



PUBLIC DISCLOSURE STATEMENT

WOTTON + KEARNEY PTY LTD

ORGANISATION CERTIFICATION

FY2022 - 23


Australian Government

Climate Active Public Disclosure Statement



An Australian Government Initiative



NAME OF CERTIFIED ENTITY	Wotton + Kearney Pty Ltd
REPORTING PERIOD	Financial year 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>Ben Kehane Workplace Services Director September 23rd 2024</p>



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

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Version August 2023.



1.CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	3,293 tCO ₂ -e
CARBON OFFSETS USED	100% VCU's
RENEWABLE ELECTRICITY	35% (market-based method)
CARBON ACCOUNT	Prepared by: Pangolin Associates
TECHNICAL ASSESSMENT	29/5/23 for FY2021-22 report Emma Baird Pangolin Associates Next technical assessment due: FY2024-25 report

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2.CERTIFICATION INFORMATION

Description of certification

This inventory has been prepared for the calendar year from 1 July 2022 to 30 June 2023 and covers the Australian business operations of Company Wotton + Kearney Pty Ltd, ABN: 90 632 932 131.

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:

- Sydney- Level 26, 85 Castlereagh Street 2000 NSW
- Melbourne- Level 15, 600 Bourke Street 3000 VIC
- Brisbane- Level 23, 111 Eagle Street 4000 QLD
- Perth- Level 49, 108 St Georges Terrace 6000 WA
- Canberra- Suite 4.01, 17 Moore Street 2601 ACT
- Melbourne - Level 36, Central Tower, 360 Elizabeth Street 3000 VIC
- Adelaide- Level 1, 25 Grenfell Street 5000 SA

Only Australian offices are included in this boundary and certification, thereby excluding New Zealand and Singapore offices.

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).

Organisation description

Wotton + Kearney Pty Ltd (ABN 94 632 932 131) is one of Australasia's largest insurance and dispute resolution firms.

Wotton + Kearney have seven offices in Australia (listed above), and have an alliance with Legalign Global which give their clients access to specialist law firms across the globe.

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
Cleaning and Chemicals
Climate Active carbon neutral products and services
Construction Materials and Services
Electricity
Food
ICT services and equipment
Machinery and vehicles
Office equipment & supplies
Postage, courier and freight
Professional Services
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

Commitment and targets

At Wotton Kearney, we recognise that we have a responsibility to minimise adverse environmental impacts and promote sustainable business practices. We are also very committed to obtaining and retaining our Climate Active certification.

Wotton Kearney commits to reduce total emissions of its business operations by 30% by 2027 compared to the FY2022 baseline.

To ensure we remain accountable for this, we identified key environmental, social and governance (ESG) risks we face as an organisation within our industry, and developed programs designed to monitor and respond to these risks.

Emissions reduction actions planned:

As we continue to strengthen and build on our sustainability programs, our following emission reduction strategy includes:

- **Scope 2** emissions will be reduced by 50% in FY2029 compared to FY2022, (4.9% of emissions are coming from scope 2). Source 100% renewable energy for our Australian operations by FY25, in our offices where we have the control to do so.
- **Update Procurement Policy** – Effectively implementing the procurement controls to ensure all products and services are sourced from Climate Active Certified suppliers in the first instance (wherever possible): IT, Accounting, Telecommunications, cloud services, professional services, events, products, food and catering.
- **Office consolidation and flexible working policies** – Wotton Kearney to provide remote and hybrid flexible working arrangements, which decreases commute time and supports the reduction of office spaces. This can help to reduce electricity consumption as well as individual carbon emissions due to shorter commute times for staff.
- **Sustainable practices in our offices:**
 - A dedicated space for staff to dispose of e-waste.
 - Promoting carpooling among staff.
 - Ensuring non-essential office lighting, printers, computers are switched off overnight, weekends and on holidays.
 - Digital records management to reduce printing.
 - Regulation of office temperature during summer months by encouraging staff to use window blinds.
 - Recycling programs

- **Travel** – we will implement an organisation wide travel agency to manage our footprint when virtual meetings are not possible to replace travel. From travel, car hire and accommodation required to operate both our business and that of our clients. Develop a policy to offset our flights systematically and only fly on Economy class, not Business or First Class. Only book 4 Star hotel accommodations or less, not 5 Star.

Emissions reduction actions

Wotton + Kearney's Environmental Management System outlines actions that we are already taking to reduce our material environmental impacts and reduce our emissions. The following actions will contribute to a reduction in our Scope 3 emissions:

- Staff awareness about ways to reduce emissions associated with the use of IT equipment at home.
- Promoting the use of video-conferencing over non-essential business travel.
- Preferencing environmentally friendly accommodation providers that promote low or zero carbon footprints.
- Continued reduction of printing through our Paperlite program.

Our environmental management plan provides for monitoring, reducing and reporting our material environmental impacts. We are also committed to:

- Conducting an annual GHG Assessment of our scopes 1, 2 & 3;
- Reviewing our targets and assessing our actions against our strategy;
- Conducting with our partners due diligence on carbon credits and offset strategy.

Performance of emission reduction actions to date:

- Electricity use: When normalised to headcount, emissions from electricity use over the past year have decreased by 38%. Overall emissions have decreased by 68% over the past five years, despite the recent doubling of the firm size.
- Business travel: Gross travel emissions have risen sharply as Wotton + Kearney has recovered from the COVID lockdown, and travel has once again become necessary to re-connect with clients. Wotton + Kearney also experienced exponential growth, and when normalising travel emissions to headcount, these remain well below pre-covid emission levels.
- PaperLite Program: The Paperlite Program has now been implemented, and despite a 56% increase in headcount over the past year, paper use per kg/employee has reduced by 24% over the past year. Over the past five years, paper consumption per employee has decreased 79.5%.

5.EMISSIONS SUMMARY

Emissions over time

Emissions since base year		Total tCO ₂ -e
Base year:	2021-22	2,436.53
Year 1:	2022-23	3,293.06

Significant changes in emissions

Emission source	Previous year emissions (t CO ₂ -e)	Current year emissions (t CO ₂ -e)	Reason for change
Long business class flights (>3,700km)	25.04	523.29	Covid restrictions lifted

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

Certified brand name	Product/Building used
Reflex	Paper
Natural Gas	Base Building: 111 Eagle Street, Brisbane & Central Tower, 360 Elizabeth Street Melbourne
Stationary Fuels	Base Building: 111 Eagle Street, Brisbane & Central Tower, 360 Elizabeth Street Melbourne
Water	Base Building: 111 Eagle Street, Brisbane & Central Tower, 360 Elizabeth Street Melbourne
Waste	Base Building: 111 Eagle Street, Brisbane & Central Tower, 360 Elizabeth Street Melbourne
Synthetic GHG	Base Building: 111 Eagle Street, Brisbane & Central Tower, 360 Elizabeth Street Melbourne

Emissions summary

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

Emission category	Scope 1 emissions (t CO ₂ -e)	Scope 2 emissions (t CO ₂ -e)	Scope 3 emissions (t CO ₂ -e)	Total emissions (t CO ₂ -e)
Accommodation and facilities	0.00	0.00	47.49	47.49
Cleaning and chemicals	0.00	0.00	13.97	13.97
Climate Active carbon neutral products and services	0.00	0.00	0.00	0.00
Construction materials and services	0.00	0.00	60.39	60.39
Electricity	0.00	162.25	105.06	267.31
Food	0.00	0.00	85.26	85.26
ICT services and equipment	0.00	0.00	829.05	829.05
Machinery and vehicles	0.00	0.00	9.82	9.82
Office equipment and supplies	0.00	0.00	118.27	118.27
Postage, courier and freight	0.00	0.00	36.06	36.06
Professional Services	0.00	0.00	692.18	692.18
Refrigerants	9.40	0.00	0.00	9.40
Stationary energy (gaseous fuels)	10.14	0.00	1.74	11.88
Stationary energy (liquid fuels)	1.14	0.00	0.28	1.42
Transport (air)	0.00	0.00	830.67	830.67
Transport (Land and Sea)	9.40	0.00	176.59	185.98
Waste	0.00	0.00	3.90	3.90
Water	0.00	0.00	1.27	1.27
Working from home	0.00	0.00	88.75	88.75
Total	30.07	162.25	3100.74	3293.06

Uplift factors

N/A (one applied)

6. CARBON OFFSETS

Eligible offsets retirement summary

Offsets used for Climate Active certification

Type of offset units	Eligible quantity (used for this reporting period)	Percentage of total
Verified Carbon Units (VCUs)	3,293	100%

Project description	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	Vintage	Stapled quantity	Eligible quantity retired (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 (%)
Acapa -- Bajo Mira Y Frontera REDD+ Project	VCU	Verra	26/04/2024	9609-111570297-111572296-VCS-VCU-261-VER-CO-14-1389-01012016-31122016-1	2016	-	2,000	0	0	2,000	61%
Rimba Raya Biodiversity Reserve Project	VCU	Verra	26/04/2024	9900-157296104-157296203-VCS-VCU-263-VER-ID-14-674-01012018-31122018-1	2018	-	100	0	0	100	3%
Rimba Raya Biodiversity Reserve Project	VCU	Verra	26/04/2024	9900-157302526-157302628-VCS-VCU-263-VER-ID-14-674-01012018-	2018	-	103	0	0	103	3%

Project description	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	Vintage	Stapled quantity	Eligible quantity retired (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 (%)
				31122018-1							
Rimba Raya Biodiversity Reserve Project	VCU	Verra	26/04/2024	9900-157296204-157296219-VCS-VCU-263-VER-ID-14-674-01012018-31122018-1	2018	-	16	0	0	16	0.5%
Rimba Raya Biodiversity Reserve Project	VCU	Verra	26/04/2024	9900-157293687-157294376-VCS-VCU-263-VER-ID-14-674-01012018-31122018-1	2018	-	690	0	0	690	21%
Rimba Raya Biodiversity Reserve Project	VCU	Verra	26/04/2024	9900-157294804-157295187-VCS-VCU-263-VER-ID-14-674-01012018-31122018-1	2018	-	384	0	0	384	12%
Total eligible offsets retired and used for this report										3,293	
Total eligible offsets retired this report and banked for use in future reports									0		

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

Wotton + Kearney are claiming 27 Large-scale Generation Certificates (LGCs) as part of their electricity account in this reporting period.

The LGCs are for the portion of base building electricity that are included in W+K's inventory. The base buildings are Central Tower, 360 Elizabeth Street Melbourne and 111 Eagle Street Brisbane (both within GPT Group). The details of these RECs can be found here:

- 360 Elizabeth Street Melbourne: [link](#)
- 111 Eagle Street Brisbane: [link](#)

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 ₂ -e)	Renewable percentage of total
Behind the meter consumption of electricity generated	626	0	0%
Total non-grid electricity	626	0	0%
LGC Purchased and retired (kWh) (including PPAs)	0	0	0%
GreenPower	0	0	0%
Climate Active precinct/building (voluntary renewables)	26,625	0	6%
Precinct/Building (LRET)	6,132	0	1%
Precinct/Building jurisdictional renewables (LGCs surrendered)	0	0	0%
Electricity products (voluntary renewables)	0	0	0%
Electricity products (LRET)	0	0	0%
Electricity products jurisdictional renewables (LGCs surrendered)	0	0	0%
Jurisdictional renewables (LGCs surrendered)	40,826	0	10%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	10,354	0	2%
Large Scale Renewable Energy Target (applied to grid electricity only)	63,904	0	15%
Residual Electricity	279,905	267,309	0%
Total renewable electricity (grid + non grid)	148,467	0	35%
Total grid electricity	427,746	267,309	35%
Total electricity (grid + non grid)	428,372	267,309	35%
Percentage of residual electricity consumption under operational control	69%		
Residual electricity consumption under operational control	192,379	183,722	
Scope 2	169,893	162,248	
Scope 3 (includes T&D emissions from consumption under operational control)	22,486	21,474	
Residual electricity consumption not under operational control	87,526	83,588	
Scope 3	87,526	83,588	

Total renewables (grid and non-grid)	34.66%
Mandatory	18.77%
Voluntary	15.75%
Behind the meter	0.15%
Residual scope 2 emissions (t CO₂-e)	162.25
Residual scope 3 emissions (t CO₂-e)	105.06
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	162.25
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	105.06
Total emissions liability (t CO₂-e)	267.31

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	100%	(kWh)	Scope 2 Emissions (kg CO ₂ -e)	Scope 3 Emissions (kg CO ₂ -e)	(kWh)	Scope 3 Emissions (kg CO ₂ -e)
ACT	55,073	55,073	40,203	3,304	0	0
NSW	165,088	165,088	120,514	9,905	0	0
SA	14,672	14,672	3,668	1,174	0	0
VIC	66,239	66,239	56,303	4,637	0	0
QLD	65,435	65,435	47,767	9,815	0	0
NT	0	0	0	0	0	0
WA	61,238	61,238	31,232	2,450	0	0
TAS	0	0	0	0	0	0
Grid electricity (scope 2 and 3)	427,746	427,746	299,688	31,285	0	0
ACT	626	626	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		
Non-grid electricity (behind the meter)	626	626	0	0		
Total electricity (grid + non grid)	428,372					

Residual scope 2 emissions (t CO₂-e)	299.69
Residual scope 3 emissions (t CO₂-e)	31.28
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	273.81
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	27.68
Total emissions liability (t CO₂-e)	301.49

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 ₂ -e)
360 Elizabeth Street, Melbourne	16,341	0
111 Eagle Street, Brisbane	16,416	0
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.		

Climate Active carbon neutral electricity products

Climate Active carbon neutral product used	Electricity claimed from Climate Active electricity products (kWh)	Emissions (kg CO ₂ -e)
N/A	0	0
<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>		

APPENDIX C: INSIDE EMISSIONS BOUNDARY

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.

N/A – no relevant emission sources were non-quantified.

Data management plan for non-quantified sources

There are no non-quantified sources in the emission boundary that require a data management plan.

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 were assessed as not relevant in this reporting period.



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