PUBLIC DISCLOSURE STATEMENT

PANGOLIN ASSOCIATES

SERVICE CERTIFICATION
FY2021–22

Australian Government

Climate Active
Public Disclosure Statement

An Australian Government Initiative

NAME OF CERTIFIED ENTITY	Pangolin Associates
REPORTING PERIOD	1 July 2021 – 30 June 2022 Arrears report
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.* 
	Iain Smale *Managing Director – Pangolin Associates* *01/08/2023*

Australian Government
Department of Industry, Science, Energy and Resources

Version March 2022. To be used for FY20/21/CY2021 reporting onwards.

1.CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	70 tCO2-e
THE OFFSETS BOUGHT	100% VCUs
RENEWABLE ELECTRICITY	45.13%
TECHNICAL ASSESSMENT	Date: 9/11/2020 Name: Chris Wilson Organisation: Pangolin Associates Next technical assessment due: FY2023

Contents

2. CARBON NEUTRAL INFORMATION

Description of certification

Pangolin Associates was formed out of a concern for the affect human activity has on natural systems. Our primary business informs, educates and assists organisations in reducing resource dependency and lowering climate change and other associated environmental impacts.

We are an independent company with offices in Sydney, Melbourne, South Australia, Brisbane, and Western Australia. This certification covers all locations and operations that Pangolin is responsible for.

"As Climate Active consultants we are committed to leading by example and have been certified as a carbon neutral organisation for seven years."

Product/Service description

This inventory has been prepared for the financial year from 1 July 2022 to 30 June 2022.

The certification covers all the consulting services provided by Pangolin Associates (ABN - 28 145 644 819) in the following locations and facilities:

- Level 16, 175 Pitt Street, Sydney NSW 2000
- Level 18, 1 Nicholson Street, East Melbourne VIC 3002
- Level 7, 276 Flinders, Melbourne VIC 3000
- Level 1, 46 Magill Road, Norwood SA 5067
- Level 1, Suite 374/241 Adelaide Street, Brisbane QLD 4000
- Suite 28, 50 St Georges Terrace, Perth WA 6000

The methods used for collating data, performing calculations and presenting the carbon account are in accordance with the following standards:

- Climate Active Standards
- The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)
- National Greenhouse and Energy Reporting (Measurement) Determination 2008

Where possible, the calculation methodologies and emission factors used in this inventory are derived from the National Greenhouse Accounts (NGA) Factors in accordance with "Method 1" from the National

Greenhouse and Energy Reporting (Measurement) Determination 2008.

The greenhouse gases considered within the inventory are those that are commonly reported under the Kyoto Protocol; carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O) and synthetic gases - hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) sulphur hexafluoride (SF_6) and nitrogen trifluoride (NF_3). These have been expressed as carbon dioxide equivalents (CO_2-e) using relative global warming potentials (GWPs).

The functional unit is billable hours, with emissions expressed in terms of tCO2-e per billable hour.

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 'attributable processes' that become the product, make the product and carry the product through its life cycle. These have been quantified in the carbon inventory.

Non-quantified emissions have been assessed as attributable 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

Non-attributable emissions have been assessed as not attributable to a product or service. They can be **optionally included** in the emissions boundary and therefore have been offset, or they can be listed as outside of the emissions boundary (and are therefore not part of the carbon neutral claim). Further detail is available at Appendix D.

Inside emissions boundary

Quantified

Accommodation and facilities

Climate Active Carbon Neutral Products and Services

Electricity

Food

ICT services and equipment

Machinery and vehicles

Office equipment & supplies

Postage, courier and freight

Professional Services

Refrigerants

Stationary Energy (gaseous fuels)

Stationary Energy (liquid fuels)

Transport (Air)

Transport (Land and Sea)

Waste

Water

Working from home

Non-quantified

N/A

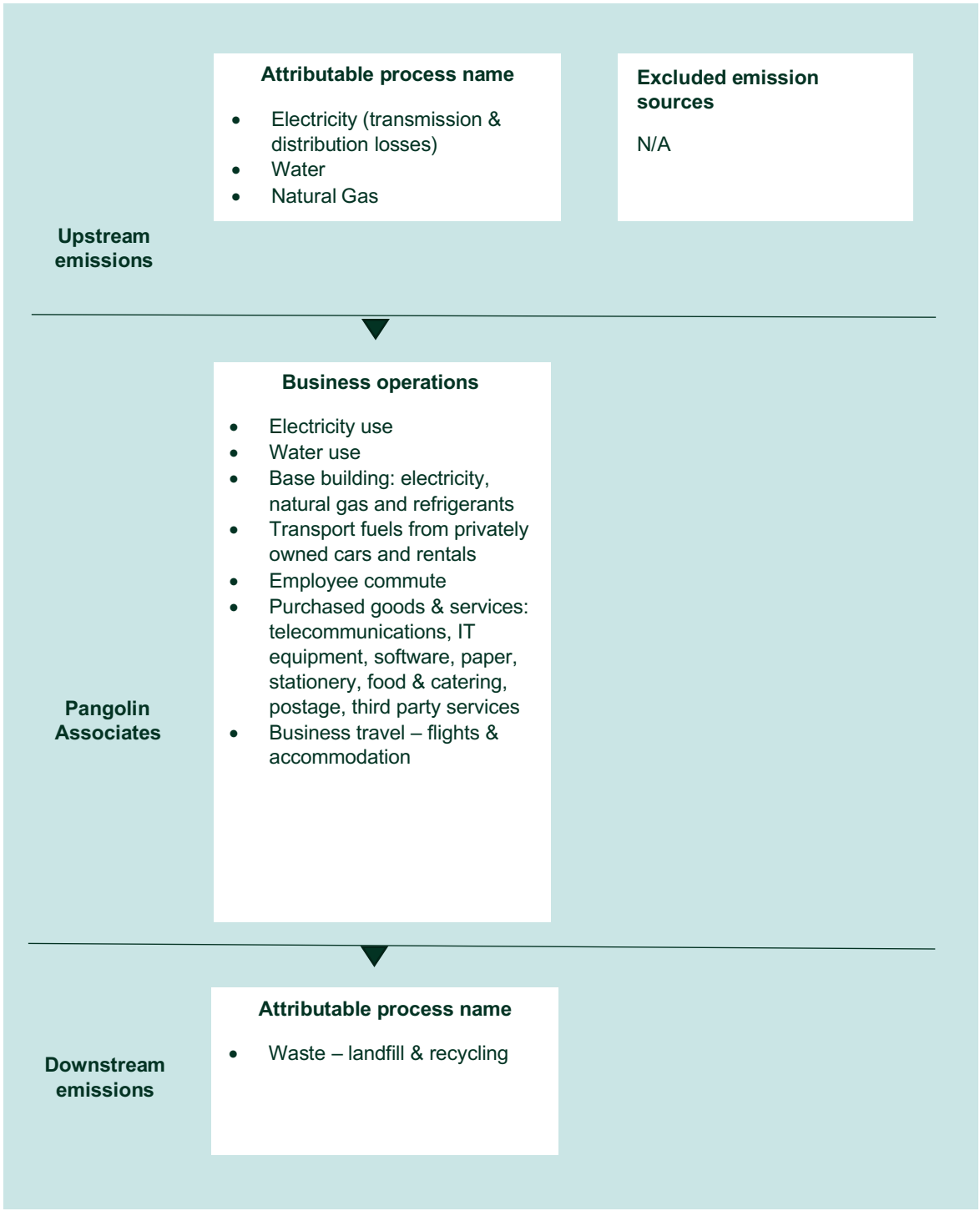
Outside emission boundary

Non-attributable

N/A

Product/service process diagram

The following diagram is Cradle-to-grave



Data management plan for non-quantified sources

There are no non-quantified sources in the emission boundary that require a data management plan.

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

Pangolin Associates aims to reduce emissions intensity (total emissions per FTE) by 30% by 2030 from a 2015-16 base year. The use of emission intensity as a reduction guide is to allow for growth in the organization.

ICT Services – Software

Pangolin Associates will aim to include supplier specific emissions factors to quantify GHG emissions of software use rather than top-down Environmentally Extended Input Output methodology (EEIO). This will be incorporated into emissions reporting for the FY2023 reporting period. It is hoped that increased accuracy of software emissions associated with expense will eventuate in an emission reduction.

ICT Equipment – Electronic Equipment

Pangolin Associates will implement a sustainable procurement policy before FY2025, with the potential to purchased refurbished IT equipment to reduce the demand for brand new machinery. This procurement policy will be developed during FY2024. It is expected that emission from Electronic Equipment will see a reduction of 25% of emission from this source once the policy is implemented.

Business Travel – Flights

Most of Pangolin's flights are to remote audits sites in Australia where there are no other viable forms of transport. For flights between cities, use is limited by internal travel policies. In lieu of face-to-face meetings, employees at Pangolin are encouraged to use video conference calls when possible or to use public transport when viable. While flights increase YoY, they did not rebound to pre-pandemic level. Pangolin aims to maintain this level of emissions associated with flights during the coming years. Additionally, the internal travel policy will be updated in FY2024 to include provisions for reimbursement to staff only when offsets are purchased at the point of sale.

Employees – Working From Home

Currently, Pangolin Associates encourages flexible working arrangements. As part of this, a hybrid working model is adopted which sees employees work from home for large parts of the year. Emissions associated with employees working from home are calculated using an employee survey. However, Pangolin will endeavor before FY2025 to implement a more detailed survey, that captures working from home setups - including number of monitors, heating and cooling habits. This information will then be used to provide support to employees through the supply of energy efficient monitors and also encouragement or incentives for all staff to purchase GreenPower. It is hopeful that by FY2026 that these updates to working from home can reduce emission intensity per FTE by 30%.

Electricity – Third-Party Electricity

The majority of electricity used by Pangolin (both Tenancy and Base Building) is currently supplied by through either GreenPower or a Climate Active Carbon Neutral opt-in provider. However, there is room for improvement and so Pangolin aims to continue engagement with

building providers, with the aim to have 100% renewable electricity by FY2025. This would result in an emission reduction of 2.85 tCO_2-e from FY2023 levels.

Emissions reduction actions

Pangolin Associates moved Melbourne Office in FY2022, relocated to a Melbourne Hub site that uses 100% GreenPower for its tenancy electricity portion. Part of Pangolin's aim when choosing a new office was to partner with a space that had similarly aligned values.

The return to normal operations following the COVID-19 pandemic has seen a large increase in emissions intensity for many organisations. However, Pangolin was able to maintain almost consistent emission intensity, as measured by tCO_2-e/FTE, with an increase of only 10% emission intensity YoY.

The shift towards a paper-free work environment continued, with paper and postage both reducing YoY.

5.EMISSIONS SUMMARY

Emissions over time

Emissions since base year			
		Total Emissions (tCO_2-e) / FTE	Total tCO_2-e
Base year/ Year 1:	2015–16	8.2	65.3
Year 2:	2016–17	12.3	98.3
Year 3:	2017–18	7.2	57.4
Year 4:	2018–19	8.8	79.4
Year 5:	2019–20	3.6	40.0
Year 6:	2020–21	2.5	30.0
Year 7:	2021–22	3.2	70.0

Significant changes in emissions

Emission source name	Current year (tCO_2-e)	Previous year (tCO_2-e)	Detailed reason for change
Computer and electrical components, hardware and accessories	11.2	5.9	Growth in number of employees YoY
Short economy class flights (>400km, ≤3,700km)	9.1	2.1	Re-opening after COVID-19 Pandmeic
calculator - Result A Total	5.0	1.4	Growth in number of employees YoY

Use of Climate Active carbon neutral products and services

Pangolin Offices purchased Climate Active electricity from PowerShop, Qantas flights, Opal Australian Paper during the FY2022 reporting period.

Telephone services are provided through Telstra.

Service emissions summary

Emissions category	Scope 1 (t CO2-e)	Scope 2 (t CO2-e)	Scope 3 (t CO2-e)	Total Emissions (t CO2-e)
Accommodation and facilities	0.0	0.0	1.2	1.2
Climate Active Carbon Neutral Products and Services	0.0	0.0	0.0	0.0
Electricity	0.0	2.8	0.0	2.8
Food	0.0	0.0	1.1	1.1
ICT services and equipment	0.0	0.0	12.3	12.3
Machinery and vehicles	0.0	0.0	0.1	0.1
Office equipment & supplies	0.0	0.0	0.2	0.2
Postage, courier and freight	0.0	0.0	0.05	0.05
Professional Services	0.0	0.0	17.5	17.5
Refrigerants	1.9	0.0	0.0	1.9
Stationary Energy (gaseous fuels)	3.1	0.0	0.3	3.3
Stationary Energy (liquid fuels)	0.005	0.0	0.0002	0.005
Transport (Air)	0.0	0.0	9.1	9.1
Transport (Land and Sea)	0.6	0.0	3.3	3.9
Waste	0.0	0.0	1.7	1.7
Water	0.0	0.0	0.2	0.2
Working from home	0.0	0.0	5.0	5.0
Total	5.5	2.8	52.0	60.3

Functional units

Stage	Billable hours
a) Number of functional units sold this period	18,859.4
b) Number of functional units to be forward offset demonstrating commitment to carbon neutrality (true-up to be conducted at the end of the reporting period)	N/A

A voluntary uplift of 9.7tCO2-e was applied during the FY2022 reporting period. Pangolin has uplifted it's emissions in recent years to the nearest 10 as a voluntary measure.

Emissions intensity per functional unit	0.004 tCO2-e
Number of functional units to be offset	100%
Total emissions to be offset	70.0

6. CARBON OFFSETS

Offsets retirement approach

This certification has taken an in-arrears offsetting approach. The total emission to offset is 70 t CO_2-e. The total number of eligible offsets used in this report is 70. Of the total eligible offsets used, 0 were previously banked and 70 were newly purchased and retired. 0 are remaining and have been banked for future use.

These offsets also cover Pangolin Associate's Organisation certification

Eligible offsets retirement summary

100% of Pangolin Associates emissions relevant to the Service have been captured within the Organisational boundaries. Please refer to pangolin's CY2022 Organisation PDS for evidence of the offset retirement.

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

N/A

APPENDIX A: ADDITIONAL INFORMATION

N/A.

APPENDIX B: ELECTRICITY SUMMARY

Electricity emissions are calculated using a market-based approach.

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.

Market Based Approach Summary

Market Based Approach	Activity Data (kWh)	Emissions (kgCO2e)	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 & Precinct LGCs)	0	0	0%
GreenPower	1,366	0	27%
Jurisdictional renewables (LGCs retired)	0	0	0%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	0	0	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	957	0	19%
Residual Electricity	2,824	2,809	0%
Total grid electricity	**5,146**	**2,809**	**45%**
Total Electricity Consumed (grid + non grid)	**5,146**	**2,809**	**45%**
Electricity renewables	2,322	0	
Residual Electricity	2,824	2,809	
Exported on-site generated electricity	**62**	**-45**	
Emissions (kgCO2e)		2,764	

Total renewables (grid and non-grid)	**45.13%**
Mandatory	**18.59%**
Voluntary	**26.54%**
Behind the meter	**0.00%**
Residual Electricity Emission Footprint (TCO2e)	**3**

Figures may not sum due to rounding. Renewable percentage can be above 100%

Location Based Approach Summary

Location Based Approach	Activity Data (kWh)	Scope 2 Emissions (kgCO2e)	Scope 3 Emissions (kgCO2e)
ACT	0	0	0
NSW	0	0	0
SA	861	258	60
Vic	4,285	3,900	429
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
Grid electricity (scope 2 and 3)	**5,146**	**4,158**	**489**
ACT	0	0	0
NSW	0	0	0
SA	0	0	0
Vic	0	0	0
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
Non-grid electricity (Behind the meter)	**0**	**0**	**0**
Total Electricity Consumed	**5,146**	**4,158**	**489**

Emission Footprint (TCO2e)	**5**
Scope 2 Emissions (TCO2e)	4
Scope 3 Emissions (TCO2e)	0

Climate Active Carbon Neutral Electricity summary

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO2e)
Powershop	**9,965**	**0**

Climate Active carbon neutral electricity is not renewable electricity. The emissions have been offset by another Climate Active member through their Product certification.

APPENDIX C: INSIDE EMISSIONS BOUNDARY

Non-quantified emission sources

The following sources emissions have been assessed as attributable, are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. These emissions are accounted for through an uplift factor. 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	(1) Immaterial	(2) Cost effective (but uplift applied)	(3) Data unavailable (but uplift applied & data plan in place)	(4) Maintenance
N/A			N/A	

Excluded emission sources

Attributable emissions sources can be excluded from the carbon inventory, but still considered as part of the emissions boundary if they meet **all three of the below criteria**. An uplift factor may not necessarily be applied.

1. A data gap exists because primary or secondary data cannot be collected **(no actual data).**
2. Extrapolated and proxy data cannot be determined to fill the data gap (**no projected data**).
3. An estimation determines the emissions from the process to be **immaterial**).

	No actual data	No projected data	Immaterial
N/A	N/A	N/A	N/A

APPENDIX D: OUTSIDE EMISSION BOUNDARY

Non-attributable emissions have been assessed as not attributable to a product or service (do not carry, make or become the product/service) and are therefore not part of the carbon neutral claim. To be deemed attributable, an emission must meet two of the five relevance criteria. Emissions which only meet one condition of the relevance test can be assessed as non-attributable and therefore are outside the carbon neutral claim. Non-attributable emissions are detailed below.

Relevance test					
Non-attributable emission	*The emissions from a particular source are likely to be large relative to the organisation's electricity, stationary energy and fuel emissions*	*The emissions from a particular source contribute to the organisation's greenhouse gas risk exposure.*	*Key stakeholders deem the emissions from a particular source are relevant.*	*The responsible entity has the potential to influence the reduction of emissions from a particular source.*	*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.*
N/A			N/A		

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