# PUBLIC DISCLOSURE STATEMENT

GALPINS TRADING PTY LTD (GALPINS ACCOUNTANTS, AUDITORS AND BUSINESS CONSULTANTS)

ORGANISATION CERTIFICATION

FY2022–23

Australian Government

# Climate Active
# Public Disclosure Statement

An Australian Government Initiative

| | |
|---|---|
| NAME OF CERTIFIED ENTITY | Galpins Trading Pty Ltd (Galpins Accountants, Auditors & Business Consultants) |
| REPORTING PERIOD | 1 July 2022 – 30 June 2023<br>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.*<br>  <br>Luke Williams<br>Partner<br>20/03/2024 |

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



Version August 2023.

# 1.CERTIFICATION SUMMARY

| | |
|---|---|
| TOTAL EMISSIONS OFFSET | 231 $tCO_2$-e |
| OFFSETS USED | 100% VCSs |
| RENEWABLE ELECTRICITY | N/A |
| CARBON ACCOUNT | Prepared by: Sustainable Business Consultants |
| TECHNICAL ASSESSMENT | 19/8/2022<br>Sustainable Business Consultants<br>Next technical assessment due: FY2025/26 |
| THIRD PARTY VALIDATION | Type 1<br>9 September 2022<br>Katherine Simmons<br>KREA Consulting Pty Ltd |

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# 2.CARBON NEUTRAL INFORMATION

## Description of certification

This certification is for the Australian business operations of Galpins Trading Pty Ltd trading as Galpins Accountants, Auditors & Business Consultants (ABN 89 656 702 886).

## Organisation description

Galpins Trading Pty Ltd, trading as Galpins Accountants, Auditors and Business Consultants (ABN 89 656 702 886), is a South Australia based practice which provides a comprehensive range of services including taxation, accounting and business services, financial planning and superannuation services, and auditing and assurance services to meet our clients' complete financial needs. Our services are delivered from three offices located at Mount Gambier, Norwood and Stirling.

Our business philosophy is heavily based upon integrity and honesty and providing a confidential, comprehensive and specialist service that has the standard of any major business consulting firm but retains the benefits and personal relationships of a small firm.

Our firm consists of nine partners and an experienced team of highly qualified, motivated staff who deliver a high level of service.

The business has been set up as a partnership of trusts including the following entities which provide staff, equipment and building services to Galpins and share largely common ownership. As such these entities are included in the carbon inventory boundary which has been prepared in accordance with the operational control approach.

Connected with Galpins Trading is another trading name that was used in prior years - ‘Galpin, Engler, Bruins and Dempsey’. The entities shown below are part of a partnership of trusts which provide staff, equipment and building services to Galpins Trading. As such these are included in the carbon inventory boundary.

| Legal entity name | ABN |
|---|---|
| Heritage Unit Trust | 54 098 598 905 |
| 3Kensi Unit Trust | 67 440 170 574 |

# 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

Transport fuel

Refrigerant

Electricity

Cleaning and chemicals

Carbon neutral products and services

Building repairs, refits and maintenance materials and services

Food

Hotel accommodation

ICT services and equipment

Office furniture, equipment and supplies

Postage and couriers

Professional services

Business travel by air and land

Staff commuting

Waste

Water

Working from home

### Non-quantified

N/A

## Outside emission boundary

### Excluded

N/A

# 4.EMISSIONS REDUCTIONS

## Emissions reduction strategy

Our overall target is to reduce Galpins' emissions by 30% by 2030 against the 2021/22 financial year baseline.

The initiatives in the table below are set out based on the emissions causing activities in our carbon inventory. In setting these initiatives (in 2021/22) we considered our ability to control or influence emissions reduction, to switch to alternative sources and to purchase lower carbon emitting supplies and services.

| Initiative – financial year | '24 | '25 | '26 | '27 | '28 | Target/Measure | 22/23 Update |
|---|---|---|---|---|---|---|---|
| **Energy** | | | | | | | |
| Install solar panels | | x | | | | 100% of buildings we operate from.<br>Reduce electricity emissions by 50% by 2024/25 (10 tonnes = 5% of emissions) | Investigations for structural requirements of buildings in progress |
| Install battery storage | | | x | | | Reduce electricity emissions by 90% by 2025/26 | |
| Switch to GreenPower or certified carbon neutral power | x | | | | | 100% compliance | In progress |
| Convert lights to LEDs | x | x | x | | | 25% per year. 100% by 2025/26.<br>Reduce energy emissions by 2% (0.4 tonnes) | In progress |
| Turn off lights when not needed and at night | x | x | x | x | x | 100% compliance.<br>Reduce energy emissions by 2% (0.4 tonnes) | 100% compliant |
| Shut down computers and monitors at end of day | x | x | x | x | x | 100% compliance.<br>Reduce energy emissions by 2% (0.4 tonnes) | Staff training is occurring |
| Buy energy efficient appliances and equipment | x | x | x | x | x | Ongoing.<br>Reduce energy emissions by 5% (1 tonne) | Ongoing |
| **Travel** | | | | | | | |
| Reduce kilometres we travel | x | | | | | Attend more meetings via video conference. Convert one partner meeting to video conference each year.<br>Reduce emissions by 10% (7 tonnes) | Partner meeting held. Other client meetings in progress |
| Encourage low carbon emitting business-use vehicles for employees | | x | | | | Increase mileage rate paid to staff for EVs which will encourage purchase of EVs. 5 staff or Partners to have EVs by 24/25.<br>Reduce travel emissions by 10% (7 tonnes) | Team manual to be updated |
| Incentivise employees to change their commuting modes | x | | | | | Implement travel to work via public transport day in Adelaide.<br>Reduce staff commuting by 40% (14 tonnes) | In progress |
| Install EV charging station for cars at Norwood and Mount Gambier Offices | | | | x | | Install EV charging station by 26/27. 15 staff have EVs by 26/27 reducing travel emissions by a further 40% (24 tonnes) | Investigations in progress |
| **Waste** | | | | | | | |
| Implement 3-bin system | x | x | | | | Remove under desk bins to encourage all waste to be sorted at 3-bin system. 100% compliance by 2023.<br>Reduce waste to landfill by 30% by 24/25. | In progress |

| Initiative – financial year | '24 | '25 | '26 | '27 | '28 | Target/Measure | 22/23 Update |
|---|---|---|---|---|---|---|---|
| Recycle batteries and Styrofoam | x | x | | | | Implement system to divert all styrofoam and batteries from landfill.<br>Reduce waste to landfill by 30% (2.7 tonnes) | Action complete |
| **Other** | | | | | | | |
| Discuss carbon offset with IT provider | X | | | | | A large % of our carbon emissions come from software providers and ICT consultants. Assist consultant to become carbon neutral.<br>Reduce ICT services emissions by 20% (6 tonnes) | In progress |
| Purchase software from carbon neutral suppliers where possible | | | | | | Number/value of software purchases that are from carbon neutral certified suppliers. | In progress |

# 5.EMISSIONS SUMMARY

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

| Certified brand name | Product/Service/Building/Precinct used |
|---|---|
| Reflex | Ultra white premium paper |

## Emissions summary

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

| Emission category | Sum of Scope 1 (t CO2-e) | Sum of Scope 2 (t CO2-e) | Sum of Scope 3 (t CO2-e) | Sum of total emissions (t $CO_2$-e) |
|---|---|---|---|---|
| Accommodation and facilities | 0.00 | 0.00 | 5.51 | 5.51 |
| Cleaning and chemicals | 0.00 | 0.00 | 0.00 | 2.11 |
| Climate Active carbon neutral products and services | 0.00 | 0.00 | 2.11 | 0.00 |
| Construction materials and services | 0.00 | 0.00 | 0.00 | 2.01 |
| Electricity | 0.00 | 0.00 | 2.01 | 18.31 |
| Food | 0.00 | 13.87 | 4.44 | 0.00 |
| ICT services and equipment | 0.00 | 0.00 | 0.00 | 61.00 |
| Office equipment & supplies | 0.00 | 0.00 | 61.00 | 0.00 |
| Office equipment and supplies | 0.00 | 0.00 | 0.00 | 4.28 |
| Postage, courier and freight | 0.00 | 0.00 | 4.49 | 2.91 |
| Professional services | 0.00 | 0.00 | 2.91 | 41.26 |
| Refrigerants | 0.00 | 0.00 | 41.26 | 1.37 |
| Transport (air) | 1.37 | 0.00 | 0.00 | 12.60 |
| Transport (land and sea) | 0.00 | 0.00 | 11.88 | 67.73 |
| Waste | 0.00 | 0.00 | 67.73 | 9.48 |
| Water | 0.00 | 0.00 | 9.48 | 0.42 |
| Working from home | 0.00 | 0.00 | 0.42 | 2.06 |
| **Total emissions** | 0.00 | 0.00 | 2.06 | **230.55** |

## 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 | $tCO_2$-e |
|---|---|
| N/A | |
| **Total emissions footprint to offset** *(total emissions from summary table + total of all uplift factors)* | **230.55** |

# 6. CARBON OFFSETS

## Offsets retirement approach

This certification has taken an in-arrears offsetting approach. The total emission to offset is 231 $tCO_2$-e. The total number of eligible offsets used in this report is 231. Of the total eligible offsets used, none were previously banked and 231 were newly purchased and retired. None are remaining.

## Co-benefits

**Trees for Life Carbon – Monarto Zoo, South Australia**

Planting trees helps protect our climate and retore our landscapes. Trees for Life creates dynamic, sustainable native forests which will remove carbon dioxide from the atmosphere and provide multiple environmental benefits. Trees for Carbon aims to replicate local native forests to provide habitat for our native wildlife and improve the condition of soil and water.

**Bundled Wind Power Project by Myrtah, India**

This project displaces fossil fuel-based thermal power stations, thereby reducing pollution from coal, diesel, furnace oil and gas. Benefits flow directly to local communities and aligns with the Ministry of Environment and Forests indicators for wellbeing in the areas of social, economic, technological and environmental. The project contributes to eight of the Sustainable Development Goals, by providing employment, clean water and sanitation, improved agricultural techniques and opportunities for everyone – in particular women and youth through educational programs and training.

## Eligible offsets retirement summary

| Offsets retired for Climate Active carbon neutral certification | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Project description** | **Type of offset units** | **Registry** | **Date retired** | **Serial number (and hyperlink to registry transaction record)** | **Vintage** | **Stapled quantity** | **Eligible quantity retired ($tCO_2$-e)** | **Eligible quantity used for previous reporting periods** | **Eligible quantity banked for future reporting periods** | **Eligible quantity used for this reporting period** | **Percentage of total (%)** |
| Trees for Carbon, Trees for Life, Monarto Zoo, SA | - | - | 13/11/23 | | - | 231 | - | - | - | - | |
| **Stapled to** | | | | | | | | | | | |
| Bundled Wind Power Project by Myrtah | VCS | Verra | 12/11/23 | 6918-358625997-358626227-VCU-034-APX-IN-1-1728-01012017-24112017-0 | 2017 | | 231 | 0 | 0 | 231 | 100% |
| **Total eligible offsets retired and used for this report** | | | | | | | | | | 231 | |
| **Total eligible offsets retired this report and banked for use in future reports** | | | | | | | | | 0 | | |

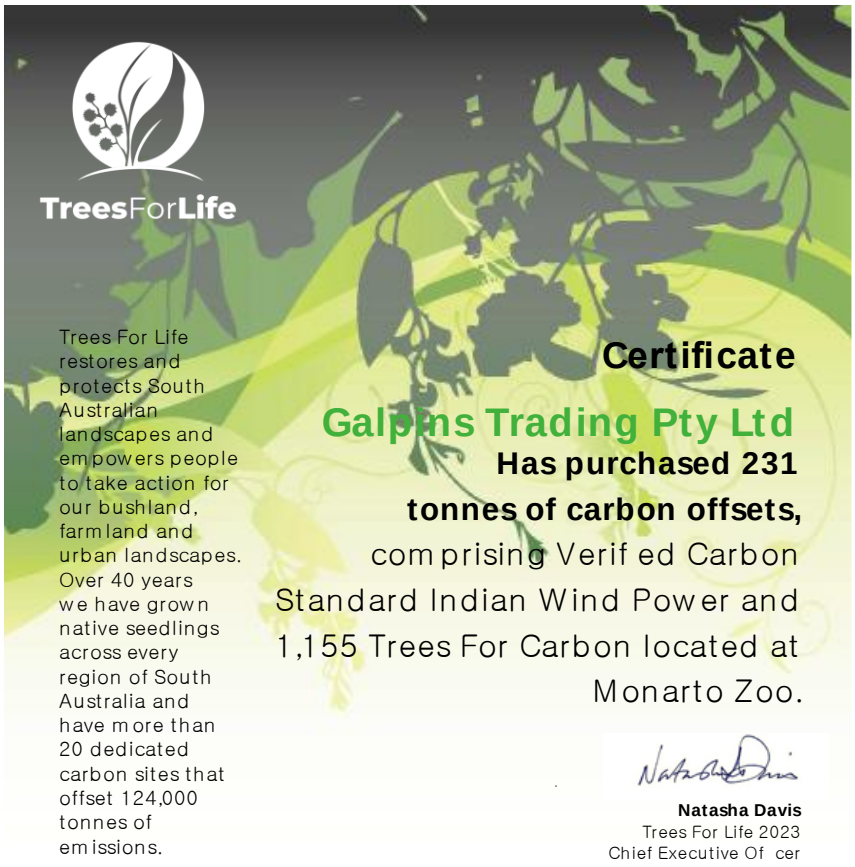
| Type of offset units | Eligible quantity (used for this reporting period) | Percentage of total |
|---|---|---|
| Verified Carbon Standard (VCSs) | 231 | 100% |

# 7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

## Renewable Energy Certificate (REC) summary

N/A

# APPENDIX A: ADDITIONAL INFORMATIO




# 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 **location-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 | 4,043 | 0 | 7% |
| **Total non-grid electricity** | 4,043 | 0 | 7% |
| LGC Purchased and retired (kWh) (including PPAs) | 0 | 0 | 0% |
| GreenPower | 0 | 0 | 0% |
| 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) | 10,431 | 0 | 18% |
| Residual Electricity | 45,052 | 43,025 | 0% |
| **Total renewable electricity (grid + non grid)** | 14,474 | 0 | 24% |
| **Total grid electricity** | 55,483 | 43,025 | 18% |
| **Total electricity (grid + non grid)** | 59,526 | 43,025 | 24% |
| Percentage of residual electricity consumption under operational control | 100% | | |
| **Residual electricity consumption under operational control** | 45,052 | 43,025 | |
| Scope 2 | 39,787 | 37,996 | |
| Scope 3 (includes T&D emissions from consumption under operational control) | 5,266 | 5,029 | |
| **Residual electricity consumption not under operational control** | 0 | 0 | |
| Scope 3 | 0 | 0 | |

| | |
|---|---|
| **Total renewables (grid and non-grid)** | 24.31% |
| **Mandatory** | 17.52% |
| **Voluntary** | 0.00% |
| **Behind the meter** | 6.79% |
| **Residual scope 2 emissions (t $CO_2$-e)** | 38.00 |
| **Residual scope 3 emissions (t $CO_2$-e)** | 5.03 |
| **Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t $CO_2$-e)** | 38.00 |
| **Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t $CO_2$-e)** | 5.03 |
| **Total emissions liability (t $CO_2$-e)** | 43.03 |

*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 ($kgCO_2$-e)** | **Scope 3 Emissions ($kgCO_2$-e)** | **(kWh)** | **Scope 3 Emissions ($kgCO_2$-e)** |
| ACT | 0 | 0 | 0 | 0 | 0 | 0 |
| NSW | 0 | 0 | 0 | 0 | 0 | 0 |
| SA | 55,483 | 55,483 | 13,871 | 4,439 | 0 | 0 |
| VIC | 0 | 0 | 0 | 0 | 0 | 0 |
| QLD | 0 | 0 | 0 | 0 | 0 | 0 |
| NT | 0 | 0 | 0 | 0 | 0 | 0 |
| WA | 0 | 0 | 0 | 0 | 0 | 0 |
| TAS | 0 | 0 | 0 | 0 | 0 | 0 |
| **Grid electricity (scope 2 and 3)** | 55,483 | 55,483 | 13,871 | 4,439 | 0 | 0 |
| ACT | 0 | 0 | 0 | 0 | | |
| NSW | 0 | 0 | 0 | 0 | | |
| SA | 4,043 | 4,043 | 0 | 0 | | |
| VIC | 0 | 0 | 0 | 0 | | |
| QLD | 0 | 0 | 0 | 0 | | |
| NT | 0 | 0 | 0 | 0 | | |
| WA | 0 | 0 | 0 | 0 | | |
| TAS | 0 | 0 | 0 | 0 | | |
| **Non-grid electricity (behind the meter)** | 4,043 | 4,043 | 0 | 0 | | |
| **Total electricity (grid + non grid)** | 59,526 | | | | | |

| | |
|---|---|
| **Residual scope 2 emissions (t $CO_2$-e)** | 13.87 |
| **Residual scope 3 emissions (t $CO^2$-e)** | 4.44 |
| **Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t $CO_2$-e)** | 13.87 |
| **Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t $CO_2$-e)** | 4.44 |
| **Total emissions liability** | 18.31 |

## 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) |
|---|---|---|
| *N/A* | **0** | **0** |

*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.*

## Climate Active carbon neutral electricity products

| Climate Active carbon neutral product used | Electricity claimed from Climate Active electricity products (kWh) | Emissions (kg $CO_2$-e) |
|---|---|---|
| *N/A* | **0** | **0** |

*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.*

# 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 |
|---|---|
| N/A | |

## 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 this 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 |
|---|---|---|---|---|---|---|
| N/A | | | | | | |

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Climate Active