

National Carbon Offset Standard Carbon Neutral Program Public Disclosure Summary



An Australian Government Initiative

PROTECT

BASE YEAR: FY2015-16

FIRST CARBON NEUTRAL PERIOD: FY2016-17

Declaration

To the best of my knowledge, the information provided in this Public Disclosure Summary is true and correct and meets the requirements of the National Carbon Offset Standard Carbon Neutral Program.

A handwritten signature in blue ink, appearing to read "Paulo Ramos".

05 April 2017

Paulo Ramos

IT Manager

Type of carbon neutral certification: Organisation

Verification

Date of most recent external verification/audit: October 2016

Auditor: RSM Australia

Auditor assurance statement link:



Australian Government

Department of the Environment and Energy

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1. Carbon neutral information

1A. Introduction

About Protect

Based in North Melbourne, Protect Group (Protect) is Australia's leading industry severance scheme, employing 21 staff who service over 35,000 workers and 1,200 participating employers. Protect represents diverse industries including electrical trades, maritime, construction, service maintenance, manufacturing, rail, power, supply and distribution, and oil and petrochemical.

Protect has been setting the pace for industry severance schemes offering its members superior benefits, including tax-free redundancy payments, income protection and counselling. Protect is the industry scheme preferred by an ever-growing number of workers and employers throughout the nation.

NCOS Organisation Certification

Protect is composed of the Protect Severance Scheme (PSS) and the Protect Services Trust (PST). Employer contributions to the scheme go into PSS while administration services to PSS are provided by PST.

Protect is claiming carbon neutrality under the "Organisation" certification category with an operational control emission boundary. Under this boundary, most emissions fall under the PST site in North Melbourne, Victoria. As PSS holds the fund which is classified as 'Managed investments and client services', emissions from PSS are excluded in accordance with the GHG Protocol (see 1B).

Protect also has a sales employee based in Western Australia. Due to the nature of the role, Protect does not have any site in Western Australia and that employee works purely on the road or at client sites. The transport fuel for that employee has been captured in the carbon emissions inventory.

The Protect (ANZSIC Code: 7299) carbon emissions inventory has been prepared based on the NCOS standard and accounts for the six Kyoto Protocol greenhouse gases: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydro-fluorocarbons (HFCs), per-fluorocarbons (PFCs) and sulphur hexafluoride (SF₆). There were no Scope 1 PFC and SF₆ sources identified within the reporting boundary.

1B. Emission sources within certification boundary

Quantified sources

The following emission sources have been included:

- Transport Petrol [Scope 1]
- Transport Diesel [Scope 1]
- Transport Ethanol [Scope 1]
- Purchased electricity [Scope 2]

The inventory also includes the Scope 3 emissions as required by the NCOS guidelines (*Carbon Neutral Program Guidelines v4*, Appendix 1):

- Transport petrol [Scope 3]
- Transport diesel [Scope 3]
- Purchased electricity [Scope 3]
- Flights [Scope 3]
- Postage and Courier [Scope 3]
- Accommodation [Scope 3]
- Office Consumables [Scope 3]
- Catering [Scope 3]
- IT Equipment [Scope 3]
- Waste - Municipal solid waste [Scope 3]
- Taxis [Scope 3]
- Office Water use [Scope 3]
- Base Building Electricity [Scope 3]

Non-quantified sources

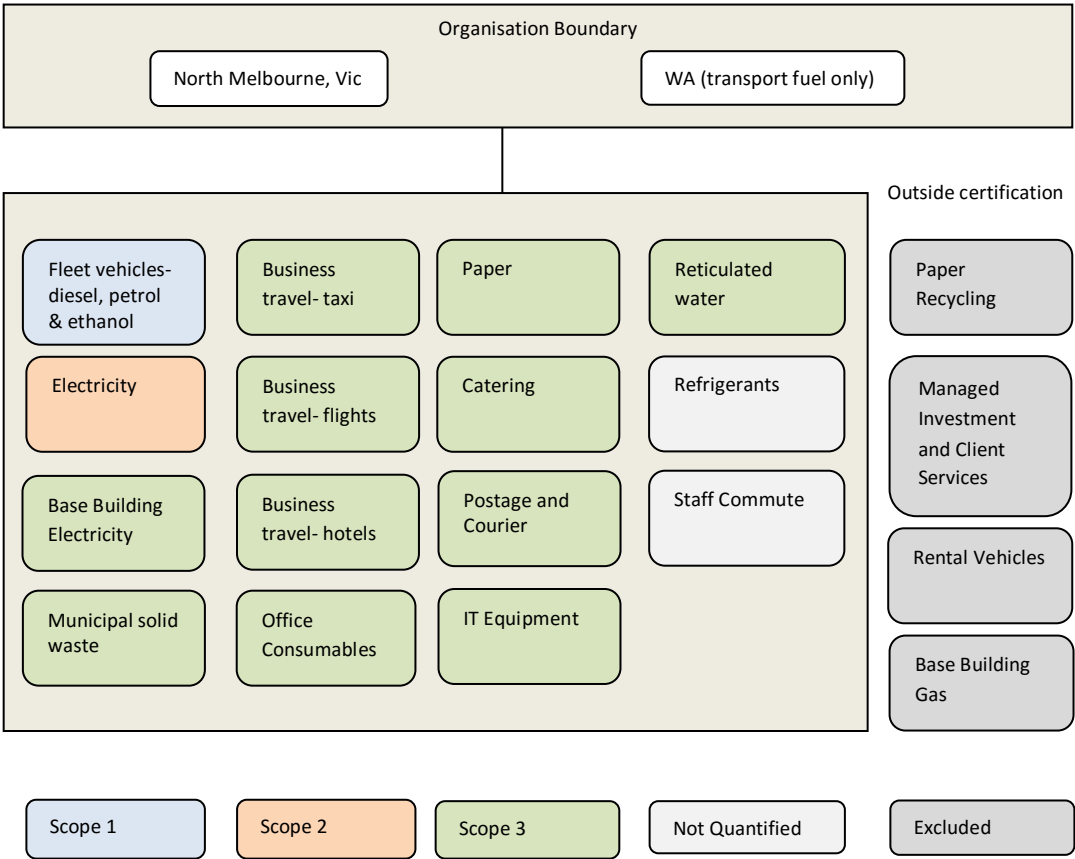
The following emission sources have not been quantified in line with the provisions in the NCOS:

- Refrigerants [Scope 1]
 - While onsite domestic general-use refrigerators could be a potential source of Scope 1 HFCs, the impact on the inventory is estimated to be not material and therefore HFCs were not quantified.
- Staff Commute
 - Approximately 35% of Protect's staff is provided with a company car, with fuel purchased by Protect. These emissions are accounted for in Scope 1 and therefore a large percentage of staff commute is already captured under Scope 1. As Protect is located close to the CBD, with easy access to public transport, Protect has chosen not to calculate other staffs' commute. Protect encourages employees to commute via riding bikes or mass transport to reduce their personal emissions.

Excluded sources

- Base Building Natural Gas
 - The base building where Protect is located does not use natural gas.
- Rental Vehicles
 - In this reporting period, Protect did not use any rental vehicles. Where transport was required, staff was given cab charges instead, therefore the emissions produced has already been captured under the Scope 3.
- Managed investments and client services
 - In accordance with the guidance from GHG Protocol's *Corporate Value Chain (Scope 3) Accounting and Reporting Standard* (see table 5.10), 'Managed investments and client services' were excluded from Protect's inventory. In addition, as Protect investments are managed by an independent fund manager, the investment data is not directly accessible to Protect.

1C. Diagram of certification boundary



2. Emissions reduction measures

2A. Emissions over time

Not applicable for initial applications.

2B. Emissions reduction strategy

During this initial application, Protect is targeting up to a 30% reduction of its emission over three years through a combination of approaches such as:

- Lighting upgrades: up to 10% of energy consumption
- Solar electricity generation: around 5% of energy consumption
- Fleet changes: around 5% of fuel consumption
- Supply chain management: up to 40% of emissions
- Ongoing measuring and reporting on carbon footprint
- Educating and engaging staff
- Improving operational efficiencies

Protect will review this target each year and adjust as needed to reflect the lessons learnt from that year. At the end of the three year period, Protect will establish new targets for future periods.

2C. Emissions reduction actions

As this is the initial application, emission reduction actions have not yet been undertaken.

3. Emissions summary

Table 2. Emissions Summary		
Scope	Emission source	t CO ₂ -e
1	Transport Petrol	34.4
1	Transport Diesel	10.3
1	Transport Ethanol	1.0
2	Purchased electricity	89.8
3	Flights	25.1
3	Purchased electricity	10.4
3	Postage and Courier	9.9
3	Accommodation	8.3
3	Office Consumables	8.0
3	Catering	3.0
3	IT Equipment	2.0
3	Transport petrol	1.8
3	Waste - Municipal solid waste	0.7
3	Transport diesel	0.5
3	Taxis	0.3
3	Office Water use	0.2
3	Base Building Electricity: 5,997.40 KWh purchased through Powershop (certified carbon neutral product)	0.0
3	Paper - Office Use: 610.05 Kg (or 245 reams) of Staples office paper (certified carbon neutral product)	0.0
Total Gross Emissions		205.7
GreenPower or retired LGCs		0
Total Net Emissions		205.7

4. Carbon offsets

4A. Offsets summary

Table 3. Offsets Summary			
Offset type and registry	Year retired	Quantity	Serial numbers
VERs (Gold Standard), Markit Registry	2017	206	GS1-1-TL-GS4210-22-2012-5276-234 to 439
Total offsets retired			206 tCO ₂ -e
Net emissions			205.7 tCO ₂ -e
Total offsets held in surplus for future years:			0

4B. Offsets purchasing and retirement strategy

During each reporting year, Protect will purchase and retire eligible offsets up front based on its emissions from the previous year and any 'banked' offset units. At the end of each reporting year, the actual emission inventory for that year will be established and:

- If the actual emissions are larger than the quantity of offset units already retired for that year, a 'true-up' will be formed where additional offset units will be retired to ensure the full inventory has been offset.
- If the actual emissions are smaller than the quantity of offset units already retired for that year, the excess units will be carried forward ('banked') for use in future years.

4C. Offset projects (Co-benefits)

Protect will offset by purchasing Gold Standard Voluntary Emission Reductions (VER) CarbonSocial credits. CarbonSocial credits come from the WithOneSeed program auspiced by the Australian not-for-profit company xpand Foundation.

WithOneSeed works with subsistence farming communities in Timor-Leste to generate income through a community forestry initiative. The reforestation of their land reduces soil erosion, improves soil and water quality, crop yields and nutrition, which improves the health and wellbeing of the community. It also helps to build the local economy, boost education and training and to deliver social and economic participation.

As of October 2016 the program has 450 farmers participating and 80,000 mahogany trees planted on their land in locations of the farmers' choosing. The trees are owned and maintained by the farmers. The farmers receive annual payments for the management of the trees.

The employment of 11 people by the Timor-Leste organisation Ho Musan Ida Foundation is funded by WithOneSeed. Ho Musan Ida grows and distributes WithOneSeed seedlings and supports farmers by facilitating agroforestry education and training.

Baguia Farmers Cooperative has been established to represent the interests of participating farmers.

By October 2016, through local salaries, farmer payments, local activities and infrastructure development, WithOneSeed has contributed over US\$250,000 into the Baguia community.

Co-benefits of CarbonSocial credits include:

- Supports 10 of the 17 United Nations Sustainable Development Goals
- Improves social and economic outcomes for subsistence farmers in Timor-Leste
- Stabilises and improves the quality of soil
- Improves retention of groundwater
- Improves crop yields and reduces hunger

- Regenerates severely degraded forests
- Currently employs local people in propagation, distribution and agroforestry training
- Generates farmer income through annual payments
- Increases farmer agroforestry skills
- Replenishes the planet

5. Use of trade mark

Not applicable due to this being the initial application.

Table 4. Trade mark register	
Where used	Logo type

6. Have you done more?

Not applicable due to this being the initial application.