

National Carbon Offset Standard Carbon Neutral Program Public Disclosure Summary



An Australian Government Initiative

Pangolin Associates Pty Ltd
1 July 2016 – 30 June 2017



Australian Government
Department of the Environment


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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 17/11/2017
Name of Signatory Christopher Wilson	
Position of Signatory Director	

Carbon neutral certification category	Organisation
Date of most recent external verification/audit	13/09/2016
Auditor	Benjamin Jenkins
Auditor assurance statement link	N/A

1. Carbon neutral information

1A. Introduction

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, Adelaide and Brisbane as well as satellite locations in Melbourne and Perth, which are not staffed and are simply postal addresses. This certification covers all locations and operations that Pangolin is responsible for.

This inventory has been prepared based on the GHG Protocol and the NCOS standard.

All relevant and material Kyoto Protocol gases have been considered with all impacts deriving from carbon dioxide, methane and nitrous oxide. No synthetic gases form part of this inventory as refrigerant gas usage in base buildings have been excluded.

Based on an operational consolidation approach, the sites included are: Sydney, Adelaide and Brisbane.

1B. Emission sources within certification boundary

Quantified sources

The following emission sources have been included:

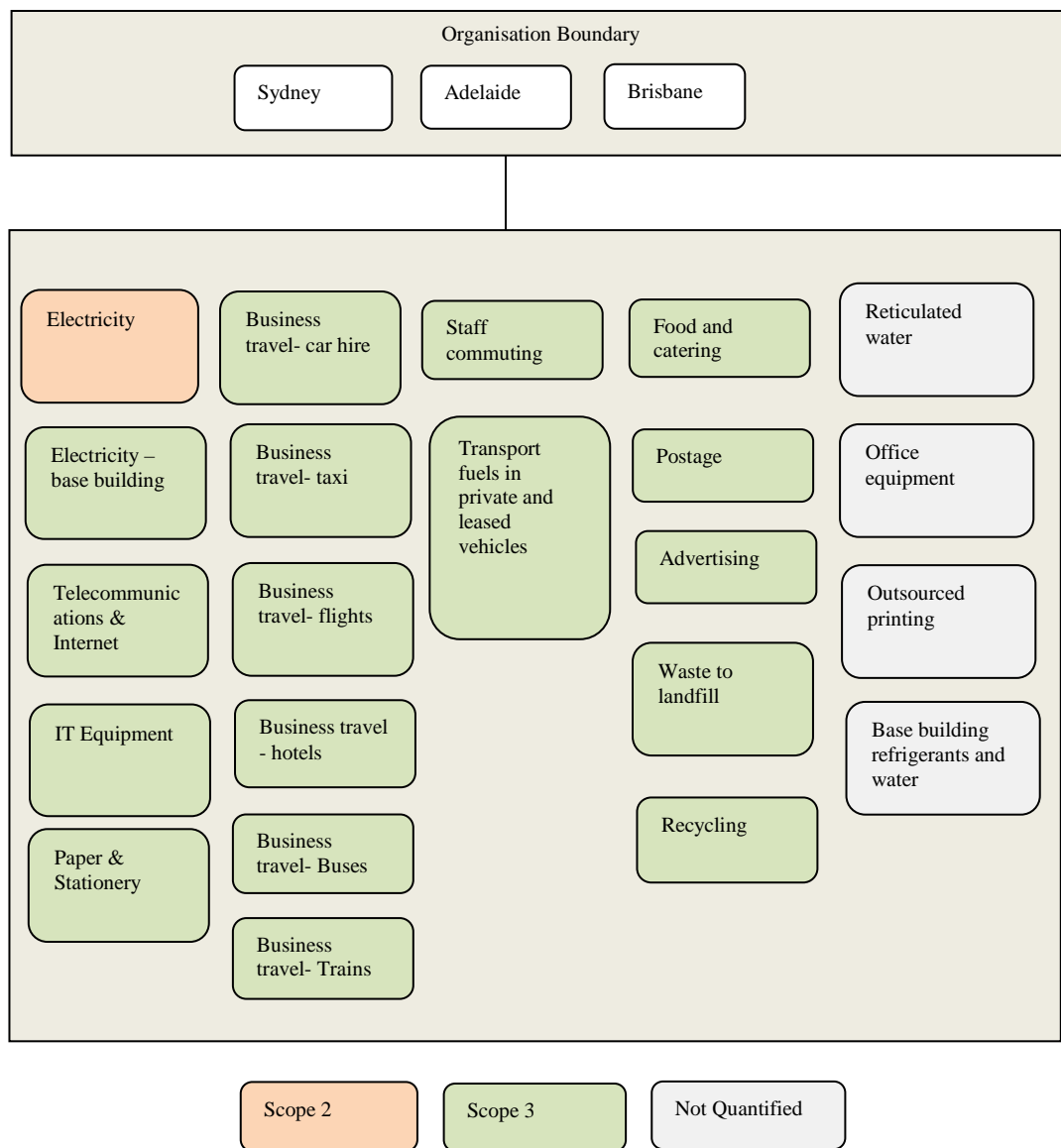
- Electricity
- Base building electricity
- Telecommunications
- Internet
- IT Equipment
- Paper
- Stationery
- Hire Cars
- Employee Commute
- Business Flights
- Transport Fuels
- Food & Catering
- Postage
- Hotel Accommodation
- Advertising
- Taxis
- Buses
- Trains
- Waste to landfill
- Recycling

Non-quantified sources

The following emission sources have not been quantified in line with the provisions in the NCOS. The impact of excluding these sources is not expected to materially affect the overall total emissions.

- Office equipment is not included because the information is difficult to gather relative to estimated size of emissions
- Reticulated water has been estimated based on default NABERS ratings and was found to be less than 1% of total emissions
- Outsourced Printing has been excluded as this is not a significant expenditure for the business and likely to be immaterial
- Refrigerant and water usage in base building chillers has not been estimated due to the difficulty of obtaining data and likely immaterial contribution of this emission source.

1C. Diagram of the certification boundary



2. Emissions reduction measures

2A. Emissions over time

Table 1. Emissions since base year		
Base Year	2015/16	2016/17
Scope 1 (tCO ₂ -e)	0	0
Scope 2 (tCO ₂ -e)	6.7	4.5
Scope 3 (tCO ₂ -e)	58.6	93.7
Total (tCO ₂ -e)	65.3	98.2
Total tCO ₂ -e per FTE	8.5	12.3

2B. Emissions reduction strategy

Pangolin's emissions reduction strategy involves:

- Measuring and reporting on our energy consumption and carbon footprint annually;
- Acting on opportunities to reduce our emissions by improving operational efficiencies, investing in technological innovation and reducing our resource consumption;
- Encouraging our suppliers to reduce carbon impacts in our supply chain;
- Educating and engaging our staff and contractors to minimise their impacts both at work and at home.

2C. Emissions reduction actions

In partnership with the building owners, Pangolin Associates installed a 30kw solar PV array on the roof of the Adelaide office, resulting in a 16% reduction in grid-based power. We are currently discussing upgrades to the Sydney office base building to increase its energy efficiency. Two of the company directors have recently leased plug-in hybrid electric vehicles, reducing their impacts while commuting and driving to meetings.

3. Emissions summary

Table 2. Emissions Summary		
Scope	Emission source	tCO ₂ -e
2	Electricity	4.5
3	Electricity	0.8
3	Electricity (Base Building)	2.1
3	Telecommunications	1.4
3	Internet	0.6
3	IT Equipment	15.7
3	Paper (carbon neutral)	0.0
3	Stationery	1.2
3	Hire Cars	0.3
3	Employee Commute	4.9
3	Business Flights	54.7
3	Transport fuel - Privately owned/controlled	2.9
3	Transport fuel - Rental/Leased	0.2
3	Food & Catering	0.8
3	Postage	0.0
3	Hotel Accommodation	2.7
3	Advertising	3.9
3	Taxis	0.2
3	Buses	0.1
3	Trains	0.6
3	Waste-landfill	0.5
3	Recycling	0.1
Total Gross Emissions		98.2
GreenPower or retired LGCs		N/A
Total Net Emissions		98.2
Proportion of Inventory Calculated with Input-Output Method		24.4%

Table 3. Summary of emissions by gas type							
GHG Protocol (tCO ₂ -e/yr)	CO ₂	CH ₄	N ₂ O	Other	Gross Total	Credits	Net Total
Scope 1	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Scope 2	4.5	0.0	0.0	0.0	4.5	(4.5)	0.0
Scope 3	92.9	0.5	0.3	0.0	93.7	(93.7)	0.0
Credits	(97.4)	(0.5)	(0.3)	0.0		(98.2)	
Total	0.0	0.0	0.0	0.0	0.0		0.0

4. Carbon offsets

4A. Offsets summary

Table 4. Offsets Summary			
Offset type and registry	Year retired	Quantity	Serial numbers
VCUs VCS Registry (https://vcsregistry2.apx.com/myModule/rpt/myrpt.asp?r=206&h=16137)	2017	66	2646-115113546-115113611-VCU-016-MER-AU-14-641-01072011-15042012-0
VCUs VCS Registry (https://vcsregistry2.apx.com/myModule/rpt/myrpt.asp?r=206&h=17672)	2017	18	1613-67419363-67419380-VCU-006-MER-AU-14-641-01042010-30062011-0
VCUs VCS Registry (https://vcsregistry2.apx.com/myModule/rpt/myrpt.asp?r=206&h=17679)	2017	15	2646-115180303-115180317-VCU-016-MER-AU-14-641-01072011-15042012-0
Total offset units retired			99
Net emissions after offsetting			0
Total offsets held in surplus for future years:			0

4B. Offsets purchasing and retirement strategy

Offsets are partially purchased and retired during the reporting period and the remainder purchased once reporting has been completed.

4C. Offset projects (Co-benefits)

Project Name: Redd Forests Grouped Project: Protection of Tasmanian Native Forest

Description: The purpose and objective of the Grouped Project is to protect native forest that will be logged in the absence of carbon finance. Protecting forests from timber harvesting reduces emissions caused by harvesting and maintains the forest carbon stock.

5. Use of trade mark

Table 5. Trade mark register	
Where used	Logo type
Website homepage	Carbon Neutral Certified
A5 printed brochure	Certified Organisation
Business Cards	Carbon Neutral Certified
Proposal Document cover page	Carbon Neutral Certified
Capability Statement cover page	Carbon Neutral Certified
Environmental Social Statement cover page	Carbon Neutral Certified

6. Have you done more?

Certified B Corporation

Pangolin Associates is a founding Australian member of B Corp and proudly made the 2015 'B Corp Best for the Environment' list'.

B Corp certification is a rigorous assessment of social and environmental practices. This is a global, voluntary initiative promoting higher standards of accountability and transparency.

Our team assists other businesses to succeed with BCorp's environmental component. We help applicants with initial certification, and existing members achieve a higher score on reassessments.