


1. TECHNICAL ASSESSMENT TEMPLATE

Entity name	City of Yarra (ABN 98 394 086 520)
Certification type	Organisation
Reporting period	Financial year 2020 – 2021 (1 July 2020 to 30 June 2021)
What is your role?	A technical assessor who did not prepare the carbon account and has completed the technical assessment below.
Name	Ajit Padbidri
Company name	South Pole Australia Pty Ltd
Signature	
Date	25 October 2021

For further information or assistance, please contact Climate Active at climate.active@industry.gov.au

2. TECHNICAL ASSESSMENT PROCEDURES

DEFINITION OF TERMS

Applicant:	The entity applying for carbon neutral certification under the Climate Active Carbon Neutral Standard.
Assessor:	The registered consultant engaged by the applicant to carry out the technical assessment.
Application:	For an initial application: application for carbon neutral certification. For ongoing applications: ongoing reporting and underlying data and systems for maintaining carbon neutral certification.
Assessment:	Assessment of the application carried out by the assessor, using the assessment procedures set out in section 2 of this document.
Assessment procedures:	See Section 4 onwards of this document
The system:	Climate Active certification portal, or its inventory spreadsheets or predecessor spreadsheets.
Standard:	Climate Active Carbon Neutral Standard and the Technical Guidance Manual (both available https://www.industry.gov.au/regulations-and-standards/climate-active)

3. ORGANISATIONS TECHNICAL ASSESSMENT

Validation question	Items for consideration	Result	Application type
1. Is a base year recalculation required?	<p>Should a base year recalculation occur in accordance with the Technical Guidance Manual and section 2.3.4 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p> <p>Consider publicly available information about the entity and any changes to activity data or emissions added to the carbon inventory.</p>	No	Ongoing
2. Is the emission boundary as set in the base year still appropriate?	<p>Are there any significant additional emission sources not included in the original boundary that should be assessed for relevance against the relevance test as out in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p>	Yes	Ongoing
3. Is the certification description accurate?	<p>Does the certification description match the registration form approved by Climate Active?</p>	Yes	Ongoing
4. Has the organisation boundary been correctly established using either a financial control, operational control or equity share approach?	<p>Has the selected organisation boundary approach been applied in accordance with the definitions in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p>	Yes	Ongoing
5. Have all deemed relevant emissions (as set by Climate Active) been identified and included in the carbon inventory?	<p>Has the client clearly identified which buildings, machinery or vehicles each emission line item in the carbon inventory relates to, where applicable?</p> <p>Has the client clearly identified which buildings, machinery or vehicles are accounted for in the electricity calculator?</p> <p>Are the buildings, machinery and vehicles linked to each emission line item or calculator selected in a manner consistent with the chosen organisation boundary approach and the definitions in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p>	Yes	Ongoing
6. To the best of your knowledge have all other emissions likely to be relevant been included in the emission boundary and in the	<p>Have all emissions that should/must be tested for relevance, and any additional emissions that are likely to be relevant, been assessed for inclusion in the inventory in accordance with the relevance test as set out in the Technical Guidance Manual and section 2.3.1</p>	Yes	Ongoing

	<p>of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p> <p>Is the emission boundary broadly consistent with other emission boundaries for organisations in the same or similar sector (taking into account publicly available information on these entities and example inventories in guidance materials)?</p>		
<p>7. Where calculators in the system/inventory have been used to estimate data, is this appropriate?</p>	<p>Is it reasonable that actual data was not available and the use of the calculators is appropriate and consistent with the Technical Guidance Manual and section 2.3.4 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p> <p>Take into account the applicant's circumstances and the nature of each emission source.</p>	<p>Yes</p>	<p>Ongoing</p>
<p>8. Are all estimation methods applied reasonable?</p>	<p>Is it reasonable that actual data was not available and the use of estimation methods is appropriate and consistent with the Technical Guidance Manual and section 2.3 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p> <p>Take into account the applicant's circumstances and the nature of each emission source.</p> <p>For each emission source where data has been set as 'estimated':</p> <ul style="list-style-type: none"> • Is it reasonable to estimate activity for this emission source given its size and importance? • Is the chosen estimation method and associated assumptions reasonable? 	<p>Yes</p>	<p>Ongoing</p>
<p>9. Have the appropriate emission sources been selected from the system/inventory?</p>	<p>Are the emission sources selected from the system/inventory appropriate?</p>	<p>Yes</p>	<p>Ongoing</p>
<p>10. Where bespoke emission factors have been used, are these appropriate?</p>	<p>Where an emission factor has been used that was not provided in the system/inventory:</p> <ul style="list-style-type: none"> • Is there no appropriate emission factor in the system for this emission source, activity data or applicant? • Has the applicant given sufficient reason for choosing or creating this emission factor? Is the reason provided reasonable given the size and nature of the emission? • Has all relevant metadata for the bespoke emission factor been 	<p>Yes</p>	<p>Ongoing</p>

	<p>provided, including a valid reference?</p> <ul style="list-style-type: none"> • Has the bespoke emission been given a clear descriptive emission category and emission source name, in both the inventory and the PDS? 		
11. Have all non-quantified emissions been justified appropriately?	<p>For each non-quantified emission source, is the reason for non-quantification selected in the inventory appropriate and disclosed in the PDS?</p> <p>Take into account the applicant's circumstances and the nature of each emission source.</p>	Yes	Ongoing
12. Has an appropriate uplift factor been provided for all material non-quantified emissions?	<p>For each emission source where data has been set as 'estimated':</p> <ul style="list-style-type: none"> • Is it reasonable to estimate activity for this emission source given its size and importance? • Is the chosen estimation method and associated assumptions reasonable? <p>For small organisation assessments:</p> <ul style="list-style-type: none"> • Does the uplift total and emission sources outside of the small organisation pre-defined boundary, make up less than 20% of the total inventory? 	N/A	Ongoing
13. Are all excluded emissions consistent with the relevance test?	<p>Have all excluded emissions been excluded in a manner consistent with the relevance test as set out in the Technical Guidance Manual and section 2.3.1 of the <i>Climate Active Carbon Neutral Standard for Organisations</i>?</p> <p>Has the reason for exclusion been clearly explained?</p>	Yes	Ongoing
14. Is all data used in reporting documents consistent?	<p>Does the data used and reported in the PDS, calculators and inventory match? All data should be in two decimal places.</p>	Yes	Ongoing
15. Is the emission reduction strategy appropriate?	<p>Is the emission reduction strategy time bound and measurable? Is it consistent with the guidance provided in the Technical Guidance Manual?</p>	Yes	Ongoing
16. Are all required templates populated and completed correctly?	<ul style="list-style-type: none"> • Have all required columns in the inventory been completed? Has the PDS been populated consistent with the PDS guidance provided in the Technical Guidance Manual? • Incorrectly populated templates submitted to Climate Active will be returned and not assessed. 	Yes	Ongoing

	<ul style="list-style-type: none"> • Have all diagrams and tables been completed correctly and in line with the template provided? • Are the colors as per the template? • Is the order correct as per the template? • Have references to NCOS been replaced with "Climate Active"? 		
17. Are files and required reporting documents ready for submission to the third party validator, if it is required?	<ul style="list-style-type: none"> • Have documents including activity source data, PDS and inventory been prepared for third party validation? 	Yes	Ongoing

END OF ORGANISATIONS TECHNICAL ASSESSMENT