



# **PUBLIC DISCLOSURE STATEMENT**

**MO LONGLO GROUP (AUSTRALIA) PTY LTD**

**ORGANISATION CERTIFICATION  
FY2021–22**

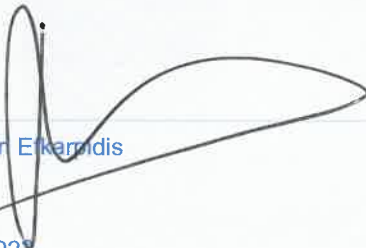
Australian Government  
**Climate Active**  
**Public Disclosure Statement**

**MOLONGLO**



An Australian Government Initiative



NAME OF CERTIFIED ENTITY	Molonglo Group (Australia) Pty Ltd
REPORTING PERIOD	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>Johnathan Ekaraidis Director 14 July 2023</p>



**Australian Government**

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

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Version March 2022.

# 1.CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	216 tCO <sub>2</sub> -e
OFFSETS BOUGHT	100% VCU's
RENEWABLE ELECTRICITY	96%
TECHNICAL ASSESSMENT	15/03/2021 Jessica Boekhoff Point Advisory Next technical assessment due: 31/10/2024

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## 2. CARBON NEUTRAL INFORMATION

### Description of certification

The inventory has been prepared for the financial year from 1 July 2021 to 30 June 2022.

The certification covers the business operations of Molonglo Group (Australia) Pty Ltd (ABN 16 109 342 547), and affiliated companies MGCP Pty Ltd (ABN 26 605 913 924) and Meraki Properties IKE (hereafter referred to as Molonglo) and incorporates staff and engaged consultants located in Australia, Greece and the United Kingdom.

This certification does not include GHG emissions from the property development and investment entities delivered and managed by Molonglo.

Molonglo Canberra, Ngunnawal Country  
Building 7, 1 Dairy Road,  
Fyshwick, ACT 2609, Australia

Molonglo Melbourne, Wurundjeri Woi-Wurrung  
Country  
45 Keele Street,  
Collingwood, Vic 3066, Australia

Molonglo Athens  
Syrou 11 & Eptanisou  
11361 Athens Greece

### Organisation description

Molonglo operates within the field of property development theory and practice.

Since 1964, our projects have spanned property investment and development; hotel, hospitality, and retail businesses; and research, publishing and public programs. We have seen, and continue to see, the topic of urban development as a truly expansive subject. Molonglo's process is often collaborative and cross-disciplinary, which allows for enormous fluidity and flexibility. We operate under a model of long-term stewardship, not short-term wealth extraction. We exist to build places that matter and foster healthy, cohesive, and tolerant societies. Molonglo has offices in Canberra, Melbourne, and Athens.

Molonglo works on an urban level and has extensive experience in the development of sustainable, diverse, layered and meaningful buildings and neighbourhoods that are embraced by their communities. Our outputs push the boundaries of what a property developer is and can be.

The certification boundary applied for our greenhouse gas (GHG) emissions reporting under Climate Active comprises Molonglo's operations and activities in our Australian and international locations. The boundary accounts for the GHG emissions from our offices, day-to-day business activities and events and publications. This certification does not include GHG emissions from the property development and investment entities.

The hard work in addressing the GHG emissions from the property development and investment entities serviced by Molonglo is being treated separately, as part of From Here to There: Our Projects (as outlined in the emissions reduction strategy in Section 3, below) and is an ongoing process.

The following subsidiaries / child companies are also included within this certification.

Legal entity name	ABN	ACN
MGCP Pty Ltd	26 605 913 924	

## 3.EMISSIONS BOUNDARY

### Inside the emissions boundary

All emission sources listed in the emissions boundary are part of the carbon neutral claim.

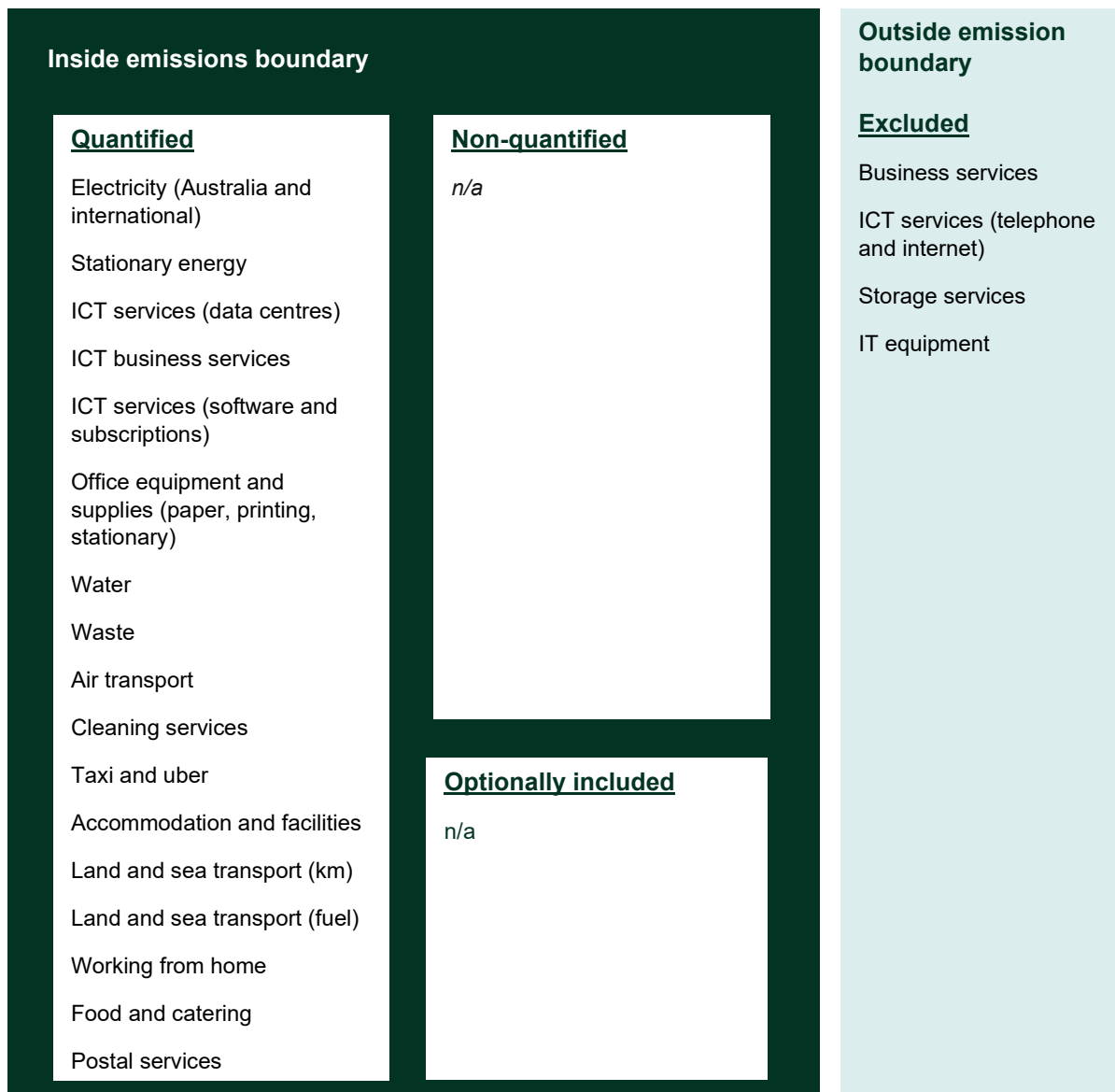
**Quantified emissions** have been assessed as relevant and are quantified in the carbon inventory. This may include emissions that are not identified as arising due to the operations of the certified entity, however are **optionally included**.

**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.

Figure 1: Molonglo's Climate Active certification boundary



## 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

Our office activity – like most companies – contributes to climate change . To combat this, we've taken action to audit and offset Molonglo's emissions from our offices, everyday work, events and publications.

Building on this first step, we have set the target to reduce our total GHG emissions 42% by 2030 from a 2020 baseline. Meeting the objective to limit global temperature increase to 1.5°C above pre-industrial levels.

Reducing and offsetting our organisational GHG emissions is the first step to deliver our commitment to environmentally responsible business operations.

Our journey so far has been to:

- Measure our annual organisational GHG emissions inventory
- Project a business-as-usual GHG emission scenario to 2030 and modelled emission reduction activities to understand their contribution to our emission reduction target
- Implement initiatives to reduce GHG emissions including travel, tree-planting, a staff home assessments program, a realignment of our recruiting process, improve waste collection at our offices, an upgrade to our Building Management System and updating our ethical suppliers list and procuring from here.
- Achieve organisational carbon neutral certification under the Climate Active program

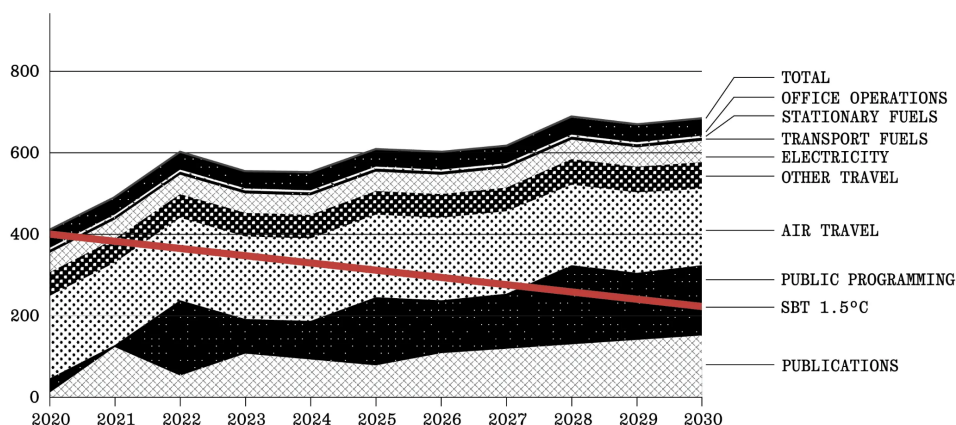
### OUR EMISSIONS TRAJECTORY 2020–30

Molonglo has committed to setting emissions reduction targets aligned to the science-based targets initiative.

A science-based target is an emissions reduction target that is aligned with the level of decarbonisation required to keep global temperature increase to well below 2°C, or 1.5°C, above pre-industrial levels, in accord with the goals of the Paris Agreement . Setting a science-based aligned target involves apportioning the global carbon budget at a company level to indicate our 'fair share' of emissions reduction that is required to limit dangerous climate change.

The chart shows Molonglo's emissions trajectory to 2030 if we continue business-as-usual. The dotted line shows the level where we need to reduce our carbon emissions to align with the amount of decarbonisation required to keep global temperature increase to 1.5°C.





## OUR EMISSIONS REDUCTION STRATEGY

Our emission reduction strategy focuses on the following areas of impact:

- Energy – reduction in consumption and transition to renewable energy sources
- Transport – reduction in overall business travel and supporting policies and infrastructure to promote active employee commuting.
- Office operations – reduce our waste to landfill and increase recycling

Activities within these areas is outlined below. We know there is a lot to be done to deliver our commitment to reduce greenhouse gas emissions.

We have identified the following opportunities for reducing our carbon emissions, which we will roll out progressively across the business. We will focus on reducing emissions from some of our largest sources (e.g. electricity and flight travel) and some of our sources that are easiest to abate (e.g. paper). We will report annual carbon footprint to demonstrate reduction year on year.

### Energy

- Seek to have solar panels installed at the office locations that are tenanted or managed by Molonglo.
- Upgrade to more efficient lighting within offices.
- Improve energy efficiency of other electrical appliances, such as heating, ventilation and air conditioning (HVAC) and computer equipment.
- Purchase GreenPower or certified carbon neutral electricity.
- Ensure that Molonglo leases offices or facilities with high National Australian Built Environment Rating System (NABERS) ratings.

### Transport

- Develop and implement a company policy that encourages staff to use active transportation for work commuting.
- Provide end-of-trip facilities to encourage staff to use active transportation for work commuting.
- Incentivise active transportation for work commuting through a fitness campaign.
- Provide incentives for employees to purchase high efficiency/hybrid/electric vehicles to reduce emissions associated with fuel costs.
- Identify opportunities to reduce distance travelled for work-related trips (e.g. encourage online meetings via videoconferencing).
- Reduce flights where possible and promote or replace in-person meetings with videoconferencing.

- Implement a travel policy that outlines a stricter approval process for flights with a view to reducing the total number of flights.
- Purchase flights from certified carbon neutral airlines (e.g. Qantas and Virgin Australia).

#### Office Operations

- Undertake a waste audit at our office locations to help build a better understanding of staff behaviour and waste composition. The findings of the waste audit will inform waste diversion and reduction strategies.
- Create signage around waste receptacles to increase awareness about what can and cannot be recycled and/or diverted from landfill.
- Install sensed sink faucets to decrease water consumption.
- Create signage around water consumption to encourage staff to use water efficiently.
- Develop an Office Procurement Policy to guide the use and purchase of environmentally and socially considered consumables, cleaning products, office equipment and services, including to minimise energy emissions.
- Develop a Supplier Questionnaire for vetting future office procurement.
- Undertake an audit of office products and suppliers and move to more environmentally considered options, guided by the Office Procurement Policy and Supplier Questionnaire (in progress).

## Emissions reduction actions

A key tenet of our emission reduction activity is engagement and education with our staff. During 2022 Molonglo implement the following initiatives:

- An **updated working from home policy** allowing employees to work from home one day per week, reducing their GHG emissions from work commutes by 40% between FY21 and FY22. The uptake of this initiative amongst staff has been very successful and we are now seeing at least 60% of staff working from home at least one day per week.
- **Wellbeing reimbursement program** encourages employees to live active lifestyles. The program has been developed to include a select number of local businesses, including local bicycle stores from where employees can claim an annual reimbursement of up to \$295. In the FY22 year, Molonglo reimbursed approximately \$3,000 to employees as part of this program.
- An **updated travel policy** which encourages employees to consider whether travel is essential and if the outcome can be achieved via virtual meeting technology.
- Molonglo employee's have been asked to make some **energy conscious behaviour changes** including turning off lights, appliances and computer hardware when not in use and closing the blinds at the end of day as well as during extreme heat/cold where practical. Signage is being installed to remind employees to practice these energy conscious behaviours.
- To support **staff engagement**, in early 2022, the Canberra office staff all participated in planting approximately 200 trees and shrubs on land located near and around the Dairy Road office as part of the landlord's rewilding program.
- Molonglo implemented a **Home Assessment Sustainability Incentive Program** designed to encourage staff to evaluate and reduce their GHG emissions at home. The Home Assessment Sustainability Incentive is a one-off incentive up to \$295 for employees to implement solar at home, purchase a home compost system, a worm farm or a rain tank, or implement reasonable initiatives from sustainability and energy assessments.
- Incorporated a new value to the **Molonglo Charter 'custodianship'** and updated **Molonglo's code of conduct** to include 'reduce harm'.
- Molonglo's **recruitment process** includes a mandatory question relating to sustainability for all

permanent positions and our exit interviews ask employees to provide feedback on what sustainability practices they feel Molonglo excels at and what are its areas for improvement.

- A barrier to Molonglo employees choosing active travel for their commute is the need for transport to attend unexpected off-site meetings during the course of the day. To encourage more regular active travel, Molonglo has developed an **active travel policy** that allows employees to utilise the company Uber account if they require transport in these circumstances. Molonglo also has end of trip facilities in the Canberra office.

In 2021, Molonglo conducted a waste audit. As a result of this waste audit the following recommendations have been implemented:

- The Canberra office introduced the collection of varied waste streams including for co-mingled recycling; cardboard and paper recycling; and organics. Molonglo worked collaboratively with the landlord to introduce the following waste streams for the Dairy Road site:
  - E-Waste recycling
  - Battery recycling
  - Polystyrene recycling
  - Thin film recycling

Additionally the Canberra Office is working with Waste Industry specialists to develop training materials to help educate staff and contractors to minimise waste going to landfill.

The Melbourne and Athens offices introduced waste management and signage that categorises the office waste providing examples of what constitutes each type of waste. In Melbourne, types of waste that aren't collected by standard waste collection services, a plan has been formulated to dispose of this waste. On alternate weeks, staff dispose of the studio's Food Waste and on alternate months they dispose of the studio's Batteries, E-Waste and Soft Plastics. These kinds of waste will be disposed of at the appropriate facilities in Clifton Hill, Melbourne.

Sustainable procurement and engagement with our partners and suppliers is also critical to delivery of our emission reduction target, during 2022 we undertook the following initiatives:

- Worked collaboratively with the landlord to upgrade the BMS system for Building 7 at Dairy Road. This upgrade is expected to reduce gas consumption by ~18%, which will be measured in FY23.
- Molonglo's ethical products and suppliers list and ethical procurement guidelines has been audited to ensure that these are consistent with climate active approved suppliers. This includes only purchasing Carbon Neutral Certified Opal Australian paper brands and from kitchen suppliers with credible sustainability credentials.
- Molonglo has committed to only lease tenancies that provide the below GHG emission efficiencies (where possible)
  - Energy Efficient LED lighting to minimise electricity consumption
  - Low water consumption faucets, pans and urinals to minimise water consumption
  - Provide access to End of Trip facilities to encourage staff to use active travel options
- Molonglo is working collaboratively with the landlord to support installation of solar on Building 7 at Dairy Road, Canberra. A formal proposal has been provided for approval of works with installation to commence at Dairy Road in January-February 2023. This installation is estimated to cover 94% of the electricity used by Molonglo within the Canberra Office.

Mail has been changed to electronic correspondence where possible. Molonglo's accounts team has been informed to select electronic mail when setting up new accounts. Molonglo's mail run has been reduced from an average of three times per week to once per week. In addition, Molonglo has introduced a new printer system that tracks usage. This data will provide us with insight into instances of avoidable excessive use.

## 5.EMISSIONS SUMMARY

### Emissions over time

Emissions since base year		Total tCO <sub>2</sub> -e
Base year:	2019–20	408.4
Year 1:	2020–21	318.7
Year 2:	2021–22	215.9

### Significant changes in emissions

The table below summarises the key year on year changes in emission sources. Three new additional sources were included in this years inventory, computer and technical services, road freight and technical services. Long business class flights and medium car travel both increase year on year due to opening of state and international borders.

Emission source name	Current year (tCO <sub>2</sub> -e and/ or activity data)	Previous year (tCO <sub>2</sub> -e and/ or activity data)	Detailed reason for change
Computer and technical services	48.28 tCO <sub>2</sub> -e		New source for inventory – material and relevant
Road freight (\$)	14.63 tCO <sub>2</sub> -e		New source for inventory – material and relevant
Technical services	18.44 tCO <sub>2</sub> -e		New source for inventory – material and relevant
Long business class flights (>3,700km)	32.32 tCO <sub>2</sub> -e	110.53 tCO <sub>2</sub> -e	Travel policy changes, increase in long economy class flights.
Medium Car: unknown fuel	25.61 tCO <sub>2</sub> -e	52.05 tCO <sub>2</sub> -e	Combination of reductions in business travel and employee commuting vehicle use.

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

Certified brand name	Product or Service used
Capital Brewery	Product (Beer)
Opal paper	Product (carbon neutral paper)

## Organisation emissions summary

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

Emission category	Sum of Scope 1 (tCO <sub>2</sub> -e)	Sum of Scope 2 (tCO <sub>2</sub> -e)	Sum of Scope 3 (tCO <sub>2</sub> -e)	Sum of total emissions (tCO <sub>2</sub> -e)
Accommodation and facilities	0.00	0.00	8.85	8.85
Cleaning and Chemicals	0.00	0.00	3.12	3.12
Electricity	0.00	0.88	0.00	0.88
Food	0.00	0.00	11.28	11.28
ICT services and equipment	0.00	0.00	52.99	52.99
Office equipment & supplies	0.00	0.00	7.46	7.46
Postage, courier and freight	0.00	0.00	16.25	16.25
Professional Services	0.00	0.00	18.44	18.44
Stationary Energy (gaseous fuels)	0.78	0.00	0.17	0.95
Transport (Air)	0.00	0.00	50.70	50.70
Transport (Land and Sea)	0.16	0.00	30.03	30.19
Waste	0.00	0.00	3.96	3.96
Water	0.00	0.00	1.05	1.05
Working from home	0.00	0.00	7.31	7.31
Bespoke: Electricity - Greece	0.00	1.02	0.10	1.12
Bespoke: Water - Greece	0.00	0.00	0.01	0.01
Bespoke: Work from home - international	0.00	0.00	1.14	1.14
Bespoke: Natural gas - Greece	0.12	0.00	0.07	0.19
<b>Total</b>	<b>1.06</b>	<b>1.90</b>	<b>212.93</b>	<b>215.89</b>

## Uplift factors

N/A

## 6. CARBON OFFSETS

### Offsets retirement approach

In arrears		
1.	Total number of eligible offsets banked from last year's report	0
2.	Total emissions footprint to offset for this report	216
3.	Total eligible offsets required for this report	216
4.	Total eligible offsets purchased and retired for this report	216
5.	Total eligible offsets banked to use toward next year's report	0

### Co-benefits

In addition to the carbon benefits associated with the offset project detailed below, Molonglo also purchased and retired an additional 173 biodiversity units that support local biodiversity projects in Australia which provide significant conservation of native flora and fauna. Molonglo purchased 173 Australian Biodiversity Units (ABUs) from the Watchbox Australian Biodiversity Project.

The **Watchbox Australian Biodiversity Project** is located in central Victoria, Australia and supports two of the UN's SDGs, 13 Climate Action and 15 Life on Land. This small-scale biodiversity project helps to protect several engaged species including the brush-tailed phascogale, which is protected under a 'Trust for Nature' covenant in perpetuity. The site is predominantly made up of grassy dry forest and healthy dry forest. This project produces ABUs that are registered and retired on the Native Vegetation Credit Register (and then subsequently moved to a voluntary register run by Vegetation Link – for voluntary purposes). Each ABU represents 1.5m<sup>2</sup> of high conservation value native habitat.

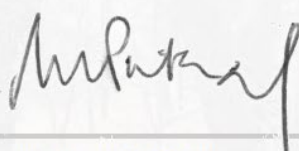
- Project name: Watchbox Conservation Project
- Location: Central Victoria, Australia
- Serial numbers: 1067 - 1239
- Date retired: 14 November 2021
- Protection: Trust for Nature covenant (perpetuity)
- Registry: Native Vegetation Credit Register (AU)
- NVCR allocation reference: C1854\_ VOL005a
- Serial Numbers: 1067- 1239

## Watchbox Conservation Project

# 173

Australian Biodiversity Units  
(259.5 square metres)  
were cancelled on behalf of:

**Molonglo to support its carbon neutral claim  
against the Climate Active Carbon Neutral Standard  
for FY2022.**



Registrar Certification

Date: 14 Nov 2022

NVCR Allocation Reference: C1854\_ VOL005a

Serial Numbers 1067-1239

Procurement Partner:



An Australian biodiversity unit (ABU) represents the permanent protection of 1.5 square meters of high conservation value native habitat.

## 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 <sub>2</sub> -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 (%)
Chongqing Longshui 8MW Hydro Power Project	VCU	VERRA	Nov 13 2022	<a href="#">10172-190880542-190880714-VCS-VCU-291-VER-CN-1-667-01012013-31122013-0</a>	2013	173	173	0	0	173	80.09%
	Australian Biodiversity units (ABUs)	Native Vegetation Credit Register (AU)	Nov 14 2022	NVCR allocation reference: C1854_ VOL005aSerial numbers: 1067- 1239	n/a	173	0	0	0		n/a
Wind bundle project in Maharashtra by Sispara	VCU	VERRA	Nov 13 2022	<a href="#">13235-480853476-480853518-VCS-VCU-997-VER-IN-1-1660-01112020-31122020-0</a>	2020	0	43	0	0	43	19.91%
Total offsets retired this report and used in this report										216	
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
Verified Carbon Units (VCUs)	216	100%

## 7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

### Renewable Energy Certificate (REC) summary

The following RECs have been surrendered to reduce electricity emissions under the market-based reporting method.

<b>1. Large-scale Generation certificates (LGCs)*</b>	n/a
<b>2. Other RECs</b>	n/a

\* LGCs in this table only include those surrendered voluntarily (including through PPA arrangements), and does not include those surrendered in relation to the LRET, GreenPower, and jurisdictional renewables.

Project supported by LGC purchase	Eligible units	Registry	Surrender date	Accreditation code (LGCs)	Certificate serial number	Generation year	Quantity (MWh)	Fuel source	Location
n/a									
Total LGCs surrendered this report and used in this report								n/a	

## APPENDIX A: ADDITIONAL INFORMATION

N/A

## 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 <sub>2</sub> e)	Renewable Percentage of total
Behind the meter consumption of electricity generated	0	0	0%
<b>Total non-grid electricity</b>	<b>0</b>	<b>0</b>	<b>0%</b>
LGC Purchased and retired (kWh) (including PPAs & Precinct LGCs)	0	0	0%
GreenPower	0	0	0%
Jurisdictional renewables (LGCs retired)	16,602	0	77%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	3,791	0	18%
Large Scale Renewable Energy Target (applied to grid electricity only)	201	0	1%
Residual Electricity	881	876	0%
<b>Total grid electricity</b>	<b>21,475</b>	<b>876</b>	<b>96%</b>
<b>Total Electricity Consumed (grid + non grid)</b>	<b>21,475</b>	<b>876</b>	<b>96%</b>
Electricity renewables	20,594	0	
Residual Electricity	881	876	
<b>Exported on-site generated electricity</b>	<b>0</b>	<b>0</b>	
Emissions (kgCO <sub>2</sub> e)		876	

#### Total renewables (grid and non-grid)

<b>Total renewables (grid and non-grid)</b>	<b>95.90%</b>
<b>Mandatory</b>	<b>95.90%</b>
<b>Voluntary</b>	<b>0.00%</b>
<b>Behind the meter</b>	<b>0.00%</b>
<b>Residual Electricity Emission Footprint (TCO<sub>2</sub>e)</b>	<b>1</b>

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 <sub>2</sub> e)	Scope 3 Emissions (kgCO <sub>2</sub> e)
ACT	20,393	15,907	1,428
NSW	0	0	0
SA	0	0	0
Vic	1,082	985	108
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
<b>Grid electricity (scope 2 and 3)</b>	<b>21,475</b>	<b>16,891</b>	<b>1,536</b>
ACT	0	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
<b>Non-grid electricity (Behind the meter)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Electricity Consumed</b>	<b>21,475</b>	<b>16,891</b>	<b>1,536</b>

<b>Emission Footprint (TCO<sub>2</sub>e)</b>	<b>18</b>
<i>Scope 2 Emissions (TCO<sub>2</sub>e)</i>	17
<i>Scope 3 Emissions (TCO<sub>2</sub>e)</i>	2

## Climate Active Carbon Neutral Electricity summary

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO <sub>2</sub> e)
	0	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. 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				

# 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.

The following sources have been excluded as they have been assessed as not relevant according to the relevance test:

- Business services
- ICT services (telephone and internet)
- Storage services
- IT equipment

These are summarised in the table below.

Emission sources tested for relevance	(1) Size	(2) Influence	(3) Risk	(4) Stakeholders	(5) Outsourcing	Included in boundary?
Business services	No	No	No	Yes	No	No
ICT services (telephone and internet)	No	No	Yes	No	No	No
Storage services	No	No	No	No	No	No

IT equipment	Yes	No	No	No	No	No
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