



# **PUBLIC DISCLOSURE STATEMENT**

**PANGOLIN ASSOCIATES**

**ORGANISATION CERTIFICATION**


**FY2022-23**

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



An Australian Government Initiative



NAME OF CERTIFIED ENTITY	Pangolin Associates
REPORTING PERIOD	1 July 2022 – 30 June 2023 Arrears report
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></p> <p>Iain Smale Managing Director Date : 19th February 2024</p>



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

Public Disclosure Statement documents are prepared by the submitting organisation. The material in the Public Disclosure Statement document 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 Statement document and disclaims liability for any loss arising from the use of the document for any purpose.

Version March 2023.



# 1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	80 tCO <sub>2</sub> -e
CARBON OFFSETS USED	100% VCUs
RENEWABLE ELECTRICITY	91.48%
CARBON ACCOUNT	Prepared by: <a href="#">Pangolin Associates</a>
TECHNICAL ASSESSMENT	Date: 21/12/2023 Organisation: Pangolin Associates Next technical assessment due: FY2026 report

## Contents

1. Certification summary .....	3
2. Certification information .....	4
3. Emissions boundary .....	6
4. Emissions reductions .....	8
5. Emissions summary .....	10
6. Carbon offsets .....	12
7. Renewable Energy Certificate (REC) Summary .....	14
Appendix A: Additional Information .....	14
Appendix B: Electricity summary .....	15
Appendix C: Inside emissions boundary .....	19
Appendix D: Outside emissions boundary .....	20

## 2. CERTIFICATION INFORMATION

### Description of certification

This inventory has been prepared for the financial year from 1 July 2022 to 30 June 2023 and covers all of the Australian operations of Pangolin Associates (ABN - 28 145 644 819) as an organisation.

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 as well as a relevance test as prescribed by the GHG Protocol. This includes the following locations:

- Level 16, 175 Pitt Street, Sydney NSW 2000
- Level 18, 1 Nicholson Street, East Melbourne VIC 3002
- Level 1, 46 Magill Road, Norwood SA 5067
- Level 1, Suite 374/241 Adelaide Street, Brisbane QLD 4000
- Suite 28, 50 St Georges Terrace, Perth WA 6000

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 (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O) and synthetic gases - hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) sulphur hexafluoride (SF<sub>6</sub>) and nitrogen trifluoride (NF<sub>3</sub>). These have been expressed as carbon dioxide equivalents (CO<sub>2</sub>-e) using relative global warming potentials (GWPs).

Pangolin Associates also has a Climate Active service certification, for which there is a separate PDS for the FY2022/23 reporting period. There is a 100% overlap between emissions reported in the service and organisation certifications.

## Organisation description

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, Melbourne, South Australia, Brisbane, and Western Australia. This certification covers all locations and operations that Pangolin is responsible for.

## 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 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

Accommodation and facilities  
Climate Active carbon neutral products and services  
Electricity  
Food  
ICT services and equipment  
Machinery and vehicles  
Postage, courier and freight  
Professional services  
Office equipment and supplies  
Refrigerants  
Stationary energy (gaseous fuels)  
Stationary energy (liquid fuels)  
Transport (air)  
Transport (Land and Sea)  
Waste  
Water  
Working from Home

### Non-quantified

N/A

## Outside emission boundary

### Excluded

N/A

## 4. EMISSIONS REDUCTIONS

### Emissions reduction strategy

Pangolin Associates aims to reduce emissions intensity (total emissions per FTE) by 30% by 2030 from the FY2015-16 base year intensity of 8.2 tCO<sub>2</sub>-e / FTE. The use of emission intensity as a reduction guide is to allow for growth in the organisation.

#### ICT Services – Software

Pangolin Associates will aim to include supplier specific emissions factors to quantify GHG emissions of software use rather than top-down Environmentally Extended Input Output methodology (EEIO). This will be incorporated into emissions reporting for the FY2024 reporting period. It is hoped that increased accuracy of software emissions associated with expense will eventuate in an emission reduction.

#### ICT Equipment – Electronic Equipment

Pangolin Associates will implement a sustainable procurement policy before FY2025, with the potential to purchase refurbished IT equipment to reduce the demand for brand new machinery. This procurement policy will be developed during FY2024. It is expected that emission from Electronic Equipment will see a reduction of 25% of emission from this source once the policy is implemented.

#### Business Travel – Flights

Most of Pangolin's flights are to remote audits sites in Australia where there are no other viable forms of transport. For flights between cities, use is limited by internal travel policies. In lieu of face-to-face meetings, employees at Pangolin are encouraged to use video conference calls when possible or to use public transport when viable. While flights increase YoY, they did not rebound to pre-pandemic level. Pangolin aims to maintain this level of emissions associated with flights during the coming years. Additionally, the internal travel policy will be updated in FY2024 to include provisions for reimbursement to staff only when offsets are purchased at the point of sale.

#### Employees – Working from home

Currently, Pangolin Associates encourages flexible working arrangements. As part of this, a hybrid working model is adopted which sees employees work from home for large parts of the year. Emissions associated with employees working from home are calculated using an employee survey. However, Pangolin will endeavour before FY2025 to implement a more detailed survey, that captures working from home setups - including number of monitors, heating and cooling habits. This information will then be used to provide support to employees through the supply of energy efficient monitors and also encouragement or incentives for all staff to purchase GreenPower. It is hoped that by FY2026 these updates to working from home can reduce emission intensity per FTE by 30%.

#### Electricity – Third-party electricity

The majority of electricity used by Pangolin (both Tenancy and Base Building) is currently supplied by through either GreenPower or a Climate Active Carbon Neutral opt-in provider. However, there is room for improvement and so Pangolin aims to continue engagement with building providers, with the aim to have 100% renewable electricity by FY2025. This would result in an emission reduction of 3.6 tCO<sub>2</sub>-e from FY2024 levels.



## **Emissions reduction actions**

Pangolin was able to reduce emission intensity, as measured by tCO<sub>2</sub>-e/FTE, while absolute emissions increased by approximately 15%.

The shift towards a paper-free work environment was finalised this reporting period, with paper reducing YoY.

## 5. EMISSIONS SUMMARY

### Emissions over time

		Emissions since base year	
		Total tCO <sub>2</sub> -e (without uplift)	Total tCO <sub>2</sub> -e (with uplift)
Base year/ Year 1:	2015–16	65.3	65.3
Year 2:	2016–17	98.3	98.3
Year 3:	2017–18	57.4	57.4
Year 4:	2018–19	79.4	79.4
Year 5:	2019–20	37.7	40.0
Year 6:	2020–21	26.5	30.0
Year 7:	2021–22	60.3	70.0
Year 8:	2022–23	70.4	80.0

### Significant changes in emissions

N/A

### Use of Climate Active carbon neutral products, services, buildings or precincts

Certified brand name	Product/Service/Building/Precinct used
Hub Australia	Melbourne Office location
Powershop	Electricity
Telstra	Mobile telephone services
Jetstar	Opt-in flights

## Emissions summary

The electricity summary is available in the Appendix B. Electricity emissions were calculated using a 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 (t CO <sub>2</sub> -e)
Accommodation and facilities	0.00	0.00	2.97	2.97
Climate Active carbon neutral products and services	0.00	0.00	0.00	0.00
Electricity	0.00	0.00	0.71	0.71
Food	0.00	0.00	1.79	1.79
ICT services and equipment	0.00	0.00	6.24	6.24
Office equipment and supplies	0.00	0.00	0.46	0.46
Machinery and vehicles	0.00	0.00	0.61	0.61
Postage, courier and freight	0.00	0.00	0.05	0.05
Professional services	0.00	0.00	19.73	19.73
Refrigerants	0.23	0.00	0.00	0.23
Stationary energy (gaseous fuels)	0.67	0.00	0.07	0.73
Stationary energy (liquid fuels)	0.00	0.00	0.00	0.00
Transport (air)	0.00	0.00	22.07	22.07
Transport (Land and Sea)	0.60	0.00	9.03	9.63
Waste	0.00	0.00	0.08	0.08
Water	0.00	0.00	0.09	0.09
Working from home	0.00	0.00	5.01	5.01
<b>Total</b>	<b>1.50</b>	<b>0.00</b>	<b>68.91</b>	<b>70.41</b>

## Uplift factors

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

A voluntary uplift of 9.6 tCO<sub>2</sub>-e was applied during the FY2022 reporting period. Pangolin has uplifted its emissions in recent years to the nearest 10 as a voluntary measure.

Reason for uplift factor	tCO <sub>2</sub> -e
Voluntary uplift	9.59
<b>Total emissions to offset (emissions + uplifts)</b>	<b>80.0</b>

## 6. CARBON OFFSETS

### Offsets retirement approach

This certification has taken an in-arrears offsetting approach. The total emissions to offset are 80.0 tCO<sub>2</sub>-e. The total number of eligible offsets used in this report is 80. Of the total eligible offsets used, 0 were previously banked and 80 were newly purchased and retired. 0 are remaining and have been banked for future use.

### Co-benefits

#### Rimba Raya Biodiveristy Reserve Project – Central Kalimantan (Indonesia)

Rimba Raya is situated in Central Kalimantan in Indonesian Borneo. Covering land approximately the same size as Singapore, it is known as one of the largest Orangutan sanctuaries in the world. Offering a viable alternative to deforestation, a practice very common in the area, the project has a wealth of benefits to the biodiversity of the region and the surrounding communities. Rimba Raya is home to over 300 species of birds, 122 species of mammals and 180 species of trees and plants. The project has strong community based initiatives including increased employment for communities, greater access to medical and health services, and assistance with education.

## Eligible offsets retirement summary

Offsets retired for Climate Active certification											
Project description	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	Vintage	Stapled quantity	Eligible quantity retired (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 (%)
Rimba Raya Biodiversity Reserve Project	VCU	Verra	21/12/2023	<a href="#">6979-362283009-362283024-VCU-016-MER-ID-14-674-01012014-30062014-1</a>	2014	-	16	0	0	16	20
Rimba Raya Biodiversity Reserve Project	VCU	Verra	21/12/2023	<a href="#">9380-92409415-92409437-VCS-VCU-263-VER-ID-14-674-01072014-31122014-1</a>	2014	-	23	0	0	23	28.75
Rimba Raya Biodiversity Reserve Project	VCU	Verra	21/12/2023	<a href="#">7626-414125232-414125272-VCU-016-MER-ID-14-674-01012015-31122015-1</a>	2015	-	41	0	0	41	51.25
<b>Total eligible offsets retired and used for this report</b>										<b>80</b>	
<b>Total eligible offsets retired this report and banked for use in future reports</b>									<b>0</b>		

Type of offset units	Eligible quantity (used for this reporting period)	Percentage of total
Verified Carbon Units (VCUs)	80	100%

## 7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

### Renewable Energy Certificate (REC) summary

N/A

## APPENDIX A: ADDITIONAL INFORMATION

N/A

## APPENDIX B: ELECTRICITY SUMMARY

There are two international best-practice methods for calculating electricity emissions – the location-based method and the market-based method. Reporting electricity emissions under both methods is called dual reporting.

Dual reporting of electricity emissions is useful, as it provides different perspectives of the emissions associated with a business's electricity usage.

### 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.

**For this certification, electricity emissions have been set by using the market-based approach.**

Market-based approach summary			
Market-based approach	Activity Data (kWh)	Emissions (kg CO <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)	0	0	0%
GreenPower	1,614	0	18%
Climate Active precinct/building (voluntary renewables)	0	0	0%
Precinct/Building (LRET)	1,735	0	20%
Precinct/Building jurisdictional renewables (LGCS surrendered)	0	0	0%
Electricity products (voluntary renewables)	4,089	0	47%
Electricity products (LRET)	0	0	0%
Electricity products jurisdictional renewables (LGCs surrendered)	0	0	0%
Jurisdictional renewables (LGCs surrendered)	0	0	0%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	0	0	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	546	0	6%
Residual Electricity	743	710	0%
<b>Total renewable electricity (grid + non grid)</b>	<b>7,984</b>	<b>0</b>	<b>91%</b>
<b>Total grid electricity</b>	<b>8,727</b>	<b>710</b>	<b>91%</b>
<b>Total electricity (grid + non grid)</b>	<b>8,727</b>	<b>710</b>	<b>91%</b>
Percentage of residual electricity consumption under operational control	44%		
<b>Residual electricity consumption under operational control</b>	<b>325</b>	<b>311</b>	
Scope 2	287	274	
Scope 3 (includes T&D emissions from consumption under operational control)	38	36	
<b>Residual electricity consumption not under operational control</b>	<b>418</b>	<b>399</b>	
Scope 3	418	399	

<b>Total renewables (grid and non-grid)</b>	<b>91.48%</b>
<b>Mandatory</b>	<b>26.14%</b>
<b>Voluntary</b>	<b>65.35%</b>
<b>Behind the meter</b>	<b>0.00%</b>
<b>Residual scope 2 emissions (t CO<sub>2</sub>-e)</b>	<b>0.27</b>
<b>Residual scope 3 emissions (t CO<sub>2</sub>-e)</b>	<b>0.44</b>
<b>Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b>	<b>0.27</b>
<b>Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b>	<b>0.44</b>
<b>Total emissions liability (t CO<sub>2</sub>-e)</b>	<b>0.71</b>

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



Location-based approach summary						
Location-based approach	Activity Data (kWh) total	Under operational control			Not under operational control	
Percentage of grid electricity consumption under operational control	65%	(kWh)	Scope 2 Emissions (kg CO <sub>2</sub> -e)	Scope 3 Emissions (kg CO <sub>2</sub> -e)	(kWh)	Scope 3 Emissions (kg CO <sub>2</sub> -e)
ACT	0	0	0	0	0	0
NSW	4,089	2,660	1,942	160	1,429	1,129
SA	935	608	152	49	327	108
VIC	3,704	2,409	2,048	169	1,294	1,191
QLD	0	0	0	0	0	0
NT	0	0	0	0	0	0
WA	0	0	0	0	0	0
TAS	0	0	0	0	0	0
<b>Grid electricity (scope 2 and 3)</b>	<b>8,727</b>	<b>5,677</b>	<b>4,142</b>	<b>377</b>	<b>3,050</b>	<b>2,428</b>
ACT	0	0	0	0		
NSW	0	0	0	0		
SA	0	0	0	0		
VIC	0	0	0	0		
QLD	0	0	0	0		
NT	0	0	0	0		
WA	0	0	0	0		
TAS	0	0	0	0		
<b>Non-grid electricity (behind the meter)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Total electricity (grid + non grid)</b>	<b>8,727</b>					

<b>Residual scope 2 emissions (t CO<sub>2</sub>-e)</b>	<b>4.14</b>
<b>Residual scope 3 emissions (t CO<sub>2</sub>-e)</b>	<b>2.80</b>
<b>Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b>	<b>1.24</b>
<b>Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b>	<b>0.88</b>
<b>Total emissions liability</b>	<b>2.12</b>

### Operations in Climate Active buildings and precincts

Operations in Climate Active buildings and precincts	Electricity consumed in Climate Active certified building/precinct (kWh)	Emissions (kg CO <sub>2</sub> -e)
Hub - Parliament Station, Level 18, 1 Nicholson Street, East Melbourne 3002 VIC	1,735	0
<i>Climate Active carbon neutral electricity is not renewable electricity. These electricity emissions have been offset by another Climate Active member through their building or precinct certification. This electricity consumption is also included in the market based and location based summary tables. Any electricity that has been sourced as renewable electricity by the building/precinct under the market based method is outlined as such in the market based summary table.</i>		

### Climate Active carbon neutral electricity products

Climate Active carbon neutral product used	Electricity claimed from Climate Active electricity products (kWh)	Emissions (kg CO <sub>2</sub> -e)
<i>Sydney - Share of Base Building - supplied by Powershop</i>	<b>2,005</b>	<b>0</b>
<i>Sydney - Tenancy - supplied by Powershop</i>	<b>2,084</b>	<b>0</b>
<p><i>Climate Active carbon neutral electricity is not renewable electricity. These electricity emissions have been offset by another Climate Active member through their electricity product certification. This electricity consumption is also included in the market based and location-based summary tables. Any electricity that has been sourced as renewable electricity by the electricity product under the market-based method is outlined as such in the market based summary table.</i></p>		

# APPENDIX C: INSIDE EMISSIONS BOUNDARY

## Non-quantified emission sources

The following emissions sources 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	Justification reason
N/A	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.

The data management plan below outlines how more rigorous quantification can be achieved for material (greater than 1%) non-quantified emission sources.

## APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

### Excluded emission sources

The below emission sources have been assessed as not relevant to this organisation'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.

N/A – no emission sources have been assessed as not relevant for this certification in this reporting period.



An Australian Government Initiative

