




# PUBLIC DISCLOSURE STATEMENT

CITY OF MELBOURNE  
NARRM NGARRGU | MELBOURNE  
KNOWLEDGE WEEK 2022  
9 - 15 MAY 2022

POST-EVENT REPORT

Australian Government  
**Climate Active**  
**Public Disclosure Statement**



RESPONSIBLE ENTITY NAME	CITY OF MELBOURNE
NAME OF EVENT	NARRM NGARRGU   MELBOURNE KNOWLEDGE WEEK 2022
EVENT DATE(S)	9 – 15 MAY
DECLARATION	<p><i>To the best of my knowledge, the information provided in this public disclosure statement is true and correct and meets the requirements of the Climate Active Carbon Neutral Standard.</i></p>  <p>Krista Milne Co-Director, Climate Change and City Resilience 01/08/2022</p>



**Australian Government**  
**Department of Industry, Science,  
Energy and Resources**

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Version: March 2022



# 1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	139 tCO <sub>2</sub> -e
OFFSETS BOUGHT	36% ACCUs, 64% VCUs
RENEWABLE ELECTRICITY	32%
TECHNICAL ASSESSMENT	01/09/2022 Josh Prado Pangolin Associates Next technical assessment due: 2025
THIRD PARTY VALIDATION (LARGE REOCCURRING EVENT ONLY)	N/A

## Contents

1. Certification summary.....	3
2. Carbon neutral information.....	4
3. Emissions boundary.....	5
4. Emissions reductions.....	8
5. Emissions summary.....	9
6. Carbon offsets.....	11
7. Renewable energy certificate (REC) summary.....	13
Appendix A: Additional information.....	14
Appendix B: Electricity summary.....	15
Appendix C: Inside emissions boundary.....	17
Appendix D: Outside emissions boundary.....	18
Appendix E: ANREU offset retirement.....	19

## 2. CARBON NEUTRAL INFORMATION

### Description of certification

Event name: narm ngarrgu | Melbourne Knowledge Week 2022

Event dates: 9 – 15 May 2022

Event location: City of Melbourne

Attendees: 33,703

Activity data collected from this event has informed the preparation of this carbon inventory.

### Event description

Melbourne Knowledge Week (MKW) is an annual festival that brings Melburnians together to explore and discuss, to share ideas, to challenge assumptions, and to spark new ways of thinking. Across seven days, the broad program of events, workshops and performances celebrates Melbourne's rich heritage and potential for innovation.

MKW was first certified carbon neutral in 2019, was cancelled in 2020 due to COVID19, but continued in 2021. narm ngarrgu | Melbourne Knowledge Week 2022 (MKW22) continued a hub style program with five primary hubs within closer proximity to the central business district. These hubs created a 'Little Lonsdale Corridor', which encouraged greater street activation across the event. Hubs included:

- Wesley Place – a public urban park in the CBD
- QV Melbourne – a precinct in the heart of the CBD, including the QV square, the Queen Victoria Women's Centre and No Vacancy gallery space
- The State Library of Victoria – Victoria's main public library in the heart of the CBD
- Melbourne Connect – a new space within the Melbourne Innovation District
- The Wheeler Centre – a literary and publishing centre in the southern wing of the State Library of Victoria

Additional venues included:

- The Melbourne Town Hall Commons – hosting a permanent display of a 'City DNA 3D model'
- The Capitol (RMIT) - a historic theatre on Swanston Street
- Foys Arcade – an innovative exhibition space

Events are classified for emissions reporting purposes into three tiers:

- Tier one – Events run either directly by City of Melbourne (CoM) or run within a MKW hub
- Tier two – Events induced by MKW with funding but run by partner organisations
- Tier three – Events run by partners under the banner of MKW but without MKW influence

While Tier three events are outside operational control of MKW, they are still included in the scope of the emissions inventory via a 5% uplift factor. This 5% represents the proportional patronage of Tier 3 events to Tiers 1 and 2. The 33,703 attendances were accurate to the pre-event prediction of 36,000 attendances.

## 3.EMISSIONS BOUNDARY

### Inside the emissions boundary

All emission sources listed in the emissions boundary are part of the carbon neutral claim.

**Quantified emissions** have been assessed as relevant and are quantified in the carbon inventory. This may include emissions that are not identified as arising due to the operations of the event, however are optionally included.

**Non-quantified emissions** have been assessed as relevant and are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. All material emissions are accounted for through an uplift factor. Further detail is available at Appendix C.

### Outside the emissions boundary

**Excluded emissions** are those that have been assessed as not relevant to the event's operations and are outside of its emissions boundary or are outside of the scope of the certification. These emissions are not part of the carbon neutral claim. Further detail is available at Appendix D.

## Inside emissions boundary

### Quantified

Accommodation

Construction materials and services

Electricity

Food

Office equipment & supplies

Postage, courier and freight

Products

Professional services:

- Advertising
- Business
- Entertainment
- Market research and other business management
- Photographic

Stationary energy (gaseous)

Transport (Land & Sea)

Waste

### Non-quantified

Tier 3 events

Water

## Outside emission boundary

### Excluded

Accommodation – for visitors

## Data collection – changes since the pre-event report

Emission source	Data collection method	Assumptions / conservative approach
Travel – attendee transport	<p>MKW22 conducted a survey of 255 attendees and gathered:</p> <ol style="list-style-type: none"> <li>1. Mode of transport, and</li> <li>2. Origin of trip (postcode)</li> </ol> <p>This data was then extrapolated across all attendee numbers and an attribution factor is applied based on whether an attendee visited the city for other reasons besides attending MKW22. An attribution factor is then applied dependent on how many other activities the attendee undertook on that day.</p>	<ul style="list-style-type: none"> <li>• The extrapolation is representative of true travel distance.</li> <li>• The attribution factor accurately represents the proportion of travel that can be attributed to the event versus other activities the attendee may have travelled for that day.</li> </ul>
Accommodation	<p>All flight and accommodation data from all interstate and overseas delegates, performers and partners were provided by event management staff.</p> <p>Visitor accommodation is not quantified.</p>	<p>The one planned international speaker was cancelled and changed to an online event.</p> <p>MKW attracts a predominantly local audience. It is reasonably assumed that any interstate or international attendees have not travelled to Melbourne for the purpose of attending the event.</p>
Food	<p>Data collection sheets were given to those events known to have catering. Catering was managed by a limited number of suppliers at hub venues and restaurants. Data was collected directly from caterers, or alternatively from CoM invoicing.</p>	
Electricity and gas	<p>Electricity and gas accounts from Tier one and two event venues were collected and a daily average calculated and applied to the number of days the venue was used.</p>	<p>The average daily electricity usage is representative of actual daily electricity usage times the percentage of venue floor space used.</p>
Waste	<p>Tier one and two venues presented waste and recycling on a data collection sheet provided ahead of the event.</p>	<p>Venues that didn't return a data collection sheet were covered through a 100% uplift factor of the total waste and recycling tonnage.</p>
Construction Materials and	<p>Providers of construction services presented all relevant construction material</p>	<p>A 5% uplift was added based on a small number of events not</p>

Services costs on a data collection sheet provided returning data.  
ahead of construction.

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Professional Services All invoices for the various professional  
services were provided by event  
management staff.

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## 4. EMISSIONS REDUCTIONS

### Emissions reduction measures

**Use of renewable energy:** Prototype Street at Wesley Place, being one of the major hubs for MKW22, and cinema, The Capitol at RMIT, were both powered by GreenPower.

**Reduce virgin materials in hub fit out:** The City of Melbourne engaged Moth Designs for the fit out and theming for MKW22. Moth has worked with the City of Melbourne on a number of large events over many years and employs a zero-waste ethos and prioritises reuse and recyclability to all the items it produces. One of the over-arching principles of this contract was to minimise the use of new construction material in creating event theming items (e.g. booths, activations, sets, bars and signage).

**Sustainable transport communication:** It is now well understood that attendee transport is one of the largest single emission sources for City of Melbourne's major events. Attendees to MKW22 are encouraged to walk, cycle or take a tram to reduce their transport emissions.

## 5. EMISSIONS SUMMARY

### Significant changes in emissions – pre-event vs post-event

Emission source name	Pre-event (tCO <sub>2</sub> -e)	Post-event (tCO <sub>2</sub> -e)	Detailed reason for change
Construction materials	30.4	19.9	Estimate based on 2021 construction costs. 2022 exhibits were different and more re-use of materials occurred.
Food	20.9	15.6	Reductions in catered program.
Professional services	150	70.2	80% of MKW program is led through EOIs, which altered final budget.
Stationary energy (gaseous fuels)	0	2.8	More new venues were used and their gas consumption was unknown pre-event.
Transport (Land and Sea)	18.3	9.1	Less ticketed events resulted in less '100% attribution factor' attendees, and a higher proportion of casual 'walk-byes' resulted in a greater number of '10% attribution factor' attendees.

### Use of Climate Active carbon neutral products and services

Yarra Trams is powered by 100% renewables through the Victorian Renewable Energy Target (VRET) program, thus attendees traveling by tram have no associated emissions. The City of Melbourne also sources 100% renewable energy via a Power Purchase Agreement, generated by Pacific Hydro and supplied by Tango Energy.

## Event emissions summary

The electricity summary is available in the Appendix B. Electricity emissions were calculated using a market-based approach.

Emission category	Pre-event emissions (tCO <sub>2</sub> -e)	Sum of total emissions (tCO <sub>2</sub> -e)
Accommodation	0.3	0
Construction materials	30.4	19.9
Electricity	16.4	15.9
Food	20.9	15.6
Office equipment & supplies	0	0.1
Postage, courier and freight	0.4	0
Products	0	0.2
Professional services	150	70.2
Stationary energy (gaseous fuels)	0	2.8
Transport (Land and Sea)	18.3	9.1
Waste	2.9	0.5
<b>Total net emissions</b>	<b>239.8</b>	<b>134.3</b>
<b>Difference between pre-event and post-event emissions</b>		<b>-105.5</b>

## Uplift factors

An uplift factor is an upwards adjustment to the total carbon inventory to account for relevant emissions, which can't be reasonably quantified or estimated. This conservative accounting approach helps ensure the integrity of the carbon neutral claim.

Reason for uplift factor	tCO <sub>2</sub> -e
5% uplift on construction materials and services data to account for non-quantified sources where data was unavailable	1.01
5% uplift on inventory to account for tier three event attendance. Does not include emissions from 'attendee transport' or 'services' as these are already accounted	2.75
100% uplift on waste data to account for non-quantified sources where data was unavailable	0.51
Total of all uplift factors	4.27
<b>Total footprint to offset</b> <i>(total net emissions from summary table + total uplifts)</i>	<b>138.6</b>

## 6. CARBON OFFSETS

### Eligible offsets retirement summary

Offsets cancelled for Climate Active Carbon Neutral Certification											
Project description	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	Vintage	Stapled quantity	Eligible quantity (tCO <sub>2</sub> -e)	Eligible quantity used for previous reporting periods	Eligible quantity banked for future reporting periods	Eligible quantity used for this reporting period	Percentage of total (%)
*Savanna Burning Investment Ready Project - Cape York Pilot Aurukun	ACCUs	ANREU	3 Jun 2020	3,799,427,512 - 3,799,428,511	2020	-	1000	950	0	50	36%
Grouped Hydropower Plants in Chongqing, Yunnan, Sichuan and Guizhou Provinces, P.R. China	VCUs	VERRA	28 Mar 2022	<a href="#">6943-360495366-VCU-028-APX-CN-1-438-28032016-25092016-1</a>	2016	-	194	N/A	105	89	64%
<b>Total offsets retired this report and used in this report</b>										139	
<b>Total offsets retired this report and banked for future reports</b>									105		

\*The City of Melbourne's offset provider has pre-retired all 1000 ACCUs from this project. A total of 147 units were attributed to Melbourne Knowledge Week 2021. A further 364 are attributed to Moomba 2022 and 50 units are attributed to Melbourne Knowledge Week 2022. This leaves 439 units which will be attributed to future carbon neutral events.

Type of offset units	Quantity (used for this reporting period claim)	Percentage of total
Australian Carbon Credit Units (ACCUs)	50	36%
Verified Carbon Units (VCUs)	89	64%

## Co-benefits

### **Savanna Burning Savanna Burning Investment Ready Project - Cape York Pilot Aurukun**

Caring for country in the Western Cape York. Overseen by Indigenous-led not-for-profit, Aak Puul Ngantam (APN Cape York), this project engages local Wik and Kugu Traditional Owners as project rangers in traditional Indigenous fire management practices, carrying out strategic 'cool' burns in the tropical winter to reduce emissions from larger, late-season bushfires

### **Grouped Hydropower Plants in Chongqing, Yunnan, Sichuan and Guizhou Provinces, P.R. China**

Huoshi Grouped Small Hydro consists of multiple small-scale hydropower plants that generate renewable energy for rural Southwest and South Central China. By supplying clean hydroelectric power to the local grid, the project displaces greenhouse gas emissions, helping mitigate climate change and improving the lives of local people.

## 7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

N/A

## APPENDIX A: ADDITIONAL INFORMATION

N/A.

## APPENDIX B: ELECTRICITY SUMMARY

Electricity emissions are calculated using a market-based approach.

### Location-based method

The location-based method provides a picture of a business's electricity emissions in the context of its location, and the emissions intensity of the electricity grid it relies on. It reflects the average emissions intensity of the electricity grid in the location (State) in which energy consumption occurs. The location-based method does not allow for any claims of renewable electricity from grid-imported electricity usage.

### Market-based method

The market-based method provides a picture of a business's electricity emissions in the context of its renewable energy investments. It reflects the emissions intensity of different electricity products, markets and investments. It uses a residual mix factor (RMF) to allow for unique claims on the zero emissions attribute of renewables without double-counting.

### Market Based Approach Summary

Market Based Approach	Activity Data (kWh)	Emissions (kgCO <sub>2</sub> e)	Renewable Percentage of total
Behind the meter consumption of electricity generated	0	0	0%
<b>Total non-grid electricity</b>	<b>0</b>	<b>0</b>	<b>0%</b>
LGC Purchased and retired (kWh) (including PPAs & Precinct LGCs)	250	0	1%
GreenPower	10,591	0	32%
Jurisdictional renewables (LGCs retired)	0	0	0%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	0	0	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	6,131	0	19%
Residual Electricity	16,009	15,929	0%
<b>Total grid electricity</b>	<b>32,982</b>	<b>15,929</b>	<b>51%</b>
<b>Total Electricity Consumed (grid + non grid)</b>	<b>32,982</b>	<b>15,929</b>	<b>51%</b>
Electricity renewables	16,973	0	
Residual Electricity	16,009	15,929	
<b>Exported on-site generated electricity</b>	<b>0</b>	<b>0</b>	
Emissions (kgCO <sub>2</sub> e)		15,929	
<b>Total renewables (grid and non-grid)</b>	<b>51.46%</b>		
<b>Mandatory</b>	<b>18.59%</b>		
<b>Voluntary</b>	<b>32.87%</b>		



<b>Behind the meter</b>	<b>0.00%</b>
<b>Residual Electricity Emission Footprint (TCO<sub>2</sub>e)</b>	<b>16</b>

*Figures may not sum due to rounding. Renewable percentage can be above 100%*

## Location Based Approach Summary

Location Based Approach	Activity Data (kWh)	Scope 2 Emissions (kgCO <sub>2</sub> e)	Scope 3 Emissions (kgCO <sub>2</sub> e)
Vic	32,982	30,014	3,298
<b>Grid electricity (scope 2 and 3)</b>	<b>32,982</b>	<b>30,014</b>	<b>3,298</b>
<b>Total Electricity Consumed</b>	<b>32,982</b>	<b>30,014</b>	<b>3,298</b>

<b>Emission Footprint (TCO<sub>2</sub>e)</b>	<b>33</b>
Scope 2 Emissions (TCO <sub>2</sub> e)	30
Scope 3 Emissions (TCO <sub>2</sub> e)	3

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO <sub>2</sub> e)
N/A	0	0

*Climate Active carbon neutral electricity is not renewable electricity. The emissions have been offset by another Climate Active member through their Product certification.*

# APPENDIX C: INSIDE EMISSIONS BOUNDARY

## Non-quantified emission sources

The following sources emissions have been assessed as relevant, are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. These emissions are accounted for through an uplift factor. They have been non-quantified due to one of the following reasons:

1. **Immaterial** <1% for individual items and no more than 5% collectively
2. **Cost effective** Quantification is not cost effective relative to the size of the emission but uplift applied.

Relevant-non-quantified emission sources	(1) Immaterial	(2) Cost effective (but uplift applied)
Tier 3 events	No	Yes (uplift applied)
Water	Yes	No

No uplift factor has been applied for water as the emissions are deemed less than 1% of the total carbon inventory. While Tier 3 events are outside operational control of MKW, they are still included in the scope of the emissions inventory via a 5% uplift factor. This 5% represents the proportional patronage of Tier 3 events to Tiers 1 and 2. The uplift factor is not applied to transport emissions, as these are already inclusive of Tier 3 attendees. The uplift factor is not applied to emissions associated with services, as these service costs already serve all three event tiers.

# APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

## Excluded emission sources

Those which only meet one condition of the relevance test can be excluded from the certification boundary.

Emissions tested for relevance are detailed below against each of the following criteria:

1. **Size** The emissions from a particular source are likely to be large relative to the event’s electricity, stationary energy and fuel emissions
  2. **Influence** The responsible entity has the potential to influence the reduction of emissions from a particular source.
  3. **Risk** The emissions from a particular source contribute to the event’s greenhouse gas risk exposure.
  4. **Stakeholders** Key stakeholders deem the emissions from a particular source are relevant.
  5. **Outsourcing** The emissions are from outsourced activities previously undertaken within the event’s boundary, or from outsourced activities typically undertaken within the boundary for comparable events.
- Emissions derived from delegate, performer and partner accommodation are included, as they are deemed to be induced by the event. Emissions from interstate or overseas visitor accommodation are not included, as MKW is considered to attract a primarily local audience. Any interstate or overseas travelers who attend MKW are considered to do so in addition to other travel motivations.

Emission sources tested for relevance	(1) Size	(2) Influence	(3) Risk	(4) Stakeholders	(5) Outsourcing	Included in boundary?
Electricity						Automatically deemed relevant
Attendee travel						Automatically deemed relevant
Food and drink						Automatically deemed relevant
Accommodation						Automatically deemed relevant

# APPENDIX E: ANREU OFFSET RETIREMENT



## Certificate of Verified Carbon Unit (VCU) Retirement

Verra, in its capacity as administrator of the Verra Registry, does hereby certify that on 28 Mar 2022, 194 Verified Carbon Units (VCUs) were retired on behalf of:

City of Melbourne - carbon credits retired on behalf of Melbourne Knowledge Week 2022 to comply with Climate Active certification.

### Project Name

Grouped Hydropower Plants in Chongqing, Yunnan, Sichuan and Guizhou Provinces, P.R. China


### VCU Serial Number

6943-360495366-360495559-VCU-028-APX-CN-1-438-28032016-25092016-1

### Additional Certifications

Social Carbon

Powered by APX



### Australian National Registry of Emissions Units

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**ANREU Home**

Account Holders

Accounts

Unit Position Summary

Projects

Transaction Log

CER Notifications

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#### Transaction Details

Transaction details appear below.

Transaction Successfully Approved

Transaction ID	AU15162
Current Status	Completed (4)
Status Date	03/06/2020 18:37:47 (AEST) 03/06/2020 08:37:47 (GMT)
Transaction Type	Cancellation (4)
Transaction Initiator	Galea, Rhyannon Margaret Rosalie
Transaction Approver	Galea, Rhyannon Margaret Rosalie
Comment	Carbon credits retired on behalf of City of Melbourne to comply with its Climate Active certification for emissions during FY2019/20

#### Transferring Account

Account Number: AU-2977

Account Name: South Pole Australia Financial Services Pty Ltd

Account Holder: South Pole Australia Financial Services Pty Ltd

#### Acquiring Account

Account Number: AU-1068

Account Name: Australia Voluntary Cancellation Account

Account Holder: Commonwealth of Australia

Party	Type	Transaction Type	Original CP	Current CP	ERF Project ID	NGER Facility ID	NGER Facility Name	Safeguard	Kyoto Project #	Vintage	Expiry Date	Serial Range	Quantity
AU	KACCU	Voluntary ACCU Cancellation			ERF101805					2019-20		3,792,963,615 - 3,792,964,614	1,000
AU	KACCU	Voluntary ACCU Cancellation			EQP100972					2019-20		3,799,427,512 - 3,799,428,511	1,000

#### Transaction Status History

Status Date	Status Code
03/06/2020 18:37:47 (AEST)	Completed (4)
03/06/2020 08:37:47 (GMT)	
03/06/2020 18:37:47 (AEST)	Proposed (1)
03/06/2020 08:37:47 (GMT)	
03/06/2020 18:37:47 (AEST)	Account Holder Approved (97)
03/06/2020 08:37:47 (GMT)	
03/06/2020 18:37:26 (AEST)	Awaiting Account Holder Approval (95)
03/06/2020 08:37:26 (GMT)	

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