**OPERATIONAL CARBON MANAGEMENT ADMINISTRATIVE POLICY – AA…**

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| Objective* To outline the processes by which the Shire/City/Town of [insert] will aim to achieve Carbon Neutrality status within the scope defined in this policy.
* To outline the assumptions that the Shire/City/Town of [insert] makes when determining its carbon neutrality status.
* To ensure that where possible the Shire/City/Town of [insert] employs emissions reductions actions including energy efficiency measures and improved consumption patterns prior to purchasing emissions ‘offsets’ for remaining emissions.
* To ensure that where the Shire/City/Town of [insert] does purchase emissions ‘offsets’ for emissions that are within the scope of this policy, that it does so in a manner consistent with its purposes, policies and broader strategic goals.
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Scope

This policy refers to the Shire/City/Town of [insert]’s commitment to the reduction of greenhouse gas emissions (GHGs) to as close to ‘carbon neutral’ status as possible within the scope of the Shire/City/Town’s capacity and knowledge.

The intention of the policy is to ensure that the Shire/City/Town of [insert] is working towards leadership and best practice in its greenhouse gas emissions inventory and target setting, and can make genuine and verifiable claims of carbon neutrality for its operations.

This policy is limited to the Shire/City/Town of [insert]’s operational emissions including; fleet operations, flights taken for business purposes and energy purchased for operational purposes **(insert any additional scope here)**. This includes external / jointly funded projects run by the Shire/City/Town, such as … It does not include …. **(you may wish to include rationale for any deliberate exclusions here, i.e. you may wish to develop a separate policy to cover events etc).**

This policy includes the offset of emissions created by events and / or training services delivered by the Shire/City/Town of [insert], but these will be calculated and reported separately. All emissions reduction actions and offsets will be reported annually within the Climate Change and Sustainability Annual Review, to be based around Global Reporting Index standards. **(you may wish to determine your own way of reporting / collating / communicating data /information).**

At this time this policy does not include emissions sources outside of the business operations of the Shire/City/Town of [insert], namely; personal staff travel or personal GHG production, community emissions, preferred supplier arrangements or the emissions of products or services endorsed by the Shire/City/Town.

It is acknowledged that, irrespective of clear and carefully applied GHG calculation methods, there are some residual emissions that will not be captured / quantified as part of this process. In particular there is a likelihood that some business related travel may occur outside of calculable processes, such as public transport and use of private vehicles for business purposes. To ensure that any claims of carbon neutrality are legitimate, a small contingency margin will be built into the Shire/City/Town’s offset allocation, based on a staff survey of business travel.

Background

This section describes the background policies, strategies and practices associated with this policy:

***The Shire/City/Town of [insert]’s Climate Change Policy (if applicable)***

On this date ….. the Shire/City/Town of [insert] endorsed a Climate Change Policy Statement which stands as the Shire/City/Town’s commitment to climate change management. It outlines the acknowledgments and the commitments the Shire/City/Town makes regarding climate change.

This policy AA… references the commitments made in the Climate Change Policy Statement and embeds these in its practices for decision making on the reduction and offsetting of the greenhouse gas emissions produced by the Shire/City/Town of [insert].

Mandatory Disclosure Legislation

The Building Energy Efficiency Disclosure Act 2010 commenced on 1 July 2010 and is being implemented through the Commercial Building Disclosure program. The requirement to disclose information commences on 1 November 2010.

Under the program, most sellers or lessors of office space of 2,000 square metres or more will be required to obtain and disclose an up-to-date energy efficiency rating **[[1]](#footnote-1)**.

**This section may or may not apply to your Local Government area – amend as appropriate. You may wish to add the following if your Local Government is under threshold.**

While the Shire/City/Town of [insert]’s net lettable area may not trigger the mandatory reporting threshold, this policy is intended to embed in policy and practice the monitoring and measurement of stationary energy as part of the Shire/City/Town of [insert]’s preparation for voluntary benchmarking against this legislative framework.

Greenhouse Gas Emissions Reporting Program

The Western Australian Local Government Association (WALGA) has developed for Local Governments an Emissions Reporting Platform, which enables participating councils to track and report their greenhouse gas emissions, energy consumption, and energy production.

It is a complete greenhouse gas accounting system that follows the methods and factors of the [National Greenhouse Accounts Factors](http://www.climatechange.gov.au/publications/greenhouse-acctg/national-greenhouse-factors.aspx). It is suitable for reporting under the [National Greenhouse and Energy Reporting Act (NGER)](http://www.climatechange.gov.au/reporting), the [National Carbon Offset Standard (NCOS)](http://www.climatechange.gov.au/government/initiatives/carbon-offset.aspx) and the [Greenhouse Gas Protocol (ISO14061.1)](http://www.ghgprotocol.org/).

This is a product that the Shire/City/Town of [insert] is implementing across the corporate services and operations of the Local Government as part of its commitment to leadership. The Shire/City/Town of [insert] will use the WALGA / Greensense Emissions Reporting Platform as its primary emissions inventory tool by which to calculate its operational greenhouse gas emissions.

**If your Local Government is using a different calculation methodology or product, insert information as applicable.**

Greensense View – Real Time Energy Monitoring System

‘Greensense View’ is a ‘real time’ energy monitoring solution which will enable the Shire/City/Town of [insert] to accurately monitor and report on its energy use. The solution will support the Emissions Reporting Platform.

It will allow the Shire/City/Town of [insert] to identify the best opportunities for energy and cost efficiency improvements across its range of energy consumption activities and support any behaviour change model applied to the Shire/City/Town of [insert] by illustrating the benefits of these initiatives immediately.

This is a product that the Shire/City/Town of [insert] is implementing across the corporate services and operations of the Local Government as part of its commitment to leadership. The Shire/City/Town of [insert] will use the Greensense View system as its primary energy monitoring solution.

**If your Local Government is not using, or not intending to use Greensense View as an energy monitoring system, insert (or delete) information as applicable.**

Sustainability Reporting (if applicable)

The Shire/City/Town of [insert] intends to expand its annual Sustainability Reporting based around the Global Reporting Index (GRI) in line with its commitment to organisational sustainability. Several indicators revolve around the measurement of energy consumption and carbon footprint and in particular the verifiable nature of these indicators. The implementation of this policy will support the introduction of this reporting framework and assist in its continual improvement.

**If your Local Government is not implementing, or not intending to implement GRI or any form of sustainability reporting framework, insert (or delete) information as applicable.**

Emission Reduction Principles

Through this policy the Shire/City/Town of [insert] seeks to manage its exposure, both direct and reputational, to climate change related risk and realise energy efficiencies and cost benefits

In doing so the Shire/City/Town will make a commitment to applying appropriate prioritisation of emissions reduction actions in order to assess which approaches provide the best environmental and financial outcomes for the Shire/City/Town in its capacity as a representative organisation.

In order to do so the Shire/City/Town will adhere to the following set of agreed ‘Emissions Reduction Principles’, which will set out the strategy for working towards, and achieving, carbon neutrality for the Shire/City/Town of [insert].

The following Principles are set out in order of implementation and importance and are hierarchical in order of their ability to influence emissions reduction and foster ‘energy aware’ behaviour in staff and visitors.

Principles

Measurement

*What is the Shire/City/Town of [insert] emitting?*The Shire/City/Town will calculate, using the WALGA / Greensense Local Government Greenhouse Gas Emissions Reporting Platform, its GHG emissions.

Target Setting

*What does the Shire/City/Town of [insert] want to achieve?*The Shire/City/Town will determine its annual greenhouse gas emissions target. It will publicise its target and report on its progress at relevant intervals and in targeted publications such as the Annual Climate Change and Sustainability Reporting Initiative, the WALGA Climate Change Management Toolkit website and Western Councillor.

Emissions Avoidance

*Can the Shire/City/Town of [insert] avoid generating emissions?*The Shire/City/Town of [insert] will assess whether it is using energy or emitting GHGs unnecessarily. As part of an organisational behaviour change process the Shire/City/Town will assess energy efficiency opportunities (i.e. turning off equipment when it is not in use; considering use of fleet vehicles; telephone or video conferencing where appropriate rather than traveling to meetings etc).

Emissions Reduction

*Can the Shire/City/Town of [insert] change its activities to reduce emissions?*The Shire/City/Town’s approach to emissions reduction will depend on changing circumstances.

However, at all times the Shire/City/Town will commit to modifying processes or equipment to ensure that they run efficiently where this is possible within budgetary protocols and practical considerations. The Shire/City/Town will commit to purchasing high efficiency rated equipment and appliances where possible.

Switching Energy Sources

*Can the Shire/City/Town of [insert] switch to energy sources that are less greenhouse intensive?*The Shire/City/Town will commit to ensuring that the primary fuel / energy sources it is using are being delivered in the most GHG efficient way. Where cost and energy efficient the Shire/City/Town will commit to supporting / purchasing renewable or less fossil fuel intensive energy.

Assessment and Monitoring

*What are the Shire/City/Town of [insert]’s residual GHG emissions?*The Shire/City/Town will review, after the above principles have been applied, what residual emissions still remain to be ‘offset’ and will commit to developing an appropriate offset strategy / target.

Offsetting and Sequestering

*Can the Shire/City/Town of [insert] offset its residual GHG emissions?*Carbon offsets provide one legitimate means of mitigating the Shire/City/Town’s residual GHG impact, and are an important final component to becoming carbon neutral. The Shire/City/Town will do this by purchasing offsets from a verified supplier.

Verifiable Offsets

The Shire/City/Town of [insert]’s GHG Emissions Offsets will meet stringent accreditation / verification requirements.  Before purchasing carbon offsets, the Shire/City/Town will conduct appropriate research to ensure that products have been appropriately verified as delivering the environmental outcomes claimed.

Although carbon offset standards are evolving and may change over time dependent on National criteria and legislative changes, the Shire/City/Town of [insert] asserts that all offsets purchased to supplement its emissions reductions practices will be verified independently in keeping with best current information. Currently the National Carbon Offsets Standard (NCOS) is the most applicable verification criteria for carbon offsets purchase.

The Shire/City/Town of [insert] will make its decisions on the purchase of verifiable carbon offsets on the basis of; a provider’s participation in a National or International accreditation scheme, its disclosed emissions offsets practices, its environmental management strategy (EMS) or Corporate Social Responsibility Policy and its relevance to the Local Government sector. At this stage, the Shire/City/Town will consider voluntary offsets to be a legitimate source of emissions offsets until such time as a price on carbon is determined.

The Shire/City/Town of [insert] may choose to use more than one offsets provider should this be deemed to be necessary to meet needs.

Statement of Policy

Shire/City/Town of [insert] policy regarding Operational Carbon Neutrality is:

* Shire/City/Town of [insert] will strive toward verifiable, operational Carbon Neutrality.
* Shire/City/Town of [insert] will attempt to achieve Carbon Neutrality and reduce carbon emissions via application of the ‘Emissions Reduction Principles’.
* Where Shire/City/Town of [insert] is unable to achieve Carbon Neutrality through modifications in energy efficiency and behaviour it will offset the residual greenhouse gas emissions in as transparent and verifiable a manner as possible.

Framework for Achieving Policy Goals that do not Relate to Offsetting

This section describes the Shire/City/Town of [insert] policy framework for achieving its aim of carbon neutrality by engaging in the ‘Principles’ described in the policy which do not pertain to the purchase of offsets, namely; Emissions Avoidance, Emissions Reduction and Switching Energy Sources.

These policy goals relate to the capacity of the Shire/City/Town of [insert] to influence current staff and visitor behaviours and commit to operationalising sustainability initiatives.

1. Working towards Energy Efficiency

The Shire/City/Town of [insert] will seek, where economically and practically possible to update or upgrade inefficient equipment, including building fittings and utilities, to meet higher energy efficiency standards.

2. Implementing Behaviour Change Strategies

The Shire/City/Town of [insert] will develop, a program of behaviour change initiatives for Shire/City/Town staff, to inform and influence energy efficient behaviours in the carrying out of Local Government services.

3. Publishing Achievements

The Shire/City/Town of [insert] will publicise its energy efficiency achievements via the Annual Climate Change and Sustainability Reporting Initiative, the WALGA Climate Change Management Toolkit website and Western Councillor.

4. Supporting Sustainable Procurement and Consumption Practices.

The Shire/City/Town of [insert] will seek to adhere, where possible, to the sustainable procurement policies and general purchasing policies of the Local Government, and will adapt these to ensure they meet ‘best practice’ procurement objectives as new practices and standards emerge.

5. Working towards Adaptive Emissions Management Practices.

The Shire/City/Town of [insert] will seek to be adaptive in its approach to Emissions Management, and will monitor trends, new legislation and policy at a State and Commonwealth level, and ensure that its practices meet appropriate standards at all times.

Framework for Achieving Policy Goals that Relate to Offsetting

This section describes the policy framework of Shire/City/Town of [insert] for achieving its aim of carbon neutrality by engaging in the ‘Principles’ described in the policy which pertain to the purchase of offsets, namely; Measurement, Target Setting, Assessment and Monitoring and Offsetting and Sequestering.

1. Gather and input data into Monitoring Tool

As part of Shire/City/Town of [insert] operations, greenhouse gas emissions created that are within this policy’s scope namely; Flights, Fleet Operation and Purchased Energy, will be entered into a monitoring tool on a schedule that is deemed appropriate to allow for timely response to any offsetting and reporting requirements.

2. Assess Carbon Liability

Twice yearly, consistent with the end of financial year and mid-year financial review processes, the Shire/City/Town of [insert] carbon liability will be assessed using the Local Government Greenhouse Gas Reporting and Abatement Platform, to account for the carbon expended in the previous year as a result of the operations within this policy’s scope.

 3. Acquit Carbon Liability

Based on the liability assessed above Shire/City/Town of [insert] will then acquit the residual GHG liability in a manner that is in keeping with Shire/City/Town of [insert] values and is as transparent and independently verifiable as possible.

4. External Assurance

An independent auditor will be engaged by Shire/City/Town of [insert] to verify that Shire/City/Town of [insert] has offset its liability and can lay legitimate claim to Carbon Neutrality.

5. Events

Carbon liabilities for Shire/City/Town of [insert] events will be assessed and acquitted on an event by event basis. Executive Managers responsible for events are also responsible for assessment and acquittal of the carbon liability of events within their purview.

RESPONSIBILITY

The Executive Team is responsible for:

* supporting the intent of the ‘Operational Carbon Management Administrative Policy’ across all policy and service areas;
* assessing and endorsing any subsequent policy implementation strategies; and
* assessing and endorsing subsequent financial and human resourcing needs of the ‘Operational Carbon Management Administrative Policy’

The **Climate Change Officer / Sustainability Officer / Environment Officer (delete as appropriate)** is responsible for:

* ensuring all staff with carbon assessment and reporting responsibility are trained in relevant reporting processes;
* supporting reporting staff to ensure requirements are met; and
* overseeing the purchase of verifiable offsets for residual emissions.

**The Manager, Information & Administration Services (change as applicable) is responsible for:**

* **monitoring organisational carbon accounting and acquittal; and**
* **ensuring that emissions reporting is communicated to Shire/City/Town of [insert]** **Executive Team and staff as appropriate.**
* Staff procuring goods and services for Shire/City/Town of [insert] are responsible for:
* ensuring that the good or service procured is undertaken in compliance with the procurement procedures outlined in the Purchasing Policy (AA…) and the Accounts Payable Policy (FS…) and in line with the principles of the ‘Operational Carbon Management Administrative Policy’ (AA…); and
* where an exception is sought to the standards within the Purchasing Policy, ensuring that approval has been obtained from the Chief Executive Officer describing the basis on which the policy requirements were not satisfied.

The **Internal Sustainability / Carbon Committee (delete as applicable)** is responsible for:

* developing, in consultation with the Climate Change Coordinator and a multi-disciplinary internal management team, an operational carbon management strategy for meeting the policy outcomes as articulated herein; and
* assisting the Shire/City/Town of [insert] to ensure that the operational carbon management strategy sets and meets agreed emissions reduction targets.

All staff are responsible for:

* familiarising themselves with the ‘Operational Carbon Management Administrative Policy’, and
* working towards energy efficiency and reduced greenhouse gas emissions.

REVIEW PROCESS:

Review of this policy will be undertaken by the Climate Change Officer / Sustainability Officer / Environment Officer (delete as appropriate), in conjunction with the Executive Team and a multi-disciplinary internal management team, on an annual basis beginning (insert date).

POLICY CUSTODIAN:

**Corporate Services Manager (amend as required).**

1. More information available at: http://www.cbd.gov.au/ [↑](#footnote-ref-1)