

Summary of carboNZero certification: House of Travel Auckland City Ltd



Introduction¹ – The House of Travel Group for Australia and New Zealand has 90 retail outlets (with specialist corporate, adventure, leisure and group travel services) 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 Auckland City Limited is an owner-operated business within the House of Travel Group. The business has a House of Travel retail outlet and Adventure Travel retail outlet located in Parnell, Auckland. An Orbit Corporate Travel outlet is located within the House of Travel office site.

The business draws upon branding and tools developed and marketed by the House of Travel Group, namely Orbit Corporate Travel and House of Travel.

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

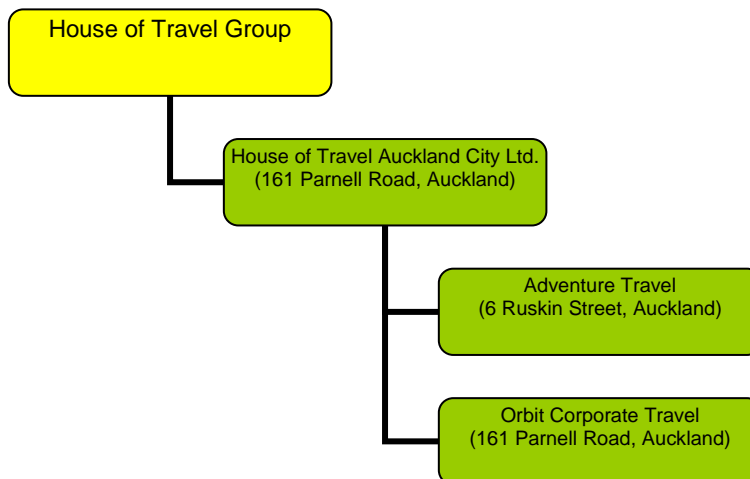
- **Orbit Corporate Travel** is a brand of the House of Travel Group specialising in full solution travel management to corporate clients. This is achieved in use of dedicated account managers and resources exclusive to each client, consultancy on travel policies, consolidated reporting and door to door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

Travel agent resources include 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 Auckland City Limited's greenhouse gas (GHG) emissions inventory, and which business units were included in the carboNZero certification. Business units shown in yellow were excluded from the certification.

¹ **Disclaimer:** This Disclosure Statement is a summary of the verified information considered for certification and the certification decision. It should not be taken to represent the full submission for certification. While every effort has been made to ensure that the information in this Disclosure Statement is accurate and complete, Landcare Research does not, to the maximum extent permitted by law, give any warranty or guarantee relating to the accuracy or reliability of the information.

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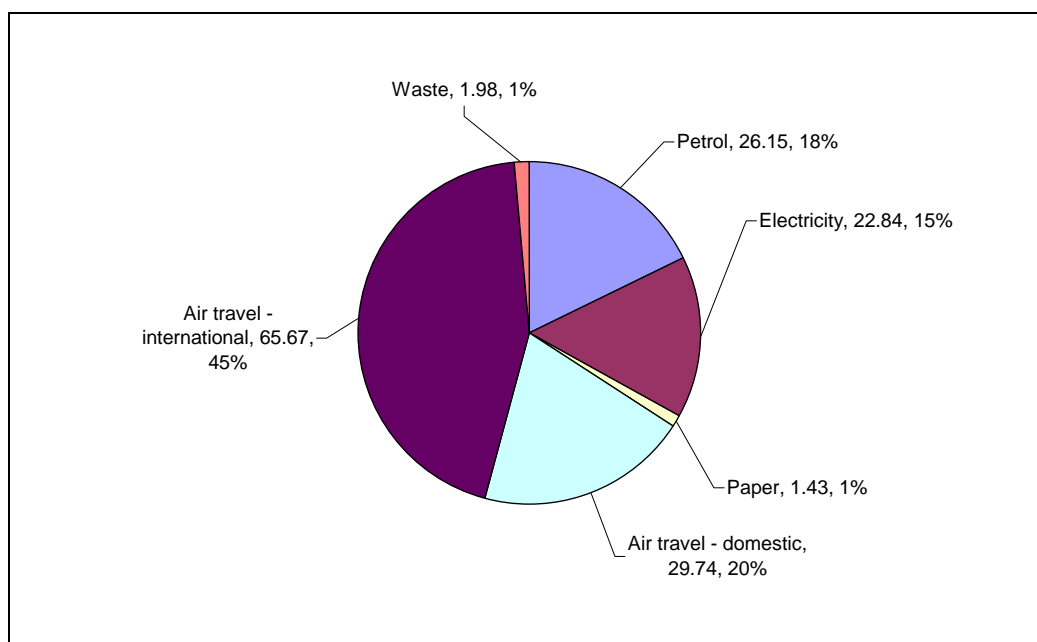


Consolidation approach – operational control.

GHG emissions source inclusions – The House of Travel Auckland City Ltd has measured GHG emissions from all business unit activities including:

- Building electricity
- Fuel in company vehicles
- Domestic and international air travel of staff for business and product familiarisation purposes.
- Paper used in offices
- Waste generated by the offices

The diagram below shows the operational GHG emissions for House of Travel Auckland City Limited by emissions source. House of Travel Auckland City Limited's total emissions for this period were 147.81 tonnes carbon dioxide equivalents (CO₂e) all of which were operational emissions.



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GHG emissions source exclusions – The following list of emissions sources were excluded from the GHG emissions inventory

- Accommodation used for business purposes, freight, taxi travel (all less than 1% of total emissions)
- Educational/Famil accommodation and activities (insufficient activity data and emissions factors are available)
- Outsourced IT (server) hosting and services (GHG emissions from outsourced IT services are likely to be insignificant in the context of the overall inventory)

GHG emissions reduction commitments – House of Travel Auckland City Limited has developed a GHG emissions reduction plan. Some projects in this plan include:

- Evaluation of the international/domestic air travel for famils.
- Review of local area transport – to reduce fuel usage for company vehicles
- Management of domestic travel planning, ensuring that travel encompasses multiple meetings/functions to minimise number of trips made and monitoring number of staff travelling for same meeting.
- Introducing visible signage reminding staff to turn lights and equipment off when not required
- Switching off PC monitors when not in use.

Offset – 148 tonnes CO₂e. VERs² from TrustPower Tararua II PRE³ windpower projects.

Verified by – Deloitte.

Level of assurance – Reasonable assurance.

Threshold of materiality – excluded emissions do not exceed 5% of the total footprint for organisation boundary stated.

Base year – 01/07/2007 – 30/06/2008

Certification status – carbonZero certified “organisation” covering: Orbit Corporate Travel, House of Travel Auckland City and Adventure Travel Auckland.

Certificate number – 2008073

Certification valid until – 30 September 2009.

² VERs are created by eligible projects for emissions reductions achieved up to the end of 2007.

³ 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