



Corangamite CMA Carbon Neutrality Action Plan

2021-2026

Endorsed by the Corangamite CMA Board on 23rd February 2022



*healthy and productive lands and waters
cared for by thriving communities*

Contents

Statement of Acknowledgement.....	2
CEO's foreword.....	3
High Level Actions	3
Overarching Target	4
Climate Change and what it means for the Corangamite region.....	4
Supporting regional action on Climate Change	6
What does it mean to be carbon neutral?.....	8
Our progress.....	9
How did we develop our action plan.....	10
Scope of Emission Measured and Reported	10
Operations Emissions Profile	12
Key Reduction Action Plans	14
Principles for Prioritising Actions	27
Offsets	27
Audit emissions and becoming Climate Active Certified.....	28
Reporting of Progress	29
References.....	30



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Statement of Acknowledgement

The Corangamite CMA acknowledges the traditional custodians of the land and waters where we work, and pay our respects to their Elders past, present and emerging.

CEO's foreword

The International Panel for Climate Change published its sixth assessment report in August 2021. It stated that it is unequivocal that human influence has warmed the atmosphere, that global surface temperature will continue to increase until at least the mid-century under all emissions scenarios considered and limiting human-induced global warming to a specific level requires limiting cumulative emissions to effective net zero.

To this end, the Corangamite Catchment Management Authority (CMA) is committed to tackling the challenge of climate change by promoting regional climate change adaptation and mitigation programs and reaching net zero greenhouse gas emissions for its own operations by 2024.

This plan outlines how the Corangamite CMA will reach net zero greenhouse gas emissions for its own operations by 2024.

This plan will be reviewed on a regular basis to track progress and identify further opportunities as they arise.


John Riddiford- CEO

High Level Actions

- Provide regional leadership in Climate action
- Act as a broker in the region to identify projects for Carbon Offsets
- Attract Investment to the region to support Climate Change projects
- 100% Green Power for its Operations
- Reduce its Operational Emissions to as little as possible
- Utilise offsets in the region to reach Carbon Neutrality
- Achieve Climate Active Certification

The Corangamite CMA's vision for the Regional Catchment Strategy is:

'Healthy and productive lands and waters cared for and enjoyed by thriving communities.'



This will not be possible without positive and direct action to reduce carbon emissions. Response to climate change requires both global and regional action to reduce emissions (mitigation) and change the management of our natural and built environment to better respond to the impacts of climate change (adaptation). The primary aim of the Carbon Neutrality Action Plan is to provide the pathway for the Corangamite CMA to meet its goal of zero net operational emissions and provide regional leadership in Climate change action. As the world transitions to a low carbon economy, now is the ideal time to capitalise on changes to our energy systems that deliver cost savings, attract investment, drive innovation and create jobs. Corangamite CMA is in a unique position to lead and enable our communities to effectively embrace carbon reduction initiatives. This will be achieved via collaboration with our partners, community and staff. Leading by example we will make climate consciousness integral to every aspect of our business and invest in this plan to ensure our operational emissions are ultimately reduced to zero. Decisions made today, and implementation of this plan, will have a direct effect on healthy and productive lands and waters cared for and enjoyed by thriving communities.

Overarching Target

The overall goal of the Carbon Neutrality Action Plan will be to reach net zero emissions for our own operations by the start of 2024 and to move to 100% green power by the end of 2021. A key component of the Plan is that offsets will be purchased where possible from projects in our region.

This target is well within the plans of the Victorian government to reduce carbon emissions every 5 years to achieve net-zero emissions by 2050.

Climate Change and what it means for the Corangamite region

It is expected that climate change will impact the region's native vegetation through modifications to vegetation communities, such as loss of plant species and changes to community structure, because of higher temperature and lower rainfall, changes to natural fire and flooding regimes and climatic conditions favouring new and established weed species. Native vegetation will play a significant role in climate change mitigation, through its role in carbon sequestration.


The region's waterways are expected to be impacted through projected increases in temperature and overall decrease in rainfall. Rainfall events will also change leading to more frequent flooding events. Many of our waterways have undergone decades of stress and it is projected that waterways such as the Moorabool, Leigh and waterways along the Otway Coast will suffer the greatest.

Climate change will impact both the region's extent and quality of wetlands through a reduction in the frequency and duration of rainfall events combined with an increase in the duration of drier periods leading to the drying of shallow wetlands, drainage of existing freshwater wetlands due to changes in land management practices (i.e. from grazing to cropping) and changes to salinity levels due to higher evaporation rates. Wetlands that are dependent on groundwater will also be impacted by climate change through reduced inflows.

Projected sea level rise, temperature increase, reduction in rainfall and an increase in extreme natural events (i.e. flooding) are all expected to impact the ecology and dynamics of the region's estuaries. Existing threats, such as acidification, changes to natural estuary openings and nutrient levels may also be exaggerated by the indirect impacts of climate change.

Sea level rise will impact the region's coastline through increasing inundation and erosion as well as direct impacts on coastal habitats and biodiversity, such as higher water





temperatures on specific marine species and communities. Projected increases in storm surges will also directly impact many of the region's coastal assets. Coastal habitats such as seagrass meadows and mangrove communities also play a significant role in carbon sequestration.

Higher temperatures and a drier climate will change the unique relationships that soil organisms have with plants. The loss of plants – within both natural and agricultural systems, will increase the impact and extent of the soil threats listed above. Indirect impacts of climate change such as bushfires and flooding will also have direct erosion impacts.

Many flora and fauna species have evolved over thousands of years and may not have the ability to adapt to what will be a rapidly changing climate. A climate that is hotter and drier will lead to other indirect impacts such as changes to natural fire and flooding regimes. An increase in these events may have direct impacts on small, localised populations. The actions in this plan will help flora and fauna populations adapt to climate change, as well as create more resilient landscapes.

Our Regional Plan for Climate Change adaption and mitigation is the Corangamite Natural Resource Management Plan for Climate Change.

[cma_nrm_climate_change_HR.pdf \(ccma.vic.gov.au\)](https://www.ccma.vic.gov.au/cma_nrm_climate_change_HR.pdf)

Supporting regional action on Climate Change

The Corangamite CMA is involved in two DELWP **led Regional Climate Adaptation** Programs, one in each of the DELWP regions (Barwon South West and Grampians). The focus for the Corangamite CMA has been ensuring NRM is included in regional decision-making. We are members of advisory groups for both programs and have secured funding for two Corangamite CMA led projects – Climate Change Biodiversity Forum (\$30K) and the Barwon South West Carbon Offset Program (\$45K).

Corangamite CMA is a foundation member of the **Barwon South West Climate Alliance**. Since mid-2020, Corangamite CMA has been helping to shape the purpose, key directions and governance associated with this Alliance. The Alliance has a current membership of 8 councils, 2 water corporations (Barwon Water and Wannon Water), the two CMAs and Deakin University. The key focus of the Corangamite CMA in coming months will be to


ensure Council support for our Barwon South West Carbon Offset Program and support for further updating to our South West Climate Change Portal.

The **Barwon South West Carbon Offset Program** is a pilot program that will allow the Corangamite CMA to aggregate carbon projects to align them to carbon offset requirements from 10 LGAs. Corangamite CMA will use a tool called FLINTpro to match carbon projects with LGA requirements and will work with a carbon offset verifier called South Pole to ensure that transactions meet national carbon accreditation standards. Corangamite CMA is currently collating regional carbon sequestration data including green (revegetation & native vegetation management), brown (soil carbon), blue (coastal saltmarsh) and teal (wetland). The pilot project will be completed by June 2022.



Corangamite CMA has been involved in several state-led climate change initiatives including the recently released seven draft **Adaptation Action Plans (AAP)** of which Corangamite CMA has presented to areas of key state policy on its adaptation pathways work which now underpins the Natural Environment AAP. Corangamite CMA has also been involved in providing feedback to DELWP's recently **released Victorian Climate Data Visualisation Tool** and has been involved in a Steering Committee to oversee the development of updated state-wide **climate change vulnerability data** for native vegetation.

The Corangamite CMA has also been involved in shaping DELWP's **BushBank** program (\$70M carbon sequestration), **Carbon Farming** program (\$15M carbon sequestration) and has been involved in several state-wide CMA led programs including a **Carbon**



Sequestration Analysis Project to determine associated costs with water corporations developing carbon offset projects with CMAs. This has strengthened our future funding opportunities with water corporations investing in catchments that they currently source water from. The requirements from each of our region's water corporations are different and therefore Corangamite CMA is tailoring our conversations to meet both our and the respective needs of the water corporation.

The Corangamite CMA continues to work in partnership with Deakin University's Blue Carbon Lab on **Blue and Teal Carbon** initiatives. Included in these initiatives, is the development of an accredited blue carbon methodology that will allow the Corangamite CMA to develop NRM projects, focused on returning coastal tidal influences on areas of our coastline that have been modified through poor/disused engineering (i.e., levee banks).

Deakin are currently working with the Australian Government to allow fencing of coastal saltmarsh as being an additional accredited method. This will allow blue carbon opportunities in the Corangamite region to increase as well as complement existing NRM programs such as previous coastal saltmarsh programs, our Orange-bellied Parrot habitat program and potentially our existing Ramsar programs.

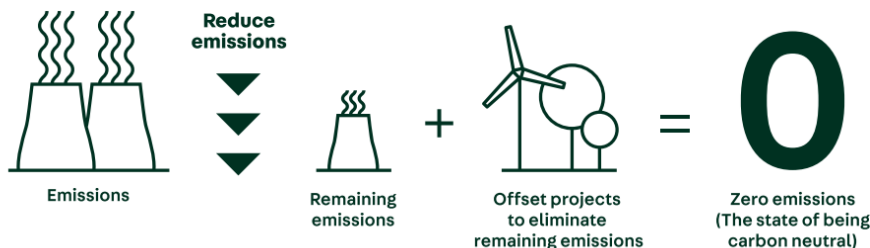
What does it mean to be carbon neutral?

Achieving carbon neutrality means that you have reduced your climate impact to net zero. In the context of the Corangamite CMA, this means that the activities associated with the operations of the Corangamite CMA have no net negative impact on the climate. It means in the first instance reducing its emissions to the lowest possible and then utilising carbon offsets to reach full carbon neutrality.

Carbon neutrality also means that our emissions performance is measured in line with Australian Government endorsed standards, is verifiable and is audited.

Figure 1 What it means to be Carbon Neutral¹

What does it mean to be carbon neutral.



Our progress

Corangamite CMA, in the past, has undertaken measures to reduce greenhouse gas emissions through infrastructure and service improvements, renewable energy infrastructure installation and support for behavioural changes in resource use.

In particular:

- Installation of a 30kw solar panel system on the Colac office
- Replacement of electric hot water service with heat pump
- Installation of a water tank at Colac office
- Upgrade of teleconferencing facilities to reduce the need for travel
- Upgrade of air conditioning and duct work at Colac office
- Removal of foot heaters
- Reduction in paper use through improved information management systems
- Formation of an internal Corangamite CMA staff working group “Business Sustainability Group”

In August 2021, CarbonetiX finalised its “CCMA- GHG Inventory Emissions Baseline audit” report. The report provided the Corangamite CMA with:

- Baseline carbon emission data to support the development of a Carbon Neutrality Action Plan plus a baseline should we seek Climate Active Certification <https://www.climateactive.org.au/> . Climate Active is an ongoing partnership

¹ Climate Active Carbon Neutral Standard for Organisations, Commonwealth of Australia 2020, page 3.

between the Australian Government and Australian businesses to drive voluntary climate action. The Climate Active initiative and Climate Active Carbon Neutral Standard supports and guides businesses as they account for and reduce carbon emissions.

- Insights as to what other Organisations are undertaking in this space.

How did we develop our action plan?

This action plan was developed through:

- **Organisational Wide Enthusiasm and Commitment to action**
Through both the development of a Business Sustainability staff group and Senior Executive commitment, a more formal framework was identified to support and accelerate change. This involved investment via our Corporate Plan to initial projects to reduce emissions and to understand our baseline.
- **Established baseline measurement**
This was achieved through an emissions baseline audit
- **A review of government entity carbon neutrality plans**
The undertaking of a review of other published plans supported using the learnings and approaches and structures of good work already undertaken.
- **Knowledge sharing with other CMAs and government agencies**
Utilising our partners such as the Barwon South West Alliance Group and other state-wide CMAs to share knowledge.
- **Staff input including review through the Business Sustainability Group**
The use of the Business Sustainability Group and staff input to both inform the plan and promote opportunities for change in the daily lives of our staff.

Scope of Emission Measured and Reported

An important component of Climate Active Certification and measuring an Organisation's carbon emissions is to define the scope of emissions to be measured. The Corangamite CMA will measure and report its emissions in line with the Climate Active Carbon Neutral Standard for Organisations (2000) produced by the Commonwealth of Australia.

As per the Climate Active Carbon Neutral Standard for Organisations (2000), to help differentiate between different emissions sources, emissions may be classified into the following scopes (adapted from the GHG Protocol – Corporate Standard (WBCSD and WRI, 2004)):

Scope 1 emissions include all direct greenhouse gas emissions from sources that are within the organisation’s control boundary. These could be emissions from fuel use, refrigerants and on-site electricity generation.

Scope 2 emissions include purchased electricity, heat, cooling and steam (i.e. energy produced outside the organisation’s control boundary but used within the organisation).

Scope 3 emissions are all indirect emissions that occur as a result of the activities of the organisation but occur from sources outside the organisation’s control boundary.

Exploration of each scope will draw out our reduction targets and action required.

Scope of emissions that the Corangamite CMA will measure:

Scope 1

Vehicle Fuel Use

Refrigerants – Fridges*

Refrigerants – Airconditioning*

Scope 2

Electricity- the market based approach has been chosen. Emissions from transmission losses are calculated as a proportion of the organisation’s total electricity consumption using the 2020 NGA factors.

Scope 3

Waste

Paper Use- different factors will be applied with virgin (higher factor) vs recycled paper

Staff Commute to work*

Water production

Flights (Air Transport – km)*

Accommodation (including nights at hotels) and facilities*
Staff electricity usage at home whilst undertaking work (TBC)*

Factors will be applied to the usage in line with the agreed factors as outlined in the Carbon Standards.

The scope of our emissions measured will continue to be reviewed as our maturity of our understanding and measurement techniques grow.

Whilst not all scope 3 measurements will be adopted, a 5% leakage will be accounted for when calculating scope 3 emissions to allow for error, estimation, materiality and miscellaneous hard-to-measure scope 3 emissions.

*Not measured in the initial baseline measurement

Operations Emissions Profile

On the 30 June 2021 Corangamite CMAs emissions were 94 tonnes per annum of carbon dioxide equivalent (t/Co2e). This includes emissions from the direct and indirect use of energy (reportable Scope 1 and 2 emissions) and from the Scope 3 emissions measured.

According to the baseline report, Corangamite CMA needs to offset 94 tonnes annually to reach carbon neutrality however it is important to note that the emission period was taken during Covid-19 when lockdown periods meant that the office was unoccupied, and travel was limited. The report further recognises that measurement of the baseline carbon emissions needs to be improved. Yet to be measured in the report include refrigerants, and staff commute whilst the report notes the need to improve the reporting of waste and the undertaking of a waste audit.

According to the report and as per the below table, fleet vehicles, waste and electricity make up the greatest sources of emissions for the Corangamite CMA.

Figure 2 Corangamite CMA Emissions Breakdown by Source²

² CCMA- GHG Inventory Emissions Baseline audit, CarbonetiX 2021, page 8.

Emissions Breakdown by Source

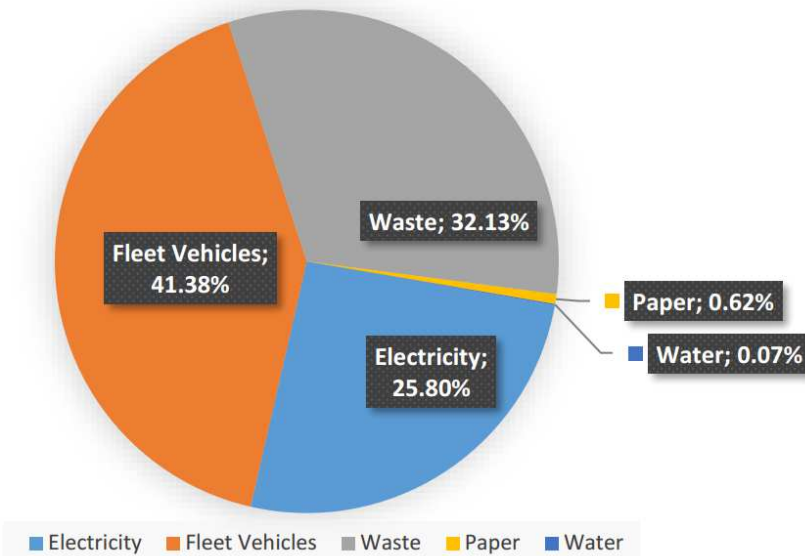


Figure 3 Corangamite CMA Emissions Summary ³

CCMA Emissions Summary			
Scope	Emission Source	t CO2-e	Total %
1	Fleet (ULP)	10.08	9.7%
1	Fleet (Diesel)	26.83	25.7%
2	Grid Sourced Electricity	34.65	33.2%
3	Paper Use	0.58	0.6%
3	Water Use - Corporate	0.07	0.1%
3	Corporate Waste	30.14	28.9%
3	Fuel combustion - Unleaded	1.37	1.3%
3	Fuel combustion - Diesel	0.54	0.5%
Total Gross Emissions		104.3	100%
GreenPower Abatement		0.0	0
Solar Export Abatement		-10.4	0
Total Net Emissions		93.8	

Abatements and other offsets

Emission reductions, abatements and other offsets are recorded separately and for the 2020/21 period accounted for 10.4 tonnes.

Greenpower:

The Corangamite CMA has contracted to purchase 20% Greenpower for the Colac office. The Greenpower percentage was calculated from the facility's total consumption.

³ CCMA- GHG Inventory Emissions Baseline audit, CarbonetiX 2021, page 11.

Solar Export

The Corangamite CMA Colac office has a solar export setup that enables the feed-in tariff for excess electricity produced by solar PV plants and sold to the Grid.

Figure 4 Corangamite CMA Emissions by Scope⁴

Scope	Emissions (tCO ₂ -e)	Percentage
Total Scope 1	36.91	35 %
Total Scope 2	34.65	33 %
Total Scope 3	32.70	32 %
Total Gross Emissions	104.26	100%

Key Reduction Action Plans

With the carbon price in November 2021 being \$36.50 per tonne⁵, it would cost just \$3,431 for the CMA to offset their carbon emissions with little action. However, as per the key principles of Carbon Active Certification, the Corangamite CMA will focus heavily first on reducing its emissions before seeking offsets. The below table represents the detailed action plan the Corangamite CMA has put in place to reduce its carbon emissions.

⁴ CCMA- GHG Inventory Emissions Baseline audit, CarbonetiX 2021, page 10.

⁵ https://www.abc.net.au/news/2021-11-06/carbon-price-record-but-why-is-australia-behind-/100595060?utm_campaign=abc_news_web&utm_content=link&utm_medium=content_shared&utm_source=abc_news_web

Scope	Baseline Emissions	Area of Improvement	Actions	Supported by	Responsible Officer	Year to complete
Scope 1						
Fleet Vehicles	36.91	Develop appropriate infrastructure to allow procurement of more energy efficient vehicles	Install electric vehicle charging station at Colac office	Investment through the Corporate Plan and seeking grant funding.	Business and Governance Services General Manager	2022
		Post COVID-19 clarify expected reasons for business travel with view to reduce where appropriate	Review vehicle procedure to incorporate principles for need to travel for work purposes.	Training of staff in revised procedure.	Business and Governance Services General Manager	2022
		Substitution current vehicles for more carbon efficient options	Purchase 1 electric & 3 hybrid vehicles	Investment through the Corporate Plan.	Business and Governance Services General Manager	2022
		Substitution current vehicles for more carbon efficient options	Change all vehicles over to electric /hybrid options	Investment through the Corporate Plan Work closely with	Business and Governance Services General Manager	2025

Scope	Baseline Emissions	Area of Improvement	Actions	Supported by	Responsible Officer	Year to complete
				Barwon South West Alliance on opportunities to share charging station infrastructure.		
Refrigerants	Not yet measured	Measurement and Reporting	Start measuring	Work closely with Air Conditioning Service Contractors	Business and Governance Services General Manager	2022
		Reduce Impact	Identify and implement a less-carbon emission heavy refrigerant for Air conditioners	Work closely with Air Conditioning Service Contractors	Business and Governance Services General Manager	2022
		Reduce volume	Review number of Fridges required at Colac Office (currently 2).	Involvement by staff	Business and Governance Services General Manager	2022
Scope 2						

Scope	Baseline Emissions	Area of Improvement	Actions	Supported by	Responsible Officer	Year to complete
Electricity	34.65	Find a more carbon efficient energy option for office buildings	Change to 100% Green Energy option for all electricity accounts	Work with Department of Treasury and Finance to become part of State Procurement Contract	Business and Governance Services General Manager	2021
		Increase solar generation	Explore more solar panels at Colac Office	Work closely with Solar Panel Installer on options	Business and Governance Services General Manager	2022
		Reduce usage	Review efficiency of air conditioning in buildings at Colac and Geelong	Work closely with Air Conditioning Service Contractors	Business and Governance Services General Manager	2022
		Reduce usage	Remove on premise servers- will reduce for air conditioning in server room and power for servers.	Undertake works in line with Corangamite CMA systems roadmap and ICT Managed Service Providers	Business and Governance Services General Manager	2023

Scope	Baseline Emissions	Area of Improvement	Actions	Supported by	Responsible Officer	Year to complete
		Reduce usage	Replace hot water boiler in kitchen with sustainable option (kettle)	Identification of appropriate kettle.	Business and Governance Services General Manager	2022
		Increase renewable energy generation	Explore purchase power agreement with other regional partners through Barwon South West Alliance	Work closely with Barwon South West Alliance	Partnerships and Program Manager	2024
Scope 3						
Waste	30.14	Measure accurately	Conduct a waste audit & implement recommendations	Identify and engage waste auditor once back in the office Review and document methodology for measuring waste.	Business and Governance Services General Manager	2022
		Reduce	Develop and implement a waste action plan based upon audit	Completed Waste Audit	Business and Governance Services General	2022

Scope	Baseline Emissions	Area of Improvement	Actions	Supported by	Responsible Officer	Year to complete
					Manager	
		Reduce	Develop a waste action plan for events held on the Barwon River	Review templates already developed from other Organisations	Community and Catchment Services General Manager	2022
		Awareness	Build a “low carbon culture” in the workplace through communications from Business Sustainability Group	Regular communication from Business Sustainability Group to staff	Business and Governance Services General Manager	Ongoing
		Phase out single use plastic	Phase out single use plastic in line with Victorian Government Policy	Staff Education Change to procurement practices	Business and Governance Services General Manager	2022
		Implement better waste management system	Identify & implement new waste management system in offices to effectively divide waste & make use of green bin	Review good practice waste management practices	Business and Governance Services General Manager	2022

Scope	Baseline Emissions	Area of Improvement	Actions	Supported by	Responsible Officer	Year to complete
		Alternative to waste	Replace paper towel in bathrooms with energy efficient hand dryers	Review options and efficiency of systems	Business and Governance Services General Manager	2022
		Changes to procurement practices	Review Purchasing and Procurement Policy and Procedure to support the sourcing of environmentally friendly products and services	Staff Workshop on procurement. Training of staff in new purchasing and procurement policy and procedure	Business and Governance Services General Manager	2022
		Changes to procurement practices	Incorporate environmental considerations into supplier evaluation templates and framework	Changes to Purchasing and Procurement Procedure	Business and Governance Services General Manager	2022
		Re-use where possible	Invest in composting system	Identify and purchase appropriate composting system and identify	Business and Governance Services General Manager	2022

Scope	Baseline Emissions	Area of Improvement	Actions	Supported by	Responsible Officer	Year to complete
				approach to collecting compost from kitchen		
Water production	.07	Analysis of water usage	Analyse water usage and determine key areas of water usage	Undertake an audit/assessment of water usage	Business and Governance Services General Manager	2022
		Reduce usage	Review Water tank usage at Colac Office and determine if use can be expanded.	Work closely with Plumbing Contractors	Business and Governance Services General Manager	2022
		Reduce usage	Develop and implement an action plan on water usage	Completed water audit/assessment	Business and Governance Services General Manager	2022
Paper usage	.58	Product change	Once our paper stock has been fully used, move to 100% recycled paper. Use carbon-certified stationery	Review paper	Business and Governance Services General Manager	2022
		Seek alternatives	Analyse where our	Review of who prints	Business and	2023

Scope	Baseline Emissions	Area of Improvement	Actions	Supported by	Responsible Officer	Year to complete
			paper usage is coming (reasons for printing) & seek alternative. Remove printers and scanners	and why.	Governance Services General Manager	
		Reduce Usage	Encourage use of electronic storage and document management to reduce the need to print.	Staff Training	Business and Governance Services General Manager	2022
Staff commute	Not yet Measured	Measure and report	Undertake survey to determine usage	Survey Development	Business and Governance Services General Manager	2022
		Flexible working arrangements	Review the flexible working arrangement procedure to support appropriate commuting	Consultation through staff consultative committee	Chief Executive Officer	2022
Flights (Air Transport – km)	Not Measured	Measure and report	Begin measuring	Develop template that allows capture of key information	Business and Governance Services General	2022

Scope	Baseline Emissions	Area of Improvement	Actions	Supported by	Responsible Officer	Year to complete
					Manager	
		Reduce	Consider need to travel in line vs virtual attendance	Review of travel policy	Business and Governance Services General Manager	2022
		Offset	Review travel policy to ensure flights purchased have offsets as part of price	Review of travel policy and identification of options through airlines.	Business and Governance Services General Manager	2022
Accommodation (including nights at hotels) and facilities	Not measured	Measure and report	Begin measuring	Develop template that allows capture of key information	Business and Governance Services General Manager	2022
		Reduce	Consider need to travel in line vs virtual attendance	Review of travel policy	Business and Governance Services General Manager	2022
		Offset	Review travel policy to ensure accommodation purchased have offsets	Review of travel policy and identification of	Business and Governance Services General	2022

Scope	Baseline Emissions	Area of Improvement	Actions	Supported by	Responsible Officer	Year to complete
			purchased as part of price	options through accommodation providers.	Manager	
Overall		Measuring and Report	Start measuring and reporting the expanded scope of emissions as defined in this plan	Develop template that allows capture of key information	Business and Governance Services General Manager	2022
		Measure and Report	Achieve Climate Active certification	Review Climate Active Certification requirements and gain audit support	Business and Governance Services General Manager	2024
		Changes to procurement practices	Review Purchasing and Procurement Policy and Procedure to support the Organisations that are Climate Active Certified or environmentally certified.	Staff Workshop on procurement. Training of staff in new purchasing and procurement policy and procedure	Business and Governance Services General Manager	2021
		Measure and Report	Update reporting template to improve	Review of Financial Reporting Disclosure	Business and Governance	2022

Scope	Baseline Emissions	Area of Improvement	Actions	Supported by	Responsible Officer	Year to complete
			ease of emissions reporting in line with Annual Report Disclosure Requirements and Emissions baseline reporting required for climate active certification.	requirements for Annual Report	Services General Manager	
		Regional leadership	Promoting what the CMA is achieving in delivering its action plan, progress towards zero emissions, and saving being realised (carbon, water, energy, waste)	Communications Plan Working closely with Barwon South West Alliance	Chief Executive Officer	2022-2026
		Staff Education	Development of a "Resources" section on Sharepoint to support staff to reduce carbon	Staff training	Business and Governance Services General Manager	2022

Scope	Baseline Emissions	Area of Improvement	Actions	Supported by	Responsible Officer	Year to complete
			<p>impact both in the office and at home.</p> <p>Provide training sessions for staff on how to be carbon neutral in their personal lives</p>			
		Staff electricity usage at Home	<p>Review through Climate Active Certification standards the approach to inclusion of Staff Electricity at Home (whilst working) and its ability to be measured and the accepted approach</p>	Liaise with Carbon Auditors and Climate Active	Business and Governance Services General Manager	2022

Principles for Prioritising Actions

With a list of almost 44 actions identified through the strategy development process, the actions were reviewed against 3 key criteria to prioritise the list and identify the high priority actions. The 3 criteria for prioritising actions are:

- Easy wins – the projects with good reductions in emissions that are straightforward projects with minimal or no budget requirements,
- The big-ticket items – the initiatives with low risk and present strong inroads toward carbon neutrality and the 2024 target. Achievement may include investment via the Corangamite CMA Corporate Plan initiatives budget.
- Enabling factors – the initiatives required to unlock the potential of other high-ranking actions within the plan

Offsets

Offsets are used to compensate for emissions a business or organisation produces and to bring their carbon footprint down to zero. Offset units are generated by projects that reduce, remove or capture emissions from the atmosphere such as reforestation, renewable energy or energy efficiency.

The Corangamite CMA must develop a sustainable strategy for purchasing and cancelling eligible offset units. The primary goal is to undertake emissions reduction activities within the organisation where possible before compensating for emissions through the purchase and cancellation of eligible offset units. As such, an organisation seeking carbon neutrality should follow the carbon reduction hierarchy of energy efficiency, on-site renewable energy generation and off-site renewable energy generation before undertaking carbon offsetting.

Disclosing emissions reduction initiatives and reporting on achievements contributes to transparency and aligns with best-practice carbon management.

Often these projects have other benefits such as enhanced biodiversity, habitat protection, creating employment, helping people to live and work on country, improving health and education, and providing access to clean and affordable energy.

According to carboncreditcapital.com, the price per carbon offset tonne is \$34.99 as at October 2021.

Audit emissions and becoming Climate Active Certified

The Action Plan proposes that the Corangamite CMA independently audit its full operational emissions inventory every 2 years to ensure continued accuracy and best practice. The development of this plan includes a requirement to undertake a waste audit and staff survey to assist in the calculation of its emissions profile. This must be verifiable and support the audit requirements.

Becoming Climate Active Certified requires our baseline carbon emissions are presented in line with a reporting framework endorsed by the Australian Government which includes references to applicable international reporting standards. For more information on the framework and standards please visit:

<https://www.industry.gov.au/data-and-publications/climate-active-carbon-neutral-standard-for-organisations>

The steps required to become climate active certified are:

1. Register with Climate active.
2. Sign a license agreement.
3. Define and establish emissions boundaries. The emissions boundary refers to the coverage and extent of the carbon account. The boundary is specified using criteria to identify emissions sources and which are included or excluded.
4. Set a base year.
5. Collect data on identified emission sources.
6. Run materiality and relevance tests on non-quantified & excluded sources.
7. Calculate the carbon account by the greenhouse gas emissions attributable to each emission source in its emissions boundary, unless the source is identified as non quantified.
8. Develop and implement an emissions reduction strategy.
9. Purchase offsets to compensate for remaining emissions with a clear offset purchasing strategy in place.

10. Arrange independent validation. The carbon account, emissions over time and carbon offsets must be reported and independently audited or verified regularly.
11. Publish a public summary of the carbon-neutral claim.

Figure 5 Climate Active Certification Process⁶



Reporting of Progress

The Corangamite CMA will report on progress in achieving this plan through the Report of Operations in its Annual Report.

Specific actions or initiatives in any given year requiring investment will be outlined in the Corangamite CMA Corporate Plan. The status of these actions will be reported also against our Corporate Plan.

Internally the Corangamite CMA reports 6 monthly on its performance in its Business Strategy Indicators report that is provided to Management and the Board and outlines progress on our environmental indicators.

⁶ Climate Active Carbon Neutral Standard for Organisations, Commonwealth of Australia 2020, page 30.



References

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