



# The University of Sydney Travel Transformation and Where To From Here

## Next KPI: The Travel Environmental Footprint

**Kate Pritchett**

Strategic Sourcing  
Office of Strategic Procurement  
The University of Sydney  
0423 029 767  
kpritchett@usyd.edu.au



# The University of Sydney

- 45,000+ students
- 6,500+ staff
- AUD\$30million+ pa travel spend
- 600 staff travelling at any given time



## University Travel – pre 2005

- Paper based approval process; approval process times lengthy, often to the financial detriment of the University.
- Administration processing, including the reimbursement of expenses and payment to suppliers, not managed efficiently and at large administrative cost and effort.
- Limited access to basic travel information.
- Accountability and management of paper based records not managed well within the University.
- Duty of Care to travellers not managed effectively with loose procedures and no safety net.
- 105 Travel Management Companies identified.
- 50% of travel paid via reimbursements to University staff.
- No University Travel Policy.
- Travel Procedures implemented differently across the University
- HRMS not updated with travel details, often not until travel had been completed, if ever.



# Travel Management Strategy

The purpose of the Travel Project was to identify strategies that would allow the University of Sydney to leverage its buying power, minimise manual processing and procurement costs with relation to travel activities and seek compliance.

The project strategies were broken down into three key areas:

- Duty of Care
- Financial & Resource Management
- Streamlined Processes



# University Travel Program Features

- Corporate Card and Expense Management Solution introduced (3000 cards currently issued)
- Online Travel Requests and Approvals, reimbursement claims
- Mandated Policy and Procedures
- Tender for TMCs, Online Booking Tool, Airlines, Hotels, Data consolidator, Risk Management infrastructure provider
- Change Management plan within formal project methodology
- Travel and Card unit with dedicated Helpdesk staff established
- Dashboard performance pack and reporting rights to managers and CFO
- Customer sat surveys, formal CRM model with regular reviews with University units
- Link to insurance explicitly stated



# Travel Request

myTransaction - Windows Internet Explorer  
http://www.spendvision.com/main/Transaction\_1.asp?transaction\_ref=R54120080201xwzgtfyt&page=8wf=w

## Travel Requisitions Details

Purchase Request 01 Feb 2008  
Amount \$2,030.00 AUD  
AARES Canberra

[Print/Email Summary](#)

Summary Coding **Details** Approval

Options **Allocation** Comments Links

**Use this module to create your budget and itinerary for travel within Australia.**

**Per Diem** Approval for Per Diem is a local management decision. The [Per Diem Calculator](#) is a tool to help you budget your Per Diem. Please ensure this is claimed and approved via the Cash Management panel for payment

**Cash Advance** All Cash Advance claims should be budgeted and claimed via the Cash Advance panel

**Declarations** Questions at the bottom of the Comments panel are a **declaration** that you have visited the online resources (as applicable). Clicking 'Yes' will take you to the website; in clicking 'No' you are declaring that you have already visited the resource

**Please ensure you have entered information on the Allocation and Comments panels BEFORE you click on Save.** This will take you to the Coding screen pre-populated with the amounts and your default accounts.

Airfares	230.00	Budget for transport expenses while travelling within Australia on University business eg vehicle hire, train and taxi fares, etc		?	
Accommodation	750.00	1	Employee	Conf accomm	?
			Non employee		?
Conference fees	750.00	1	Employee		?
			Non employee		?
Meals	200.00	1	Employee	Most included	?



# Online Booking Tool



The University of Sydney

Australia

- [Contact Us](#)
- [Help](#)
- [Fare Search](#)
- [Hotel Search](#)
- [Car Search](#)
- [Itineraries](#)
- [Profiles](#)
- [Logout](#)



Where you are:



## Build A Trip



Please make your selection from the following flights by clicking on the price of the flight you wish to select. Prices displayed in green are those that match your compliance policy, those in red do not.

### Select Flights Sector By Sector

#### SYDNEY - MELBOURNE

Departing flights		Thursday 17 Apr 2008		Prices shown below are in AUD				
	<b>QANTAS[QF]</b>							
	Thu 10:30 AM 17 Apr 2008 SYDNEY	Thu 12:00 PM 17 Apr 2008 MELBOURNE	<b>Red e-deals</b>	<b>Super Saver</b>	<b>Flexi Saver</b>	<b>Fully Flexible</b>	<b>Business Class</b>	
			<u>\$ 109</u>	<u>\$ 163</u> Private	<u>\$ 253</u> Private	<u>\$ 297</u> Private	<u>\$ 453</u>	
QF425 Aircraft : 763								
	<b>QANTAS[QF]</b>							
	Thu 11:00 AM 17 Apr 2008 SYDNEY	Thu 12:30 PM 17 Apr 2008 MELBOURNE	<b>Red e-deals</b>	<b>Super Saver</b>	<b>Flexi Saver</b>	<b>Fully Flexible</b>	<b>Business Class</b>	
			<u>\$ 109</u>	<u>\$ 163</u> Private	<u>\$ 253</u> Private	<u>\$ 297</u> Private	<u>\$ 453</u>	
QF427 Aircraft : 763								



# TMCs

- Panel of 2; 93-95% compliance
- Online traveller profile form – traveller choice of TMC
- Transaction fee structure, based on low touch/high touch, simple/complex matrix
- Enhanced data
  
- Footprint reporting – travelled, approximated carbon load



# Airlines

- Qantas marketshare
- Balance of marketshare fully committed
- Incoming and intra international
- Mix of fares - corporate, wholesale, VFR, student, seniors and spot special buying – ensuring they count towards spend recognised
- Marketshare targets reviewed twice weekly
- Enhanced data
- Working with Faculties to gain insight to activity planned
- Analysis of carbon load – impact of premium economy



# Hotels

- RFT by property
- BidStork specialist hotel RFT tool
- x% lower than government rate
- CONTESTIBLE Compliance by CRM and post reporting
- Enhanced folio data
  
- Inhouse green initiatives in RFT, carbon-neutral meetings



# Risk Management provider

- RFT; International SOS
- Traveller locator with broadcast functionality
- Access to real-time advisories
- Pre trip advisories to travellers via integration with TMC booking queues
- Call centres, clinics
- Impact on insurance

Subject: Sweden Travel Advisory



The University of Sydney

Powered By:



Where you go  
Vaccination  
Insurance  
On-site Medical Care

Where you travel  
Current Security Situation  
Executive Summary  
Travel Safety  
Food and Water  
Precautions  
Travel Supplies  
Travel for Healthcare  
General Tips  
Public Holidays  
Local Info  
Voltage & Plugs

## Sweden Travel Advisory

Security Country Risk Rating **Low**

Medical Country Risk Rating **Low**

Dear LISA MAY,

The University of Sydney is committed to the wellbeing of our people, which extends to those travelling internationally for business.

It is critical that you read the following pre-trip advisory from International SOS which contains important [security](#) and [medical](#) information. Please also be aware that alerts can change on a daily basis and you should review updated information from the [Sweden Country Guide](#) if your departure is not immediate and during longer stays.

Additionally, the advisory contains [business and cultural](#) information to assist you during your time at your destination.

[International SOS](#) provides specialist knowledge and assistance regarding security, medical or personal issues such as lost passport or prescriptions. Whether you have questions about the information on this advisory, become seriously ill abroad, or need assistance due to a lost or stolen wallet, call



# Traveller locator

## Traveler Locator Service

welcome Kate Pittcock

- Year Reports
- Home
- Logout

Current Travelers Globally	162
Travelers with Security Alerts	105
Travelers with Medical Alerts	15
Extreme/High Risk Travelers	25

Home

Search

Reports

Top Destinations

Related Links

5:42am  
Mon 10 Mar, 2008  
**New York**

10:42am  
Mon 10 Mar, 2008  
**London**

11:42am  
Mon 10 Mar, 2008  
**Paris**

12:42pm  
Mon 10 Mar, 2008  
**Johannesburg**

1:42pm  
Mon 10 Mar, 2008  
**Moscow**

6:42pm  
Mon 10 Mar, 2008  
**Singapore**

9:42pm  
Mon 10 Mar, 2008  
**Sydney**

7:42pm  
Mon 10 Mar, 2008  
**Tokyo**


World View: Current Travelers

Last Updated: 10 Mar 08 01:50 AM GMT    10 Mar 08 03:03 Upcoming Events : India Air India Employees Threaten Strike    10 Mar 08 02:03 Upcoming Events : Philippines Update: Authorities

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# Traveller locator

 **Traveler Locator Service**

Home | **Search** | Reports | Top Destinations | Related Links

**Location** | Date | Name | Risk | Flight | Hotel | Event | Airport

Select All | Send Message | View / Print All Results | Export | Export as ZIP

Flight:  Arrives In  Departs from      Region: Search All      Country: [Countries List](#)

States: [State List](#)      City: Durban

Traveler Type: Current Traveler      After: March 10 2008

**2 results found**      Last Updated: 10 Mar 08 01:50 AM GMT

Name	Contact	Location	Alerts	Arrives	Departs	Flight Info
GANSON GOVENDER <a href="#">Details</a> <a href="#">All</a>	<input checked="" type="checkbox"/>	Durban South Africa	🛑	07 Mar 2008	15 Mar 2008	South African Airways Flight 0616
MAHENDRAN NAIDU <a href="#">Details</a> <a href="#">All</a>	<input checked="" type="checkbox"/>	Durban South Africa	🛑	07 Mar 2008	15 Mar 2008	South African Airways Flight 0616

★ =Manual Entry

Showing Travelers from: Select All



# Spendvision.com reporting

http://www.spendvision.com - mySupplier Search Report - Microsoft Internet Explorer

### Supplier Expenditure Search

Supplier Name

Merchant Group

Merchant Category

Preferred Supplier  Both  Yes  No

Card Issuer

Statement Period

Start Date

End Date

Posting Date  Transaction Date

List Suppliers By  Merchant Groups  
 Merchant Categories  
 Supplier List

Group Report By  Employee Company Unit

Employee Information

Coding Information

Currency & Amount

Supplier Properties

Supplier City

Supplier State

Supplier Country

Postal Code

Properties & Status

Additional Fields

Search

Done Internet



# iBank data warehouse reporting





# Compliance Trends

## Other Measures:

- Top 10 travel spending departments
- Top 10 travel spending individuals
- Top 10 individuals by number of trips
- Top 10 individuals by days away
- Monthly travel spend per head
- Monthly travel spend as % of income



# Benefits

- Resource Management
  - Staff savings; reduction from 22 FTE to 6
  - Resource savings through improvements in processes
  
- Financial Savings
  - Reduced costs in travel administration
  - Reduced duplication of data entry
  - Operational efficiency savings benchmarked at over \$10m per annum on our transaction numbers and costs
  - Strategic sourcing savings of \$3m per annum; harnessing data to negotiate and manage airline, technology, card, hotel and car contracts.
  
- Streamlined travel management activities
  - Introduction of standardised procedures, processes including online automated services. Reduction in touch points, data re-entry.
  - Supported by distributed learning



# Strategic Procurement's KPIs

KPI 2008	Performance Objective	% Weight	Full Year Performance	Result (+/0/-)
1. Cost take out and cost avoidance	Deliver \$20M+ cost take out and/or cost avoidance for calendar year 2008	30		
2. Grow procurement's influence over University spend	Achieve influence across a minimum of \$220M of annual spend for calendar year 2008	15		
3. Drive electronic enablement of the supply base to allow transaction activity to move on line	a. Enablement of suppliers who represent a minimum of 75% of potential procurement transactions b. Spend consolidation through preferred supplier approach	10		
4. Call plan implementation	Implement a client relationship management coverage model which provides regular contact across all faculties and all administration areas	10		
5. Client satisfaction: contribution to business objectives	Achieve client satisfaction rating of between 80% - 90% for academic and non academic client community	15		
6. Personal development	a. Completion of a minimum of 5 days continuing education in support of Procurement's role	10		
7. Continue to re-align strategic procurement activity as the University's CSR & sustainability objectives evolve	Actively seek opportunities to minimise the negative impact on the environment and society through; - the selection of suppliers who are committed to sustainability and CSR - promote the use of sustainable products & services	10		



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The project strategies were broken down into three key areas:

- Duty of Care
- Financial & Resource Management
- Streamlined Processes
- Sustainability



# Why is sustainability important?

- Reputational reasons/community expectation
- Cost reduction/avoidance
- Productivity/use of technology
- Regulatory imperatives
- Because it is.



# Universities and Travel

- Travel is intrinsically linked to the business of being a University – international collaboration, global research excellence and linkages
- Research grants a core source of income – every research grant requires travel to **GET** it, and once got, every research grant has a budget line for **FURTHER** travel – so is reduced travel activity a success indicator for a competitive University looking to improve its international rankings?
- To get anywhere, our travel times are longer, our stays are lengthier and our number of stops/sectors is greater



# The critical questions

- Diagnosing your impact
- Building/re-engineering policy
- Avoid, Reduce, Offset
  
- The cost/productivity/green tipping point
- How much does your organisation care? What are its priorities?



## Diagnosis

- TMC reporting on mileage at trip and summary levels
- Reporting can incorporate CO<sub>2</sub> estimates – either from TMC partner or client partner

Print Date : 03-Jun-2008      Date of Report **Mileage Report by Transaction**

\* Mileage Note: costings/segments with any of the following 'Exchange/Upgrade' reason codes have 0 miles attributed to them, to ensure the mileage is not counted twice: "AEXCH", "C-IP", "C-IP", "E", "EXC", "EXCH", "IP", "K-IP", "SR-EXC", "SR-F"

\* Carbon emission factors derived from research by Flight Centre's offset partner, 'Cleaner Climate'. Research sources include DEFRA (Department for Environment Food and Rural Affairs), Oxford University and the UK Royal Commission on En

\* Cleaner Climate's coefficient for flight travel is 0.00030kg CO2 released per passenger per mile of flight.  
\* Miles to kms conversion: 1 mile = 1.600001km

start_date	Kilms :O2 (tonnes)	amount	company_cod	company_nam	cost_centre	cost_centre	cost_centre	cost_centre	cost_centre	cost_centre	cost_centre	cost_centre	booking_name
01-May-2008	886.40	0.13 \$105.60	USYD	UNIVERSITY A3000	COLLEGE C Y0000	CONSERVA Y1000	CONSERVA 1						DEKORTE / NGAIRE MS
01-May-2008	886.40	0.13 \$38.50	USYD	UNIVERSITY A3000	COLLEGE C J0000	FACULTY OI J0222	PARKINSON 1						SINGLE / JUDITH MS
01-May-2008	1,929.60	0.36 \$410.40	USYD	UNIVERSITY A3000	COLLEGE C F0000	FACULTY OIF0014	CENTRE AD 1						FREEMAN / MARK PROF
01-May-2008	34,096.02	6.39 \$2,496.72	USYD	UNIVERSITY A3000	COLLEGE C F0000	FACULTY OIF0014	CENTRE AD 1						FREEMAN / MARK PROF
01-Mar-2008	441.60	0.08 \$258.59	USYD	UNIVERSITY A2000	COLLEGE C G0000	FACULTY OI G0001	NURSING A 1						BRADFORD / VICKI MS
01-May-2008	1,028.80	0.19 \$204.10	USYD	UNIVERSITY A3000	COLLEGE C F0000	FACULTY OIF0014	CENTRE AD 1						FREEMAN / MARK PROF
01-May-2008	1,929.60	0.36 \$410.40	USYD	UNIVERSITY A3000	COLLEGE C F0000	FACULTY OIF0014	CENTRE AD 1						FREEMAN / MARK PROF
01-May-2008	17,011.21	3.19 \$1,356.00	USYD	UNIVERSITY A3000	COLLEGE C F0000	FACULTY OIF0014	CENTRE AD 1						PATON / MICHAEL DR
01-May-2008	34,435.22	6.46 \$2,427.78	USYD	UNIVERSITY A2000	COLLEGE C S0000	FACULTY OI S3061	MEDICAL R 1						JOLLY / NERYLA MRS
01-Mar-2008	1,372.80	0.26 \$330.00	USYD	UNIVERSITY A2000	COLLEGE C Q0000	FACULTY OI Q0001	PHARMACY 1						LEE / DESMOND MR
01-May-2008	1,030.40	0.19 \$212.60	USYD	UNIVERSITY A2000	COLLEGE C G0000	FACULTY OI G0001	NURSING A 1						BRADFORD / VICKI MS
01-Mar-2008	441.60	0.08 \$228.61	USYD	UNIVERSITY A2000	COLLEGE C Q0000	FACULTY OI Q0033	CHEN 1						CHEN / TIMOTHY DR
01-Mar-2008	24,771.22	4.64 \$3,160.78	USYD	UNIVERSITY A1000	COLLEGE S L0000	FACULTY OIL0971	K JOLLIFFE 1						JOLLIFFE / KATRINA MS
01-Apr-2008	12,480.01	2.34 \$1,172.18	USYD	UNIVERSITY A2000	COLLEGE C S0000	FACULTY OI S0451	SINGAPORE 1						MAGENNIS / TINA MS
01-May-2008	3,246.40	0.61 \$934.90	USYD	UNIVERSITY A3000	COLLEGE C D0000	FACULTY OI D5001	MUSEUM S11						BARRETT / JENNIFER DR
01-May-2008	3,881.60	0.73 \$2,182.00	USYD	UNIVERSITY A2000	COLLEGE C S0000	FACULTY OI S0211	FACULTY OI 1						GARTON / STEPHEN PROF
01-Apr-2008	18,636.81	3.49 \$1,166.28	USYD	UNIVERSITY A3000	COLLEGE C D0000	FACULTY OI D6101	CHINESE S 1						ZHANG / CHUN MS
01-Apr-2008	1,137.60	0.21 \$282.35	USYD	UNIVERSITY A1000	COLLEGE S L0000	FACULTY OIL0458	DR. R. OVEF 1						OVERALL / ROBYN APROF
01-Mar-2008	2,275.20	0.43 \$396.09	USYD	UNIVERSITY A2000	COLLEGE C S0000	FACULTY OI S6201	NCCH ADMI 1						DIMITROPOULOS / VERA MRS
01-Apr-2008	611.20	0.11 \$88.00	USYD	UNIVERSITY A3000	COLLEGE C F0000	FACULTY OIF2300	INTERNATIC 2						ATKINSON / SHANIE Ms
01-May-2008	886.40	0.13 \$169.94	USYD	UNIVERSITY A1000	COLLEGE S L0000	FACULTY OIL2693	HIGH ENER 1						VARVELL / KEVIN DR
01-Mar-2008	441.60	0.08 \$414.11	USYD	UNIVERSITY A2000	COLLEGE C S0000	FACULTY OI S0331	DEAN 1						SQUIRES / BARBARA MS
01-Apr-2008	4,160.00	0.78 \$666.98	USYD	UNIVERSITY A3000	COLLEGE C Y0000	CONSERVA Y0200	PERFORMA 1						EMERSON / RUSSELL MR
01-Mar-2008	2,275.20	0.43 \$643.33	USYD	UNIVERSITY A1000	COLLEGE S C0000	FACULTY OI C0010	ARCHITECT 1						CURTIN / DOMINIC MR
01-Mar-2008	1,004.80	0.19 \$286.60	USYD	UNIVERSITY A1000	COLLEGE S B0000	FACULTY OI B0944	OBRIAN 1						TREDREA / ANNETTE MS
01-Apr-2008	1,372.80	0.26 \$296.94	USYD	UNIVERSITY ADMIN	ADMIN POR 50000	DVC ACADE 68463	NURSING 1						BROWN / LYNNIE MS
01-Apr-2008	2,044.80	0.38 \$380.90	USYD	UNIVERSITY A2000	COLLEGE C K0000	FACULTY OIK9250	PHYSIOLOG 1						KOEPL / CHRISTINE DR
01-Apr-2008	1,953.60	0.37 \$182.00	USYD	UNIVERSITY A2000	COLLEGE C K0000	FACULTY OIK930	SCHOOL OF 1						SALKELD / GLENN PROF
01-Apr-2008	0.00	0.00 \$38.50	USYD	UNIVERSITY A2000	COLLEGE C K0000	FACULTY OIK930	SCHOOL OF 1						SALKELD / GLENN PROF
01-Mar-2008	31,697.62	5.94 \$2,471.70	USYD	UNIVERSITY A3000	COLLEGE C F0000	FACULTY OIF0014	CENTRE AD 1						TRELEAVEN / LESLEY DR
01-Mar-2008	220.80	0.04 \$116.60	USYD	UNIVERSITY A2000	COLLEGE C S0000	FACULTY OI S0722	NEW APOPI 1						LAM / MARY DR
01-Mar-2008	694.40	0.13 \$230.30	USYD	UNIVERSITY A3000	COLLEGE C F0000	FACULTY OIF0014	CENTRE AD 1						TRELEAVEN / LESLEY DR
01-May-2008	1,497.60	0.28 \$480.35	USYD	UNIVERSITY A2000	COLLEGE C S0000	FACULTY OI S6204	NCCH COD 1						INNES / KERRY MS
01-Mar-2008	33,269.62	6.24 \$2,000.00	USYD	UNIVERSITY A2000	COLLEGE C Q0000	FACULTY OI Q0002	HONOURS 1						AUFFLICK / KATHRYN MRS
01-Mar-2008	4,166.40	0.78 \$1,262.38	USYD	UNIVERSITY A2000	COLLEGE C Q0000	FACULTY OI Q0002	HONOURS 1						AUFFLICK / KATHRYN MRS
01-May-2008	608.00	0.11 \$48.00	USYD	UNIVERSITY A3000	COLLEGE C D0000	FACULTY OI D7201	AAIA-OPER# 1						LISSARRAGUE / FRANCOISE PROF
01-May-2008	1,372.80	0.26 \$260.59	USYD	UNIVERSITY A3000	COLLEGE C F0000	FACULTY OIF6101	CTRE IND R 1						HAM / ROGER MR



# Campus Travel

A division of the Flight Centre Group of Companies

*The Smart Choice*

## Lumina Travel Intelligence

Company - USYD  
Cost Centre Category - \*  
Cost Centre Group - \*  
Cost Centre - \*  
Grouping - Booking Flag

Print Date : 17-Jul-2008

### Mileage & Carbon Emissions Report - By Segment

Report Period : Jun-2008

	Total Mileage & Carbon Emissions		
	Miles	KMs	Carbon Emissions (tonnes)
Domestic	121,879.00	196,145.24	71.74
International	2,154,960.00	3,468,071.95	897.07
Trans Tasman	28,176.00	45,344.88	12.15
<b>Total</b>	<b>2,305,015.00</b>	<b>3,709,562.06</b>	<b>980.97</b>

\* Mileage Note: costings/segments with any of the following 'Exchange/Upgrade' reason codes have 0 miles attributed to them, to ensure the mileage is not counted twice: "AEXCH", "C-IP", "D-IP", "E", "EXC", "EXCH", "IP", "K-IP", "SR-EXC", "SR-FXD5", "UEX", "UPG", "UPGRADE"

\* Carbon emission factors derived from research by Flight Centre's offset partner, 'Cleaner Climate'. Research sources include DEFRA (Department for Environment Food and Rural Affairs), Oxford University and the UK Royal Commission on Environmental Pollution.

\* Cleaner Climate's coefficient for flight travel is 0.264kg CO2 released per passenger per km of flight for flights greater than or equal to 2000km, and 0.40kg CO2 released per passenger per km of flight for flights less than 2000km

\* Miles to kms conversion: 1 mile = 1.609344km



# Policy

- Tighter controls on trip purpose to reduce 'unnecessary travel' – focus on cost/footprint ROI
- Building calculator and policy rules into online booking tools, for point-of-sale decision influence/approval
- Offsets an allowable expense?



# Avoid, Reduce, Offset

- Avoid – promote video conferencing, web streaming, negate same day meeting travel. Stricter controls on legitimate travel, tying outcomes to inputs and the cost/footprint ROI.
- Reduce – hybrid fleet, car-sharing, building calculator into booking tool for point-of-sale decision influence, verboten meeting items (eg individual water bottles)
- Offset what can't be avoided or reduced – self-selected offset provider or preference suppliers who offset at own cost
  - What is the renewable source?
  - Where the source is located?
  - Who owns the source?
  - Is the offset provider a broker or do they manage their own renewal projects?
  - Is it dependent on offset revenues?
  - What percentage of offset funds are retained for administration?
  - How can you demonstrate the project would not have occurred or succeeded without the offset revenue received?
  - What reporting/volume validations are available? Willing to provide audited financial statements?
  - What other emissions are measured, if any? eg. other greenhouse gases, sulphur dioxide etc



Mercure



## Carbon Reduction Certificate

Dear

Mercure Hotels and the Carbon Reduction Institute have measured the greenhouse gas footprint produced from the use of the venue room and the conference services provided by Mercure Hotels for your event.

The Carbon Reduction Institute hereby certifies that the use of the venue and the services provided to you by Mercure Hotel Sydney for the conference on 9/04/2008 will be carbon neutral.

## Carbon Neutral

The total amount of greenhouse gas offset is 0.37 tonnes CO<sub>2</sub>e.

To offset the carbon footprint from these facilities, the Carbon Reduction Institute implements a mixture of energy efficiency and renewable energy projects. These projects reduce emissions by lowering the reliance on fossil fueled electricity generation.

For more information visit [www.noco2.com.au](http://www.noco2.com.au)

We hope you enjoy your event at Mercure.



# Building sustainability into sourcing

- RFX prioritising good practice solutions, eg. occupancy-sensors in hotel rooms to reduce lighting load, option to limit towel/linen changes, preferencing public-transport accessible properties
- ISO 1400x and existence of Environmental Management Systems

## Example RFX evaluation criterion

Criterion	Weight %	Ratings				
		v strong 9 - 10	strong 6 - 8	fair 4 - 5	marginal 2 - 3	unsatisfactory 0-1
Sustainability	10	Has a comprehensive environmental policy and well recognised environmental management system - exceeding formal standard (eg. ISO 14000), or equivalent. Publically reports against indicators and outstanding record of compliance. An environmental leader exceeding legislated requirements and/or public expectations in all areas of environmental performance.	Has an environmental policy and well recognised environmental management system - meeting formal standard (eg. ISO 14000) or equivalent. Publically reports against indicators and has strong record of compliance. Meeting or exceeding legislated requirements and/or public expectations in environmental performance.	Has an environmental policy or corporate statement of values that includes environmental or sustainability statement/s and demonstrated (ie. documented) management plans and/or actions to ensure good environmental practices. Acceptable compliance with environmental legislation.	Has carried out documented actions to improve environmental performance - meets most legislated compliance obligations and/or demonstrated ability to meet client expectations for sound environmental performance.	No documentation supporting sound environmental performance. Demonstrates unsound environmental practices and/or failure to articulate how client expectations for good environmental performance can be met. Failure to meet standard legislated compliance for environmental protection - or inability to demonstrate this.



# Priority setting – an example

Sydney to Canberra

- 50 minute flight - \$121, 0.1 tonne CO<sub>2</sub>
- 3 hour drive – \$100, 0.05 tonne CO<sub>2</sub>
- 4.5 hour train trip - \$40, 0.01 tonne CO<sub>2</sub>

Cost reduction **versus** best use of resources **versus** sustainability imperative

- 50 minute flight - \$121, 0.1 tonne CO<sub>2</sub> (sunk?)



# Quick wins

- Require TMCs to provide mileage reporting
- Provide a calculator from a quality provider in OBT or on intranet, even if not the actual offset – to promote awareness
- Float a car sharing initiative
- Build sustainable criteria into supplier evaluations
- Investigate provision of web/video conferencing for early adopters
- Online credit card statements, expense claims and travel approvals.
- Online tendering and evaluations.
- Airport shuttle bus from campus
- Incentivise TMCs to help you **reduce** travel activity

And

- Start raising the revolutionary idea that not all academic travel is **necessary**