

Australian Government

Carbon Neutral Program Public Disclosure Summary



An Australian Government Initiative

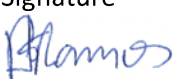
THIS DOCUMENT WILL BE MADE PUBLICLY AVAILABLE

COMPANY NAME: PROTECT GROUP

REPORTING 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.

Signature 	Date 14 November 2017
Name of Signatory Paulo Ramos	
Position of Signatory IT Manager	

Carbon neutral certification category	Organisation
Date of most recent external verification/audit	October 2016
Auditor	RSM Australia
Auditor assurance statement link	



Australian Government
Department of the Environment and Energy

Public Disclosure Summary documents are prepared by the submitting organisation. The material in Public Disclosure Summary documents represents the views of the organisation and do not necessarily reflect the views of the Commonwealth. The Commonwealth does not guarantee the accuracy of the contents of the Public Disclosure Summary documents and disclaims liability for any loss arising from the use of the document for any purpose.

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 [Scopes 1 & 3]
- Transport Diesel [Scopes 1 & 3]
- Transport Ethanol [Scope 1]
- Purchased electricity [Scopes 1 & 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]
- Paper - Office Use [Scope 3]
- Waste - Paper Recycling [Scope 3]

Non-quantified sources

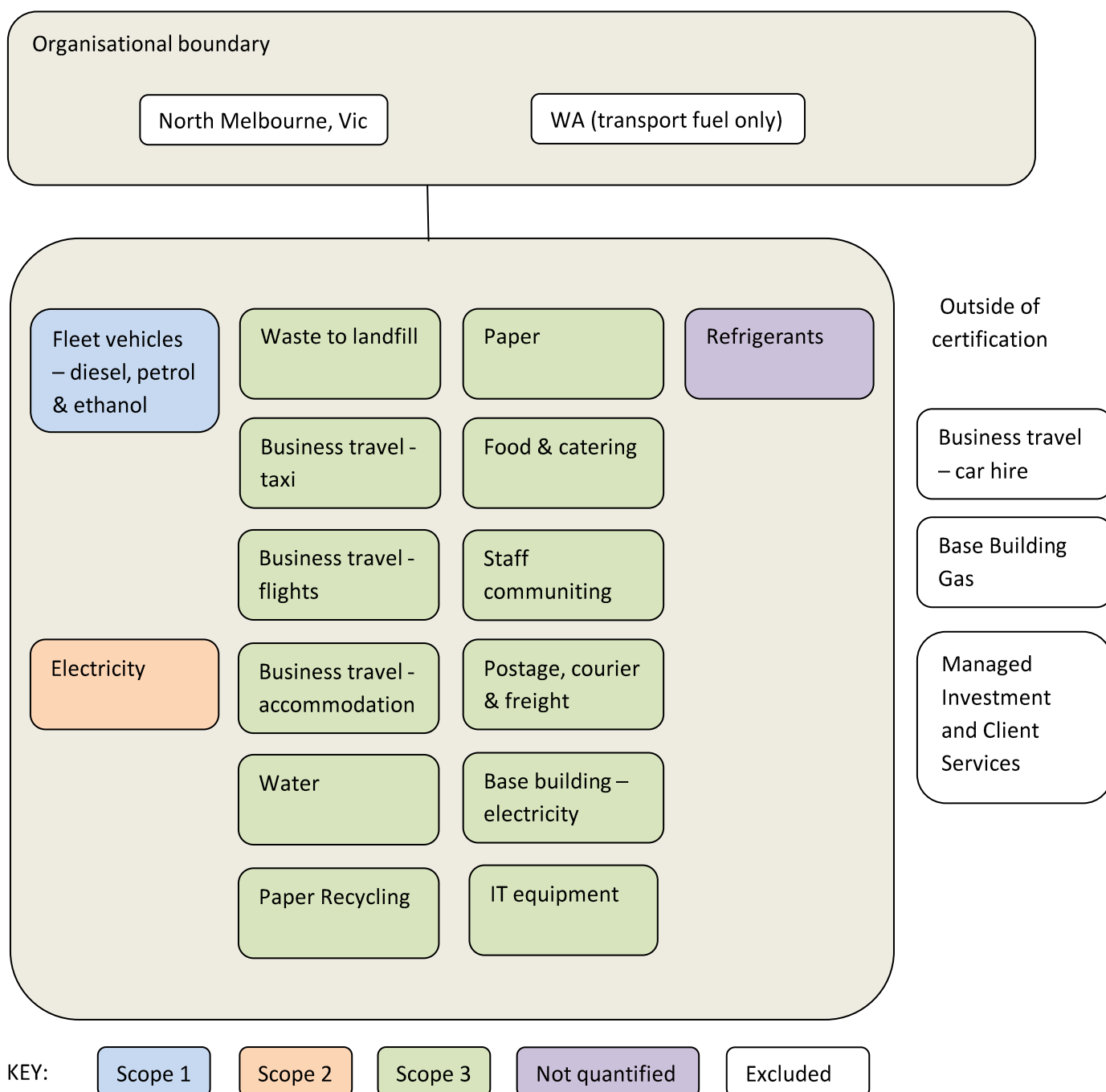
The following emission sources have not been quantified in line with the provisions in the NCOS:

- 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.

Excluded sources

- Base Building Natural Gas [Scope 3]
 - The base building where Protect is located does not use natural gas.
- Rental Vehicles [Scope 3]
 - Protect did not use any rental vehicles during this period. Where transport was required, staff was given cab charges and therefore these emissions are already captured under the Scope 3 - Taxis.
- Managed investments and client services [Scope 3]
 - 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 the certification boundary



2. Emissions reduction measures

2A. Emissions over time

Please note that the quantification of a large new emission source (Staff Communiting) and improvements in data quality has triggered the need for the Base Year to be recalculated. This recalculation will take some time to complete so it will be completed for the upcoming reporting year (FY2017-18) and it is expected to result in an overall decrease of emissions since the base year to the current year.

Table 1. Emissions since base year			
	Base Year: 2015-16		Current year Year 1: 2016-17
Scope 1	45.7 t CO2-e		50.3 t CO2-e
Scope 2	89.8 t CO2-e		77.2 t CO2-e
Scope 3	70.2 t CO2-e		88.8 t CO2-e
Total	205.7 t CO2-e		216.3 t CO2-e

2B. Emissions reduction strategy

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

Paper use

During the current reporting period, Protect has implemented a number of changes addressing emission reductions relating to office paper consumption. The changes for the projects were due to the implementation of software that replace paper based processes with electronic communication.

In August 2016 the Protect Group made the transition from paper based board and committee meetings to paper free meetings through the implementation of the online application 'Diligent Boards'. Previously, board and committee members plus the Company Secretary and CEO (up to 8 people) would each receive a paper copy of the meeting documents.

Protect would have purchased paper in advanced based on the use at the time of purchase. Naturally, due to the change mentioned above the subsequent purchase of paper would have been delayed and following orders, significantly less. This project eliminated the printing of 15,143 pieces of paper over a 12-month period.

In October 2016, the Protect Group deployed an enhancement on our web portal allowing members to lodge a severance claim online, eliminating the need for them to complete paper claim forms. Between October 2016 and October 2017, 1,432 claims were submitted online, which equates to 4,296 pieces of paper that were not printed.

The Protect Group is also working to eliminate the use of paper as much as possible as a company by encouraging all staff to use paper more efficiently, for example, printing only when necessary and printing double sided when doing so.

Protect purchases NCOS certified paper so this reduction in paper use did not lead to a reduction in overall emissions as the total emissions for the source was already zero.

Electricity use in building foyer

The building owner undertook a refurbishment of the building foyer, an area that shares the same level as Protect's office in 2016. As part of the refurbishment they replaced inefficient bespoke tube lighting with more efficient track system lighting. Additionally, the building owner changed the lighting control system "C-Bus Control System" to automatically turn on and off Monday to Sunday, 6am – 9pm. Previously, the lighting was programed to be on Monday to Friday, 24hrs per day. The change has resulted in a saving of 8hrs per day, 88hrs per week in electricity usage.

The building owner purchases NCOS certified paper so this reduction in base building electricity did not lead to a reduction in overall emissions as the total emissions for the source was already zero.

3. Emissions summary

Table 2. Emissions Summary		
Scope	Emission source	t CO ₂ -e
1	Transport Petrol	41.7
1	Transport Diesel	8.6
1	Transport Ethanol	0.0
2	Purchased electricity	77.2
3	Staff Commuting	39.3
3	Flights	17.0
3	Office Consumables	10.0
3	Purchased electricity	7.1
3	Accommodation	4.7
3	Catering	3.5
3	Postage and Courier	3.4
3	Transport petrol	2.2
3	Waste - Municipal solid waste	0.7
3	Transport diesel	0.4
3	Taxis	0.3
3	IT Equipment	0.1
3	Office Water use	0.1
3	Base Building Electricity: 4,899.18 KWh purchased through Powershop (certified carbon neutral product)	0.0
3	Paper - Office Use: 150 reams of Staples office paper (certified carbon neutral product)	0.0
3	Waste - Paper Recycling	0.0
Total Gross Emissions		216.3
GreenPower or retired LGCs		0
Total Net Emissions		216.3

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
VERs (Gold Standard), Markit Registry	2017	11	GS1-1-TL-GS4210-22-2013-5275-676 to 686
Total offset units retired			217
Net emissions after offsetting			0
Total offsets banked for use future years: (if any)			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 xpanse 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

Table 4. Trade mark register	
Where used	Logo type
Protect's website (main page)	Carbon Neutral Organisation logo
Protect's website (http://www.protect.net.au/CarbonNeutralInitiative)	Carbon Neutral logo
Protect Newsletter for Members	No logo used, only an article about the certification achievement