



PUBLIC DISCLOSURE STATEMENT

URBIS LTD

ORGANISATION CERTIFICATION


FY2023-24

Australian Government
Climate Active
Public Disclosure Statement



An Australian Government Initiative



NAME OF CERTIFIED ENTITY	Urbis Ltd
REPORTING PERIOD	Financial year 1 July 2023 – 30 June 2024 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>Benjamin Pollack Urbis CEO 11 November 2024</p>



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

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Version 9.

1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	2,987.09 t CO ₂ -e
CARBON OFFSETS USED	10% ACCUs, 90% VCUs
RENEWABLE ELECTRICITY	Renewables across Urbis tenancies. 99.02% Renewables across Urbis tenancies and base building 87.12%.
CARBON ACCOUNT	Prepared by: Heidi Fog, Carbon Neutral Pty Ltd
TECHNICAL ASSESSMENT	Next technical assessment due: FY2024-25

Contents

1. Certification summary.....	3
2. Certification information.....	4
3. Emissions boundary.....	6
4. Emissions reductions.....	8
5. Emissions summary.....	11
6. Carbon offsets.....	13
7. Renewable Energy Certificate (REC) Summary.....	17
Appendix A: Additional Information.....	18
Appendix B: Electricity summary.....	19
Appendix C: Inside emissions boundary.....	22
Appendix D: Outside emissions boundary.....	23

2. CERTIFICATION INFORMATION

Description of organisation certification

The Climate Active Carbon Neutral certification covers the Australian business operations of Urbis, ABN 50 105 256 228. The operational boundary of the carbon account has been defined based on the operational control approach. Urbis' products and services are not included on this certification.

This Public Disclosure Statement represents the reporting period 1 July 2023 to 30 June 2024 (FY2023-24) and Urbis' third year as a Climate Active carbon neutral certified organisation.

The carbon account has been prepared in accordance with the Climate Active Carbon Neutral Standard for Organisations. This entails using recognised emission factors and methods for carbon accounting published in Australia, such as the National Greenhouse Accounts (NGA) Factors, and the work of the international corporate accounting and reporting standard The Greenhouse Gas Protocol.

The greenhouse gasses included in the carbon account are the seven gasses reported under the Kyoto Protocol: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃). These gases are expressed in carbon dioxide equivalents (CO₂-e), providing the ability to present greenhouse gas emissions as one unit.

Organisation description

Urbis, a global urban consultancy, is committed to shaping cities and communities for a brighter future. As trusted strategic advisors to government and key decision makers, we leverage our network of brilliant minds to provide expertise in planning, design, heritage, policy, valuations, transactions, economics, strategy, and research. We're not just consultants, we're partners in creating sustainable social, built, and natural environments.

Urbis Ltd (ABN 50 105 256 228, ACN 105 256 228) was registered on 25 June 2003, although the business practice originated in 1963. Urbis Ltd trades in Australia as 'Urbis'. Other business names Urbis Ltd holds in Australia include:

Legal entity name	ABN	ACN
Urbis Services Pty Ltd	ABN 24 105 273 505	105 273 505
Urbis Valuations Pty Ltd	ABN 28 105 273 523	105 273 523
Urbis Investment Management Pty Ltd	ABN 29 631 758 677	631 758 677
Urbis QLD Pty Ltd	ABN 94 105 273 489	105 273 489
Urbis Policy Pty Ltd	ABN 53 655 456 518	655 456 518
Urbis Property Services Pty Ltd	ABN 63 007 375 082	007 375 082

The following Urbis entities excluded from this certification include:

Legal entity name	ABN	ACN
Cistri Pty Ltd	ABN 96 105 273 498	105 273 498
Cistri PTE. LTD (Singapore)	UEN 201615528K	
CISTR I (GROUP) PTE. LTD (Singapore)	UEN 201814471N	
CISTR I LIMITED (Hong Kong)	No. 1734020	

Urbis employs approximately 850 people across Australia. We lease offices in the following locations:

- Banksmeadow (Unit 37/45 Green Street, NSW 2019)
- Brisbane (Level 31 and level 32, 300 George Street, Brisbane QLD 4000)
- Dunsborough (Suite 4 / 5, 18 Griffin Drive, Dunsborough WA 6281)
- Geelong (8 James Street, Geelong VIC 3220)
- Gold Coast (Level 2, 64 Marine Parade, Southport QLD 4215)
- Melbourne (Olderfleet, Level 10, level 11 and level 12, 477 Collins Street, Melbourne VIC 3000)
- Parramatta (Level 7, 6 Hassal Street, Parramatta NSW 2150)
- Perth (Level 8, 1 William Street, Perth WA 6000)
- Sydney (Angel Place, Level 8 and level 9, 123 Pitt Street, Sydney NSW 2000).

Note: *Urbis Ltd does not use the trading names Urbis Property Advisers or Urbis Property Consultants (ABN 50 105 256 228). As such, they are not relevant to this certification.*

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
Cleaning
Electricity
Natural gas
Food and entertainment
IT hardware and software
IT technical services
Telecommunications
Office equipment (including hire and lease, repairs and maintenance)
Printing and stationery
Office paper
Storage services
Subscriptions and periodicals
Marketing
Business services
Accounting services
Advertising services
Insurance
Legal services
Parking and tolls
Air travel
Storage services
Business related travel
Taxi and rideshare
Staff commute to and from work
Staff working from home

Non-quantified

All emission sources have been quantified

Outside emission boundary

Excluded

No exclusions

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

Urbis is committed to reduce our FY22 carbon footprint by at least 25%, evident when our Climate Active FY29 carbon account is produced and submitted to Climate Active by 31 October 2029. Urbis commits to working in partnership with our clients, partners and staff to ensure decisions are made through an environmental lens and we strive towards a more sustainable future.

Across our business, we are implementing a range of actions to improve the sustainability of our energy use and carbon profile, procurement practices, resource use and waste management.

We pledge to action by July 2025:

- Continue to lobby Building Management in our Perth location to make the switch to **100% renewable electricity**. All other offices have transitioned to renewable energy sources seeing a reduction of 99.02% in Urbis' Scope 2 electricity emissions.
- Explore **LED lighting upgrade opportunities** in our Gold Coast and Sydney offices to achieve a 70% further reduction in electricity used for lighting.
- Continue to educate all Urbis staff on and monitor progress against our **Green Travel plan** which involves a range of initiatives to reduce emissions associated with business travel and staff commuting.
- Investigate our **energy consumption after hours** to eliminate avoidable demand, with the aim of reducing our out-of-hours lighting and IT related kWh usage by 50% by end of 2025.
- Continue to review our requirements for **refrigeration** and reduce wherever possible. An 8% reduction is achievable through the removal of vending machines in our Brisbane, Sydney and Melbourne offices.
- Continue to **reduce our need for offsite paper archiving** with a target to having no offsite facility storage requirements by end of FY2024-25 and being wholly digital. Based on our FY23 carbon account, such action has the opportunity to avoid 27.16 t CO₂-e.
- Continue to avoid and minimise the requirement for **air travel**. All air travel under 400km will be avoided as company policy unless urgently required. Urbis will monitor and report on non-client related air travel against the reduction strategy (using FY23 as our base year).
- Roll out Urbis' salary sacrificing program for e-bikes;
- Prepare and adopt a **Climate Conscious Procurement Policy**, including:
 - A companywide requirement to sight a potential supplier's Sustainability Policy prior to contract negotiation.
 - Providers with Climate Active certified carbon neutral product(s) or service(s) to be

allocated a weighted preference.

- Locations for future offices not connected to natural gas and buildings with a low energy base building consumption will be prioritised.
 - Only purchasing whitegoods with the highest possible energy rating and never to invest in glass fridges or vending machines due to their energy inefficiencies.
- Build **knowledge, commitment, engagement and action** among colleagues, clients and suppliers to support our carbon reduction strategies.
 - Uphold our status as a **Climate Active** carbon neutral certified organisation.

Emissions reduction actions

Actions we have already implemented into our business as usual include:

- Our move to a 100% **renewable electricity product** in our Sydney, Parramatta, Melbourne, and Geelong offices; and Brisbane office effective 1 January 2024; has FY24 resulted in 89% of our electricity used across our offices (excludes electricity usage across shared spaces with other building tenants and not operated by Urbis) sourced from 100% renewable electricity.
- Developed an organisation-wide **Environmental Sustainability Policy**.
- Undertook a detailed analysis of staff travel survey data and commenced the development of a **Green Travel Plan** to reduce emissions associated with staff commuting and business travel.
- Incorporated green **building measures** into our premises in Brisbane, Melbourne, Perth and Parramatta including low energy light fittings and lighting motion sensors.
- Reduced our **corporate fleet** to a total of two vehicles, both of which are required for the transport of equipment to fieldwork as part of our archaeology services.
- Implemented Uber Green fleet to seeing **hybrid** and **electric vehicles** being selected as our first choice when rideshare required.
- Moved to a **paper-light business** through the introduction of laptops across the company for all staff, with the exception of a small number of design staff, significantly reducing our paper consumption.
- Appointed Blue Connections as our **laptop reseller and lifecycle management partner** to ensure laptops are securely returned, remarketed or recycled at the end of their use by Urbis.
- Negotiated with our current provider of staff laptops, Lenovo, to **offset all carbon** created by the lifecycle of a laptop from production through to end of life. All 575 laptops purchased in FY2022-23 were part of Lenovo's chosen carbon neutral program and credits to carbon offset these were retired by our provider. This purchase has not been excluded from our FY2022-23 Climate Active carbon account, as our provider does not hold a Climate Active certification for their products.

- Moved from a two-stream to a four-stream **waste system**, with specialist recycling arrangements for coffee cups, mobile parts and batteries, and coffee pods in most offices.
- Reduced procurement of **single use serving equipment** through our catering suppliers.
- All workstations and chairs from the old Parramatta office were **re-used** in the new Parramatta office as part of the fit out to **reduce furniture from going to landfill**.
- Significant work went into to **reducing offsite paper archiving** with a focus on document destruction for old files and any new files to now be **digitally archived** and not stored in offsite facilities.

5.EMISSIONS SUMMARY

Emissions over time

Emissions since base year			
		Total t CO ₂ -e (without uplift)	Total t CO ₂ -e (with uplift)
Base year / year 1:	2021-22	2,856.68	2,856.68
Year 2:	2022-23	2,778.08	2,778.08
Year 3:	2023-24	2,987.09	2,987.09

Significant changes in emissions

Significant changes in emissions			
Emission source	Previous year emissions (t CO ₂ -e)	Current year emissions (t CO ₂ -e)	Reason for change
Computer and technical services	435.92	514.33	<p>During FY24 there were a large number of new IT assets purchased, predominately consisting of end user laptop devices (lifecycle refreshes, new starters) and AV & Meeting Room upgrades across Urbis offices.</p> <p>FY24 also had increases in ICT services contributed by growth in user numbers across a range of software and licensing.</p>

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

Certified brand name	Product/Service/Building/Precinct used
WINC	825 kg of A4 office paper
Origin Go Zero Electricity	32.53 kWh
Telstra Mobile / Data Plans	\$ 82,692

Emissions summary

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

Emission category	Scope 1 emissions (t CO ₂ -e)	Scope 2 emissions (t CO ₂ -e)	Scope 3 emissions (t CO ₂ -e)	Total emissions (t CO ₂ -e)
Accommodation and facilities	0.00	0.00	42.80	42.80
Cleaning and chemicals	0.00	0.00	38.08	38.08
Climate Active carbon neutral products and services	0.00	0.00	0.00	0.00
Electricity	0.00	124.26	15.34	139.60
Food	0.00	0.00	231.92	231.92
ICT services and equipment	0.00	0.00	710.72	710.72
Machinery and vehicles	0.00	0.00	17.69	17.69
Office equipment and supplies	0.00	0.00	35.61	35.61
Postage, courier and freight	0.00	0.00	14.77	14.77
Professional services	0.00	0.00	635.26	635.26
Stationary energy (gaseous fuels)	18.81	0.00	4.78	23.60
Transport (air)	0.00	0.00	589.49	589.49
Transport (land and sea)	7.94	0.00	363.26	371.19
Waste	0.00	0.00	18.16	18.16
Water	0.00	0.00	14.23	14.23
Working from home	0.00	0.00	103.97	103.97
Total emissions (t CO₂-e)	26.75	124.26	2,836.08	2,987.09

Uplift factors

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

Reason for uplift factor	t CO ₂ -e
Not applicable	
Total of all uplift factors (t CO ₂ -e)	0.00
Total emissions footprint to offset (t CO₂-e) <i>(total emissions from summary table + total of all uplift factors)</i>	2,987.09

6. CARBON OFFSETS

Eligible offsets retirement summary

Offsets retired for Climate Active certification

Type of offset unit	Quantity used for this reporting period	Percentage of total units used
Australian Carbon Credit Units (ACCUUs)	300	10.04 %
Verified Carbon Units (VCUs)	2,688	89.96 %

Project name	Type of offset unit	Registry	Date retired	Serial number	Vintage	Total quantity retired	Quantity used in previous reporting periods	Quantity banked for future reporting periods	Quantity used for this reporting period	Percentage of total used this reporting period
Paroo River South Environmental Project	ACCU	ANREU	24/9/2024	8,327,304,615 - 8,327,304,914 (Please see page 18 below for retirement details)	2020-21	300	0	0	300	10.04%
Rimba Raya Biodiversity Reserve Project, Indonesia (Borneo)	VCU	Verra Registry	31/10/2024	7828-431424084-431425083-VCU-016-MER-ID-14-674-01072014-31122014-1	2014	1000	0	0	1000	33.47%
Rimba Raya Biodiversity Reserve Project, Indonesia (Borneo)	VCU	Verra Registry	31/10/2024	7828-431418704-431419238-VCU-016-MER-ID-14-674-01072014-31122014-1	2014	535	0	0	535	17.90%
Rimba Raya Biodiversity Reserve Project, Indonesia (Borneo)	VCU	Verra Registry	31/10/2024	7828-431399461-431399473-VCU-016-MER-ID-14-674-01072014-31122014-1	2014	13	0	0	13	0.44%
Rimba Raya Biodiversity Reserve Project, Indonesia (Borneo)	VCU	Verra Registry	31/10/2024	7828-431425084-431425201-VCU-016-MER-	2014	118	0	0	118	3.95%

Rimba Raya Biodiversity Reserve Project, Indonesia (Borneo)	VCU	Verra Registry	31/10/2024	ID-14-674-01072014-31122014-17828-431426619-431427083-VCU-016-MER-ID-14-674-01072014-31122014-17828-431422527-431423083-VCU-016-MER-ID-14-674-01072014-31122014-1	2014	465	0	0	465	15.56%
Rimba Raya Biodiversity Reserve Project, Indonesia (Borneo)	VCU	Verra Registry	31/10/2024	ID-14-674-01072014-31122014-17828-431422527-431423083-VCU-016-MER-ID-14-674-01072014-31122014-1	2014	557	0	0	557	18.64%

Co-benefits

ACCUs: Paroo River South Environmental Project, Australia

The Paroo River is one of the most pristine rivers in southwest Queensland and feeds into the Ramsar wetlands of the Currawinya lakes. The project regenerates ex-agricultural land to native vegetation that restores biodiversity whilst sequestering large amounts of carbon.

The project contributes to the following United Nations' Sustainable Development Goals:



VCUs: Rimba Raya Biodiversity Reserve Project

The Rimba Raya Biodiversity Reserve Project is located in Central Kalimantan, Indonesian Borneo, protecting 65,000 hectares of tropical peat swamp forest, which is home to a rich array of species including the endangered orangutan. The emission reduction is estimated at 127,330,645 tonnes of CO₂-e over the project lifetime.

This project delivers on all 17 of the United Nations' Sustainable Development Goals:



7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

Not applicable.

APPENDIX A: ADDITIONAL INFORMATION

The screenshot displays the ANREU website interface. The header includes the Australian Government logo and the text "Australian National Registry of Emissions Units". A navigation menu on the left lists options like "Home", "Account Holders", "Accounts", "Unit Position Summary", "Projects", "Transaction Log", "CEA Modifications", "Public Reports", and "My Profile". The main content area is titled "Transaction Details" and shows information for a specific transaction (AU26179).

Transaction Details:

- Transaction ID: AU26179
- Current Status: Completed (4)
- Status Date: 24/09/2024 14:23:54 (AEST)
- Transaction Type: Cancellation (4)
- Transaction Initiator: Commonwealth of Australia
- Transaction Approver: Zhuo, Tom 'N. Ding
- Comment: Retired on behalf of Ufite to offset emissions during FY24

Transferring Account:

- Account Number: AU22977
- Account Name: South Pole Australia Financial Services Pty Ltd
- Account Holder: South Pole Australia Financial Services Pty Ltd

Acquiring Account:

- Account Number: AU1058
- Account Name: Australia Voluntary Cancellation Account
- Account Holder: Commonwealth of Australia

Transaction Blocks:

Party	Type	Transaction Type	Original CP	Current CP	EMF Project ID	NGER Facility ID	NGER Facility Name	Sequenced	Kyoto Project #	Vintage	Entry Date	Serial Range	Quantity
Air	ANZU	Voluntary ANZU Cancellation			#22977					2020-21		6,327,204,613 - 6,327,204,614	200

Transaction Status History:

Status Date	Status Code
24/09/2024 14:23:54 (AEST)	Completed (4)
24/09/2024 14:23:54 (AEST)	Prepared (1)
24/09/2024 14:23:54 (AEST)	Account Holder Approval (3)
24/09/2024 14:23:54 (AEST)	Awaiting Account Holder Approval (4)

At the bottom of the page, there are links for "Accessibility", "Disclaimer", and "Privacy".

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)	0	0	0%
GreenPower	815,061	0	68%
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)	223,054	0	19%
Residual Electricity	153,443	139,634	0%
Total renewable electricity (grid + non grid)	1,038,114	0	87%
Total grid electricity	1,191,558	139,634	87%
Total electricity (grid + non grid)	1,191,558	139,634	87%
Percentage of residual electricity consumption under operational control	100%		
Residual electricity consumption under operational control	153,443	139,634	
Scope 2	136,582	124,289	
Scope 3 (includes T&D emissions from consumption under operational control)	16,862	15,344	
Residual electricity consumption not under operational control	0	0	
Scope 3	0	0	

Total renewables (grid and non-grid)	87.12%
Mandatory	18.72%
Voluntary	68.40%
Behind the meter	0.00%
Residual scope 2 emissions (t CO₂-e)	124.29
Residual scope 3 emissions (t CO₂-e)	15.34
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	124.26
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	15.34
Total emissions liability (t CO₂-e)	139.60

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)
NSW	537,517	537,517	365,512	26,876	0	0
VIC	226,144	226,144	178,654	15,830	0	0
QLD	263,733	263,733	192,525	39,560	0	0
WA	164,163	164,163	87,006	6,567	0	0
Grid electricity (scope 2 and 3)	1,191,558	1,191,558	823,697	88,832	0	0
NSW	0	0	0	0		
VIC	0	0	0	0		
QLD	0	0	0	0		
WA	0	0	0	0		
Non-grid electricity (behind the meter)	0	0	0	0		
Total electricity (grid + non grid)	1,191,558					

Residual scope 2 emissions (t CO₂-e)	823.70
Residual scope 3 emissions (t CO₂-e)	88.83
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	823.68
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	88.83
Total emissions liability	912.51

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)
Not applicable.	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 electricity product used	Electricity claimed from Climate Active electricity products (kWh)	Emissions (kg CO ₂ -e)
Origin Go Zero Electricity	32.53	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
Not applicable	

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 an organisation'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.

Excluded emissions sources summary

Emission sources tested for relevance	Size	Influence	Risk	Stakeholders	Outsourcing	Justification
Not applicable						



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