



# **PUBLIC DISCLOSURE STATEMENT**

**CARBON NEUTRAL PTY LTD**

**ORGANISATION CERTIFICATION  
2019**

Australian Government  
**Climate Active**  
**Public Disclosure Statement**



An Australian Government Initiative



NAME OF CERTIFIED ENTITY: Carbon Neutral Pty Ltd

REPORTING PERIOD: 1 January 2019 – 31 December 2019

**Declaration**

To the best of my knowledge, the information provided in this Public Disclosure Statement is true and correct and meets the requirements of the Climate Active Carbon Neutral Standard.

Signature

A handwritten signature in black ink, appearing to read "Ray Wilson".

Date

5 November 2020

Name of Signatory

Ray Wilson

Position of Signatory

CEO



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

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# 1. CARBON NEUTRAL INFORMATION

## Description of certification

Carbon Neutral has been certified 'carbon neutral' as an Organisation using an Operational Control approach.

## Organisation description

Carbon Neutral is a profit-for-purpose carbon solutions provider and carbon project developer.

Established in 2001, we are a leader in climate change solutions. Our strength is in supporting organisations to minimise their carbon emissions and manage the opportunities and risks in a low carbon economy.

We provide carbon management services to organisations across the globe, from carbon advisory to offsetting GHG emissions. Our core services include carbon accounting and sustainability consulting, energy reduction strategies, carbon calculators, carbon offset retailing, biodiverse reforestation project development and management, energy and water auditing and Environmental Management System development and implementation.

## Carbon Neutrality

Carbon Neutral is committed to having net zero emissions to help mitigate human induced climate change. Since 2013 we have measured and offset our unavoidable greenhouse gas (GHG) emissions. We address our carbon own footprint through reducing and managing emissions, and offsetting all unavaoided emissions through the purchase and surrender of carbon credits that help fund projects that permanently reduce, avoid or sequester greenhouse gases.

Carbon Neutral has determined its organisational GHG emissions inventory in accordance with the Climate Active Carbon Neutral Standard for Organisations and includes all facilities under the operational control of the organisation. In addition to including emissions from facilities over which it has control over, emissions that are a consequence of the organisation's activities but which are outside of Carbon Neutral's operational control have also been included.

This inventory includes Perth office and remote workers.

Where available, included are the seven GHGs covered by the UNFCCC/Kyoto Protocol: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF<sub>6</sub>) and nitrogen trifluoride (NF<sub>3</sub>).

Where available emission factors have been taken from the National Greenhouse Accounts (NGA) Factors, 2019.

*“Carbon neutral certification allows us to solidify our commitment to climate change and provide a point of difference for internal and external stakeholders.”*

## 2. EMISSION BOUNDARY

### Diagram of the certification boundary



## Non-quantified sources

### Base building

Emissions relating to electricity and water use in common areas of the building are excluded based on materiality.

### Office supplies

Emissions arising from the use of various office supplies are considered immaterial. Emissions associated with office paper use are included under carbon neutral products and services.

### Water use

Water used by the business is minimal and considered immaterial.

Emissions arising from these activities are considered immaterial in that they do not account for more than 1% of the total carbon inventory for the organisation individually or more than 5% collectively.

## Data management plan

While considered a small organisation, Carbon Neutral has chosen to adopt the large organisation approach and included all relevant emission sources.

Going forward, Carbon Neutral will monitor base building energy and water use at its new offices and include these sources if material. To facilitate this, all endeavours will be made to obtain data from the building manager for the CY2020 period for the following:

- Electricity use
- Any other energy use
- Water use
- Refrigerant stock in HVAC

## Excluded sources (outside of certification boundary)

Not relevant. Carbon Neutral has endeavoured to include all relevant emission sources.

## 3. EMISSIONS SUMMARY

### Emissions reduction strategy

Carbon Neutral is committed to continually exploring ways to reduce its carbon footprint and has identified further areas in which emissions reductions could be implemented.

This includes:

- Reducing paper use through the use electronic invoicing and recording systems rather than paper records.
- Reducing energy use by moving to a cloud-based server to reduce the need to operate a stand-alone server with its own air conditioner and the need to keep computers on in order to access them.
- Allowing staff to work remotely from the office reducing the need to travel to and from the office.
- Utilising Microsoft Office teams for virtual meetings to reduce business related travel.
- Encouraging the use of public transport instead of the use of passenger vehicles for business related travel.
- Continually exploring ways to reduce waste generated from business activities and to increase recycling.

Greenhouse gas emission reductions achieved through the above actions will be quantified and reported against in future reporting periods.

## Emissions summary (inventory)

A summary of Carbon Neutral's carbon inventory for CY2019 is shown in the following table.

**Table 2**

	<b>Emission source category</b>	<b>tonnes CO<sub>2</sub>-e</b>
Scope 2	Electricity	9.51
Scope 3	Cleaning and chemicals	0.36
Scope 3	Food & catering	0.16
Scope 3	ICT services & equipment	3.01
Scope 3	Printing & stationery	1.80
Scope 3	Machinery & vehicles	0.08
Scope 3	Professional services	9.53
Scope 3	Postage, courier & freight	0.45
Scope 3	Accommodation & facilities	1.12
Scope 3	Waste	0.15
Scope 3	Land and sea transport (staff commute) (km)	8.84
Scope 3	Air transport (km)	5.79
Scope 3	Taxi & Uber	0.05
Scope 3	Carbon neutral products & services	0.00
<i>Total Net Emissions</i>		40.85

## Uplift factors

No uplift factor has been applied.

## Carbon neutral products

Carbon Neutral purchased NCOS certified carbon neutral office paper.

## Electricity summary

Electricity was calculated using a Location-based approach.

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

### Market-based approach electricity summary

#### Market Based Approach:

Electricity Inventory items	kWh	Emissions (tonnes CO <sub>2</sub> e)
Electricity Renewables	2,389	0.00
Electricity Carbon Neutral Power	0	0.00
Electricity Remaining	10,457	11.30
Renewable electricity percentage	19%	
Net emissions (Market based approach)		11

Table 4

Electricity inventory items	kWh	Emissions (tonnes CO <sub>2</sub> e)
Electricity Renewables	2,389	0.00
Electricity Carbon Neutral Power	0	0.00
Electricity Remaining	10,457	11.30
Renewable electricity percentage	19%	
<i>Net emissions (Market based approach)</i>		11

### Location-based summary

#### Location Based Approach:

State/Territory	Electricity Inventory items	kWh	Full Emission factor (Scope 2 +3)	Emissions (tonnes CO <sub>2</sub> e)
WA	Electricity Renewables	-	-0.74	0.00
WA	Electricity Carbon Neutral Power	-	-0.74	0.00
WA	Netted off (exported on-site generation)	-	-0.69	0.00
WA	Electricity Total	12,846	0.74	9.51
	Total net electricity emissions (Location based)		0.00	9.51

Table 5

State/ Territory	Electricity Inventory items	kWh	Full Emission factor (Scope 2 +3)	Emissions (tonnes CO <sub>2</sub> e)
WA	Electricity Renewables	-	-0.74	0.00
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WA	Netted off (exported on-site generation)	-	-0.69	0.00



WA	Electricity Total	12,846	0.74	9.51
	Total net electricity emissions (Location based)		0.00	9.51

## 4. CARBON OFFSETS

**Offset purchasing strategy:** in arrears










## Offsets summary

Table 7

<b>1. Total offsets required for this report</b>				41					
<b>2. Offsets retired in previous reports and used in this report</b>				0					
<b>3. Net offsets required for this report</b>				41					
Project description	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	Vintage	Quantity (tonnes CO2-e)	Quantity used in previous report	Quantity banked for future years	Quantity used in this report
Gold Standard-accredited <i>Yarra Yarra Biodiversity Corridor</i> , Australia	GS PER	GS IMPACT	5 Nov 2020	<a href="#">GS1-1-AU-GS3039-21-2025-6606-7283-7323</a> (PERs)	2025	41			
and CN-316 Renewable Energy <i>Wind-farm Ningxia Helanshan</i> Project, China	CDM-CER	ANREU	5 Nov 2020	CN-316 1,011,025,562 - 1,011,025,602	CP-2 (2013-2016)	41			
<i>Total offsets retired this report and used in this report</i>									41
<i>Total offsets retired this report and banked for future reports</i>									0

## Co-benefits

The *Yarra Yarra Biodiversity Corridor* is a native reforestation project located in Southwest Australia. The table indicates the co-benefits of this project and how this project contributes to the United Nation SDGs.

Co-benefits category	Core co-benefit	Co-benefit description/nature of potential co-benefit	UN Sustainable Development Goals
Environment	Biodiversity / ecosystem services	The Yarra Yarra project reconnects and restores fragmented and declining (remnant) woodland and shrubland which provides habitat for threatened flora and fauna.	Goal 15: Life on land 
	Water Quality	Water quality is assumed to improve due to reduced surface runoff and reduction in sediment and nutrient loads in water catchments. Groundwater levels and salt concentrations are also expected to reduce over time.	Goal 6: Clean Water and Sanitation 
	Soil Quality	Soil quality of the Yarra Yarra project area is expected to improve over time with soil organic matter increasing and salt concentrations declining.	Goal 15: Life on land 
Economic	Local Employment and Skills	The establishment of plantations and conservation areas creates employment opportunities and skills development during the preparation, planting, management of the Yarra Yarra project.	Goal 3: Good Health and Well-being Goal 4: Quality Education Goal 8: Decent Work and Economic Growth Goal 17: Partnerships for the goals  
			 
Social	Indigenous cultural heritage	The Yarra Yarra project recognises and continues to protect significant cultural heritage sites that are located in the project area. This is assumed to strengthen cultural heritage and support spiritual re-connection to country which potentially has positive impacts on mental health and wellbeing of indigenous communities.	Goal 3: Good Health and Well-being Goal 17: Partnerships for the goals  

## 1. USE OF TRADE MARK

Table 8

Description where trademark used	Logo type
Website	Certified organisation
Marketing collateral	Certified organisation
Company documentation	Certified organisation

## 2. ADDITIONAL INFORMATION

N/A

# APPENDIX 1

## Excluded emissions

No excluded emissions

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

Table 9

Relevance test					
Excluded emission sources	<i>The emissions from a particular source are likely to be large relative to the organisation's electricity, stationary energy and fuel emissions</i>	<i>The emissions from a particular source contribute to the organisation's greenhouse gas risk exposure.</i>	<i>Key stakeholders deem the emissions from a particular source are relevant.</i>	<i>The responsible entity has the potential to influence the reduction of emissions from a particular source.</i>	<i>The emissions are from outsourced activities previously undertaken within the organisation's boundary, or from outsourced activities typically undertaken within the boundary for comparable organisations.</i>

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## APPENDIX 2

### Non-quantified emissions for organisations

The table below outlines the reasons that applies to each of non-quantified emission.

**Table 10**

<b>Non-quantification test</b>				
Relevant-non-quantified emission sources	<i>Immaterial &lt;1% for individual items and no more than 5% collectively</i>	<i>Quantification is not cost effective relative to the size of the emission but uplift applied.</i>	<i>Data unavailable but uplift applied. A data management plan must be put in place to provide data within 5 years.</i>	<i>Initial emissions non-quantified but repairs and replacements quantified</i>
Base building	Yes			
Office supplies	Yes			
Water use	Yes			