



PUBLIC DISCLOSURE STATEMENT

MINTERELLISON SERVICES PTY LTD

ORGANISATION CERTIFICATION

FY2021–22

Australian Government
Climate Active
Public Disclosure Statement

MinterEllison.



An Australian Government Initiative



NAME OF CERTIFIED ENTITY	MinterEllison Services Pty Ltd
REPORTING PERIOD	Financial year 1 July 2021 – 30 June 2022
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>Lindon Egan Chief Operating Officer 18 July 2023</p>



Australian Government
**Department of Industry, Science,
Energy and Resources**

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Version March 2022. To be used for FY20/21/CY2021 reporting onwards.



1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	11,168 tCO ₂ -e
OFFSETS BOUGHT	95% VCU's, 5% ACCU's
RENEWABLE ELECTRICITY	77.21%
TECHNICAL ASSESSMENT	16/5/2023 Julien Lacave Pangolin Associates Next technical assessment due: FY2025
THIRD PARTY VALIDATION	6 April 2023 Wali Aziz Walker Wayland NSW

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2. CARBON NEUTRAL INFORMATION

Description of certification

This inventory has been prepared for the financial year 2022, from 1 July 2021 to 30th June 2022, and covers the Australian business operations of MinterEllison Services Pty Limited (ABN 79 003 428 439), trading as MinterEllison for the purpose of carbon neutral large organisation certification.

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:

- 1 Farrer Place, Sydney NSW 2000
- 447 Collins Street, Melbourne VIC 3000
- 1 Eagle Street, Brisbane QLD 4000
- 25 Grenfell Street, Adelaide SA 5000
- 77 St Georges terrace, Perth WA 6000
- 1 Constitution Place, Canberra ACT 2601
- 60 smith Street, Darwin NT 0800

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 (CO₂), methane (CH₄), nitrous oxide (N₂O) and synthetic gases - hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃). These have been expressed as carbon dioxide equivalents (CO₂-e) using relative global warming potentials (GWPs).

“Climate Active certification is an important milestone on our path to NetZero 2030. Our work to achieve carbon neutrality and year on year emissions reductions will ensure we reach our target by focusing on the areas of greatest impact.”

Organisation description

MinterEllison is one of Australia's largest law firms. We're known for our legal and consulting expertise — and for our inclusive culture and commitment to innovation.

Our lawyers and consultants work with clients to solve complex business problems every day. Find out more about our **Industries, Solutions** and **MinterEllison Consulting**. Our purpose, to create sustainable value with our clients, our people and our communities, guides our decisions. It reflects that who we are and how we work are inseparable.

We develop authentic, enduring relationships with our clients, people and communities. With nearly 200 years in business in Australia, we have a proud history of providing excellence to clients, nurturing our people and giving back to the communities in which we live and work. Our teams are innovative, interdisciplinary and tailored to meet clients' needs. Find out how we align our work with **our purpose** and how we amplify our positive impact through **pro bono and community investment**. We create a culture of safety and inclusion right from the top.

Clients rely on us for our responsive, commercial approach. Our clients include government departments and agencies, private and publicly listed companies, and small and large businesses in Australia and overseas. We help them manage risk, take on challenges and take advantage of opportunities as they transform to meet an evolving economic, business and social landscape. We're switched on to the issues facing business leaders everywhere.

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 or precinct'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

Advertising services
Transport Fuels
Flights
Hotels
Taxi
Electricity
Water
Employee Commute
Working From Home
Clothing & Footwear
Entertainment
Food and beverage services
Indoor plants
Electronic equipment
Telecommunications
Computer and technical services
Software
Paper
Printing and stationery
Cleaning
Furniture
Postage & Courier
Warehousing
Banking
Insurance
Legal services
Accounting services
Consulting services
Stationary Fuels
Refrigerants
Waste (Recycling & Landfill)

Non-quantified

N/A

Optionally included

N/A

Outside emission boundary

Excluded

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.

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

MinterEllison commits to reducing overall emissions by 30% by 2027 compared to 2022 baseline levels. We aim to reach net zero emissions by 2030.

Our approach includes:

Scope 1 emissions will be reduced by:

- Improving measurement of GHG emissions generated by the leakages of synthetic gases used in our air conditioning units and refrigerators. This will be done by measuring the quantity being replaced each year rather than applying a leakage rate.
- Phasing out air conditioning units and refrigerators using synthetic gases with a high global warming potential, starting with units that needs to be replaced over the next 5 years.
- Over time, shifting to low emissions modes of transport such as electric and biodiesel vehicles where the vehicle is owned by the firm. A reduction of 30% emission is expected by 2027.

Scope 2 emissions will be reduced by:

- MinterEllison aims to reach zero GHG scope 2 emissions by switching to 100% renewable energy by 2030 including:
 - purchasing 100% green power in all our offices where the option is available by 2025;
 - working with our landlords in each location where we are not yet purchasing green power to determine a timeline for the transition to green power for base buildings and our tenancies;
 - reviewing our energy consumption and developing an energy efficiency plan using our GreenME network to engage people across our firm.

Scope 3 emissions will be reduced by:

- Reviewing our initial baseline emissions report to better understand the sources of our current emissions. We will then focus on the areas of our operations generating the bulk of our emissions including:
 - ICT services – our Net Zero Steering Committee includes our Chief Digital Officer and key team members committed to reducing emissions by:
 - i. reviewing the data used to establish our baseline emissions measurement, and when relevant, work with major suppliers to better understand the sources of current ICT emissions across data management and digital assets, and how these emissions can be reduced year on year.
 - ii. partnering with our major ICT suppliers to understand their ambitions to reduce emissions as organisations and as suppliers of goods and services to achieve their own Net Zero targets. We aim to identify opportunities aligned with our ambition to reduce emissions year on year. This process has already commenced.
 - iii. continue with existing programs of work to reduce ICT-related emissions, including:
 - a. removal of fixed desktop telephones and cabled headsets across all offices;
 - b. migrate iManage to the cloud and decommission on premise server hardware. This includes two SANS (Storage Areas Network) which stores iManage data and millions of documents;

- c. decommission our secondary Sydney Data Centre and migrate services to Azure cloud, removing numerous on premise hardware and data centre services;
 - d. recommending we install only 1 monitor at every desk instead of two in the new Perth office;
 - e. continue to repurpose old laptops and iPhones through our community programs;
 - f. our primary data centre has recently reduced from 10 racks to 4 racks which house our servers. We plan to reduce this again to 2 racks in the coming months.
- iv. developing a strategy to achieve our target to reduce ICT related emissions and communicating that to engage all members of the firm to play their part in the actions being taken. This may include:
- a. exploring the investment of further technology to enable more effective remote working and reduce interstate travel for meetings;
 - b. assess and identify further opportunities to rationalise and/or reuse digital hardware including number and lifecycle of end user devices. As part of the recent printer refresh program, we reduced the number of multi-functional printer devices by 26 across all our MinterEllison offices.
 - c. monitoring the market for ICT services and products to consider and identify appropriate suppliers which have achieved Climate Active carbon neutral status (or similar international certification) as organisations and/or for the products and services they provide to ensure that wherever possible we minimise emissions through our supply chain and responsible procurement processes.

In terms of our broader strategic approach, we will look to a two-limbed 'offensive + defensive' model:

- a. offensive — considering our use of technology and analytics to cut emissions by reducing (improving operational efficiency), replacing (shifting emission-generating activities to cleaner alternatives), and reusing (recycling material); and
 - b. defensive — considering actions to reduce emissions from our enterprise's technology estate.
- Travel – by 2030 MinterEllison aims to implement a 30% reduction in travel emissions (flights and accommodation) by:
 - encouraging MinterEllison people at all levels to reduce air travel where possible and explore with our provider opportunities to offset flights taken/choose carbon neutral ticketing.
 - using technology including videoconferencing wherever possible to reduce flights taken;
 - explore opportunities to use accommodation services that are certified carbon neutral or actively reducing emissions through their own operations.
 - Landfill Waste – by 2030 MinterEllison aims to eliminate landfill waste by:
 - increasing the number of recycling bins, and raising awareness about the importance of recycling through our GreenME network. Remove all under desk bins from all locations.
 - engaging with our landlords to develop whole of building waste management strategies to reduce landfill waste year on year from 2024 to 2030. Landlord to conduct regular waste audits with onsite cleaners to ensure compliance with landfill targets.
 - Employee generated emissions – MinterEllison aims to use of GreenME network to encourage employees to identify opportunities to reduce emissions including:
 - continuing to encourage agile and remote working where possible to reduce employee commute emissions.
 - encourage walking and cycling by the provision of end of trip facilities in all offices where possible e.g change rooms and bicycle storage.
 - encourage the use of public transport rather than private cars for firm related travel.

- raise awareness and understanding of solar power options for places of remote work including employee residences.
- Procurement of goods and services – by 2027 MinterEllison aims to procure 20% of carbon neutral certified goods and services by:
 - reviewing its Responsible Procurement policy and Procurement Compliance Standards
 - review procurement process and seek information about Climate Active or carbon neutral status of products and services to reduce supply chain emissions when onboarding and evaluating suppliers
 - explore opportunities to reduce emissions identified in its initial baseline measurement relating to the purchase of professional services (e.g financial and insurance services) by identifying carbon neutral services suitable to the firm's needs.

5. EMISSIONS SUMMARY

Use of Climate Active carbon neutral products and services

MinterEllison purchased Climate Active carbon neutral paper (Reflex and Winc) in FY2021-22 and their electricity usage was also Climate Active carbon neutral electricity provided by ActewAGL.

Organisation emissions summary

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

Emission category	Sum of total emissions (tCO ₂ -e)
Accommodation and facilities	85.2
Cleaning and Chemicals	267.3
Climate Active Carbon Neutral Products and Services	0.0
Electricity	1030.8
Food	405.1
Horticulture and Agriculture	36.1
ICT services and equipment	1145.9
Office equipment & supplies	103.5
Postage, courier and freight	393.1
Products	3.2
Professional Services	5076.3
Refrigerants	355.4
Stationary Energy (gaseous fuels)	426.6
Stationary Energy (liquid fuels)	47.7
Transport (Air)	543.0
Transport (Land and Sea)	501.0
Waste	23.5
Water	44.5
Working from home	679.3
Total	11,167.4

Uplift factors

An uplift factor is an upwards adjustment to the total carbon inventory to account for relevant emissions, which can't be reasonably quantified or estimated. This conservative accounting approach helps ensure the integrity of the carbon neutral claim.

No uplift factor was applied.

Reason for uplift factor	tCO ₂ -e
N/A.	N/A.
Total of all uplift factors	N/A.
Total footprint to offset <i>(total net emissions from summary table + total uplifts)</i>	N/A.

6. CARBON OFFSETS

Offsets retirement approach

In arrears	
1. Total emissions footprint to offset for this report	11,168
2. Total eligible offsets purchased and retired for this report	11,168
3. Total eligible offsets banked to use toward next year's report	0

Co-benefits

210 MW Musi Hydro Power Plant, Bengkulu

The project is a new run-of river hydro power plant in Bengkulu Province in Indonesia. The key purpose of the project is to utilise the hydrological resources of the Musi River, which is a renewable source of energy, to generate zero emission electricity to be transmitted to the Sumatra grid. It will displace fossil fuel-based power and reduce the emissions associated with fossil fuel-based power plants on the Grid.

Wulbujubur Cultural Fire project

This Savanna burning carbon farming project supports rangers and Traditional Owners manage country; act on climate change; and strengthen the Australian economy.

Eligible offsets retirement summary

Offsets cancelled 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 (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 (%)
<u>210 MW Musi Hydro Power Plant, Bengkulu</u>	VCU	Verra	15/05/2023	10374-208473583-208474705-VCS-VCU-262-VER-ID-1-487-01012016-31122016-0	2016	0	1,123	0	0	1,123	10.1%
<u>210 MW Musi Hydro Power Plant, Bengkulu</u>	VCU	Verra	15/05/2023	10374-208465196-208473582-VCS-VCU-262-VER-ID-1-487-01012016-31122016-0	2016	0	8,387	0	0	8,387	75.1%
<u>210 MW Musi Hydro Power Plant, Bengkulu</u>	VCU	Verra	15/05/2023	10374-208448037-208449121-VCS-VCU-262-VER-ID-1-487-01012016-31122016-0	2016	0	1,085	0	0	1,085	0.7%
<u>ERF Project 165483</u>	ACCU	ANREU	12/05/2023	8,357,016,420 – 8,357,016,972	2022-23	0	553	0	0	553	5.0%
210 MW Musi Hydro Power Plant, Bengkulu	VCU	Verra	05/07/2023	10374-208474706-208474725-VCS-VCU-262-VER-ID-1-487-01012016-31122016-0	2016	0	20	0	0	20	0.2%
Total offsets retired this report and used in this report										11,168	

Total offsets retired this report and banked for future reports

0

Type of offset units	Quantity (used for this reporting period claim)	Percentage of total
Australian Carbon Credit Units (ACCU)	10,615	95%
Verified Carbon Units (VCUs)	553	5%

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

N/A.

APPENDIX A: ADDITIONAL INFORMATION

Australian National Registry of Emissions Units

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Logged in as: Rowan Foley / Industry User

Transaction Details

Transaction details appear below:

Transaction Successfully Approved

Transaction ID	AU27303
Current Status	Completed (4)
Status Date	12/05/2023 11:17:23 (AEST) 12/05/2023 01:17:23 (GMT)
Transaction Type	Cancellation (4)
Transaction Initiator	Foley, Rowan Paul Bulmer
Transaction Approver	Foley, Rowan Paul Bulmer
Comment	Retired on behalf of MinterEllison to enable the firm to be carbon neutral for FY22

Transferring Account				Acquiring Account			
Account Number	AU-2798	Account Number	AU-1068				
Account Name	Aboriginal Carbon Fund Limited	Account Name	Australia Voluntary Cancellation Account				
Account Holder	Aboriginal Carbon Fund Limited	Account Holder	Commonwealth of Australia				

Part	Units	Transaction Type	Original CP	Current CP	ERF Project ID	NGER Facility ID	NGER Facility Name	Safeguard #	Kyoto Project #	Vintage	Expiry Date	Serial Range	Quantity
AU	KACCU	Voluntary ACCU Cancellation			ERF155583					2022-23		8,357,016,420 - 8,357,016,972	553

Transaction Status History

Status	Date	Status Code

ABORIGINAL CARBON FOUNDATION

COMMUNITY CREDITS CERTIFICATE

This is to certify that

MinterEllison

AbCF have retired 553 Aboriginal generated Australian Carbon Credit Units with environmental, social and cultural core benefits from the

Wulbujubur Cultural Fire project

By purchasing Community Credits MinterEllison have invested in a carbon farming project that supports rangers and Traditional Owners manage country, taken action on climate change, and strengthened the Australian economy.

Thank You

APPENDIX B: ELECTRICITY SUMMARY

Electricity emissions are calculated using a **market-based approach**

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.

Market Based Approach Summary			
Market Based Approach	Activity Data (kWh)	Emissions (kgCO ₂ e)	Renewable Percentage of total
Behind the meter consumption of electricity generated	22,614	0	0%
Total non-grid electricity	22,614	0	0%
LGC Purchased and retired (kWh) (including PPAs & Precinct LGCs)	0	0	0%
GreenPower	2,533,621	0	56%
Jurisdictional renewables (LGCs retired)	112,953	0	2%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	25,793	0	1%
Large Scale Renewable Energy Target (applied to grid electricity only)	815,121	0	18%
Residual Electricity	1,035,988	1,030,770	0%
Total grid electricity	4,523,476	1,030,770	77%
Total Electricity Consumed (grid + non grid)	4,546,090	1,030,770	77%
Electricity renewables	3,510,102	0	
Residual Electricity	1,035,988	1,030,770	
Exported on-site generated electricity	0	0	
Emissions (kgCO ₂ e)		1,030,770	
Total renewables (grid and non-grid)	77.21%		
Mandatory	20.98%		
Voluntary	55.73%		
Behind the meter	0.50%		
Residual Electricity Emission Footprint (TCO₂e)	1,031		

Figures may not sum due to rounding. Renewable percentage can be above 100%

Location Based Approach Summary

Location Based Approach	Activity Data (kWh)	Scope 2 Emissions (kgCO ₂ e)	Scope 3 Emissions (kgCO ₂ e)
ACT	138,746	108,222	9,712
NSW	1,662,976	1,297,121	116,408
SA	455,567	136,670	31,890
Vic	541,944	493,169	54,194
Qld	1,009,086	807,269	121,090
NT	147,248	79,514	5,890
WA	567,909	380,499	5,679
Tas	0	0	0
Grid electricity (scope 2 and 3)	4,523,476	3,302,464	344,864
ACT	22,614	0	0
NSW	0	0	0
SA	0	0	0
Vic	0	0	0
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
Non-grid electricity (Behind the meter)	22,614	0	0
Total Electricity Consumed	4,546,090	3,302,464	344,864

Emission Footprint (TCO₂e)

3,647

Scope 2 Emissions (TCO₂e)

3302

Scope 3 Emissions (TCO₂e)

345

Climate Active Carbon Neutral Electricity summary

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO ₂ e)
Canberra Office ActewAGL	279,454	0

Climate Active carbon neutral electricity is not renewable electricity. The emissions have been offset by another Climate Active member through their Product certification.

APPENDIX C: INSIDE EMISSIONS BOUNDARY

Non-quantified emission sources

The following sources emissions have been assessed as relevant, 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.

Relevant-non-quantified emission sources	(1) Immaterial	(2) Cost effective (but uplift applied)	(3) Data unavailable (but uplift applied & data plan in place)	(4) Maintenance
N/A	N/A	N/A	N/A	N/A

APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

Excluded emission sources

The below emission sources have been assessed as not relevant to an organisation's or precinct'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.

Emission sources tested for relevance	(1) Size	(2) Influence	(3) Risk	(4) Stakeholders	(5) Outsourcing	Included in boundary?
N/A	N/A	N/A	N/A	N/A	N/A	N/A



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