricity (2%);

marketing and publications (2%); event partner accommodation (2%) and event partner flights (5%).

We have accounted for a similar level of re-use and new construction from 2019 prevent figure to 2020.

5. Emissions summary

Event	**Estimated (pre-event) emissions (t/CO2-e**
Melbourne Music Week 2019	301.7
Melbourne Fashion Week 2019	500. 5
Melbourne Knowledge 2020	105.5
City of Melbourne Large Event Portfolio 2019/20	907.9

6. Eligible offset units

6A. Offsets summary

Table 4. Offsets Summary

Projects supported by offset purchase	Eligible offset units	Registry	Cancellation date	Serial numbers (including hyperlink to registry transaction record)	Vintage	Quantity
Savannah burning projects located in the north of Australia	ACCU	Emissions Reduction Fund	11/08/2018	3,768,791,304 - 3,768,791,533	2013+	230
Human Induced Regeneration of Permanent Even Aged Native Forest projects registered under the Australian Emissions Reduction Fund and located in QLD and NSW	ACCU	Emissions Reduction Fund	11/08/2018	3,765,445,486 - 3,765,445,715	2013+	230
Wind Based Power Generation - India: Greenhouse emissions are avoided through displacing coal-fired electricity generation with renewable wind electricity generation	VCS	https://vcsregistry2.apx.com/myModule/rpt/myrpt.asp?r=206&h=23286	11/08/2018	5744-257521379-257521608-VCU-034-MER-IN-1-1447-01012015-31122015-0	2015	230

Table 4. Offsets Summary

Projects supported by offset purchase	Eligible offset units	Registry	Cancellation date	Serial numbers (including hyperlink to registry transaction record)	Vintage	Quantity
Carry over of over-purchased offsets from the Large Events Portfolio 2018 – Savannah Burning: The North Kimberley Fire Abatement Project	ACCU	N/A	N/A	Previously retired and reported	2015	220
Total offsets cancelled						910

6B. Offset projects (Co-benefits)

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

Savannah burning - Australia
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 - Australia
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.

Renewable Energy Project - India

Description: Under this project, greenhouse emissions are reduced through displacing coal-fired power sources with a mix of clean, renewable and reliable solar and wind energy sources.

The total installed capacity of the project is targeting 22.20 MW, including through the operation of a solar power plant and 18 Wind Turbine Generators.

Co-benefits: Improved availability of reliable energy sources, diversification of local economy, increased local employment, increased awareness and uptake of renewable energy opportunities, increased awareness of environmental issues and options for addressing these, improved human health and reduction of air pollution.

7. Use of certification trade mark

Table 5. Trade mark register

Where used	Logo type
Melbourne Fashion Week signage, website and video content	Certified event
Melbourne Music Week signage, website and video content	Certified event
Melbourne Knowledge Week signage, website and video content	Certified event