National Carbon Offset Standard
Carbon Neutral Program
Public Disclosure Summary

An Australian Government Initiative

COMPANY NAME Yarra City Council

REPORTING YEAR: 2015/16

BASE YEAR: 2011/12

FIRST CARBON NEUTRAL PERIOD: 2011/12

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.

[Sign here] 7/11/2016

Jane Waldock

Assistant Director – Planning and Placemaking

Type of carbon neutral certification: *Organisation*

Verification

Date of most recent external verification/audit: 7/11/2016

Auditor: Stephen Glynatsis (Lead Auditor – Sustainability) SGS Australia Pty Ltd

Auditor assurance statement link: TBC

Australian Government

Department of the Environment and Energy

1. Carbon neutral information

1A. 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 89,000 people. The municipality is 19.5 square kilometres.

As an organisation, Yarra City Council had an operating budget of $159 million and capital works cost of $31 million (for 2015/16), 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 5 libraries, 3 leisure centres plus Burnley Golf Course
- 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

The entire organisation of Yarra City Council is the subject of this carbon neutral certification.

Applicable Standards

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

1. National Carbon Offset Standard – Carbon Neutral Program Guidelines v4.0
2. National Greenhouse & Energy Reporting Scheme
3. GHG Protocol: A Corporate Accounting and Reporting Standard
4. GHG Protocol – Corporate Value Chain (scope 3) Accounting and Reporting Standard
5. ISO 14064.1:2006

Greenhouse Gases

The relevant greenhouse gases for the purpose of NCOS reporting are are: carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O), hydro-fluorocarbons (HFCs). Note, there are no per-fluorocarbons (PFCs) and sulphur hexafluoride (SF_6) emitted from our business.

Consolidation approach

Yarra has a 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

1B. Emission sources within certification boundary

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

Scope 2 emissions

- Grid electricity

Scope 3 emissions

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

Non-quantified sources

- The following emissions sources have not been quanitifed, 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	Lack of complete and reliable data, and uncertainty regarding methodologies and locally relevant emissions factors. Would be extremely time intensive to capture holistic data for this emissions source but will consider limited inclusions in future reporting periods. Council also have limited ability to influence these emissions, and limited resources to collect this information. Overall implication for the footprint is difficult to judge, although could be a substantial source of scope 3 emissions.
Capital Goods	3	Lack of complete and reliable data, and uncertainty regarding methodologies and locally relevant emissions factors. Would be extremely time intensive to capture holistic data for this emissions source but will consider limited inclusions in future reporting periods. Council also have limited ability to influence these emissions, and limited resources to collect this information. Overall implication for footprint is difficult to judge, although could be a substantial source of scope 3 emissions.
Oils and Lubricants purchased via Third Parties	3	Council contracts out the servicing of its vehicles and most equipment. As such the vast bulk of Councils use of Oils and Lubricants is incorporated into bills from such contractors and very difficult to isolate. As aresult there is a lack of complete and reliable data for this emissions source. Implication for the footprint is minor.
Redevelopment (of Buildings)	3	Lack of complete and reliable data. Overall implication for footprint is difficult to judge, although could be a substantial source of scope 3 emissions.

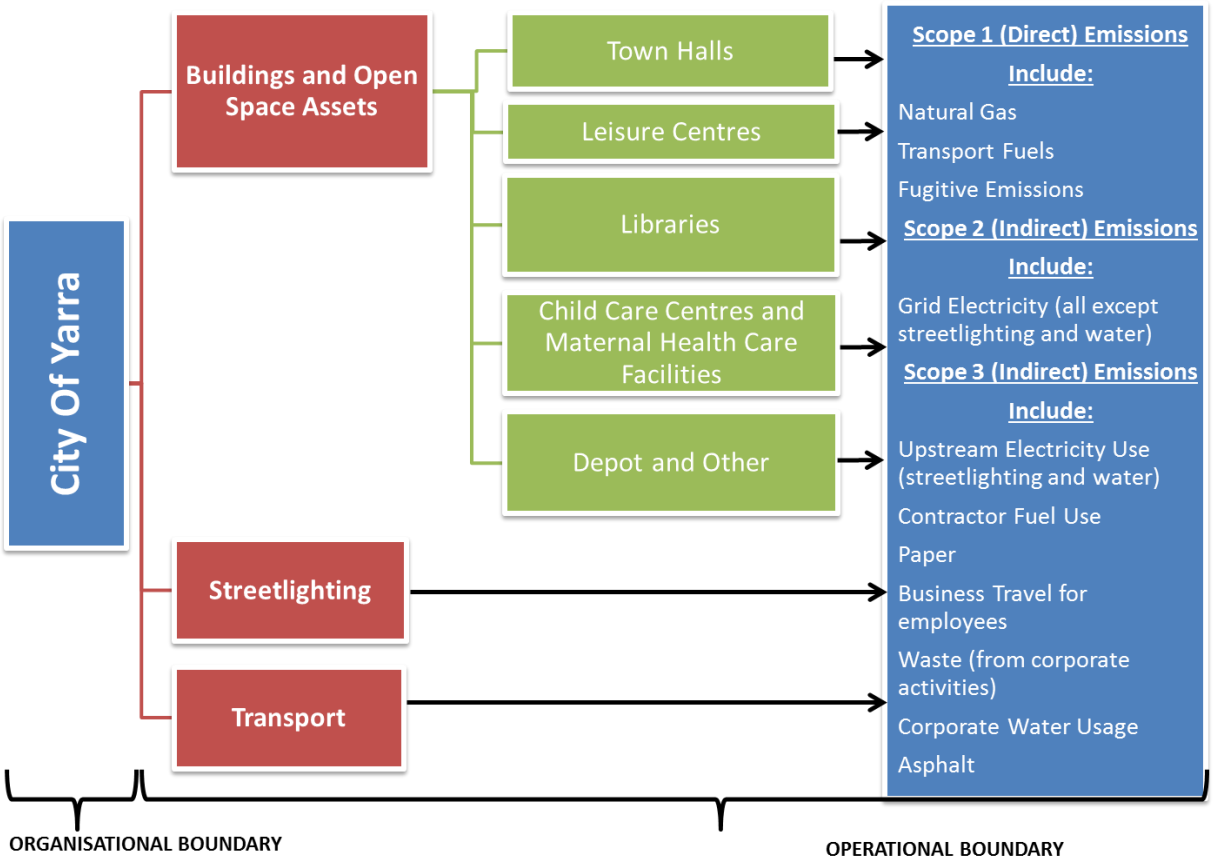
Table 1. Emission exclusions from within the Organisational Boundary		
Emission source	Scope	Justification for exclusion & overall implications for footprint
Outdoor Event	3	Lack of complete and reliable data. Implication for footprint would be minor.
Contractor Energy	3	Lack of complete and reliable data. Implication for footprint likely to be minor..
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).
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).

1C. Diagram of certification boundary

Yarra City Council Organisational andOperational Boundary.



Scope 3 Emissions Exclusions - Purchased Goods and Services, including Capital Goods/Expenditure, Oils and Lubricants purchased via third parties, Redevelopments, Outdoor Events, Contractor Energy, Employee Commuting, Downstream Leased Assets, Investments, Municipal Waste, Community Emissions

Figure 1: City of Yarra's Certification Boundary

2. Emissions reduction measures

2A. Emissions over time

Table 2. Emissions since base year							
	Base Year 11-12	**12-13**	**13-14**	**14-15**	**15-16**	**Net change since the Base Year**	**Percentage change since the base year**
Scope 1#	2,573	2,943	2,823	3,032	2,821	248	Up 9.6%
Scope 2	5,497	5,129	4,921	4,049	4,170	(1,327)	Down 24.1%
Scope 3 – Street Lighting	4,260	3,687	3,421	3,131	2,934	(1,326)	Down 31.1%
Scope 3 – Other*	2,132	2,166	2,782	2,862	2,862	730	Up 34.2%
Total	**14,462**	**13,924**	**13,947**	**13,124**	**12,787**	**(1,675)**	**Down 11.6%**

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 4 emissions sources: Business Travel (Car/Bus and Truck Hire), Business Travel – Accommodation, Water Use – Corporate and Asphalt. In 2015/16 these emissions sources totalled 404 tCO2-e.

2B. 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.

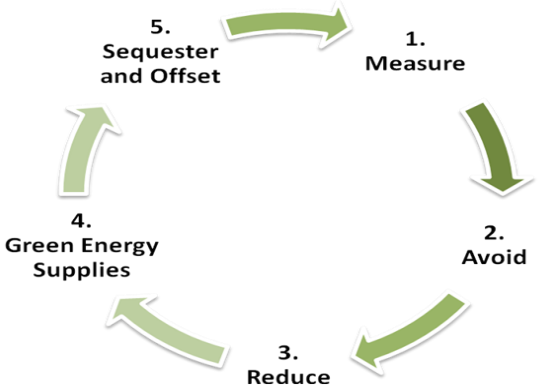
The Yarra Environment Strategy covering the period 2013-17 set the following relevant targets:

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 tCO2-e by 2017 and 1,250 tCO2-e by 2020
4. Carbon Neutral Municipality by 2020

2B. Emissions reduction strategy (cont)

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 identified becoming a carbon neutral organisation in 2012 (which was achieved) as a key target, Council has a holistic approach to carbon management via the '*energy hierarchy*' strategy . The hierarchy enables Council to prioritise its immediate and long term actions and methods in reducing its carbon.

The energy hierarchy



The energy hierarchy prioritises Yarra's actions which minimise overall greenhouse emissions.

1. **Measure** all emissions and evaluate the effectiveness of previous reduction measures
2. **Avoid** using energy at all opportunities and eliminate waste.
3. **Reduce** what energy needs to be used through efficient technology and behaviour change
4. **Green energy supplies** by switching to low or no emission sources
5. **Sequester and offset** all residual emissions that can't be eliminated through avoiding, reducing and changing energy supplies

The two key opportunities for major short-term emissions reductions are:

a) Replacement of high-wattage streetlights with recently approved high efficiency LED replacements. A consultants report, from May 2016 indicates the potential for savings between 430 and 950 tCO2-e, based on various scenario's for the replacement of the lights.

b) Further installation of solar PV on Council buildings, including storage capacity at some sites. A consultants report, from April 2016 indicates the potential for savings of approximately 580 tCO2-e.

2C. Emissions reduction actions

Table 2. Emissions reduction measures implemented in the current reporting period						
Year completed	Emission source	Reduction measure	Scope	Status	t CO_2-e (Reduction in 15/16)	t CO_2-e (Expected Annual Reduction)
2015/16	Electricity	Solar PV at 345 Bridge Road, Richmond	2 & 3	Completed Sept 2015	61	70
2014/15	Electricity – Street Lighting	Removal of Redundant Watchman Lights	3	Completed by May 2015	15	15
Total emission reductions implemented in 2015/16					76	85

Looking ahead the two key opportunities for major short-term emissions reductions are:

c) Replacement of high-wattage streetlights with recently approved high efficiency LED replacements. A consultants report, from May 2016 indicates the potential for savings between 430 and 950 tCO2-e, based on various scenario's for the replacement of the lights.

d) Further installation of solar PV on Council buildings, including storage capacity at some sites. A consultants report, from April 2016 indicates the potential for savings of approximately 580 tCO2-e.

Table 4. Impact of the purchase of Carbon Neutral Product		
Emission Source	Details	tonnes CO_2-e
	Emissions Inventory before the deduction of any NCOS Carbon Neutral products or services	12,790
Paper	NCOS carbon neutral paper products purchased – Scope 3	3
	Emissions Inventory after the deduction of any NCOS Carbon Neutral products or services	**12,787**

3. Emissions summary

Table 2. Emissions Summary

Scope	Emission source	t CO_2-e
1	Transport (petrol)	585
1	Transport (Autogas – LPG)	65
1	Transport (Diesel)	167
1	Natural Gas	1,802
1	Fugitive Emissions	202
2	Electricity	4,170
3	Electricity transmission and distribution losses	383
3	vehicle fleet (petrol extraction & distribution losses)	31
3	vehicle fleet (Autogas -LPG extraction & distribution losses)	4
3	vehicle fleet (Diesel extraction & distribution losses)	8
3	Natural Gas Distribution	136
3	Electricity –Street Lighting	2,934
3	Contractor Fuel Use (transport) – Petrol	115
3	Contractor Fuel Use (transport) – Autogas/LPG	18
3	Contractor Fuel Use (transport) – Diesel	1,711
3	Waste	39
3	Paper	112
3	Business Travel of Employees	44
3	Water Use -Corporate	176
3	Asphalt	85
3	*NCOS certified carbon neutral paper, including Performer and Green Wrap from Fuji Xerox and various from other sources total 1,919kgs*	0
Total Gross Emissions		12,787
GreenPower or retired LGCs		
Total Net Emissions		12,787

4. Carbon offsets

4A. Offsets summary

Table 3. Offsets Summary			
Offset type and registry	Year retired	Quantity	Serial numbers
• Verified Carbon Standard • APX VCS registry	2015	a) 592 b) 706 c) 1,800 d) 1,282	a) 3585-159134586-159135177-VCU-010-APX-CN-1-969-01012012-27092012-0 b)3585-159135178-159135883-VCU-010-APX-CN-1-969-01012012-27092012-0 c)3585-159139492-159141291-VCU-010-APX-CN-1-969-01012012-27092012-0 d)3585-159138210-159139491-VCU-010-APX-CN-1-969-01012012-27092012-0
• Verified Carbon Units • Markit	2016	1,734 475 6,211	2472-106150627-106152360-VCU-018-MER-TH-13-416-01012009-31122009-0 2473-106190212-106190686-VCU-018-MER-TH-13-416-01012010-31122010-0 2474-106190687-106203477-VCU-018-MER-TH-13-416-01012011-31122011-0
Total offsets retired			12,800
Net emissions			Actual 12,787(rounded up to 12,800)
Total offsets held in surplus for future years: 2474-106190687-106203477-VCU-018-MER-TH-13-416-01012011-31122011-0			6,580

4B. Offsets purchasing and retirement strategy

Offset Purchase:

Council purchased 20,000 VCS offsets in October 2014. Of these 2,420 were used to offset portion of our 2013/14 emissions, 13,200 were been used to offset 2014/15 emissions.Consequently 4,380 offsets were used to offset 2015/16 emissions. In October 2016 Council purchased a further 24,000VCU offsets, with 8,420 to offset 2015/16 emissions (allowing for the rounding up from 12,776 to 12,800 – see below) with the balance, of 15,580 'banked' for 2016/17 and future years.

Council's current offset purchase strategy of buying offsets every second year means that Council is effectively buying some offsets in arrears and some in advance. With the most recent purchase Council has effectively 'forward purchased' the abatement required for 2016/17. Council offset procurement process specifies that Council only procure offsets that meet the NCOS *Guidance on NCOS eligible offset units.* Offsets have historically been retired on either the Markit or APX VCS registries and this is unlikely to change in the foreseeable future.

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 2015/16 this was 12,800.

5. Use of trade mark

Table 4. Trade mark register

Where used	Logo type
Staff Email Signature Blocks	Certified organisation
Decal on Nissan Leaf Electric Vehicle	Certified organisation
Website	Certified organisation

6. Have you done more?

Council have included emissions from asphalt for the first time in 2015/16.