PUBLIC DISCLOSURE STATEMENT

MELBOURNE TRAVEL PROJECT

ORGANISATION CERTIFICATION
FY2021–22

Australian Government

Climate Active
Public Disclosure Statement

An Australian Government Initiative

NAME OF CERTIFIED ENTITY	Melbourne Travel Project
REPORTING PERIOD	Financial year 1 July 2021 – 30 June 2022 Arrears
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.*
	Matthew Coyle Director 15th June 2023

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

Version March 2023.

1.CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	19 tCO_2-e
OFFSETS USED	100% VCUs
RENEWABLE ELECTRICITY	N/A
CARBON ACCOUNT	Prepared by: Pangolin Associates

Contents

2.CARBON NEUTRAL INFORMATION

Description of certification

This inventory has been prepared for the financial year from 1 July 2021 to 30 June 2022 and covers all of the Australian operations of Melbourne Travel Project, ABN 63 635 946 093, as an organisation.

The operational boundary has been defined based on an operational control test, in accordance with the principles of the National Greenhouse and Energy Reporting Act 2007. This includes the following location:

- 1 Blake Street, Mornington VIC 3931

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

- Climate Active Standards
- The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)
- National Greenhouse and Energy Reporting (Measurement) Determination 2008

“Tourism accounts for roughly 8% of the world's carbon emissions and with travel becoming more and more affordable this is set to rise. It is our responsibility to change the trajectory to devastation NOW”

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

The greenhouse gases considered within the inventory are those that are commonly reported under the Kyoto Protocol; carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O) and synthetic gases - hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) sulphur hexafluoride (SF_6) and nitrogen trifluoride (NF_3). These have been expressed as carbon dioxide equivalents (CO_2-e) using relative global warming potentials (GWPs).

Organisation description

Established in November 2019, Melbourne Travel Project is a leisure and corporate travel agency, a brainchild by husband-and-wife team, Matthew and Kadi Coyle. Melbourne Travel Project set out to become “not just another travel agency” and through the adaption of Virtual Reality technology, offering a try before you buy experience with the use of their branded VR take home headsets.

Born out of a passion for travel, the team have a combined 57 years’ of experience in the travel industry. Melbourne Travel Project offers everything from a weekend escape through to an annual, industry first, Travel Concierge club and everything in between.

3.EMISSIONS BOUNDARY

This is a small organisation certification, which uses the standard Climate Active small organisation 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 certified entity; 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 an organisation's 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

Insurance and retirement services

Cleaning and chemicals

Electricity

ICT services and equipment

Office equipment and supplies

Postage, courier, and freight

Professional services

Refrigerants

Transport (air)

Transport (land and sea)

Waste

Water

Working from Home

Non-quantified

Stationary energy and fuels

Food

Outside emission boundary

Excluded

N/A

4.EMISSIONS REDUCTIONS

Emissions reduction strategy

Melbourne Travel Project is committed to reducing its environmental impact and promoting sustainable travel practices. This reduction strategy outlines our key initiatives to achieve our goals of becoming a paperless travel agency, promoting carbon offsetting, developing carbon management programs, and supporting sustainable travel providers. Our ultimate objective is to operate as a self-sustainable business powered by alternative energy sources within the next five years.

1. Paperless Travel Agency: Our primary focus is to become a paperless travel agency. We will replace printed brochures with an online E Brochure platform, eliminating all print marketing materials. By utilising digital platforms, we will reduce paper consumption, minimise waste, and decrease our carbon footprint. Additionally, we will deliver final travel documentation through an interactive Travel itinerary app, eliminating the need for physical copies.

2. Carbon Offsetting: To raise awareness of the environmental impact of tourism and offer customers an opportunity to offset their travel, we will incorporate carbon offsetting into every booking. Customers will have the option to purchase carbon credits from certified programs, supporting initiatives that reduce greenhouse gas emissions. This measure will help to mitigate the carbon footprint associated with travel activities and contribute to climate change mitigation efforts.

3. Carbon Management Programs: We recognise the importance of supporting businesses in managing their carbon footprint from corporate travel. Therefore, we will develop and manage carbon management programs tailored to assist businesses in achieving carbon neutrality for their travel activities. These programs will include assessing emissions, implementing reduction measures, and providing guidance on carbon offsetting options. By supporting corporate clients in their emission reduction efforts, we will contribute to a greener and more sustainable travel industry.

4. Sustainable Travel Providers: To minimise the environmental impact of travel, we will actively promote sustainable travel providers to our customers. We will establish partnerships with eco-friendly accommodations, transportation companies, and tour operators that prioritize sustainable practices. By offering sustainable travel options, we aim to reduce the overall carbon footprint of our customers' journeys and support responsible tourism.

5. Self-Sustainability and Alternative Energy Sources: As part of our long-term vision, we are committed to becoming self-sustainable without the need to purchase carbon credits. Over the next two years, we will implement a plan to transition our operations to alternative energy sources. This may involve installing solar panels, utilizing wind power, or exploring other renewable energy options. By generating our own clean energy, we will reduce our reliance on fossil fuels and move towards a more sustainable business model.

6. Utilisation of Green Energy: In addition to transitioning our operations to alternative energy

sources, we will prioritize the use of green energy throughout our organization. We will seek partnerships with energy providers that offer renewable energy options, such as solar or wind power. By sourcing our energy from sustainable sources, we will further reduce our carbon footprint and support the growth of clean energy.

7. Implementation of Recycled Paper Policy: To minimise our impact on forests and promote responsible paper consumption, we will establish a target of using 50% recycled paper for all our printed materials by 2028. This policy will ensure that our paper-based communications, such as internal documents and customer itineraries, are sourced from sustainable and environmentally friendly suppliers.

8. Green Internet Infrastructure: We will assess and optimise our internet infrastructure to operate on green energy. This involves partnering with internet service providers that prioritize renewable energy sources to power their data centers and network operations. By aligning our digital infrastructure with sustainable practices, we will reduce the carbon emissions associated with our online presence.

9. Introduction of Recycled Bins: To encourage proper waste management and recycling practices within our offices and facilities, we will introduce recycling bins throughout our premises. These bins will be designated for various recyclable materials, including paper, plastic, glass, and metal. By promoting recycling among our staff and visitors, we aim to divert waste from landfills and promote a circular economy.

10. Near-Term Reductions - Towards Net-Zero: As part of our long-term commitment to sustainability, we will commit to reduce all emissions in our value chain by 20% by 2030, from a FY2021-22 base year. This goal will involve a comprehensive assessment of our emissions, implementation of reduction measures, and continuous tracking of our progress. We will actively invest in carbon offset projects and programs to neutralise any remaining emissions that are difficult to eliminate completely.

Conclusion: The reduction strategy for Melbourne Travel Project encompasses various initiatives aimed at achieving our sustainability goals. By becoming a paperless travel agency, promoting carbon offsetting, developing carbon management programs, supporting sustainable travel providers, and transitioning to alternative energy sources, we will significantly reduce our environmental impact. Through these collective efforts, we strive to contribute to a greener and more sustainable travel industry while providing memorable and responsible travel experiences to our customers.

By incorporating the utilisation of green energy, implementing a recycled paper policy, optimizing internet infrastructure, introducing recycled bins, and striving towards carbon neutrality, the Melbourne Travel Project is taking significant steps towards a more sustainable and environmentally responsible future. We are dedicated to continually improving our practices and inspiring positive change within the travel industry. Through these initiatives, we aim to provide our customers with greener travel options and contribute to a more sustainable planet.

5.EMISSIONS SUMMARY

Emissions over time

Emissions since base year			
		Total tCO_2-e (without uplift)	Total tCO_2-e (with uplift)
Base year:	2019–20	41.67	44.30
Year 1:	2020–21	18.46	19.38
Year 2:	2021–22	17.24	18.10

Significant changes in emissions

Emission source name	Previous year emissions (t CO_2-e)	Current year emissions (t CO_2-e)	Detailed reason for change
Advertising services	1.21	1.56	Increase due to business growth
Long economy class flights (>3,700km)	0.00	1.44	Increase due to ability to travel again post COVID pandemic
Short economy class flights (>400km, ≤3,700km)	0.00	1.72	Increase due to ability to travel again post COVID pandemic
Petrol: Medium Car	0.00	2.87	Increase due to return to office post COVID pandemic
Water supply and wastewater treatment - Melbourne	3.10	2.19	Water is shared across 5 businesses and MTP have their water as a proportion of this. One of the businesses changed their operations during FY2022 which saw a drop YoY in water usage.
Working from Home Calculator – Result A Total	1.84	1.12	Decrease due to return to office post COVID pandemic

Use of Climate Active carbon neutral products, services, buildings, or precincts

N/A

Emissions summary

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

Emission category	Sum of scope 1 (tCO_2-e)	Sum of scope 2 (tCO_2-e)	Sum of scope 3 (tCO_2-e)	Sum of total emissions (t CO_2-e)
Accommodation and facilities	0.00	0.00	0.30	0.30
Insurance and retirement services	0.00	0.00	0.14	0.14
Cleaning and Chemicals	0.00	0.00	0.06	0.06
Electricity	0.00	3.38	0.00	3.38
ICT services and equipment	0.00	0.00	0.75	0.75
Office equipment & supplies	0.00	0.00	0.31	0.31
Postage, courier, and freight	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	2.29	2.29
Refrigerants	0.07	0.00	0.00	0.07
Transport (Air)	0.00	0.00	3.16	3.16
Transport (Land and Sea)	0.00	0.00	3.26	3.26
Waste	0.00	0.00	0.26	0.26
Water	0.00	0.00	2.19	2.19
Working from home	0.00	0.00	1.07	1.07
Total emissions	**0.07**	**3.38**	**13.79**	**17.24**

Uplift factors

An uplift factor is an upwards adjustment to the total carbon inventory to account for relevant emissions that cannot 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
Mandatory 5% uplift for small organisations	0.86
Total of all uplift factors	0.86
Total emissions footprint to offset *(total emissions from summary table + total of all uplift factors)*	**18.10**

6. CARBON OFFSETS

Offsets retirement approach

This certification has taken an in-arrears offsetting approach. The total emission to offset is 19 t CO_2-e. The total number of eligible offsets used in this report is 19. Of the total eligible offsets used, 0 were previously banked and 19 were newly purchased and retired. 0 are remaining and have been banked for future use.

Co-benefits

Rimba Raya is situated in Central Kalimantan in Indonesian Borneo. Covering land approximately the same size as Singapore, it is known as one of the largest Orangutan sanctuaries in the world. Offering a viable alternative to deforestation, a practice very common in the area, the project has a wealth of benefits to the biodiversity of the region and the surrounding communities. Rimba Raya is home to over 300 species of birds, 122 species of mammals and 180 species of trees and plants. The project has strong community-based initiatives including increased employment for communities, greater access to medical and health services, and assistance with education.

Eligible offsets retirement summary

Offsets retired 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 retired (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 (%)**
Rimba Raya Biodiversity Reserve Project in Indonesia	VCU	Verra	7 May 2023	6112-279853840-279853858-VCU-016-MER-ID-14-674-01012014-30062014-1	2014	0	19	0	0	19	100%
									Total eligible offsets retired and used for this report	19	
									Total eligible offsets retired this report and banked for use in future reports	0	

Type of offset units	Eligible quantity (used for this reporting period)	Percentage of total
Verified Carbon Units (VCUs)	19	100%

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

N/A

APPENDIX A: ADDITIONAL INFORMATION

N/A

APPENDIX B: ELECTRICITY SUMMARY

There are two international best-practice methods for calculating electricity emissions – the location-based method and the market-based method. Reporting electricity emissions under both methods is called dual reporting.

Dual reporting of electricity emissions is useful, as it provides different perspectives of the emissions associated with a business's electricity usage.

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.

For this certification, electricity emissions have been set by using the **location-based approach**.

Market-based approach summary

Market-based approach	Activity Data (kWh)	Emissions (kg CO_2-e)	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)	0	0	0%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	0	0	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	623	0	19%
Residual Electricity	2,728	2,714	0%
Total grid electricity	**3,351**	**2,714**	**19%**
Total electricity (grid + non grid)	**3,351**	**2,714**	**19%**
Electricity renewables	623	0	
Residual Electricity	2,728	2,714	
Exported on-site generated electricity	**0**	**0**	
Emissions (kgCO2e)		2,714	

Total renewables (grid and non-grid)	**18.59%**
Mandatory	**18.59%**
Voluntary	**0.00%**
Behind the meter	**0.00%**
Residual Electricity Emission Footprint (TCO_2e)	**2.71**
Figures may not sum due to rounding. Renewable percentage can be above 100%	

Location-based approach	**Activity Data (kWh) total**	**Under operational control**	
Percentage of grid electricity consumption under operational control	**100%**	**Scope 2 Emissions ($kgCO_2$-e)**	**Scope 3 Emissions ($kgCO_2$-e)**
ACT	0	0	0
NSW	0	0	0
SA	0	0	0
VIC	3,351	3,049	335
QLD	0	0	0
NT	0	0	0
WA	0	0	0
TAS	0	0	0
Grid electricity (scope 2 and 3)	**3,351**	**3,049**	**335**
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	**3,351**	**3,049**	**335**

Emission Footprint (TCO_2e)	3.38
Scope 2 Emissions (TCO_2e)	3.05
Scope 3 Emissions (TCO_2e)	0.34

APPENDIX C: INSIDE EMISSIONS BOUNDARY

Non-quantified emission sources

The following emissions sources have been assessed as relevant, are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. 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.
3. **Data unavailable:** Data is unavailable, but uplift applied. A data management plan must be put in place to provide data within 5 years.
4. **Maintenance:** Initial emissions non-quantified but repairs and replacements quantified.

Relevant non-quantified emission sources	Justification reason
Stationary energy and fuels	Immaterial
Food	Immaterial

Data management plan for non-quantified sources

N/A

APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

Excluded emission sources

The below emission sources have been assessed as not relevant to this organisation's operations and are outside of its emissions boundary. These emissions are not part of the carbon neutral claim. Emission sources considered for relevance must be included within the certification boundary if they meet two of the five relevance criteria. 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 organisation'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 organisation'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 organisation's boundary, or from outsourced activities typically undertaken within the boundary for comparable organisations.

Excluded emissions sources summary

N/A

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