

Australian Government
Climate Active Public Disclosure Statement




NAME OF CERTIFIED ENTITY: Maroondah City Council

REPORTING PERIOD: 2019/2020 (projected)

Declaration

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.

Signature 	Date 31.03.2021
Name of Signatory Steve Kozlowski	
Position of Signatory Chief Executive Officer	



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

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1. Carbon neutral information

Description of certification

This carbon neutral certification applies to the Maroondah City Council organizational corporate emissions. An operational control approach has been used when determining the emissions sources in the emissions boundary.

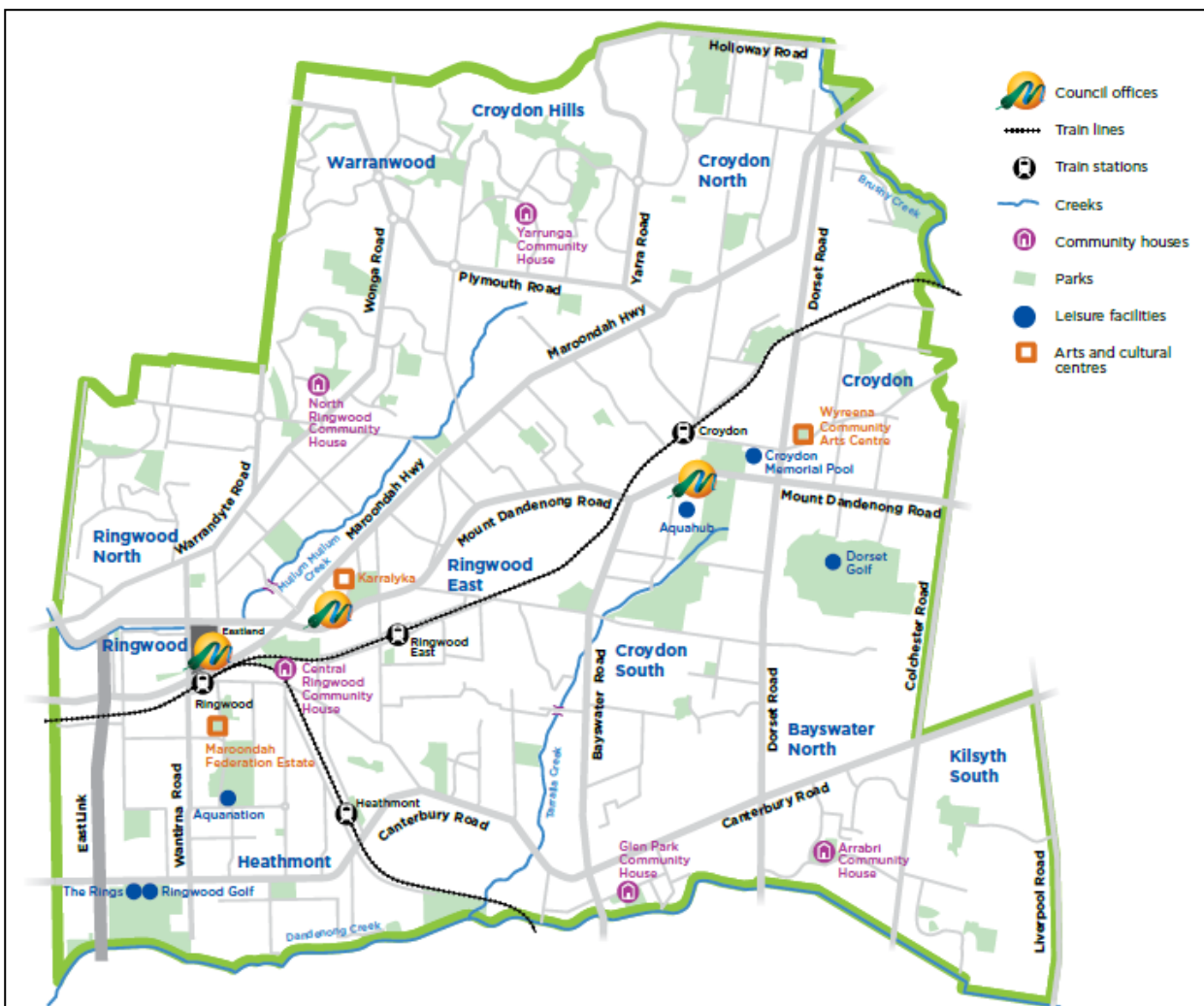
Organisation description

City of Maroondah

The City of Maroondah covers a land area of 61.4 square kilometres in Melbourne’s outer east, 22 kilometres from the Central Business District (CBD). The area is a substantially developed peri-urban residential municipality, with an estimated population of 117,498 residents and 45,665 households with an average of 2.57 people per household (at June 2019).

The City of Maroondah (Figure 1) includes the suburbs of Bayswater North, Croydon, Croydon Hills, Croydon North, Croydon South, Heathmont, Kilsyth South, Ringwood, Ringwood East, Ringwood North and Warranwood. The City also includes small sections of Kilsyth, Park Orchards, Vermont and Wonga Park.

Figure 1: Boundary map of the City of Maroondah



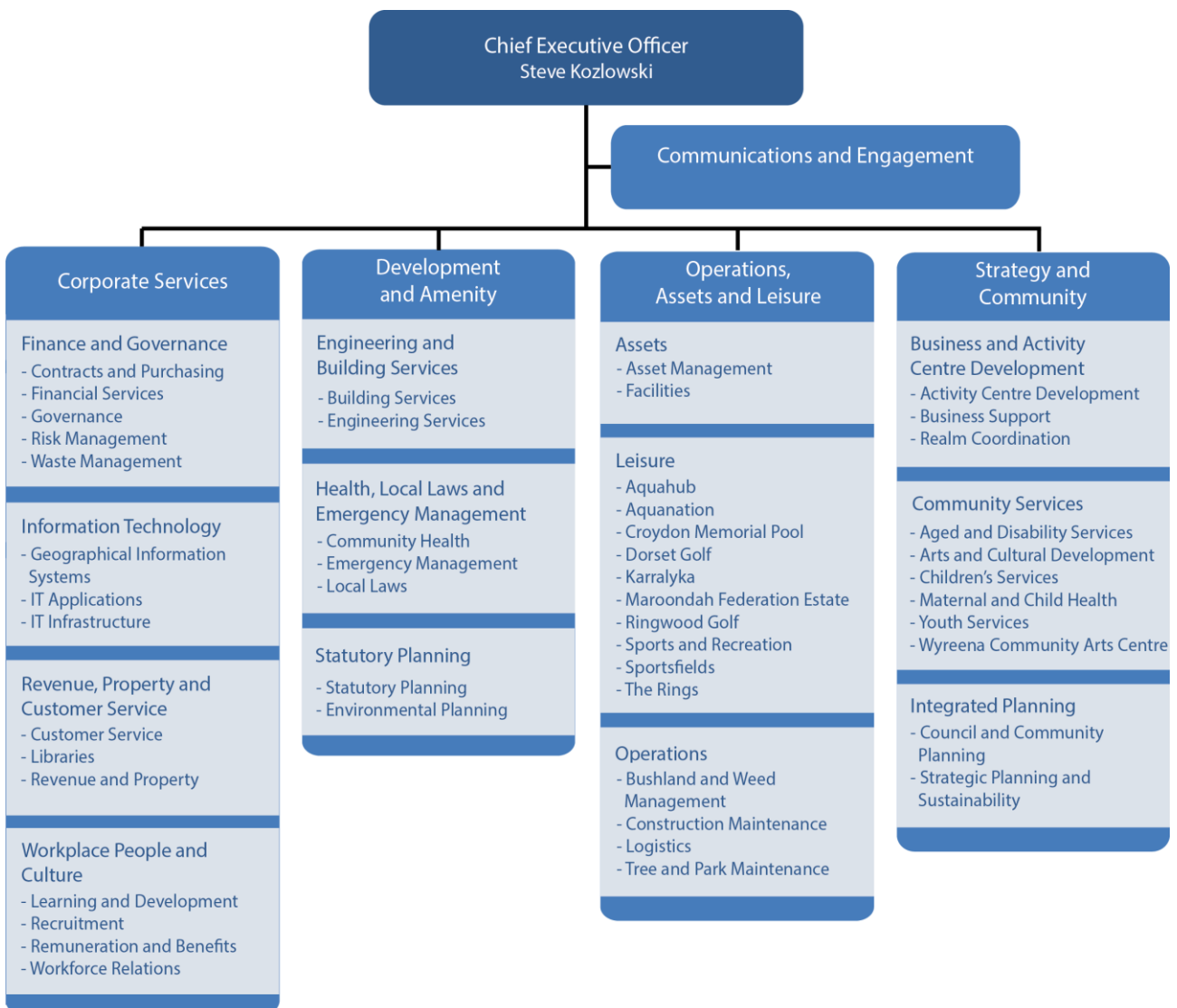
Maroondah City Council

Maroondah City Council (Council) provides services to the community within the City of Maroondah. The role of a Council is defined in the *Local Government Act 1989* which formalises a Council’s legal status, purpose and objectives; delegates Council with specific functions and powers; and imposes Council with various duties.

The municipality is divided into three wards: Arrabri, Mullum and Wyreena. Each ward is represented by three Councillors (nine in total). From October 2020, Maroondah’s electoral structure will change to have nine single member wards. Councillors are responsible for the stewardship and governance of Council.

Within the framework of strategic leadership and representative government, a position of Chief Executive Officer (CEO) is established by the *Local Government Act 1989* to oversee the day-to-day management of Council operations in accordance with the strategic directions of the Council Plan. The CEO together with four Directors form the Corporate Management Team (CMT) that leads the organisation. CMT is supported by Service Area Managers and employees with specialist skills to develop, implement, manage and deliver the operational, service and administrative activities required to meet the needs and expectations of the community. Figure 2 describes the CMT organisational structure. There are 14 service area managers and 1,167 employees (541.63 EFT, including permanent and casual employees) that work to deliver outcomes for the local community (as at 30 June 2019).

Figure 2: Maroondah City Council Corporate Management Team Organizational Structure



Council operates administrative functions from the following main locations:

City Offices Service Centre - Braeside Avenue, Ringwood

Realm - 179 Maroondah Highway, Ringwood

Operations Centre - 24-28 Lincoln Road, Croydon

Croydon Service Centre (Croydon Library, Civic Square, Croydon)

In 2020/21, Council will be opening a new office at the Realm location that will be the primary office building for most of the administrative staff members, including housing the Council Chambers.

Maroondah has 450 parks and reserves which includes 48 sports ovals, 42 bushland reserves, two golf courses, 122 public playgrounds, three skate areas, and five outdoor exercise equipment locations. In addition, Council runs five major aquatic and leisure centres, two libraries, and three arts and cultural centres.

Over 120 different services are provided by Council including: aged and disability support services, business support, community planning and development, children and youth services, infrastructure maintenance and renewal, leisure and sporting facilities, maternal and child health, parks and reserves, planning and building, drainage, roads and footpaths, and waste and recycling.

Emissions reduction strategy

Council's emissions reduction strategy is driven from a number of key strategic documents including the *Maroondah 2040 Community Vision to be Clean, Green and Sustainable Community*, and the *Maroondah Sustainability Strategy 2016 to 2020*, which includes key directions strive to become a carbon neutral Council by implementing energy efficient initiatives and embracing clean energy solutions, mitigate and adapt to the effects and impacts of climate change, and to work in partnership to reduce greenhouse gas emissions.

Council's *Carbon Neutral Strategy and Action Plan 2014/15 to 2020/21* seeks to achieve planned, systematic and supported approach to carbon management by fostering collaboration and ownership of its principles and actions across Council departments, mapping a path to carbon neutrality. The Strategy aims to embed low carbon considerations into decision-making processes, and provides a process for a carbon reduction program built on continual review and improvement, following the carbon reduction hierarchy of avoid, reduce, replace and offset.

The Strategy also sets the following relevant targets:

- 20% emissions reduction below 2010/11 levels by 2020/21 (excluding Aquanation)
- 20% emissions reduction below 2010/11 levels by 2025/26 (all emissions)
- Carbon neutral by 2020

Projects delivered over the last four years have reduced Council's operational greenhouse gas emissions by more than 4,000 T CO₂-e. Table 1 below details the emissions reduction measures implemented during the current reporting period (2018/19), and table 2 documents future planned emissions reductions measures.

The Strategy is planned to be reviewed in 2021 at the conclusion of the current Strategy period, and will include a review of the targets and actions with a view to update and further Council's emissions reduction activities.

Table 1: Emissions reduction measures implemented in the current reporting period (2018/19)

Emission source	Reduction measure	Scope	Reduction (tCO ₂ -e)
Electricity (solar generated on site)	78kW solar PV system installed at REALM	2 and 3	103
Electricity (solar generated on site)	231kW solar PV system installed at Aquahub	2 and 3	280
Paper and purchased electricity	Printer rationalization project as part of Transform Maroondah, including removal of unsupported devices and integration of multiple devices to one where possible to reduce hardware footprint, and introduction of Follow Me Print. Commenced in 2018/19 in preparation of the office move to the Realm Extension in July 2020.	2 and 3	unknown
Electricity (solar generated on site)	99.7 kW solar PV system installed at Maroondah Nets	2 and 3	132
Electricity (solar generated on site)	25 kW solar PV system installed at Croydon Memorial Pool	2 and 3	32
Purchased electricity and stationary energy (natural gas)	Energy Performance Contract (year 2) works (excluding solar) - BMS integration (Aquahub and Aquanation), boiler/VSD and pump control upgrades (Croydon Memorial Pool) Year 1 works were completed in 2017/18.	1, 2 and 3	63
Purchased electricity	Unmetered street lighting LED upgrade for residential street lights (Category P) was implemented between March 2015 and October 2018. During this time, 5,390 LED lights were installed to replace mercury vapour and high-pressure sodium lights, saving approx. 770 tCO ₂ -e annually. During the 2018/19 FY, the final stage of the project saw the installation of 137 lights.	2 and 3	20
Total emissions reduction measures			630

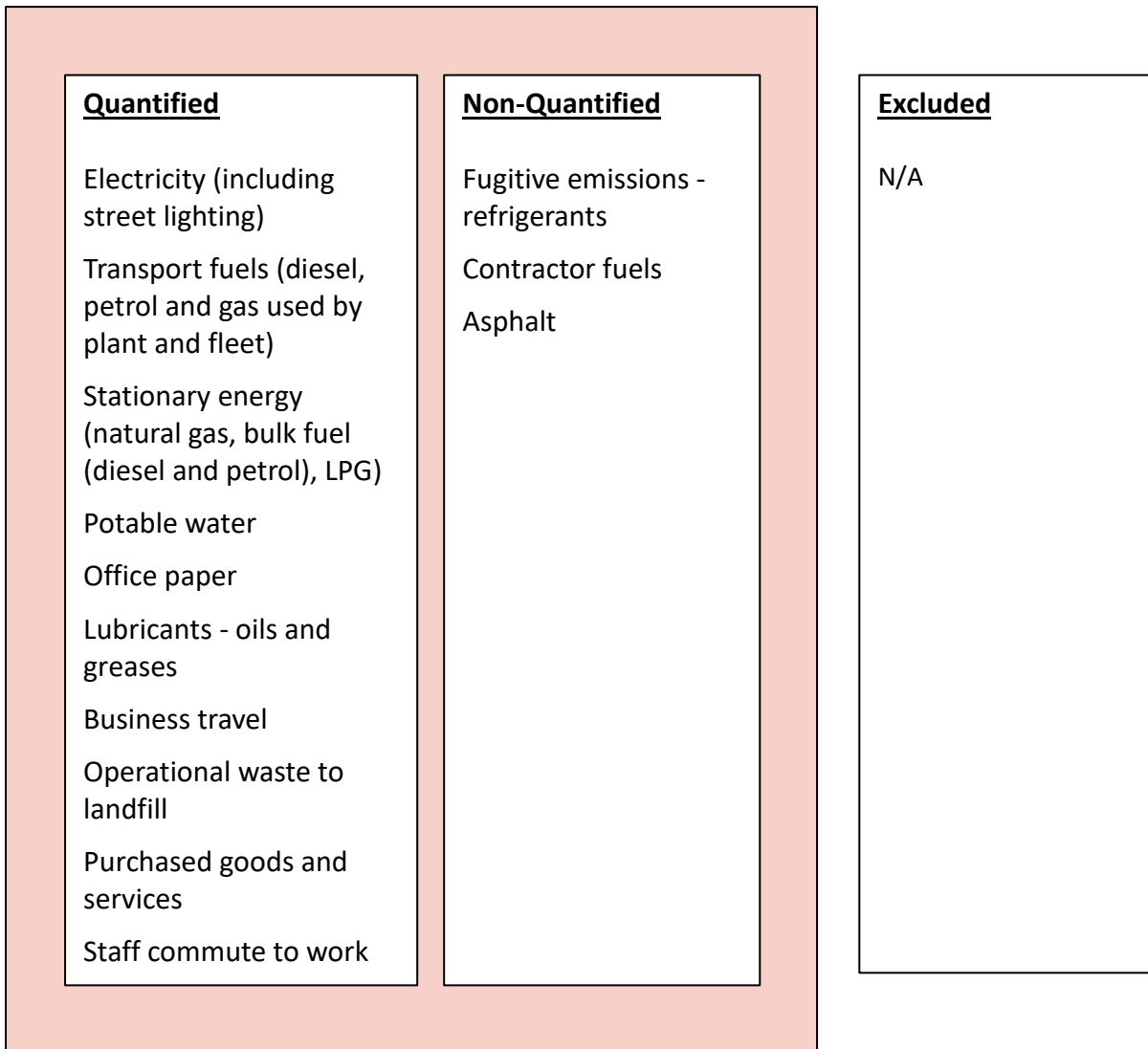
Table 2: Future planned emissions reduction measures

Year	Emission source	Reduction measure	Scope	Status	Reduction (tCO ₂ -e)
2019/20	Purchased electricity	Unmetered street lighting retrofit to LED (Major road lights Category V) - change-over of 1,072 high-pressure sodium and mercury vapour lights to LEDs. Future works to also cover decoratives, and cost-shared Category V lights to be planned.	3	Commenced	544
2019/20 and 2020/21	Purchased electricity	Audit of remaining mercury vapour lights and replacement of remaining 100% council owned residential road lights (Category P) in the Ringwood Metropolitan Activity Centre.	3	Commenced	TBC
2019/20	Purchased electricity and stationary energy (natural gas)	Final Energy Performance Contract works (year 3) - LED lighting (The Rings and Federation Estate), and HVAC modification (Aquanation)	1, 2 and 3	Completed	295
2019/20	Electricity (solar generated on site)	Roof-top solar PV systems to a total of 425 kW installed the following buildings: - The Rings - 99.7kW Federation Estate - 99.7kW - Aquanation - 99.7 kW - Operations Centre - 99.7kW - Ringwood Golf - 17kW - Kerrabee - 10kW	2 and 3	Completed	529
2020/21	Purchased electricity, water	Realm Extension building to be 5-star Green Star Certified. Credits towards certification includes solar PV, rainwater tank, building design to reduce energy consumption.	2 and 3	Planned	TBC

Year	Emission source	Reduction measure	Scope	Status	Reduction (tCO ₂ e)
2020/21	Purchased electricity	Supporting Community Solar project - increase the uptake of solar PV on Council buildings leased by community groups through Council's Capital Works for Community Groups funding program. Project boosts the budget available for roof-top solar PV through this funding source and will feature targeted communications to groups to encourage uptake. 3-year project from 2020/21 to 2022/23. Emissions reductions will be calculated annually based on solar PV installed through the program.	2 and 3	Planned	TBC
2021/22	Purchased electricity	Local Government Power Purchasing Agreement - project to procure 100% renewable energy (through LGC purchase) for Large Market Electricity Sites (from July 2021)	2 and 3	Planned	6,272
Total future emissions reduction measures					7,640

2. Emission Boundary

Diagram of the certification boundary



Non-quantified sources

These emissions sources have been assessed in line with Section 2.3.1 of the Climate Active Carbon Neutral Standard for Organisations. The impact of excluding these sources does not materially effect Council’s total greenhouse gas emissions. An uplift factor has been applied to account for non-quantified sources to mitigate the risk of emissions being underestimated in the carbon inventory.

- Fugitive emissions - Refrigerants - Hydrofluoro carbon (HFC) and perfluorocarbon (PFC) leakage over the operational life of the equipment. Data is unavailable for this emissions source currently however it is expected that this emissions source will be immaterial to Council’s inventory. Until preliminary assessment of the emissions source can be undertaken an uplift factor has been applied to the inventory to account for this.
- Contractor Fuels - contractor emissions from fuel use are outside Council’s operational control however have been included on the basis that they are providing core local government services that would otherwise be undertaken by Council. As data is unavailable for this emissions source currently, an uplift factor has been applied. Further quantification of other major contracts including the provision of waste collection services, horticulture services, and minor works

contracts is required. Contract services for cleaning, and some professional services have been included in other emissions sources.

- Asphalt: The scope 3 embodied emissions associated with the use of asphalt in the construction and maintenance of roads. Data is unavailable for this emissions source currently. Until preliminary assessment of the materiality of this emissions source can be undertaken an uplift factor has been applied to the inventory to account for this.

Data management Plan

While a data management plan may not be required for all quantified sources, Council intends to continuously improve data quality for all emissions sources overtime. This may include refinement of data collection methods, and recalculation if new emissions sources are included.

For the following non-quantified sources where an uplift has been applied, the following data collection processes will be refined in the 2019/20 or 2020/21 reporting periods:

- Fugitive emissions - refrigerants: further refinement of Council's Asset Management Register will allow the collection of refrigeration equipment information, including model information which currently lacking in the register for most of the equipment listed. The refrigerant type can then be assessed from manufacturer's websites, and emissions factors determined. It is expected that at least a preliminary assessment of this emissions source can be undertaken to determine materiality.
- Contractor Fuel Use - data for this emissions source is not yet available. In order to collect this data in the future, major contractors (such as the provision of waste collection services, horticulture services, and minor works contracts) is required will be requested to provide activity data related to annual fuel use for the provision of contract services. It may take a number of reporting periods to allow for accurate, complete emissions data from this source. These emissions will be reported as Scope 3 emissions in the future.
- Asphalt - accurate data for this emissions source is not yet available. The data management plan will include assessing the materiality of the emissions source and collection of expenditure data in relation to asphalt used and consideration of the embodied emissions from these materials.

Excluded sources (outside of certification boundary)

The following emissions sources have been excluded as they have been assessed as not relevant according to the relevance test as detailed in Appendix 1: N/A

3. Emissions summary

Table 3. Emissions Summary (2018/19 actual data to project 2019/20)	
Emission source category	tonnes CO ₂ -e
Electricity - Location based	9,356.81
Stationary Energy	3,156.35
Street lighting	1,946.37
Transport Fuel	1,208.88
Cleaning services and chemicals	611.83
Postage, courier and freight	373.84
Staff commute	325.60
Professional services	274.99
Food and catering	263.35
Potable water	176.31
Office equipment and supplies	135.61
ICT services and equipment	86.10
Operational waste and recycling	40.91
Business travel	8.89
Lubricants	1.76
Total Net Emissions	17,967.60

Uplift factors

Table 4. Uplift factors	
Reason for uplift factor	tonnes CO ₂ -e
Fugitive emissions - refrigerants (uplift 0.5%)	89.84
Asphalt (uplift 3.5%)	179.68
Contractor fuel (uplift 1%)	628.87
Total Footprint to offset (uplift factors + net emissions)	18,865.98

Carbon Neutral products

No Climate Active carbon neutral products were used during the reporting year.

Electricity Summary

Electricity was calculated using a Location-based approach.

The Climate Active team are consulting on the use of a market vs location-based approach for electricity accounting with a view to finalising a policy decision for the carbon neutral certification by July 2020. Given a decision is still pending on the accounting way forward, a summary of emissions using both measures has been provided for full disclosure and to ensure year on year comparisons can be made.

Table 5: Market-based approach Electricity summary

Electricity Inventory items	kWh	Emissions (tonnes CO2e)
Electricity Renewables	1,867,309	0.00
Electricity Carbon Neutral Power	0	0.00
Electricity Remaining	6,799,158	7,350.57
Renewable electricity percentage	n/a	22%
Net emissions (Market based approach)		7,350.57

Table 6 Location-based summary

State/ Territory	Electricity Inventory items	kWh	Full Emission factor (Scope 2 +3)	Emissions (tonnes CO2e)
Vic	Electricity Renewables	312,599	-1.12	-350.11
Vic	Electricity Carbon Neutral Power	0	-1.12	0.00
Vic	Netted off (exported on-site generation)	4,787	-1.02	-4.88
Vic	Electricity Total	8,671,254	1.12	9,711.80
	Total net electricity emissions (Location based)		0.00	9,356.81

4. Carbon offsets

Offset purchasing strategy:

Offset units are forward purchased and retired at the beginning of the reporting period, based on the final carbon accounts for the previous year. For the 2019/20 reporting year (this public disclosure statement) 2018/19 actual data was used. Adjustments will be included to account for any projected changes in the emissions profile during the reporting year. A true-up of the carbon account figures will be undertaken in the subsequent years' public disclosure report to ensure the number of cancelled offsets are equal to actual emissions, as per NCOS requirements. Any surplus offsets will be carried over for use in the subsequent reporting period.

In accordance with Council's Carbon Neutral Offsets Policy, the following criteria are used to guide offset purchasing decisions:

- Procurement will follow the principles of best practice procurement as set out in Council's Procurement Guidelines,
- Only National Carbon Offset Standard (NCOS) accredited and eligible offset units will be purchased,
- Local or Australian generated offsets will be included when available. Purchasing a mix of Australian and international units may help to achieve our national emission reduction commitments at lower cost,
- Economic, social or environmental co-benefits will be evaluated at the time of procurement beyond greenhouse gas mitigation, and any offset projects with negative economic, social, or environmental impacts will be avoided, and
- Investment in activities and offsets which deliver a high level of confidence in the resulting emissions reductions

Table 7a Forward purchasing summary

1. Total offsets previously forward purchased for this reporting period (2019/20)	0
2. Total offsets required for this reporting period (2019/20)	18,866
3. Net offset balance for this reporting period (2019/20)	18,866
4. Total offsets to be forward purchased for next reporting period (2020/21)	4,244

Table 7b **Offsets Summary**

1. Total offsets required for this report (2019/20)		18,866							
2. Offsets retired in previous reports and used in this report		0							
3. Net offsets required for this report (2019/20)		18,866							
<i>Project description</i>	<i>Eligible offset units type</i>	<i>Registry unit retired in</i>	<i>Date retired</i>	<i>Serial number (including hyperlink to registry transaction record)</i>	<i>Vintage</i>	<i>Quantity (tonnes CO2-e)</i>	<i>Quantity used for previous report</i>	<i>Quantity to be banked for future years</i>	<i>Quantity to be used this report</i>
Bundled Wind Power Project in Madhya Pradesh, Gujarat and Kerala by D.J. Malpani	VCU	Verra	19 June 2020	8076-453239735-453243113-VCU-034-APX-IN-1-1679-01012017-23122017-0 https://registry.verra.org/myModule/rpt/myrpt.asp?r=206&h=114776	01/01/2017 to 23/12//2017	3,379	0	744	2,635
Bundled Wind Power Project in Madhya Pradesh, Gujarat and Kerala by D.J. Malpani	VCU	Verra	19 June 2020	8304-7414979-7429209-VCS-VCU-997-VER-IN-1-1679-01012019-31032019-0 https://registry.verra.org/myModule/rpt/myrpt.asp?r=206&h=114945	01/01/2019 to 31/03/2019	14,231	0	0	14,231

CECIC HKC Gansu Changma Wind Power project	VCU	Verra	1 July 2020	7822-430600181-430600680-VCU-034-APX-CN-1-717-01012019-28092019-0 https://registry.verra.org/myModule/rpt/myrpt.asp?r=206&h=115657	01/01/2019 to 28/09/2019	500	0	0	500	
CECIC HKC Gansu Changma Wind Power project	VCU	Verra	1 July 2020	7822-430595181-430596680-VCU-034-APX-CN-1-717-01012019-28092019-0 https://registry.verra.org/myModule/rpt/myrpt.asp?r=206&h=114887	01/01/2019 to 28/09/2019	1,500	0	0	1,500	
CECIC HKC Gansu Changma Wind Power project	VCU	Verra	1 July 2020	7822-430596681-430600180-VCU-034-APX-CN-1-717-01012019-28092019-0 https://registry.verra.org/myModule/rpt/myrpt.asp?r=206&h=115696	01/01/2019 to 28/09/2019	3,500	0	3,500	0	
Total offsets retired this report and used in this report										18,866
Total offsets retired this report and banked for future reports										4,244

Co-benefits

A portion of the carbon offsets purchased support co-benefits through the creation and allocation of Mt Rothwell Natural Capital units. The Natural Capital Units are stapled with an international verified carbon credit (CECIC HKC Gansu Changma Wind Power project) to ensure it meets all requirements under the Climate Active program. Units have been recorded and allocated from the Orana Park Natural Capital Project which promote regenerative agricultural practices to regenerate soil biodiversity and protect threatened species. The ongoing work at Orana Park sees the restoration of riparian vegetation along the Loddon River as well as the establishment of Open Grassy Woodland predator-proof sanctuary which will incubate and re-establish endangered species. One Natural Capital Unit represents the permanent protection of one square metre of very high conservation significance native habitat in Serpentine, Victoria. This project relates to 10.7% of the total amount of offsets purchased and retired for this reporting period.

5. Use of trade mark

Table 8

Description where trademark used	Logo type
N/A - Trademark has not yet been used	[Certified organisation]

5. Additional information

Appendix 1: Excluded emissions

To be deemed relevant an emission must meet two of the five relevance criteria. Excluded emissions are detailed below against each of the five criteria.

	Relevance Test				
Excluded Emission	<i>The emissions from a particular source are likely to be large relative to the organisation's electricity, stationary energy and fuel emissions</i>	<i>The emissions from a particular source contribute to the organisation's greenhouse gas risk exposure.</i>	<i>Key stakeholders deem the emissions from a particular source are relevant.</i>	<i>The responsible entity has the potential to influence the reduction of emissions from a particular source.</i>	<i>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.</i>
N/A					

Appendix 2: Non-quantification test

Non-quantification test				
Relevant-non-quantified emission sources	<i>Immaterial <1% for individual items and no more than 5% collectively</i>	<i>Quantification is not cost effective relative to the size of the emission but uplift applied.</i>	<i>Data unavailable but uplift applied. A data management plan must be put in place to provide data within 5 years.</i>	<i>Initial emissions non- quantified but repairs and replacements quantified</i>
Fugitive emissions	No	No	Yes	No
Contractor Fuels	No	No	Yes	No
Asphalt	No	No	Yes	No