



PUBLIC DISCLOSURE STATEMENT


DEVELOPMENT VICTORIA

**ORGANISATION CERTIFICATION
FY2020–21**

Australian Government

Climate Active Public Disclosure Statement



NAME OF CERTIFIED ENTITY	Development Victoria
REPORTING PERIOD	1 July 2020 – 30 June 2021
DECLARATION	<p><i>To the best of my knowledge, the information provided in this public disclosure statement is true and correct and meets the requirements of the Climate Active Carbon Neutral Standard.</i></p>  <p>Samantha Peart Director - Sustainability 10th December 2021</p>



Australian Government
**Department of Industry, Science,
Energy and Resources**

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Version September 2021. To be used for FY20/21 reporting onwards.

1.CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	550 tCO ₂ -e
OFFSETS BOUGHT	100% VERs
RENEWABLE ELECTRICITY	Total renewables 19%
TECHNICAL ASSESSMENT	24 March 2021 Stephen Tonner KPMG Next technical assessment due: 2024

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2. CARBON NEUTRAL INFORMATION

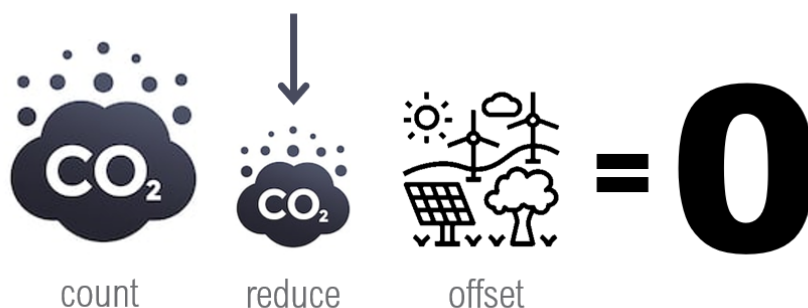
Description of certification

Development Victoria (DV), ABN 61 868 774 623, has certified its Australian business operations over the 2020-2021 financial year with Climate Active. Development Victoria's greenhouse gas emission inventory has been prepared according to the Climate Active Carbon Neutral Standard for Organisations ('Organisations Standard'). The Organisations Standard provides best-practice guidance on how to measure, reduce, offset, validate, and report emissions that occur as a result of organisational operations. Employing the Organisations Standard provides Development Victoria's partners, clients, and communities confidence in the validity of Development Victoria's Carbon Neutral certification. The requirements of the Organisations Standard were designed to provide stakeholders with transparent information on the actions that have been taken to achieve carbon neutral status.

Climate Active certification is awarded to organisations that have credibly reached a state of achieving net zero emissions, otherwise known as carbon neutrality. This means that all activities associated with Development Victoria's Australian business operations have no net negative impact on the climate.

To achieve the Organisations Standard for its office operations, Development Victoria has:

- calculated the Scope 1, 2 and 3 greenhouse gas emissions generated by its Australian business operations;
- committed to reduce these emissions by investing in new technology and changing operational behaviours; and
- purchased offsets to compensate for remaining emissions.



The FY 2019-20 was established as the base year for Development Victoria's Operations account, and was the first year of certification, with a carbon account produced for this period. This updated report and account covers the second year of certification, FY20-21. Development Victoria has purchased offsets for this certified year in arrears and the following year in advance (approximating an equivalent footprint).

"Climate Active provides Development Victoria's partners, clients and communities confidence in the validity of its Carbon Neutral certification."

Organisation description

Development Victoria works in partnership with the public and private sectors to deliver major civic projects, property development (both residential and commercial) and urban renewal projects on behalf of the Victorian Government. Development Victoria's vision is to 'To help make Victoria a better place to live, work and play.' To achieve this vision, Development Victoria delivers government policy to create strong communities, stimulate economic growth and reduce environmental impact across Victoria.

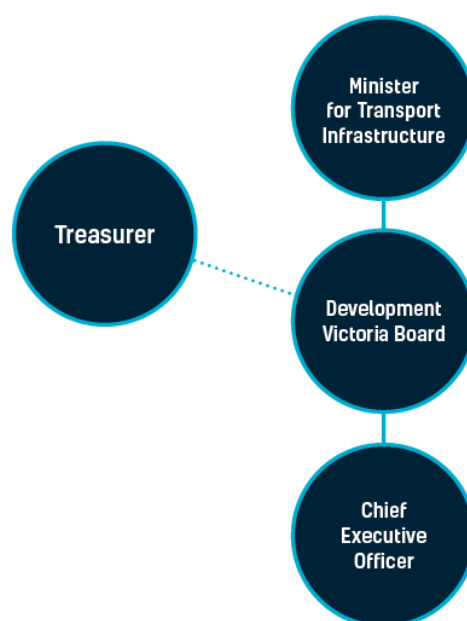
Development Victoria is a statutory authority governed by a board of directors.

Development Victoria operates under the Development Victoria Act 2003 ('the Act'). The Act requires Development Victoria to carry out the following functions using commercial disciplines:

- Property development and social and economic capital works projects in accordance with government policies and strategies;
- Provide advisory services to Government; and
- Develop declared projects under the Act.

The Minister for Transport Infrastructure has primary responsibility for Development Victoria. The Treasurer is responsible for oversight of Development Victoria's finances, capital structure and operating performance. Development Victoria operates under one trading name and Australian Business Number (ABN). There are no subsidiary or child companies that Development Victoria manages.

Development Victoria has a diverse project portfolio covering residential and commercial developments, public land and buildings, and urban renewal. Development Victoria develops these assets on behalf of the Victorian State Government or in partnership with the private sector and does not currently hold long term ownership of any major assets. The majority of Development Victoria's operations are run out of the head office in Melbourne CBD. A small team of staff work within 77 Southbank Boulevard, a building that Development Victoria owns and operates as an asset that sits within the Melbourne Arts Precinct redevelopment. Development Victoria also manages a small number of temporary sales offices that assist sales in residential developments.¹



¹ During normal business operations pre-COVID, and under the Victorian Government's roadmap for COVID-normal. During COVID restrictions, Development Victoria staff were working from home in alignment with the Victorian State Government's advice.

3.EMISSIONS BOUNDARY

Inside the emissions boundary

All emission sources listed in the emissions boundary are part of the carbon neutral claim.

Development Victoria's operational greenhouse gas emissions inventory has been prepared according to the Organisations Standard. An organisation is defined by its ABN or group of ABNs that sit under a parent company. Development Victoria operates under one ABN with no other trading names and no child companies.

Development Victoria employed the operational control approach to set the basis for determining what emissions are under the direct control of the organisation. The operational control approach requires an organisation to report 100 per cent of the operations over which it has 'the full authority to introduce and implement its operating policies'.²

Development Victoria includes all emissions from activities over which it has full operational control (Fig 1).

Assets included in the certification boundary are:

- Facilities and Operations:
 - Head office at 8 Exhibition St, Melbourne. 8 Exhibition St is certified as a carbon neutral building.
 - 77 Southbank Boulevard. Development Victoria owns and operates this building and occupies one of the five tenancy floors.
- Sales Offices
 - Development Victoria manages a small number of sales offices located at residential developments in metropolitan Melbourne. These offices are temporary tenancies. FY19-20 sales offices included Alfie at Altona North, LUMA at Sunshine North, and Riverwalk in Werribee (part year). The Taylors Lakes sales office was closed at the end of June 2020. Development Victoria manage these spaces, but the staff (or tenants) are the responsibility of the Sales Agency.
- Offsite Operations
 - Development Victoria leases a warehouse for Business Continuity Planning (BCP) and storage, located in Lynbrook.

Assets outside of the emissions boundary are:

- Short term assets
 - Development Victoria holds a limited number of short-term assets on behalf of the State Government in order to facilitate land purchases. These sites are either vacant, undeveloped land such as 3 Victoria Dock and 55 Victoria Promenade, or buildings that are leased to external organisations and managed by external service providers. These assets are not included within Development Victoria's emissions boundary because Development Victoria operates no control of these assets, and no organisational operations are undertaken within these assets.

² GHG Protocol – Corporate Standard (WBCSD and WRI, 2004).

The emission sources in the boundary diagram below are as per the emissions categories in the emission summary table.



Figure 1: Emissions Boundary

Emissions associated with Development Victoria's operations within the emissions boundary have been categorised by scope, as per the Organisations Standard.

- Scope 1 emissions include all direct greenhouse gas emissions from sources that are within Development Victoria's control boundary. These include emissions from fuel use, refrigerants and on-site electricity generation.
- Scope 2 emissions include purchased electricity, heat, cooling and steam (i.e. energy produced outside Development Victoria's control boundary but used within the organisation).
- Scope 3 emissions are all indirect emissions that occur as a result of the activities of Development Victoria but occur from sources outside the organisation's direct control.

Table 1 includes a description of the emission sources within Development Victoria's emissions boundary.

Table 1: Emissions Source Description

Emission Source	Scope	Description
Refrigerants	1	This represents all direct emissions emitted through refrigerant leaks from air conditioning units at all locations within the emissions boundary.
Stationary Fuels (Natural Gas)	1,3	This represents the natural gas used in 8 Exhibition St and 77 Southbank Boulevard. At 8 Exhibition, all gas (HHW) use for the base building and tenancy is from a central plant offset by GPT's Climate Active Certification and is therefore considered zero emissions for Development Victoria's certification. At 77 Southbank, natural gas for the base building and tenancy is managed by Development Victoria and included within the carbon account. There is no gas use at the Sales Offices or at the Warehouse.
Transport Fuels (Fleet Vehicles only)	1, 3	This represents the fuels used to operate Development Victoria's fleet vehicles, leased from external provider Custom Fleet Management. Six vehicles were used for private use by directors and six vehicles were available for use by all Development Victoria staff to travel to site visits

		and for other operational use. All cars used petrol, excluding one which used diesel.
Staff Commuting	3	This represents modes of public transport used by staff to commute to work. It includes train, bicycle, walking, bus, motorbike/scooter and trams. In the FY20-21 calculations, the Climate Active Working From Home (WFH) Calculator was used to approximate the impacts of office closures and WFH.
Electricity	2, 3	This represents the electricity used across all buildings included within Development Victoria's certification boundary. At 8 Exhibition, electricity used for the base building is already offset by GPT's Climate Active Certification and is therefore considered zero emissions for Development Victoria's certification.
Business Travel (flights)	3	This represents all flights (domestic and international) travelled for business operations such as study tours, conferences, and awards.
Business Accommodation	3	This represents all accommodation (domestic and international) used to facilitate study tours, site visits, conferences, and awards.
Waste	3	This represents waste captured across 8 Exhibition Street and 77 Southbank Boulevard. Waste collection at both 8 Exhibition St and 77 Southbank Boulevard (tenancy) is sorted between general waste, paper and cardboard, co-mingled recycling and food waste (compost). Development Victoria manages the Sales Offices, but the staff are the responsibility of the Sales Agency, and therefore the waste from these assets are excluded.
Water & Wastewater	3	This represents water and wastewater at 8 Exhibition and 77 Southbank. At 8 Exhibition, water used for the base building is already offset by GPT's Climate Active Certification and is therefore considered zero emissions for Development Victoria's certification. Water use for tenancy at 8 Exhibition has been calculated and included within Development Victoria's carbon account. At 77 Southbank, water for the base building and tenancy is managed by Development Victoria and included within the carbon account. Development Victoria manages the Sales Offices, but the staff are the responsibility of the Sales Agency, and therefore waste and wastewater from these assets are excluded.
Food & Catering	3	This represents emissions embodied in food and catering that is offered at events, workshops and training organised by Development Victoria.
Mailing Services	3	This represents all postage and courier services.
Cleaning Services	3	This represents cleaning services for all assets within the Emissions Boundary.
Office & ICT Equipment	3	Office equipment represents furniture and appliances such as office chairs, desks, crockery and kitchen equipment. ICT Equipment represents computer hardware such as monitors, laptops, tablets and chargers.
ICT Services & Software	3	This represents software licensing for computer and internet applications and services.
ICT Telecommunication & Connectivity	3	This represents use of telecommunications and bandwidth services.
Printing, Stationery & Publications	3	This represents printed media, publications, and printing and stationery. It includes all printing costs for promotional and marketing material, and well as internal printing and stationery for staff use.
Taxi Travel	3	This represents staff taxi use and airport transfer.

All emission sources have been assessed using the relevance test, Appendix 1. Figure 2 demonstrates the quantified sources, non-quantified sources, and sources that have been excluded from the inventory.

Quantified emissions have been assessed as relevant and are quantified in the carbon inventory. This may include emissions that are not identified as arising due to the operations of the certified entity,

however are **optionally included**.

Non-quantified emissions have been assessed as relevant and are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. All material emissions are accounted for through an uplift factor. Further detail is available at Appendix C.

Outside the emissions boundary

Excluded emissions are those that have been assessed as not relevant to the organisation's operations and are outside of its emissions boundary or are outside of the scope of the certification. The table below details these as relevant to Development Victoria's account. These emissions are not part of the carbon neutral claim. Further detail is available at Appendix D.

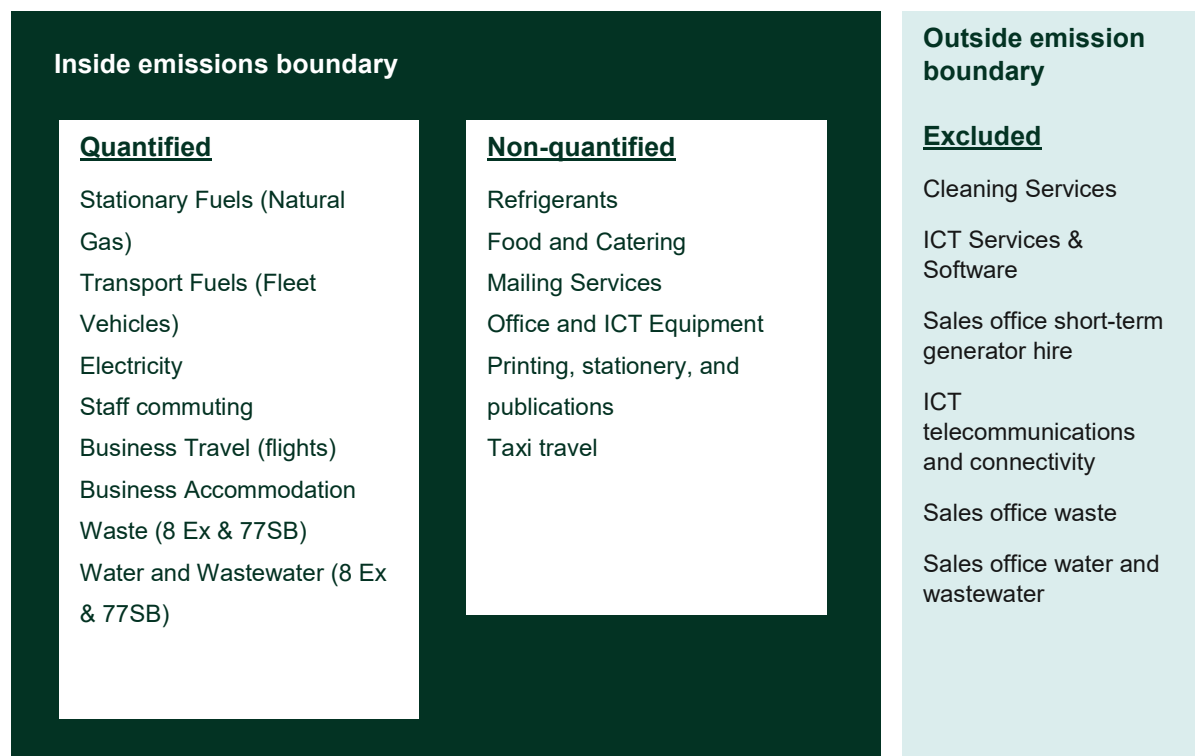


Figure 2: Diagram of emissions sources

Data management plan for non-quantified sources

There are no non-quantified sources in the emission boundary that require a data management plan.

As assessed in Appendix 2, the following emission sources are non-quantified because the emissions are immaterial:

- Refrigerants
- Taxi travel

The following emission sources are non-quantified quantified because quantification is not cost effective relative to the size of the emission (i.e. it is small in relation to scopes 1 and 2) but an uplift is applied.

- Food and catering
- Office and ICT equipment
- Mailing services
- Printing, stationery, and publications

Excluded sources (outside of certification boundary)

Outlined in Appendix 1, a number of emission sources have been assessed as not relevant according to the relevant test. These sources have been excluded. They include:

- Cleaning services
- ICT Services and Software
- ICT Telecommunications and Connectivity
- Waste (Sales Offices only)
- Water and Wastewater (Sales Offices only)

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

Development Victoria's emissions reduction strategy identifies the emission reduction measures that will be taken over the 2021 – 2022 financial year.

During COVID-19 restrictions, which were in place for much of the FY20-21, Development Victoria staff were working from home in alignment with the Victorian State Government's advice. It is acknowledged that this altered the carbon account within the organisation's current emissions boundary. Therefore, Development Victoria's FY21-22 emissions reduction strategy will be focused on staff education at home, in addition to efficiency measures for a sustainable transition back to the workplace and out-of-home activities. The main measures that we believe will result in significant future reduction in Organisational emissions include transition to 100% Green Power for electricity, and reducing travel and fuel use.

Emission reduction measures that Development Victoria are investigating and/or will implement for FY21-22 include:

- Recognising that electricity use accounts for over 50 per cent of its carbon account, all electricity accounts are in the process of being transitioned to 100% Green Power. Recently, Development Victoria has transitioned all accounts to central government providers, and during FY21-22 will update these accounts to be 100% Green Power. The transfer of accounts to those with green purchasing and renewable energy sources will help reduce Development Victoria's carbon emissions.
- Despite strong growth in staff numbers over FY20-21, Development Victoria is making use of strategies to minimise the need for increased physical office footprint. Like many other organisations, we have become proficient in working from home and will utilise a combination of approaches to make best use of our current office space rather than increase floor space, including measures such as supporting virtual hybrid meetings and digital desk booking technology to enable flexi-desking.
- Maximising the learnings from virtual meeting technology to reduce requirements for travel. In this FY20-21 certification period, there were zero flights taken. The locations of Development Victoria's projects are exclusively in Victoria; most of the flights taken by Development Victoria staff on a strictly as-necessary basis, for conferences, study tours and awards. In future, we will put in place a policy to ensure all flights are carbon neutral at the time of booking by selecting offsets from the provider.
- Development Victoria piloted the transition of contracts for sale of residential real estate, across three estates, from paper to electronic format, and, based on success of this pilot, will now roll this out across all sales. Residential sale contracts often exceed 250 pages for off-the-plan purchases. Electronic contracts remove the need for paper, printing, binding, as well as transport from law firms to sales offices (in suburban or regional locations), and back to head offices.
- Facilities management teams will undertake investigative works to explore regulate lighting controls, including potential for zoning across floors and sensors relating to occupancy.
- Regular fine tuning of automated control systems for supplementary HVAC will be investigated.
- Ongoing review of fleet vehicles will be undertaken to reduce Scope 1 and 3 transport fuel emissions, and the potential reduction in fleet numbers. Development Victoria will investigate alternative fleet vehicle options such as Electric or Hybrid Fleets.

Emissions reduction actions

Since the last carbon account, Development Victoria's operational efforts to reduce carbon has included:

- Creating a low carbon culture: supporting the Sustainability Taskforce in advocating for and advancing the sustainability literacy of the organisational staff. The introduction of a *Sustainability Taskforce* in August 2020 enabled a focus on staff education and incentivised sustainable initiatives in the workplace. The initial focus of the Sustainability Taskforce was encouraging sustainability in the home, with subsequent efforts to improve the literacy and confidence of staff to participate in conversations and activities related to sustainability. *Sustainability in September* (Sept 2021) was an educational campaign that provided tips to staff on how to reduce their carbon footprint as well as positively influence health, wellbeing and carbon positive activities across the areas of food, fashion, urban greening, water, transport and renewable energy options for homes. We have not yet captured feedback from this effort.
- Development Victoria has continued to upgrade its ICT systems, assisting operational efficiency when working from home. Examples include the introduction and wide uptake of electronic forms, electronic contract signing and improved video conferencing technologies.

5.EMISSIONS SUMMARY

Emissions over time

Emissions since base year			Total tCO ₂ -e
Base year/Year 1:	2019–20		496.05
Year 2:	2020–21		550.26

Significant changes in emissions

Significant reductions include energy and travel related activities, with all changes able to be related to COVID disruption. These include office closures and related energy uses, and travel-related emissions such as air travel and car usage.

Emission source name	Current year (tCO ₂ -e)	Previous year (tCO ₂ -e)	Detailed reason for change
Electricity	169.47	250.38	Reduction in office attendance, including closures
Business Travel (flights)	0	16.86	Reduction in travel (COVID)
Business Accommodation	0	0.28	Reduction in travel (COVID)
Fuel use – cars	10.69	28.39	Reduction in travel (COVID)
Natural gas	93.73	105.00	Reduction in office attendance, including closures
Staff commuting	0	12.70	COVID-related office closures – majority of staff WFH

Use of Climate Active carbon neutral products and services

Not applicable.

Organisation emissions summary

The electricity summary is available in the Appendix B. Electricity emissions were calculated using a market-based approach.

Emission category	Sum of total emissions (tCO ₂ -e)
Accommodation and facilities	0
Air transport (fuel)	0
Air transport (km)	0
Electricity	169.47
Land and sea transport (fuel)	10.69

Land and sea transport (km)	0
Stationary energy (natural gas)	93.73
Waste	9.33
Water	7.86
Working from home	179.23
Total	470.31

Uplift factors

An uplift factor is an upwards adjustment to the total carbon inventory to account for relevant emissions, which can't be reasonably quantified or estimated. This conservative accounting approach helps ensure the integrity of the carbon neutral claim.

Reason for uplift factor	tCO ₂ -e
Refrigerants	4.703
Food and Catering	9.406
Mailing Services	28.218
Office and ICT Equipment	9.406
Printing, Stationery and Publications	23.515
Taxi Travel	4.703
<i>Total footprint to offset (uplift factors + net emissions)</i>	550.26

6. CARBON OFFSETS

Offsets strategy

Offset purchasing strategy: Forward purchasing	
1. Total offsets previously forward purchased and banked for this report	0
2. Total emissions liability to offset for this report	550.26 tCO ₂ -e
3. Net offset balance for this reporting period	550.26 tCO ₂ -e
4. Total offsets to be forward purchased to offset the next reporting period	459.74 tCO ₂ -e
5. Total offsets required for this report	1,010.00 tCO ₂ -e

Co-benefits

Development Victoria, as part of our offset activities, have purchased a stapled, or paired, credit product. This stapled credit is a Biodiverse Reforestation Carbon Offset and includes a credit located in Australia – the Mount Sandy Biodiverse Conservation project – alongside or ‘stapled’ to an accredited Gold Standard carbon offset project, in this case the Everbright Landfill Gas project in China.

The Mount Sandy Conservation project promotes partnerships for conservation between Traditional Landowners and non-Indigenous Australians through vital conservation work. *“Mount Sandy is a rare pocket of intact native vegetation in a region now dominated by farmlands. The 200-hectare project site features a unique mix of coastal shrublands and saline swamplands that provide strategic habitat for iconic native wildlife, such as the short-beaked echidna, purple-gaped honeyeater and elegant parrot. Over thousands of years, the Ngarrindjeri people have cared for Coorong country, developing an intimate connection to the land that sustains them. Project management itself is made possible through close collaboration with local Ngarrindjeri Elders, Clyde and Rose Rigney, who oversee the ongoing management and conservation of vegetation at the Mount Sandy site.”*

The Everbright Landfill Gas carbon abatement project is a Gold Standard certified carbon offsetting project located in Suzhou, China. This project responds to the ongoing problem of greening the electricity grid in China, where over 80% of total electricity is generated from coal-based power plants. In addition, growing landfills generate an enormous amount of methane, a gas that has an environmental impact 25 times greater than CO₂. This project collects landfill gas (methane) to generate electricity, thereby reducing use of coal and reducing methane emitted to atmosphere.

Beyond this direct carbon reduction, the project has benefitted local communities with full time employment (54 in construction and 20 regular ongoing positions) and a range of educational opportunities including research and learning exchange with Australian and New Zealander project representatives.

Offsets summary

Proof of cancellation of offset units.

Offsets cancelled for Climate Active Carbon Neutral Certification										
Project description	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	Vintage	Eligible quantity (tCO ₂ -e)	Quantity used for previous reporting periods	Quantity banked for future reporting periods	Quantity used for this reporting period claim	Percentage of total (%)
Gold Standard accredited Suzhou Qizi Mountain Landfill Gas Recovery Project	VER	GSR	26 Nov 2021	49t: GS1-1-CN-GS397-21-2020-21269-12293-12341	2015	1,010	0	460	550	100%
				499t: GS1-1-CN-GS397-21-2018-19041-42847-43345	2018					
				462t: GS1-1-CN-GS397-21-2015-19038-101237-101698	2020					
				https://registry.goldstandard.org/batch-retirements/details/86994						
Mount Sandy Forest Conservation, South Australia - Australia	ABU	SANVCR	03 Dec 2021	2019/4003-VOL002-48698 to 2019/4003-VOL002-49707 No registry link publicly available <i>Carbon offsets not accredited</i> – offset is Australian Biodiversity Unit stapled to above carbon offsets. 1,010 ABUs to the equivalent 1,515 m ² land offset	2020	0	0	0	0	0
Total offsets retired this report and used in this report									550	
Total offsets retired this report and banked for future reports								460		
Type of offset units				Quantity (used for this reporting period claim)		Percentage of total				
Verified Emissions Reductions (VERs)				550		100%				

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

Not used.

The following RECs have been surrendered to reduce electricity emissions under the market-based reporting method.

1. Large-scale Generation certificates (LGCs)*	0
2. Other RECs	0

* LGCs in this table only include those surrendered voluntarily (including through PPA arrangements), and does not include those surrendered in relation to the LRET, Green Power, and jurisdictional renewables.

Project supported by LGC purchase	Eligible units	Registry	Surrender date	Accreditation code (LGCs)	Certificate serial number	Generation year	Quantity (MWh)	Fuel source	Location
N/A									
Total LGCs surrendered this report and used in this report							0	-	-

APPENDIX A: ADDITIONAL INFORMATION

Not used.

APPENDIX B: ELECTRICITY SUMMARY

Electricity emissions are calculated using a market-based approach.

Location-based method

The location-based method provides a picture of a business's electricity emissions in the context of its location, and the emissions intensity of the electricity grid it relies on. It reflects the average emissions intensity of the electricity grid in the location (State) in which energy consumption occurs. The location-based method does not allow for any claims of renewable electricity from grid-imported electricity usage.

Market-based method

The market-based method provides a picture of a business's electricity emissions in the context of its renewable energy investments. It reflects the emissions intensity of different electricity products, markets and investments. It uses a residual mix factor (RMF) to allow for unique claims on the zero emissions attribute of renewables without double-counting.

The market-based approach summary table and the location-based approach summary table have been copied directly from the 'Electricity inventory' tab of the 'Calculators' excel spreadsheet.

Electricity for this account was calculated using a market-based approach.

Market Based Approach Summary			
Market Based Approach	Activity Data (kWh)	Emissions (kgCO ₂ e)	Renewable Percentage of total
Behind the meter consumption of electricity generated	0	0	0%
Total non-grid electricity	0	0	0%
LGC Purchased and retired (kWh) (including PPAs & Precinct LGCs)	0	0	0%
Green Power	0	0	0%
Jurisdictional renewables (LGCs retired)	0	0	0%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	0	0	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	36,865	0	19%
Residual Electricity	157,930	169,471	0%
Total grid electricity	194,794	169,471	19%
Total Electricity Consumed (grid + non grid)	194,794	169,471	19%
Electricity renewables	36,865	0	
Residual Electricity	157,930	169,471	
Exported on-site generated electricity	0	0	
Emission Footprint (kgCO ₂ e)		169,471	
Total renewables (grid and non-grid)	18.93%		
Mandatory	18.93%		
Voluntary	0.00%		
Behind the meter	0.00%		

Residual Electricity Emission Footprint (TCO2e)	169
<i>Figures may not sum due to rounding. Renewable percentage can be above 100%</i>	

Location Based Approach Summary

Location Based Approach	Activity Data (kWh)	Emissions (kgCO2e)
Vic	194,794	212,326
Grid electricity (scope 2 and 3)	194,794	212,326
Vic	0	0
Non-grid electricity (Behind the meter)	0	0
Total Electricity Consumed	194,794	212,326

Emission Footprint (TCO2e)	212
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Climate Active Carbon Neutral Electricity summary

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO2e)
<i>Climate Active Certification - 8 Exhibition Street, Melbourne</i>	239,023	0

Climate Active carbon neutral electricity is not renewable electricity. The emissions have been offset by another Climate Active member through their Product certification.

APPENDIX C: INSIDE EMISSIONS BOUNDARY

Non-quantified emission sources

The following sources emissions have been assessed as relevant, are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. These emissions are accounted for through an uplift factor. They have been non-quantified due to one of the following reasons:

1. **Immaterial** <1% for individual items and no more than 5% collectively
2. **Cost effective** Quantification is not cost effective relative to the size of the emission but uplift applied.
3. **Data unavailable** Data is unavailable but uplift applied. A data management plan must be put in place to provide data within 5 years.
4. **Maintenance** Initial emissions non-quantified but repairs and replacements quantified.

Relevant-non-quantified emission sources	(1) Immaterial	(2) Cost effective (but uplift applied)	(3) Data unavailable (but uplift applied & data plan in place)	(4) Maintenance
Refrigerants	Yes (uplift applied)	No	No	No
Taxi Travel	Yes (uplift applied)	No	No	No
Food and Catering	No	Yes (uplift applied)	No	No
Office and ICT Equipment	No	Yes (uplift applied)	No	No
Mailing Services	No	Yes (uplift applied)	No	No
Printing, Stationery and publications	No	Yes (uplift applied)	No	No

APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

Excluded emission sources

The below emission sources have been assessed as not relevant to an organisation's or precinct's operations and are outside of its emissions boundary. These emissions are not part of the carbon neutral claim. Emission sources considered for relevance must be included within the certification boundary if they meet two of the five relevance criteria. Those which only meet one condition of the relevance test can be excluded from the certification boundary.

Emissions tested for relevance are detailed below against each of the following criteria:

1. **Size** The emissions from a particular source are likely to be large relative to the organisation's electricity, stationary energy and fuel emissions
2. **Influence** The responsible entity has the potential to influence the reduction of emissions from a particular source.
3. **Risk** The emissions from a particular source contribute to the organisation's greenhouse gas risk exposure.
4. **Stakeholders** Key stakeholders deem the emissions from a particular source are relevant.
5. **Outsourcing** The emissions are from outsourced activities previously undertaken within the organisation's boundary, or from outsourced activities typically undertaken within the boundary for comparable organisations.

Emission sources tested for relevance	(1) Size	(2) Influence	(3) Risk	(4) Stakeholders	(5) Outsourcing	Included in boundary?
Cleaning Services	No	No	No	No	No	No
ICT Services and Software	No	No	No	No	No	No
Sales office short-term generator hire (Riverwalk)	No	No	No	No	No	No
ICT Telecommunications and Connectivity	No	No	No	No	No	No
Waste (Sales Offices only)	No	No	No	No	No	No
Water and Wastewater (Sales offices only)	No	No	No	No	No	No



An Australian Government Initiative

