



# **PUBLIC DISCLOSURE STATEMENT**


**GILBERT + TOBIN**

**SERVICE CERTIFICATION**

**FY2022-23**

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



NAME OF CERTIFIED ENTITY	Gilbert + Tobin
REPORTING PERIOD	1 July 2022 – 30 June 2023 Arrears report
DECLARATION	<p><i>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.</i></p>  <p>Eloise Schnierer Head of Corporate Social Responsibility 30 January 2024</p>



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

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Version August 2023.



# 1.CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	3113.16 tCO <sub>2</sub> -e
THE OFFSETS USED	55% ACCUs, 45% CERs
RENEWABLE ELECTRICITY	100%
CARBON ACCOUNT	Prepared by: Pangolin Associates
TECHNICAL ASSESSMENT	Prepared by: Pangolin Associates Date: 18 June 2024

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## 2. CARBON NEUTRAL INFORMATION

### Description of certification

This inventory has been prepared for the financial year from 1 July 2022 to 30 June 2023 and covers the service operations of Gilbert + Tobin (ABN: 77 458 970 098).

The operational boundary has been defined based on an operational control test, in accordance with the principles of the National Greenhouse and Energy Reporting Act 2007. This includes the following locations and facilities:

- Levels 32-35, Tower 2 International Towers, 200 Barangaroo Avenue, Sydney NSW 2000
- Levels 24-25, 101 Collins Street, Melbourne VIC 3000
- Level 16, Brookfield Place Tower 2, 123 St Georges Terrace, Perth WA 6000
- Suite 1B, 165-167 Phillip Street, Lawson Place, Sydney NSW 2000

This inventory does not include emissions related to the investment portfolio of Gilbert + Tobin as the associated emissions are outside the operational control of Gilbert + Tobin.

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<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O) and synthetic gases - hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) sulphur hexafluoride (SF<sub>6</sub>) and nitrogen trifluoride (NF<sub>3</sub>). These have been expressed as carbon dioxide equivalents (CO<sub>2</sub>-e) using relative global warming potentials (GWPs).

### Service description

The service certification covers all billable hours undertaken by Gilbert + Tobin to all customers. As such, the functional unit has been determined as tCO<sub>2</sub>-e/billable hour. A cradle to grave approach has been undertaken to assess the emissions associated with our client service.

## 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' of a product or service. These attributable processes are services, materials and energy flows that become the product or service, make the product or service and carry the product or service through its life cycle. These attributable emissions 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

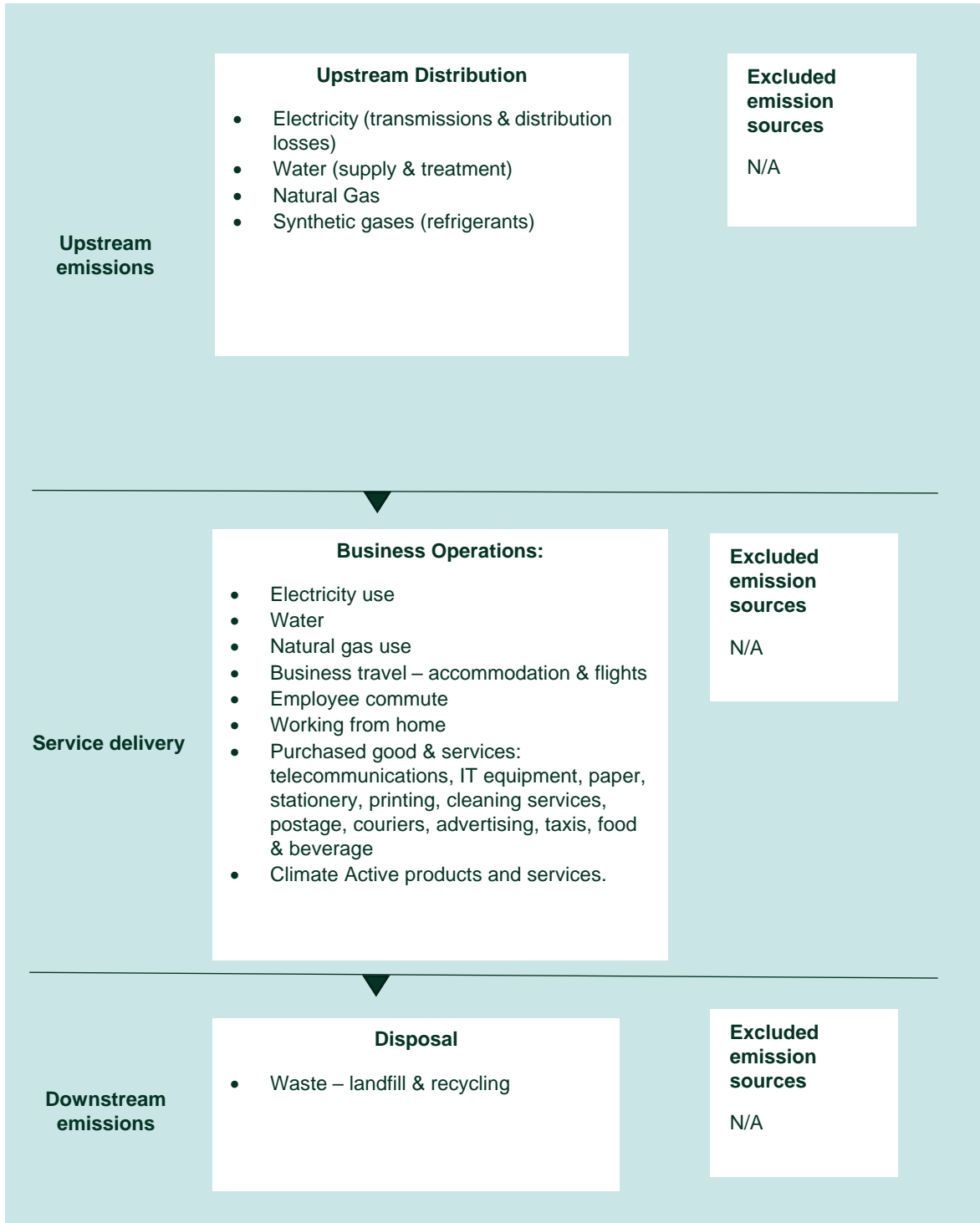
**Non-attributable** emissions have been assessed as not attributable to a product or service. They can be **optionally included** in the emissions boundary and therefore have been offset, or they can be listed as outside of the emissions boundary (and are therefore not part of the carbon neutral claim).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

Inside emissions boundary	
<p><b><u>Quantified</u></b></p> <ul style="list-style-type: none"> <li>Accommodation and facilities</li> <li>Cleaning and chemicals</li> <li>Climate Active carbon neutral products and services</li> <li>Electricity</li> <li>Food</li> <li>ICT services and equipment</li> <li>Postage, courier and freight</li> <li>Professional Services</li> <li>Refrigerants</li> <li>Stationary energy (gaseous fuels)</li> <li>Transport (air)</li> <li>Transport (Land and Sea)</li> <li>Waste</li> <li>Water</li> <li>Working from home</li> <li>Office equipment and supplies</li> <li>Synthetic gases</li> </ul>	<p><b><u>Non-quantified</u></b></p> <p>N/A</p>
	<p><b><u>Optionally included</u></b></p> <p>N/A</p>

Outside emission boundary
<p><b><u>Non-attributable</u></b></p> <p>N/A</p>

## Service process diagram

This is a cradle-to-grave boundary.



## 4. EMISSIONS REDUCTIONS

### Emissions reduction strategy

Gilbert + Tobin commits to reduce total scope 1, 2 and 3 emissions from its business operations and is in the process of developing quantitative and qualitative targets to guide and monitor this process. This will be achieved through the following measures:

#### Scope 1 emissions will be reduced by:

- Scope 1 emissions are negligible for Gilbert + Tobin. Gilbert + Tobin will continue to monitor and assess its Scope 1 emissions to ensure that they remain immaterial.

#### There are no Scope 2 emissions.

#### Scope 3 emissions will be reduced by:

- Over FY2023, Gilbert + Tobin continued work to the development of a scope 3 emissions reduction strategy, with a view to setting net zero targets aligned with the Science Based Targets Initiative Corporate Net Zero Standard. As part of this process, we remain committed to developing an EMS aligned with ISO 14001 in 2024.
- Air travel is a key focus area for the firm – air travel accounted for 58% of Gilbert + Tobin's total Scope 3 emissions in FY2023. A post-Covid analysis of business travel is currently being undertaken and will be used to develop and update the business travel policy to ensure that only essential flights are taken.
- Further analysis of other opportunities to reduce scope three emissions in other key sources including food and office equipment and supplies.

### Emissions reduction actions

Gilbert + Tobin has already undertaken significant steps to decarbonise our operations since joining the Climate Active program in FY2019. We have eliminated scope 2 emissions through the purchase of 100% GreenPower. We have also eliminated scope 3 electricity emissions by choosing offices that use 100% renewable electricity and by purchasing additional GreenPower for our base building electricity consumption in offices that don't. We have undertaken improvements in our technology and printing practices that have resulted in emissions reductions.

These efforts have collectively resulted in a 58% reduction in emissions in FY2023 as compared to our base year (FY2019). We acknowledge the increase in emissions as between this year and last year, which are attributable to our operations (particularly business travel) returning to a more business-as-usual level post-Covid.

This year, over 99% of our GHG emissions are scope three and, of these, nearly two-thirds are from air travel, a hard-to-abate sector. We have reached a point where further emissions reductions necessitate changes to our internal approach to sustainability. As such, in FY2023 we embarked on process to reform



the governance of sustainability within our firm. In 2023, we engaged external sustainability consultants, BWD, to help us undertake a double materiality assessment. This assessment has informed the development of a three-year sustainability strategy and our first sustainability report with reference to the GRI standards, both documents will be finalised in early 2024. We are also developing terms of reference for a new sustainability committee that will govern our sustainability efforts and provide advice to our board. One of the key priorities to emerge from the stakeholder materiality consultation was the need for increased action on climate change. This means developing our scope three emissions reductions targets and strategy is a priority in the year ahead.

## 5. EMISSIONS SUMMARY

### Emissions over time

Emissions since base year		Total tCO <sub>2</sub> -e	Percentage change in the emissions intensity of the functional unit
Base year:	2018–19	7,412.80	<i>Commercially sensitive</i>
Year 1:	2019–20	3,627.50	<i>Commercially sensitive</i>
Year 2:	2020–21	1,615.80	<i>Commercially sensitive</i>
Year 3:	2021-22	2,265.10	<i>Commercially sensitive</i>
Year 4:	2022-23	3,113.16	<i>Commercially sensitive</i>

### Significant changes in emissions

Emission source name	Previous year emissions	Current year emissions	Detailed reason for change
Long business class flights (>3,700km)	769,519.77 kg CO <sub>2</sub> -e	1,175,706.32 kg CO <sub>2</sub> -e	Change to flight calculation methodology (refer to DEFRA factors)
Short economy class flights (>400km, <=3,700km)	222,410.57 kg CO <sub>2</sub> -e	487,632.12 kg CO <sub>2</sub> -e	Change to flight calculation methodology (refer to DEFRA factors)
Food & catering	47,062.26 kg CO <sub>2</sub> -e	1,573,956.82 kg CO <sub>2</sub> -e	Food & Catering was significantly reduced during covid period. This increase is reflecting pre-covid behaviours

### Use of Climate Active carbon neutral products and services

The organisation's Sydney office is located in the Barangaroo Precinct which is carbon neutral and covers the tenancy and base building electricity, waste, water and employee commute.

This assessment and Climate Active submission was prepared with the assistance of [Pangolin Associates](#) and these services are also carbon neutral.

Certified brand name	Product/Service/Building/Precinct used
Pangolin Associates Pty Ltd	Carbon Neutral Consulting Service
Lendlease	Barangaroo Carbon Neutral Precinct

### Emissions summary

As a simple service, the boundary of Gilbert + Tobin’s service certification overlaps 100% with the organisation certification. A comprehensive greenhouse gas assessment calculated the emissions associated with all relevant sources.

Stage	tCO2-e
<b>Upstream Distribution</b>	
<ul style="list-style-type: none"> <li>Electricity (transmissions &amp; distribution losses)</li> <li>Water (supply &amp; treatment)</li> <li>Natural Gas</li> <li>Synthetic gases (refrigerants)</li> </ul>	54.52
<b>Business Operations:</b>	
<ul style="list-style-type: none"> <li>Electricity use</li> <li>Water</li> <li>Natural gas use</li> <li>Business travel – accommodation &amp; flights</li> <li>Employee commute</li> <li>Working from home</li> <li>Purchased good &amp; services: telecommunications, IT equipment, paper, stationery, printing, cleaning services, postage, couriers, advertising, taxis, food &amp; beverage</li> <li>Climate Active goods and services</li> </ul>	3053.35
<b>Disposal</b>	
<ul style="list-style-type: none"> <li>Waste</li> </ul>	5.29

<b>Emissions intensity per functional unit</b>	<i>Commercially sensitive</i>
<b>Number of functional units to be offset</b>	<i>Commercially sensitive</i>
<b>Total emissions to be offset</b>	3113.16

*No uplift factors were included in the emissions total.*

## 6. CARBON OFFSETS

### Offsets retirement approach

100% of Gilbert + Tobin's emissions relevant to the Service have been captured within the Organisational boundaries. Please refer to [Gilbert + Tobin's FY2023 Organisation PDS](#) for evidence of the offset retirement.

### Co-benefits

N/A

## Eligible offsets retirement summary

100% of Gilbert + Tobin's emissions relevant to the Service have been captured within the Organisational boundaries. Please refer to [Gilbert + Tobin's FY2023 Organisation PDS](#) for evidence of the offset retirement.

## 7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

### Renewable Energy Certificate (REC) Summary

N/A.

## APPENDIX A: ADDITIONAL INFORMATION

100% of Gilbert + Tobin's emissions relevant to the Service have been captured within the Organisational boundaries. Please refer to [Gilbert + Tobin's FY2023 Organisation PDS](#) for evidence of the offset retirement.

## 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 **market-based approach**.



Market-based approach summary			
Market-based approach	Activity Data (kWh)	Emissions (kgCO <sub>2</sub> -e)	Renewable percentage of total
Behind the meter consumption of electricity generated	11,886	0	1%
<b>Total non-grid electricity</b>	<b>11,886</b>	<b>0</b>	<b>1%</b>
LGC Purchased and retired (kWh) (including PPAs)	0	0	0%
GreenPower	1,170,479	0	75%
Climate Active precinct/building (voluntary renewables)	813,779	0	52%
Precinct/Building (LRET)	188,412	0	12%
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)	104,245	0	7%
Residual Electricity	-720,229	-687,819	0%
<b>Total renewable electricity (grid + non grid)</b>	<b>2,288,801</b>	<b>0</b>	<b>146%</b>
<b>Total grid electricity</b>	<b>1,556,686</b>	<b>0</b>	<b>145%</b>
<b>Total electricity (grid + non grid)</b>	<b>1,568,572</b>	<b>0</b>	<b>146%</b>
Percentage of residual electricity consumption under operational control	50%		
<b>Residual electricity consumption under operational control</b>	<b>-360,115</b>	<b>-343,909</b>	
Scope 2	-318,023	-303,712	
Scope 3 (includes T&D emissions from consumption under operational control)	-42,091	-40,197	
<b>Residual electricity consumption not under operational control</b>	<b>-360,115</b>	<b>-343,909</b>	
Scope 3	-360,115	-343,909	

<b>Total renewables (grid and non-grid)</b>	<b>145.92%</b>
<b>Mandatory</b>	<b>18.66%</b>
<b>Voluntary</b>	<b>126.50%</b>
<b>Behind the meter</b>	<b>0.76%</b>
<b>Residual scope 2 emissions (t CO<sub>2</sub>-e)</b>	<b>-303.71</b>
<b>Residual scope 3 emissions (t CO<sub>2</sub>-e)</b>	<b>-384.11</b>
<b>Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b>	<b>0.00</b>
<b>Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b>	<b>0.00</b>
<b>Total emissions liability (t CO<sub>2</sub>-e)</b>	<b>0.00</b>

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	
		(kWh)	Scope 2 Emissions (kg CO <sub>2</sub> -e)	Scope 3 Emissions (kg CO <sub>2</sub> -e)	(kWh)	Scope 3 Emissions (kg CO <sub>2</sub> -e)
Percentage of grid electricity consumption under operational control	50%					
ACT	0	0	0	0	0	0
NSW	1,007,658	503,829	367,795	30,230	503,829	398,025
SA	0	0	0	0	0	0
VIC	415,859	207,930	176,740	14,555	207,930	191,295
QLD	0	0	0	0	0	0
NT	0	0	0	0	0	0
WA	133,169	66,585	33,958	2,663	66,585	36,621
TAS	0	0	0	0	0	0
<b>Grid electricity (scope 2 and 3)</b>	<b>1,556,686</b>	<b>778,343</b>	<b>578,493</b>	<b>47,448</b>	<b>778,343</b>	<b>625,942</b>
ACT	0	0	0	0		
NSW	11,886	11,886	0	0		
SA	0	0	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		
<b>Non-grid electricity (behind the meter)</b>	<b>11,886</b>	<b>11,886</b>	<b>0</b>	<b>0</b>		
<b>Total electricity (grid + non grid)</b>	<b>1,568,572</b>					

Residual scope 2 emissions (t CO <sub>2</sub> -e)	578.49	0.00
Residual scope 3 emissions (t CO <sub>2</sub> -e)	673.39	0.00
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO <sub>2</sub> -e)	212.69	0.00
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO <sub>2</sub> -e)	247.46	0.00
<b>Total emissions liability</b>	<b>460.15</b>	<b>0.00</b>

## 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 <sub>2</sub> -e)
Barangaroo	1,002,191	0
<p><i>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.</i></p>		

# APPENDIX C: INSIDE EMISSIONS BOUNDARY

## Non-quantified emission sources

The following emissions sources 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.

No emission sources in Gilbert + Tobin's organisation boundary were non-quantified in FY2023.

Relevant non-quantified emission sources	Justification reason
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 emission sources were excluded from Gilbert + Tobin's organisation boundary in FY2023.

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

1. **Size** The emissions from a particular source are likely to be large relative to other attributable emissions.
2. **Influence** The responsible entity could influence emissions reduction from a particular source.
3. **Risk** The emissions from a particular source contribute to the responsible entity's greenhouse gas risk exposure.
4. **Stakeholders** The emissions from a particular source are deemed relevant by key stakeholders.
5. **Outsourcing** The emissions are from outsourced activities that were previously undertaken by the responsible entity or from outsourced activities that are typically undertaken within the boundary for comparable products or services.

## Non-attributable emissions sources summary

Emission sources tested for relevance	Size	Influence	Risk	Stakeholders	Outsourcing	Justification
N/A	N/A				N/A	



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