

# National Carbon Offset Standard Carbon Neutral Program Public Disclosure Summary



An Australian Government Initiative

YARRA CITY COUNCIL

1 July 2014 to 30 June 2015

## Declaration

To the best of my knowledge, the information provided in this Public Disclosure Summary is true and correct and meets the requirements of the National Carbon Offset Standard Carbon Neutral Program.

A handwritten signature in blue ink, appearing to read "Simon Exon".

30 October 2015

Simon Exon

Acting Manager – Sustainability and Strategic Transport

Type of carbon neutral certification:

Organisation

Verification

Date of most recent external verification/audit: 14 November 2014

Auditor: Stephen Glynatsis (SGS AUSTRALIA)

Auditor assurance statement link: Not Applicable – 2014/15 is a non audit year.

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**Australian Government**  
**Department of the Environment**

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## 1. Carbon neutral information

### Introduction

This Public Disclosure Summary, and accompanying documents are part of a submission for Carbon Neutrality under the National Carbon Offset Standard for the organisation of Yarra City Council, as defined by the Organisational and Operational boundaries detailed on the following pages and reflected in the graphic titled *Diagram of Certification Boundary* (Figure 1).

### **Description of Organisation Activities**

The City of Yarra- an inner metropolitan municipality of Melbourne Victoria, was originally formed in June 1994 and is home to a diverse community of about 87,000 people. The municipality is 19.5 square kilometres.

As an organisation, Yarra Council has a total capital and operating budget of \$164 million and capital works cost of \$32 million (for 2014/15), which is used to deliver a wide range of community services and maintain essential community infrastructure.

Council's service delivery includes:

- Care for aged residents and/or residents with a disability
- Meal on Wheels
- Collection of domestic rubbish and recycling
- Footpath and Road resurfacing
- Operation of 3 leisure centres plus Burnley Golf Course
- Operation of 4 Libraries
- Family and Children Services
- Maintenance of Parks and Gardens and Street Trees
- Construction of new community assets and redevelopment and maintenance of existing community assets

### **Applicable Standards**

The Annual Inventory and this Public Disclosure Summary have been prepared in accordance with the following standards:

1. National Greenhouse & Energy Reporting Scheme
2. ISO 14064.1:2006
3. GHG Protocol: A Corporate Accounting and Reporting Standard
4. National Carbon Offset Standard
5. GHG Protocol – Corporate Value Chain (scope 3) Accounting and Reporting Standard

## Greenhouse Gases

The relevant greenhouse gases for the purpose of NCOS reporting are: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydro-fluorocarbons (HFCs). Note, there are no per-fluorocarbons (PFCs) and sulphur hexafluoride (SF<sub>6</sub>) emitted from our business.

### Emission sources within certification boundary

#### Consolidation approach

Yarra has elected to use an Operational Control approach, being most applicable for a local authority.

Council included emission sources in its organisational boundary, based on two key determining factors:

- That the emissions would not have otherwise occurred if the City of Yarra as an organisation did not exist (ie operational control); and
- That Council had confidence that the emissions were able to be measured completely and accurately

The City of Yarra Operational Boundary can be viewed in Figure 1.

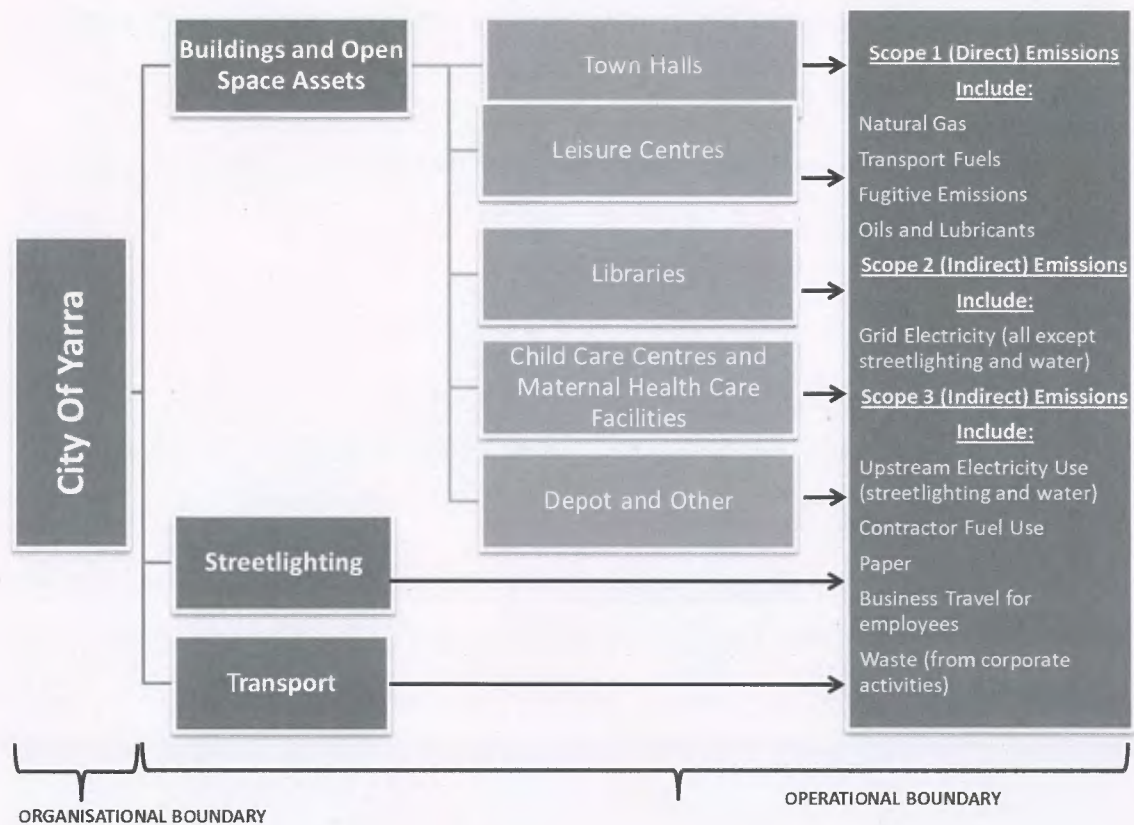


Figure 1: City of Yarra's Certification Boundary



## Defining City of Yarra's Operational Control

Based on NGER operational control test:

- All building stock owned and operated by Council is deemed under our Operational Control
- Council has a number of buildings where the entire building is leased out to a third party, none of which are deemed under our Operational Control . None of these sites are of a significant size.
- Council has included the entire emissions of a building where we lease out portion of the property and there is no separate metering.
- Where Council leases a a site from others the site is deemed within our Operational Control.

## Quantified Sources

In 2012, Council established its emissions boundary for the entire organisation, and was based on national and international standards to ensure alignment with the National Carbon Offset Standard (NCOS) Program. This included not only the National Greenhouse and Energy Reporting Act 2007 (NGER Act) and ISO 14064.1:2006 but also the GHG Protocol's Corporate Accounting and Reporting Standard 2004- that covers the accounting and reporting of the six greenhouse gases covered by the Kyoto Protocol.

In summary, Council's emissions boundary has been established to include the following:

### Scope 1 emissions

- Natural Gas;
- Transport Fuel (including Unleaded Petrol, Liquefied Petroleum Gas (LPG) and Diesel use);
- Fugitive emissions &
- Oils and Lubricants

### Scope 2 emissions

- Grid electricity

### Scope 3 emissions

- Business travel of employees, including Air Flights, Public Transport and Taxis, Rental Cars and Buses;
- Waste created from business operations;
- Paper;
- Upstream Electricity Use- Street lighting;
- Contractor Fuel Use and;
- Water Use - Corporate

## Non-quantified Sources

The following emissions sources have not been quantified, in line with the National Carbon Offset Standard.

There are some exclusions from Council's emissions inventory. Some of these fall within Councils organisational boundary but have been excluded from quantification in line with Section 4.2.3 of the National Carbon Offset Standard (NCOS), due to one (or more) of the following:

- the emissions are likely to be negligible (relative to other scope 3 emissions)
- determining the emissions will be very costly relative to their likely significance or
- there is insufficient data

**Table 1.** Emission exclusions from within the Organisational Boundary

Emission source	Scope	Justification for exclusion & overall implications for footprint
Purchased Goods and Services	3	<p>Lack of complete and reliable data, and uncertainty regarding methodologies and locally relevant emissions factors.</p> <p>Would be extremely time intensive to capture holistic data for this emissions source but will consider limited inclusions in future reporting periods.</p> <p>Council also have limited ability to influence these emissions, and limited resources to collect this information.</p> <p>Overall implication for the footprint is difficult to judge, although could be a substantial source of scope 3 emissions.</p>
Capital Goods	3	<p>Lack of complete and reliable data, and uncertainty regarding methodologies and locally relevant emissions factors.</p> <p>Would be extremely time intensive to capture holistic data for this emissions source but will consider limited inclusions in future reporting periods.</p> <p>Council also have limited ability to influence these emissions, and limited resources to collect this information.</p> <p>Overall implication for footprint is difficult to judge, although could be a substantial source of scope 3 emissions.</p>
Goods Sold, including Transportation, processing, their use and their end of life treatment	3	<p>Council's only direct sales would be the sale of compost bins and worm farms, which is very minor.</p> <p>Lack of complete and reliable data, and uncertainty regarding methodologies and locally relevant emissions factors.</p> <p>Overall implication for the footprint considered to be negligible.</p>

Emissions Source	Scope	Justification for exclusion & overall implications for footprint
Employee Commuting (except those commuting in a fleet vehicle)	3	Lack of complete and reliable data. Could consider future inclusion if based on very limited sample data.  Implication for footprint likely to be minor.
Downstream leased assets	3	Not considered to be within Council's operational control.  Lack of, and inability to get, consistent and quality data.  Note –Yarra does not lease out any of its Leisure Centres to third party operators.  Implication for the footprint considered to be small (under 1.5% of total footprint).
Franchises	3	This category is not applicable to Council as it does not operate any franchises.
Investments	3	Council holds no financial investments (as defined under the Greenhouse Gas Protocol – Corporate Value Chain (Scope 3) Accounting and Reporting Standard) as its investments are held in term deposits with no link to any specific products or services.  Council have limited resources to collect this information.  Implication for the footprint considered to be negligible.

Other scope 3 emissions are outside Council's organisational boundary and as such not included in this inventory. These include:

- Municipal waste – all waste generated by the broader Yarra community, with the exception of the corporate waste Council produces.
- Community emissions (emissions emitted within the City of Yarra but outside of Council's operational control).



## 2. Emissions reduction measures

### Part A. Emissions over time

<b>Table 2. Emissions since base year</b>						
	<b>Base Year 11-12</b>	<b>12-13</b>	<b>13-14</b>	<b>Current Year 14-15</b>	<b>Net change since the Base Year</b>	<b>Percentage change since the base year</b>
<b>Scope 1#</b>	2,573	2,943	2,823	3,032	459	Up 17.8%
<b>Scope 2</b>	5,497	5,129	4,921	4,049	(1,448)	Down 26.3%
<b>Scope 3 – Street Lighting</b>	4,260	3,687	3,421	3,131	(1,129)	Down 26.5%
<b>Scope 3 – Other*</b>	2,176	2,166	2,782	2,862	686	Up 31.5%
<b>Total</b>	<b>14,492</b>	<b>13,924</b>	<b>13,947</b>	<b>13,124</b>	<b>(1,432)</b>	<b>Down 9.4%</b>

# The Collingwood Leisure Centre was closed for more than half the base year, resulting in higher natural gas usage (and greenhouse gas emissions) in subsequent years.

\* Emissions sources collected for 'Scope 3 – Other' has expanded since the base year to include an additional 2 emissions sources: Business Travel (Car/Bus and Truck Hire) and Water Use – Corporate.

### Part B. Emissions reduction strategy

Since Council's first Greenhouse Action Plan was released in 2004 it has been recognised that Yarra's response to the impacts of climate change need to include a commitment to greenhouse mitigation. The impacts of climate change are being felt now and likely to become more severe. It is considered that mitigation actions now will reduce the cost and effort required to adapt to climatic changes and improve future environmental, social, health, and economic outcomes.

The Yarra Environment Strategy covering the period 2013-17 set the following relevant targets:

1. Remain Carbon Neutral under NCOS
2. Reduce emissions by 50% by 2015, 55% by 2017 and 60% by 2020
3. Generate 25% of energy needs from low carbon sources by 2015, 850 tCO<sub>2</sub>-e by 2017 and 1,250 tCO<sub>2</sub>-e by 2020
4. Carbon Neutral Municipality by 2020

The City of Yarra's emissions reduction strategy is based on implementing its Carbon Neutral Action Plan (CNAP) 2010 – 2015. The City of Yarra Carbon Neutral Action Plan (2010 – 2015) is Council's third action plan focusing on reducing Council's own greenhouse gas emissions, and stems from the key directions set out in the Yarra Environment Strategy- Yarra's key sustainability document. This has been supplemented by the Tracking to 2015 target plan, as a short-term options paper detailing how the 50% by 2015 emission reduction target could be achieved. While the CNAP identifies becoming a carbon neutral organisation in 2012 (which was achieved) as a key target, Council has a holistic approach to carbon management via the following 'energy hierarchy'. The hierarchy enables Council to prioritise its immediate and long term actions and methods in reducing its carbon.

**Part C. Emissions reduction actions****Table 3.** Summary of emissions reduction measures implemented.

Year completed	Emission source	Reduction measure and calculation method	Scope	Status	Reduction t CO <sub>2</sub> -e
2014/15	Electricity	Energy Performance Contract – Multiple energy conservations measures completed in 2014/15 – various sites	2 & 3	Completed by June 15	1817
2014/15	Natural Gas	Energy Performance Contract – Multiple energy conservations measures completed in 2014/15 – various sites	1 & 3	Completed by June 15	253
2014/15	Electricity – Street Lighting	Removal of Redundant Watchman Lights	3	Completed by June 15	35
2015/16	Electricity	Solar PV at 345 Bridge Road, Richmond	2 & 3	Completed September 15	73
Total emission reductions implemented in 2014/15					2,105
Total emission reductions implemented post 30 June 2015					73

**Purchase of NCOS Carbon Neutral Products****Table 4.** Carbon Neutral Products

Product	Company	Quantity	Units	t CO <sub>2</sub> -e (if known)
Various Carbon Neutral (under NCOS) paper stock	Fuji-Xerox & Impact Digital	16,788	Kg's	23
Total				23
Without this Carbon Neutral purchase our emissions for 2014/15 would have been:				13,147



### 3. Emissions summary

Table 5. Emissions Summary		
Scope	Emission source	t CO <sub>2</sub> -e
1	Transport (petrol)	600
1	Transport (Autogas – LPG)	83
1	Transport (Diesel)	188
1	Natural Gas	2,025
1	Fugitive Emissions	187
2	Electricity	4,049
3	Electricity transmission and distribution losses	506
3	vehicle fleet (petrol extraction & distribution losses)	31
3	vehicle fleet (Autogas -LPG extraction & distribution losses)	5
3	vehicle fleet (Diesel extraction & distribution losses)	10
3	Natural Gas Distribution	153
3	Electricity –Street Lighting	3,131
3	Contractor Fuel Use (transport) – Petrol	118
3	Contractor Fuel Use (transport) – Autogas/LPG	17
3	Contractor Fuel Use (transport) – Diesel	1,718
3	Waste	31
3	Paper	76
3	Business Travel of Employees	45
3	Water Use -Corporate	152
3	<i>NCOS certified carbon neutral paper, including Performer and Green Wrap from Fuji Xerox and Revivelaser from DigitalImpact printer – total 16,788kgs</i>	0
Total Gross Emissions		13,124
GreenPower or retired LGCs		0
Total Net Emissions		13,124

## 4. Carbon offsets

### Part A. Offsets summary

Table 6. Offsets Summary			
Offset type and registry	Year retired	Quantity	Serial numbers
<ul style="list-style-type: none"> <li>VCU's</li> </ul> APX VCS registry	2015	592	3585-159131178-159131769-VCU-010-APX-CN-1-969-01012012-27092012-0
As above	2015	6,608	3585-159141884-159148491-VCU-010-APX-CN-1-969-01012012-27092012-0
As above	2015	3,184	3585-159148492-159151675-VCU-010-APX-CN-1-969-01012012-27092012-0
As above	2015	2,816	3585-159131770-159134585-VCU-010-APX-CN-1-969-01012012-27092012-0
Total offsets retired		13,200	
Net emissions		(76)	
Total Offsets held in surplus for future years:		4,380	
Serial numbers for Offsets held in surplus for future years		706 offsets 3585-159135178-159135883-VCU-010-APX-CN-1-969-01012012-27092012-0	
		3,674 offsets 3585-159138210-159141883-VCU-010-APX-CN-1-969-01012012-27092012-0	

**Part B. Offsets purchasing and retirement strategy****Offset Purchase:**

In May 2012, Council established an offset panel to ensure access to reputable, reliable and competitive offset providers for the short-medium term. One of the mandatory requirements imposed was that providers were either listed on the Carbon Offset Guide Australia – (a listing of quality carbon offset providers maintained by Low Carbon Australia and EPA Victoria), or have applied to be listed. As a result, Council now purchases its offsets via this panel.

Council purchased 20,000 offsets in October 2014. Of these 2,420 were used to offset portion of our 2013/14 emissions, 13,200 have been used to offset 2014/15 emissions and 4,380 offsets are being held in surplus for future years. Offsets are cancelled in arrears, within 4 months of the end of the reporting period.

**Offset Retirement:**

Council's policy position is to be Carbon Neutral under NCOS. In order to allow for any minor undetected discrepancies Council will 'round-up' their retirement of offsets to the nearest hundred, in the case of 2014/15 this was 13,200.



