



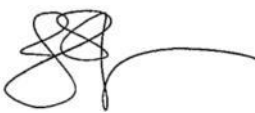
PUBLIC DISCLOSURE STATEMENT

SURF COAST SHIRE

**ORGANISATION CERTIFICATION
FY2022–23**

Australian Government
Climate Active
Public Disclosure Statement



NAME OF CERTIFIED ENTITY	Surf Coast Shire
REPORTING PERIOD	Financial year 1 July 2022 – 30 June 2023 Arrears report
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>Jane Spence Environment and Sustainability 12/7/2024</p>



Australian Government
**Department of Climate Change, Energy,
the Environment and Water**

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Version August 2023.



1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	28,988 tCO ₂ -e
OFFSETS USED	5% ACCUs, 34% VERs, 61% VCU
RENEWABLE ELECTRICITY	100.50%
CARBON ACCOUNT	Prepared by: Pangolin Associates
TECHNICAL ASSESSMENT	14 April 2022 Amélie Uhrig Point Advisory Next technical assessment due: FY2023-24

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2. CARBON NEUTRAL INFORMATION

Description of certification

This certification is for Surf Coast Shire Council's corporate operations. Any reference in this statement to 'Council' is a reference to the certified entity. FY2022-23 is Council's first re-certification year, with FY2020-21 being the first year of certification.

Organisation description

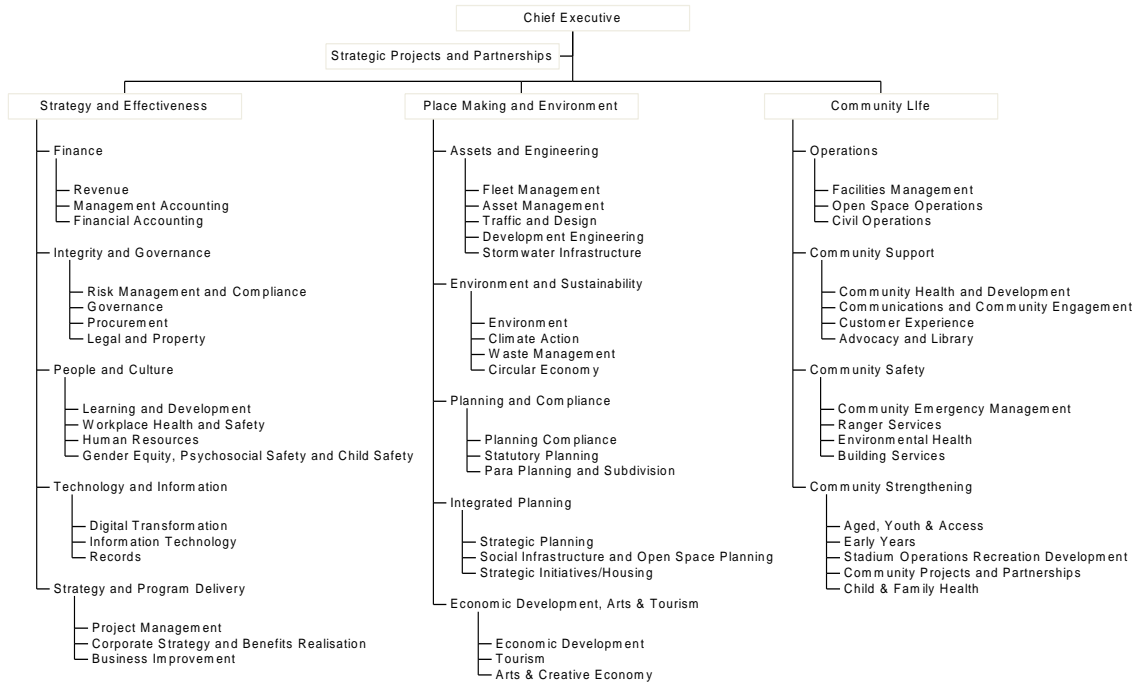
The Surf Coast Shire Council (ABN 18 078 461 409) is a Local Government Authority. Council's trading name is Surf Coast Shire, other registered business names include Lorne Visitor Centre, Torquay Visitor Information Centre and the Australian National Surfing Museum.

The Surf Coast Shire is located in the Barwon South West region of Victoria, spanning the Traditional lands of the Wadawurrung People and Eastern Maar People. Covering an area of 1,560 km² and with a growing permanent population of more than 30,000 people, the Surf Coast Shire region includes the key townships of Torquay, Anglesea, Aireys Inlet, Lorne, Deans Marsh, Moriac and Winchelsea.

Council has a strong history of striving to demonstrate environmental leadership as an organisation. In 2019, Council declared a climate emergency. Following this, Council's Climate Emergency Corporate Response Plan 2021-2031 was adopted, and this plan includes a commitment to continually reduce corporate emissions as well as offsetting all residual emissions to become a carbon neutral organisation in 2021-22.

Through its corporate operations, Council operates a variety of facilities and delivers a range of services across the region. Council manages a range of community facilities including recreation centres, child care centres, kindergartens, community houses, the Anglesea landfill, waste transfer stations, a swimming pool, visitor information centres, and senior citizen centres. Council also manages community infrastructure including the local road network, drains, carparks, bridges, parks and gardens.

Surf Coast Shire Organisation Chart



3.EMISSIONS BOUNDARY

Inside the emissions boundary

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

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 an organisation's operations and are outside of its emissions boundary or are outside of the scope of the certification. These emissions are not part of the carbon neutral claim. Further detail is available at Appendix D.

Inside emissions boundary

Quantified

Accommodation and facilities
Climate Active carbon neutral products and services
Construction Materials and Services
Electricity
Food
ICT services and equipment
Machinery and vehicles
Office equipment and supplies
Postage, courier and freight
Products
Professional Services
Refrigerants
Roads and landscape
Stationary energy (gaseous fuels)
Stationary energy (liquid fuels)
Transport (air)
Transport (Land and Sea)
Waste
Water
Working from home

Non-quantified

Reticulated water use at leased facilities

Outside emission boundary

Excluded

Waste generated in operations – Processing of recycling, organic waste

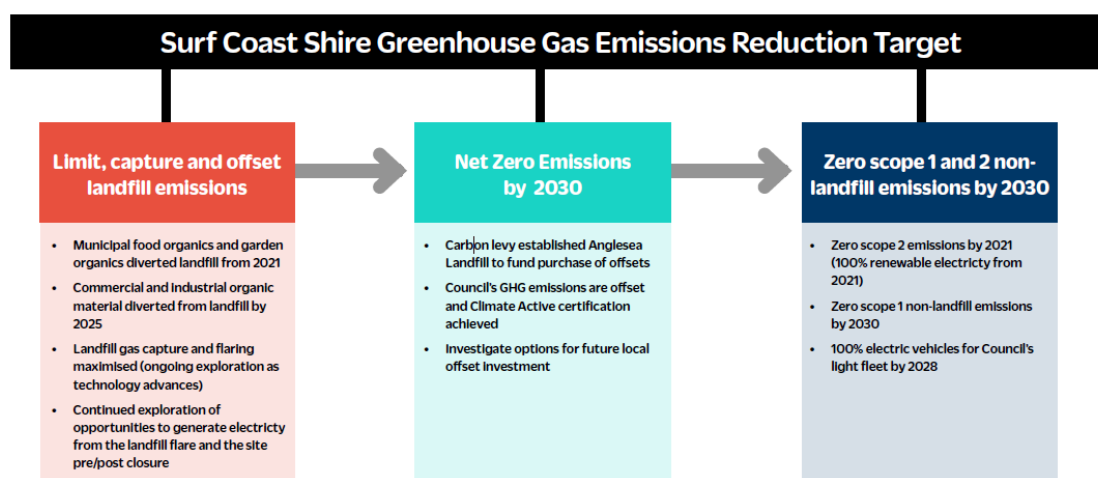
There are no non-quantified sources in the emission boundary that require a data management plan.

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

In April 2022, Surf Coast Shire adopted a corporate emissions reduction target and roadmap. Council's emissions reduction target is zero Scope 1 and 2 as compared to a base year of FY2020-21 corporate greenhouse gas emissions by 2030, excluding emissions from the Anglesea Landfill.¹ While the target is focused on non-landfill emissions, Council has also committed to limit, capture and offset its landfill emissions.

To achieve its target, Council's emissions reduction roadmap ensures that Council does not rely solely on offsetting, but outlines a pathway to actively reduce emissions that arise through its operations, as summarised in the diagram below.²



Total emissions rose in FY2023 due to a more comprehensive assessment of Scope 3 emissions while Scope 1 emissions fell, driven by a 38% reduction of non-landfill emissions from the previous year.

Emissions reduction actions

Emissions reductions were achieved by:

- installing energy efficient lighting and appliances on Council owned or managed sites, including Aireys Inlet Community Centre which is now all electric.
- installing 316kW of solar and 64kWh battery storage on Council facilities across the shire.
- substituting products or inputs with those that are less emissions intensive, including increasing recycled content in roads, use of recycled concrete in footpaths and building capacity with key stakeholders to increase uptake of recycled products in council projects.
- replacing conventional fleet vehicles and small plant with electric or hybrid options; Council's light fleet is now predominantly hybrid or electric and 25% of small plant is electric.

¹ The Anglesea Landfill is Council's largest emissions source, accounting for approximately 75% of Council's corporate greenhouse gas emissions in Council's baseline year of 2020-21. Emissions are unable to be eliminated due to existing organic material which will continue to emit legacy emissions for over 20 years. The emissions target is therefore focused on non-landfill scope 1 and 2 emissions sources over which Council has greater operational control.

² You can download the full Climate Emergency Corporate Response Plan and progress reports from Council's website: <https://www.surfcoast.vic.gov.au/Environment/Climate-Emergency>

5. EMISSIONS SUMMARY

Emissions over time

		Emissions since base year	
		Total tCO ₂ -e (without uplift)	Total tCO ₂ -e (with uplift)
Base year (Projected)	2020-21	19,150.95	19,150.95
Year 1:	2021-22	20,370.1	20,370.1
Year 2:	2022-23	28,987.4	28,987.4

Significant changes in emissions

There were no significant changes to any emissions that were previously reported in FY2022. However, emissions that were previously non-quantified have this year been quantified, and this has resulted in an increase in emissions year-on-year.

Emission source name	Previous year emissions (t CO ₂ -e)	Current year emissions (t CO ₂ -e)	Detailed reason for change
No significant changes in emissions to disclose			

Use of Climate Active carbon neutral products, services, buildings or precincts

N/A

Emissions summary

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

Emission category	Sum of scope 1 (tCO ₂ -e)	Sum of scope 2 (tCO ₂ -e)	Sum of scope 3 (tCO ₂ -e)	Sum of total emissions (t CO ₂ -e)
Accommodation and facilities	0.00	0.00	3.12	3.12
Climate Active carbon neutral products and services	0.00	0.00	0.00	0.00
Construction Materials and Services	0.00	0.00	2,021.64	2,021.64
Electricity	0.00	0.00	0.00	0.00
Food	0.00	0.00	16.95	16.95
ICT services and equipment	0.00	0.00	289.11	289.11
Machinery and vehicles	0.00	0.00	245.96	245.96
Office equipment and supplies	0.00	0.00	50.48	50.48
Postage, courier and freight	0.00	0.00	37.13	37.13
Products	0.00	0.00	737.60	737.60
Professional Services	0.00	0.00	572.65	572.65
Refrigerants	94.61	0.00	0.00	94.61
Roads and landscape	0.00	0.00	755.97	755.97
Stationary energy (gaseous fuels)	0.01	0.00	0.00	0.01
Stationary energy (liquid fuels)	145.85	0.00	48.62	194.47
Transport (air)	0.00	0.00	1.64	1.64
Transport (Land and Sea)	1,138.27	0.00	632.75	1,771.02
Waste	18,085.00	0.00	3,991.33	22,076.33
Water	0.00	0.00	56.77	56.77
Working from home	0.00	0.00	61.98	61.98
Total	19,463.74	0.00	9,523.68	28,987.42

Uplift factors

N/A

6. CARBON OFFSETS

Offsets retirement approach

This certification has taken an in-arrears offsetting approach. The total emission to offset is 28,988 t CO₂-e. The total number of eligible offsets used in this report is 28,988. Of the total eligible offsets used, 0 were previously banked and 28,988 were newly purchased and retired. 0 are remaining and have been banked for future use.

Co-benefits

Morton Plains Human-Induced Regeneration Project and Jandra/Nulty Regeneration Project

Located in New South Wales and Queensland, these carbon farming projects work with landholders to regenerate and protect native vegetation. The projects help improve marginal land, reduce salinity and erosion and provide income to farmers. Widespread land clearing has significantly impacted local ecosystems. This degradation and loss of plant species threatens the food and habitat on which other native species rely. Clearing allows weeds and invasive animals to spread and affects greenhouse gas emissions. The project areas can harbour a number of indigenous plant species which provide important habitat and nutrients for native wildlife. By erecting fencing and actively managing invasive species, these projects avoid emissions caused by clearing and achieve key environmental and biodiversity benefits.

Promoting Clean Cooking Solutions for Disadvantaged Households

Many rural populations across Africa, Asia and Central & South America cook on highly inefficient, traditional three-stone fires, often located inside poorly-ventilated kitchens with small windows. This not only causes severe household air pollution and chronic respiratory, heart and eye disease but imposes a material health burden on women and children who are responsible for preparing meals. These offset projects build clean, efficient stoves that slow down the combustion of wood, significantly improving indoor air quality and reducing health risks. Because they require less wood, the stoves also reduce the amount of time women and children spend gathering firewood each week, allowing time for other activities.

Wind Power projects

Across India, wind farms introduce clean energy to the grid which would otherwise be generated by coal-fired power stations. Wind power is clean in two ways: it produces no emissions and also avoids the local air pollutants associated with fossil fuels. Electricity availability in the regions have been improved, reducing the occurrence of blackouts across the area. The projects support national energy security and strengthen rural electrification coverage. In constructing the turbines new roads were built, improving accessibility for locals. The boost in local employment by people engaged as engineers, maintenance technicians, 24-hour on-site operators and security guards also boosts local economies and village services.

Katingan REDD+ Peatland Restoration and Conservation Project

The largest programme of its kind, the Katingan Mentaya Project protects vital peatland in Central Kalimantan Indonesia from being destroyed. These wetlands store large amounts of carbon naturally, and by conserving them, we prevent carbon dioxide from being released to the environment. This also secures vital habitat for five critically endangered species including the Bornean Orangutan, Proboscis Monkey and Southern Bornean Gibbon. In partnership with 34 local villages, the project also builds community capacity and sustainable development through employment and education. By fostering inclusive partnerships and a culture of sustainability in local communities, the project serves to reduce poverty, enhance the well-being of communities and eliminate drivers of deforestation.

Eligible offsets retirement summary

Offsets retired for Climate Active carbon neutral certification											
Project description	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	Vintage	Stapled quantity	Eligible quantity retired (tCO ₂ -e)	Eligible quantity used for previous reporting periods	Eligible quantity banked for future reporting periods	Eligible quantity used for this reporting period	Percentage of total (%)
Morton Plains Human-Induced Regeneration Project	ACCU	ANREU	30/6/2023	8,355,371,633 - 8,355,371,687	2022-23	0	55	0	0	55	0.19%
Jandra/Nulty Regeneration Project	ACCU	ANREU	6/3/2024	8,369,896,867 - 8,369,898,261	2023	0	1,395	0	0	1,395	4.81%
Promoting Clean Cooking Solutions for Disadvantaged Households	VER	GSR	30/06/2023	GS1-1-NP-GS6212-16-2018-19690-6610-7580	2018	0	971	0	0	971	3.35%
Energy Efficient Cookstoves CPA1 (World Vision Australia Project)	VER	GSR	6/3/2024	GS1-1-ET-GS11147-16-2021-24612-11162-20000	2021	0	8,839	0	0	8,839	30.49%
Energy Efficient Cookstoves CPA1 (World Vision Australia Project)	VER	GSR	6/3/2024	GS1-1-ET-GS11147-16-2021-24612-21299-21343	2021	0	45	0	0	45	0.16%
Katingan REDD+ Peatland Restoration and Conservation Project	VCU	VERRA	6/3/2024	12730-VCS-VCU-263-VER-ID-14-1477-01012020-31122020-0427221917 427223543	2020	0	1627	0	0	1627	5.61%
Katingan REDD+ Peatland Restoration and Conservation Project	VCU	VERRA	6/3/2024	12730-VCS-VCU-263-VER-ID-14-1477-01012020-31122020-0427268344 427268745	2020	0	402	0	0	402	1.39%

Wind Power Project at Anthiyur, Tamil Nadu	VCU	VERRA	6/3/2024	<u>8408-VCS-VCU-997-VER- IN-1-682-01012019- 31102019-0 15667661 15673728</u>	2019	0	6068	0	0	6068	20.93%
Wind Power Project at Anthiyur, Tamil Nadu	VCU	VERRA	6/3/2024	<u>8408-VCS-VCU-997-VER- IN-1-682-01012019- 31102019-0 15666788 15667660</u>	2019	0	873	0	0	873	3.01%
Wind Power Project in Maharashtra by Kayathar and Jath	VCU	VERRA	6/3/2024	<u>8455-VCS-VCU-997-VER- IN-1-1520-01012019- 31102019-0 21802599 21806396</u>	2019	0	3798	0	0	3798	13.1%
Wind Power Project in Maharashtra by Kayathar and Jath	VCU	VERRA	6/3/2024	<u>8455-VCS-VCU-997-VER- IN-1-1520-01012019- 31102019-0 21837856 21841653</u>	2019	0	3798	0	0	3798	13.1%
Wind Power Project in Maharashtra by Kayathar and Jath	VCU	VERRA	6/3/2024	<u>8455-VCS-VCU-997-VER- IN-1-1520-01012019- 31102019-0 21836740 21837855</u>	2019	0	1116	0	0	1116	3.85%
Renewable Solar Power Project by Shapoorji Pallonji	VCU	VERRA	7/3/2024	<u>13274-487183121- 487183121-VCS-VCU- 1491-VER-IN-1-1976- 26062019-31122019-0</u>	2019	0	1	0	0	1	0.0%
Total eligible offsets retired and used for this report										28,988	
Total eligible offsets retired this report and banked for use in future reports									0		

Type of offset units	Eligible quantity (used for this reporting period)	Percentage of total
Australian Carbon Credit Units (ACCU)	1450	5%
Verified Emissions Reductions (VERs)	9855	34%
Verified Carbon Units (VCUs)	17683	61%

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

Surf Coast Shire is purchasing 100% renewable electricity through the Victorian Energy Collaboration (VECO) for all its facilities and streetlights. VECO is a collaborative project between 51 Victorian councils to procure renewable electricity linked to two wind farm projects in Victoria, via a long-term contract with Red Energy for the period 1 July 2021 - 31 December 2030. Through this contract, Large Generation Certificates (LGCs) are surrendered for the first and second half of each calendar year.

The total electricity consumption of Surf Coast Shire Council for the period 1 Jul 2022 – 30 Jun 2023 was 1,968 MWh. A total of 1,608 LGCs were surrendered for the FY23 period plus an extra 12 LGCs for the FY22 period (following receipt of revised meter data from Powercor that was too late to incorporate in FY22 reporting). This 1,608MWh makes up the FY2023 voluntary surrender, i.e. the residual component within the electricity mix that is from non-renewable sources. This voluntary LGC surrender ensures that 100% of electricity procured by SCSC is from renewable sources.

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

1. Large-scale Generation certificates (LGCs)*	1,608
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* LGCs in this table only include those surrendered voluntarily (including through PPA arrangements), and does not include those surrendered in relation to the LRET, GreenPower, and jurisdictional renewables.

Project supported by LGC purchase	Project location	Eligible unit type	Registry	Surrender date	Accreditation code	Certificate serial number	Generation year	Fuel source	Quantity (MWh)
Dundonnell Wind Farm	VIC, Australia	LGC	REC Registry	9 Mar 2023	WD00VC37	1038301-1038912	2022	Wind	600
Dundonnell Wind Farm	VIC, Australia	LGC	REC Registry	11 Aug 2023	WD00VC37	992587-993594	2022	Wind	1,008
Total LGCs surrendered this report and used in this report									1,608

APPENDIX A: ADDITIONAL INFORMATION

Australian National Registry of Emissions Units

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Transaction Details

Transaction details appear below:

Transaction ID: AUJ2603
 Current Status: Completed (4)
 Status Date: 06/03/2024 16:04:17 (AEDT)
 06/03/2024 05:04:17 (GMT)
 Transaction Type: Cancellation (4)
 Transaction Initiator: Chandra, Kristle
 Transaction Approver: Gurney, Annabelle
 Comment: Retired on behalf of Surf Coast Shire Council as part of its Climate Active carbon neutral certification for FY2023.

Transferring Account
 Account Number: AU-3255
 Account Name: Tasman Environmental Markets Australia Pty Ltd
 Account Holder: Tasman Environmental Markets Australia Pty Ltd

Acquiring Account
 Account Number: AU-1068
 Account Name: Australia Voluntary Cancellation Account
 Account Holder: Commonwealth of Australia

Party	Type	Transaction Type	Original CP	Current CP	ERF Project ID	NGER Facility ID	NGER Facility Name	Safeguard	Kyoto Project #	Vintage	Expiry Date	Serial Range	Quantity
AU	KACCU	Voluntary ACCU Cancellation			EBF01511					2022-23		8,369,896,867 - 8,369,898,261	1,395

Logged in as: Kristle Chandra / Industry User

Australian National Registry of Emissions Units

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Transaction Details

Transaction details appear below:

Transaction Successfully Approved

Transaction ID: AU20269
 Current Status: Completed (4)
 Status Date: 30/08/2023 16:54:46 (AEST)
 30/08/2023 05:54:46 (GMT)
 Transaction Type: Cancellation (4)
 Transaction Initiator: Dobbs, Ian Alexander
 Transaction Approver: Dobbs, Ian Alexander
 Comment: These units were retired on behalf of Surf Coast Shire to support its carbon neutral claim against the Climate Active Carbon Neutral Standard.

Transferring Account
 Account Number: AU-3255
 Account Name: Tasman Environmental Markets Australia Pty Ltd
 Account Holder: Tasman Environmental Markets Australia Pty Ltd

Acquiring Account
 Account Number: AU-1068
 Account Name: Australia Voluntary Cancellation Account
 Account Holder: Commonwealth of Australia

Party	Type	Transaction Type	Original CP	Current CP	ERF Project ID	NGER Facility ID	NGER Facility Name	Safeguard	Kyoto Project #	Vintage	Expiry Date	Serial Range	Quantity
AU	KACCU	Voluntary ACCU Cancellation			EBF01355					2022-23		8,355,371,633 - 8,355,371,687	55

Logged in as: Ian Dobbs / Industry User

APPENDIX B: ELECTRICITY SUMMARY

There are two international best-practice methods for calculating electricity emissions – the location-based method and the market-based method. Reporting electricity emissions under both methods is called dual reporting.

Dual reporting of electricity emissions is useful, as it provides different perspectives of the emissions associated with a business's electricity usage.

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.

For this certification, electricity emissions have been set by using the **market-based approach**.

Market Based Approach Summary			
Market Based Approach	Activity Data (kWh)	Emissions (kg CO 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)	1,608,000	0	82%
GreenPower	0	0	0%
Climate Active precinct/building (voluntary renewables)	0	0	0%
Precinct/Building (LRET)	0	0	0%
Precinct/Building jurisdictional renewables (LGCs surrendered)	0	0	0%
Electricity products (voluntary renewables)	0	0	0%
Electricity products (LRET)	0	0	0%
Electricity products jurisdictional renewables (LGCs surrendered)	0	0	0%
Jurisdictional renewables (LGCs surrendered)	0	0	0%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	0	0	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	370,020	0	19%
Residual Electricity	-9,828	-9,385	0%
Total renewable electricity (grid + non grid)	1,978,020	0	100%
Total grid electricity	1,968,192	0	100%
Total electricity (grid + non grid)	1,968,192	0	100%
Percentage of residual electricity consumption under operational control	100%		
Residual electricity consumption under operational control	-9,828	-9,385	
Scope 2	-8,679	-8,288	
Scope 3 (includes T&D emissions from consumption under operational control)	-1,149	-1,097	
Residual electricity consumption not under operational control	0	0	
Scope 3	0	0	

Total renewables (grid and non-grid)	100.50%
Mandatory	18.80%
Voluntary	81.70%
Behind the meter	0.00%
Residual scope 2 emissions (t CO₂-e)	-8.29
Residual scope 3 emissions (t CO₂-e)	-1.10
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	0.00
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	0.00
Total emissions liability (t CO₂-e)	0.00

Figures may not sum due to rounding. Renewable percentage can be above 100%

Location-based approach summary						
Location-based approach	Activity Data (kWh) total	Under operational control			Not under operational control	
Percentage of grid electricity consumption under operational control	100%	(kWh)	Scope 2 Emissions (kg CO ₂ -e)	Scope 3 Emissions (kg CO ₂ -e)	(kWh)	Scope 3 Emissions (kg CO ₂ -e)
VIC	1,968,192	1,968,192	1,672,964	137,773	0	0
Grid electricity (scope 2 and 3)	1,968,192	1,968,192	1,672,964	137,773	0	0
VIC	0	0	0	0		
Non-grid electricity (behind the meter)	0	0	0	0		
Total electricity (grid + non grid)	1,968,192					

Residual scope 2 emissions (t CO ₂ -e)	1,672.96
Residual scope 3 emissions (t CO ₂ -e)	137.77
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	1,672.96
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	137.77
Total emissions liability	1,810.74

Operations in Climate Active buildings and precincts

Operations in Climate Active buildings and precincts	Electricity consumed in Climate Active certified building/precinct (kWh)	Emissions (kg CO ₂ -e)
N/A	0	0
<i>Climate Active carbon neutral electricity is not renewable electricity. These electricity emissions have been offset by another Climate Active member through their building or precinct certification. This electricity consumption is also included in the market based and location based summary tables. Any electricity that has been sourced as renewable electricity by the building/precinct under the market based method is outlined as such in the market based summary table.</i>		

Climate Active carbon neutral electricity products

Climate Active carbon neutral product used	Electricity claimed from Climate Active electricity products (kWh)	Emissions (kg CO ₂ -e)
N/A	0	0
<i>Climate Active carbon neutral electricity is not renewable electricity. These electricity emissions have been offset by another Climate Active member through their electricity product certification. This electricity consumption is also included in the market based and location-based summary tables. Any electricity that has been sourced as renewable electricity by the electricity product under the market-based method is outlined as such in the market based summary table.</i>		

APPENDIX C: INSIDE EMISSIONS BOUNDARY

Non-quantified emission sources

The following emissions sources have been assessed as relevant, are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. 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	Justification reason
Reticulated water used at leased facilities	Immaterial

For the reporting period FY2021/22 the following emission sources had been deemed relevant but non-quantified:

- Liquefied Petroleum Gas (LPG) use at leased facilities
- Electricity consumption, water use and LPG use at privately owned facilities (two)
- Fuel use of generator at Civic Offices

Data collected by the Surf Coast Shire Council for FY2022/23 covered these emissions sources for this reporting period, and therefore they were included.

Data management plan for non-quantified sources

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

APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

Excluded emission sources

The below emission sources have been assessed as not relevant to this organisation's or 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.

The following Emissions Sources have been excluded as they have been assessed as not relevant according to the relevance test:

- Waste generated in operations - Processing of recycling, organic waste

For the reporting period FY2021/22 the following emission sources had been excluded:

- Purchased goods and services – Professional services
- ICT services and equipment
- Business Travel – Accommodation, Taxi and rental cars
- Employee commuting

Data collected by the Surf Coast Shire Council covered these emissions sources for this reporting period.

Excluded emissions sources summary

Emission sources tested for relevance	Size	Influence	Risk	Stakeholders	Outsourcing	Justification
Waste generated in operations – Processing of recycling, organic waste	No	Yes	No	No	No	<p>Size: The emissions source is likely to be less than 1% of Surf Coast Shire Council total emissions, which is not large compared to the total emissions from electricity, stationary energy and fuel emissions.</p> <p>Risk: There are no relevant laws or regulations that apply to limit emissions specifically from this source, the source does not create supply chain risks, and it is unlikely to be of significant public interest.</p> <p>Stakeholders: Key stakeholders, including the public, are unlikely to consider this a relevant source of emissions for our business.</p> <p>Outsourcing: We have not previously undertaken this activity within our emissions boundary and comparable organisations do not typically undertake this activity within their boundary.</p>



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