PUBLIC DISCLOSURE STATEMENT

UNIVERSITY OF CANBERRA

OUT OF THE ORDINARY: ON POETRY AND THE WORLD

5 - 9 DECEMBER 2022

POST-EVENT REPORT

Australian Government

Climate Active
Public Disclosure Statement

An Australian Government Initiative

RESPONSIBLE ENTITY NAME	University of Canberra
NAME OF EVENT	Out of the Ordinary: On Poetry and the World
EVENT DATE(S)	5 - 9 December 2022
DECLARATION	*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.*  Dr Paul Magee Professor of Poetry and Director University of Canberra 23 March 2023

Australian Government
Department of Climate Change, Energy, the Environment and Water

Version: March 2022

1.CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	48 tCO_2-e
OFFSETS BOUGHT	100% ACCUs
RENEWABLE ELECTRICITY	N/A
TECHNICAL ASSESSMENT (LAREGE EVENT ONLY)	N/A
THIRD PARTY VALIDATION (LARGE REOCCURING EVENT ONLY)	N/A

Contents

2. CARBON NEUTRAL INFORMATION

Description of certification

Event name: Out of the Ordinary: On Poetry and the World

Event date(s): 5 - 9 December 2022

Event location(s): The Inspire Centre (Building 22) University of Canberra, Bruce, ACT; Monster Kitchen and Bar, Ovolo Nishi, 25 Edinburgh Ave Canberra, ACT 2601, Canberra; and King O'Malley's Irish Pub, 131 City Walk, Civic, Canberra. Lecture Theatre 2b07, University of Canberra, Bruce, ACT;

Actual attendees:75

The Climate Active event calculator was used to prepare this carbon inventory, which is based on the *Climate Active Carbon Neutral Standard for Events*.

"Our carbon neutral certification under Climate Active demonstrates our commitment to take immediate climate action and is a positive step towards our target of net zero emissions for the Out of the Ordinary: On Poetry and the World conference".

Event description

Out of the Ordinary: On Poetry and the World was a conference on poetry and poetics held over 5th to 9th December 2022, at the University of Canberra. The conference aim was to investigate poetry's relationship to the extraordinary.

The event attracted 41 audience members from the ACT region, another 30 from locations around Australia, as well as 4 overseas participants, making for an in-person attendees total of 75.

We committed ourselves to minimizing our emissions through providing paperless conference materials, vegetarian-only catering and by recycling waste. All excess emissions were offset.

The conference director and chief organizer was Professor Paul Magee. He was responsible for the event on behalf of his employer, the University of Canberra, which took ultimate responsibility for it.

We have included within the event boundary four days of conference activities including all venue use and catering, participant travel to and from the ACT, plus all participant travel from hotel to venue.

The event had never been previously certified.

We had a successful conference which extended by another day, to incorporate an additional event with conference keynote speaker, Professor Heather Clark, on the night of 9th December 2022. The conference's emissions reductions measures were very well received, with no complaints at all about the vegetarian only catering, positive uptake of the paperless conferencing initiatives (no badges or signage, no printed programme, all programming information delivered via hand-held device, through custom designed and mobile-optimised conference app) and good embrace by delegates of public transport, facilitated by strategic elicting of special conference rates from hotels located within easy public transport commute to venues.

The conference's carbon neutral initiatives attracted interest in local print and radio media

3.EMISSIONS BOUNDARY

Inside the emissions boundary

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

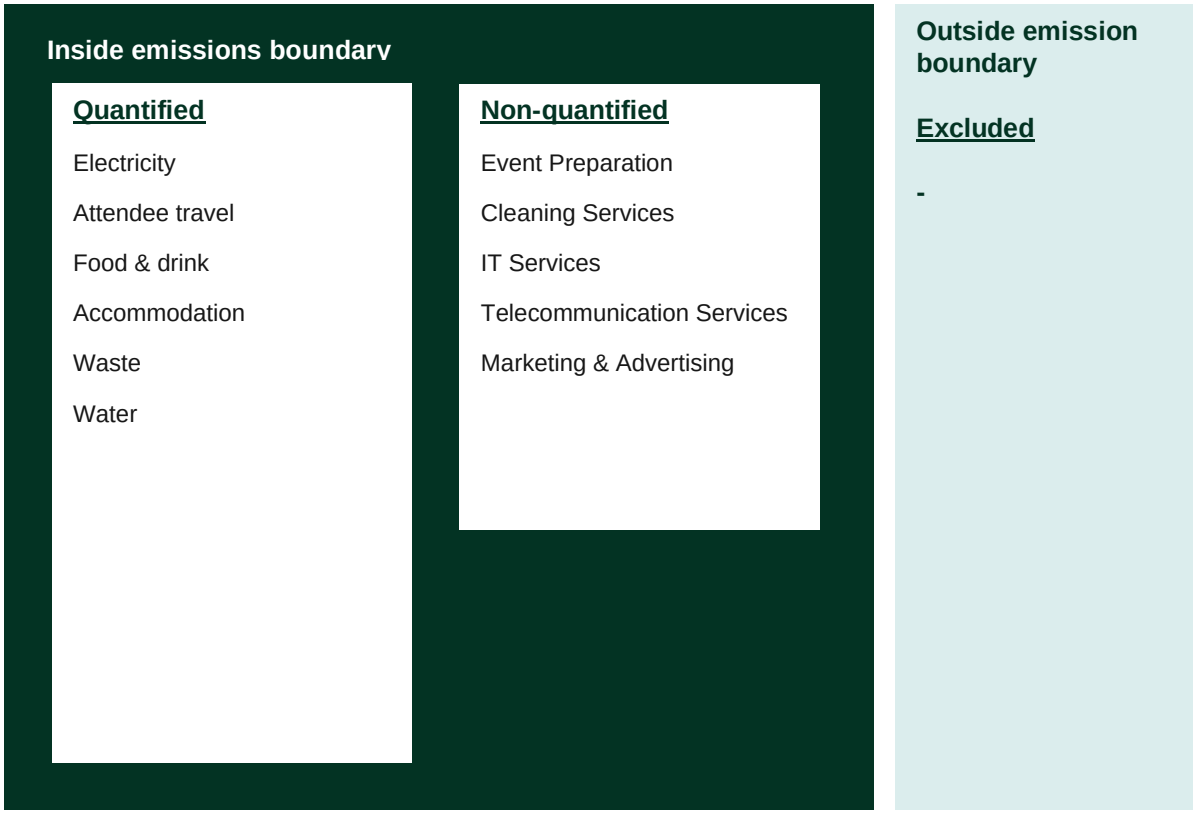
Quantified emissions have been assessed as relevant and are quantified in the carbon inventory. This may include emissions that are not identified as arising due to the operations of the event, however are **optionally included**.

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.

The emission sources in the boundary diagram below are as per the emissions categories in the emission summary table on page 8 of the report.



Data collection – changes since the pre-event report

Emission source	Data collection method	Assumptions / conservative approach
Travel	Actual data based on number of attendees and the type of transport to be used	Used post-conference surveys (80% uptake) and supplemented that with enrolment data for departure cities and regions
Accommodation	Based on actual data for number of attendees, number of nights and accommodation type	Used post-conference surveys (80% uptake) and supplemented that with enrolment data for number of nights and accommodation types
Food	Based on data from the actual bills provided by caterer	Used data from the actual bills provided by caterer
Electricity	Extrapolation based on past data for similar event	Applied conservative escalation in usage

4. EMISSIONS REDUCTIONS

Emissions reduction measures

We were committed to minimizing our emissions through providing paperless conference materials, vegetarian-only catering and by recycling waste. All excess emissions were offset.

We chose a caterer for our main event who practices full recycling, separating general waste, bottles, paper and organic waste which it in turn donates to local gardeners.

For our Tuesday and Wednesday night functions we sourced venues committed to reducing waste and emissions.

Our Tuesday night Conference Dinner venue focused on locally-sourced, seasonal food, and has a strong commitment to plant-based cuisine—the menu is nearly 50% vegetarian and was fully vegetarian from October 2020-2021 (“Year of the Veg”). The building housing this venue has a 6 Star Rating (“World Leading’) from the Green Building Council of Australia, and a 5 star NABERS rating for energy use.

Our Wednesday night Pub / Performance venue is committed to achieving very little waste in the kitchens. Waste is separated and recycled into paper and cardboard, glass, recycled bottles and a small amount of general waste. Local fresh ingredients are preferred. Ceiling fans are used throughout the venue with reverse cycle heating and cooling. Lighting is mainly LED. Most beverages arrive in steel kegs which are returned, cleaned, and reused.

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5. EMISSIONS SUMMARY

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

Emission source name	Pre-event (tCO_2-e)	Post-event (tCO_2-e)	Detailed reason for change
Accommodation and facilities	4.18	3.32	Reduction in # of attendees
Electricity	6.36	7.46	Increase in # of venues & changes in hotel class
Food	1.98	3.75	Increase in # of venues
Transport (Air)	23.38	27.68	One additional international traveller
Transport (Land and Sea)	3.42	2.43	Reduction in # of attendees
Waste	0.002	0.15	Increase in # of venues

Use of Climate Active carbon neutral products and services

N/A.

Event emissions summary

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

Emission category	Pre-event emissions (tCO_2-e)	Sum of total emissions (tCO_2-e)
Accommodation and facilities	4.18	3.32
Electricity	6.36	7.46
Food	1.98	3.75
Transport (Air)	23.38	27.68
Transport (Land and Sea)	3.42	2.43
Waste	0.002	.15
Water	0.005	.005
Total net emissions	**39.32**	**44.795**
Difference between pre-event and post-event emissions	**5.475**	

Uplift factors

An uplift factor of 5% was applied to the entire inventory.

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_2-e
Uplift to account for non-quantified sources where data collection is not cost effective	2.240
Total of all uplift factors	2.240
Total footprint to offset *(total net emissions from summary table + total uplifts)*	**47.035**

6. CARBON OFFSETS

Eligible offsets retirement summary

The total emission to offset for this certification is 48 t CO_2-e. The total number of eligible offsets used in this report is 48. Of the total eligible offsets used, 42 were previously banked and 6 were newly purchased and retired. Zero are remaining and have been banked for future use.

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_2-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 (%)
Energy Efficient Lighting Project	ACCU	ANREU	14 Oct 2022	8,350,010,002 – 8,350,010,043	2022-23		42	0	0	42	87.5%
ERF115667 Duff Carbon Farming Project	ACCU	ANREU	20 Apr 2023	8,352,304,426 – 8,352,304,431	2022-23		6	0	0	6	12.5%
									Total offsets retired this report and used in this report	48	
									Total offsets retired this report and banked for future reports	0	

Type of offset units	Quantity (used for this reporting period claim)	Percentage of total
Australian Carbon Credit Units (ACCUs)	48	100%

Co-benefits

The Energy Efficient Lighting Project is a lighting upgrade project that is modifying, replacing and supplementing the lighting system of a range of serviced areas. The project was registered on 29 March 2016 and is located nationwide.

The Duff Carbon Farming Project establishes permanent native forests through assisted regeneration from in-situ seed sources (including rootstock and lignotubers) on land that was cleared of vegetation and where regrowth was suppressed for at least 10 years prior to the project having commenced. This project was registered on 11 October 2017 and is located inn Queensland.

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

N/A.

APPENDIX A: ADDITIONAL INFORMATION

Offset retirement certificates

OFFICIAL

Australian Government
Clean Energy Regulator

14 October 2022 VC202223-00055

To whom it may concern,

Voluntary cancellation of units in ANREU

This letter is confirmation of the voluntary cancellation of units in the Australian National Registry of Emissions Units (ANREU) by ANREU account holder, Power Product Holdings Pty Ltd (account number AU-3221).

The details of the cancellation are as follows:

Date of transaction	14 October 2022
Transaction ID	AU24301
Type of units	KACCU
Total Number of units	42
Serial number range (ERF Project ID)	8,350,010,002 – 8,350,010,043 (ERF103278)
Vintage	2022-23
Associated ERF Project Name(s)	Energy Efficient Lighting Project
Transaction comment	Voluntary surrender for University of Canberra

Details of all voluntary cancellations in the ANREU are published on the Clean Energy Regulator's website, http://www.cleanenergyregulator.gov.au/OSR/ANREU/Data-and-information.

If you require additional information about the above transaction, please email CER-RegistryContact@cer.gov.au

Yours sincerely,

David O'Toole
ANREU and International
NGER and Safeguard Branch
Scheme Operations Division
Clean Energy Regulator
registry-contact@cer.gov.au www.cleanenergyregulator.gov.au

Australian Government
Clean Energy Regulator

21 April 2023 VC202223-00134

To whom it may concern,

Voluntary cancellation of units in ANREU

This letter is confirmation of the voluntary cancellation of units in the Australian National Registry of Emissions Units (ANREU) by ANREU account holder, Demand Manager Pty Ltd (account number AU-2621).

The details of the cancellation are as follows:

Date of transaction	20 April 2023
Transaction ID	AU27006
Type of units	KACCU
Total Number of units	6
Serial number range	8,352,304,426 – 8,352,304,431
ERF Project	ERF115667 Duff Carbon Farming Project
Vintage	2022-23
Transaction comment	Voluntary Surrender for University of Canberra

Details of all voluntary cancellations in the ANREU are published on the Clean Energy Regulator's website, http://www.cleanenergyregulator.gov.au/OSR/ANREU/Data-and-information.

If you require additional information about the above transaction, please email CER-RegistryContact@cer.gov.au

Yours sincerely,

David O'Toole
ANREU and International
NGER and Safeguard Branch
Scheme Operations Division
Clean Energy Regulator
CER-RegistryContact@cer.gov.au www.cleanenergyregulator.gov.au

CLEAN ENERGY REGULATOR

APPENDIX B: ELECTRICITY SUMMARY

Electricity emissions are calculated using a **location-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 (kgCO2e)	Renewable Percentage of total
Behind the meter consumption of electricity generated	0	0	0%
Total non-grid electricity	**0**	**0**	**0%**
LGC Purchased and retired (kWh) (including PPAs & Precinct LGCs)	0	0	0%
GreenPower	0	0	0%
Jurisdictional renewables (LGCs retired)	6,071	0	81%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	1,386	0	19%
Large Scale Renewable Energy Target (applied to grid electricity only)	0	0	0%
Residual Electricity	0	0	0%
Total grid electricity	**7,458**	**0**	**100%**
Total Electricity Consumed (grid + non grid)	**7,458**	**0**	**100%**
Electricity renewables	0	0	
Residual Electricity	0	0	
Exported on-site generated electricity	**0**	**0**	
Emissions (kgCO2e)		0	

Total renewables (grid and non-grid)	**100%**
Mandatory	**100%**
Voluntary	**0%**
Behind the meter	**0%**
Residual Electricity Emission Footprint (TCO2e)	**0**

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

Voluntary includes LGCs retired by the ACT (MWh) 6

Location Based Approach Summary

Location Based Approach	Activity Data (kWh)	Scope 2 Emissions (kgCO2e)	Scope 3 Emissions (kgCO2e)
ACT	7,458	5,817	522
NSW	0	0	0
SA	0	0	0
Vic	0	0	0
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
Grid electricity (scope 2 and 3)	**7,458**	**5,817**	**522**
ACT	0	0	0
NSW	0	0	0
SA	0	0	0
Vic	0	0	0
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
Non-grid electricity (Behind the meter)	**0**	**0**	**0**
Total Electricity Consumed	**7,458**	**5,817**	**522**

Emission Footprint (TCO2e)	**6**
Scope 2 Emissions (TCO2e)	6
Scope 3 Emissions (TCO2e)	1

Climate Active Carbon Neutral Electricity summary

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO2e)
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	Justification reason
Event Preparation	Cost effective
Cleaning Services	Cost effective
IT Services	Cost effective
Telecommunication Services	Cost effective
Marketing and Advertising	Cost effective

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.

No emission sources have been excluded from the emissions boundary.

An Australian Government Initiative

Climate Active