

## Summary of carboNZero certification:



### House of Travel (Wellington) Ltd



**Introduction** – The House of Travel Group for Australia and New Zealand has 90 retail outlets (with specialist corporate, adventure and leisure and group travel outlets) throughout New Zealand, its own aggregated booking website and two wholesale companies (both inbound and outbound). The Group is privately owned and operated.

The House of Travel (Wellington) Ltd is an owner-operated business within the House of Travel Group. The business has outlets located in Wellington, Lower Hutt, Massey University (Palmerston North) and Albany.

The business draws upon branding and tools developed and marketed by the House of Travel Group, and namely Orbit Corporate Travel and House of Travel. In addition, the business has further developed its business entities and has retail outlets 'Hitch' (Massey University, Palmerston North) and 'Adventure Travel' (Lambton Quay, Wellington).

The core business function is the booking of domestic and international travel, whilst specialty travel services are provided within each arm of the business.

- Orbit Corporate Travel is a brand of the House of Travel Group specialising in full solution travel management to corporate clients. This is achieved in use of dedicated account managers and resources exclusive to each client, consultancy on travel policies, consolidated reporting and door to door support of travellers.
- The House of Travel brand specialises in providing travel management services to the leisure market.
- Adventure Travel specialises in provision of travel services catered to the leisure travel market.
- Hitch provides affordable travel services to university staff and students.

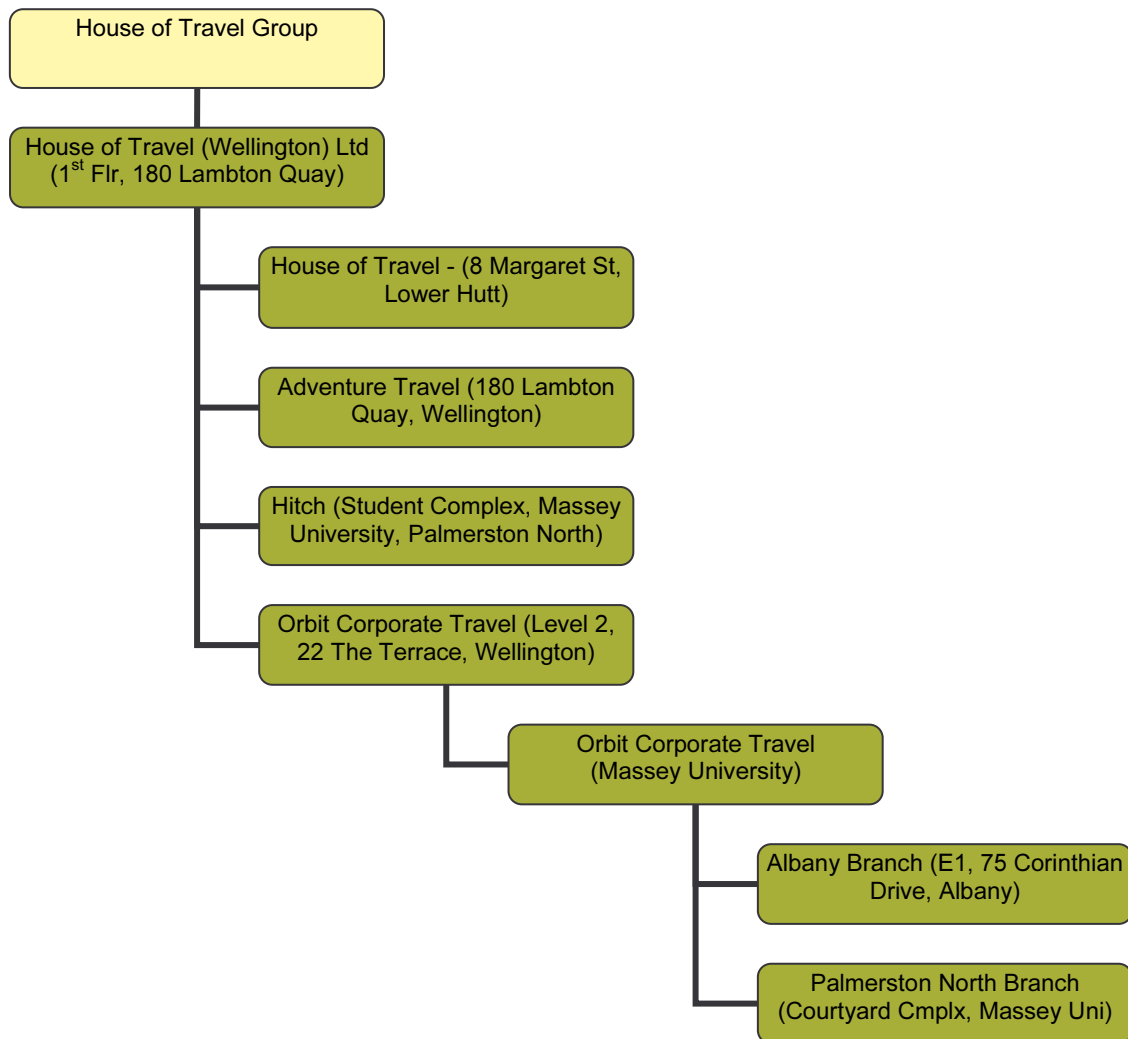
Travel agent resources included web-based and IT tools are provided by the House of Travel Group to owner operator businesses.

**Boundary** – The diagram below shows the organisational structure used for describing House of Travel (Wellington) Ltd greenhouse gas (GHG) emissions inventory. All companies and business units in green were included in the GHG emissions boundary.

## Summary of carboNZero certification:



### House of Travel (Wellington) Ltd



The House of Travel (Wellington) Ltd has measured GHG emissions from all business unit activities including:

- Building electricity and gas use
- Fuel in rental cars and reimbursed staff mileage
- Domestic and international air travel of staff for business and product familiarisation purposes.
- Staff accommodation whilst on business in NZ

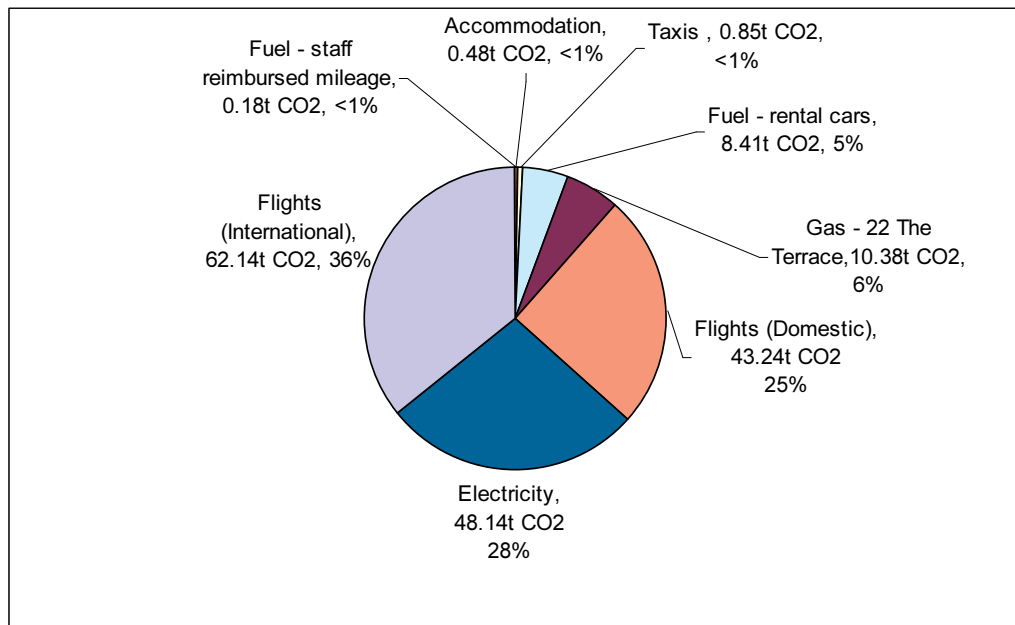
**Consolidation approach** – Operational control.

**GHG emissions profile** – the diagram below shows the operational GHG emissions for House of Travel (Wellington) Ltd - 174 tonnes carbon dioxide equivalents (CO<sub>2</sub>e). No significant sources of emissions were excluded from the GHG emissions inventory.

## Summary of carboNZero certification:



### House of Travel (Wellington) Ltd



**GHG emissions reduction commitments** – House of Travel (Wellington) Ltd has developed a GHG emissions reduction plan. Some projects in this plan include:

- Reduction in electricity consumption through review and configuration of office electricity demands, behaviour and equipment (e.g. VDU, printers type and settings)
- Configuration of office layouts to maximise natural light and heating.
- Decrease paper consumption through duplexing and staff behaviours
- Review and selection of external suppliers and contractors with environmental credentials.
- Programme of environmental staff initiatives, programmes (including education, energy efficient monitors, car pooling), rewarding behaviour change and recognising and sharing successes.

**Offset** – 174 tonnes CO<sub>2</sub>e PRE<sup>1</sup> landfill gas carbon credits.

**Verified by** – AsureQuality.

**Base Year** – 01/01/2007 to 31/12/2008

**Certification status** – carboNZero certified organisation covering building electricity and gas consumption, fuel consumption, domestic and international air transport, business accommodation.

**Valid until** – 31 March 2009.

<sup>1</sup> PRE - Projects to Reduce Emissions is a New Zealand government scheme that awards emission units to eligible initiatives that reduce greenhouse gas emissions – see [www.mfe.govt.nz](http://www.mfe.govt.nz)