Basis of Preparation
Greenhouse Gas Emissions

Financial Year 2025: 1 July 2024 – 30 June 2025

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Approach and Scope

Our Approach to Greenhouse Gas Emissions Reporting

This Basis of Preparation (BoP) document outlines the methodologies, data sources, assumptions, and calculations used to compile PEXA's Greenhouse Gas (GHG) Inventory for the FY2025 period. It provides transparent data in regard to how emissions have been measured and reported, ensuring consistency with applicable standards and regulatory requirements.

The objective of this document is to enhance the credibility and auditability of the GHG inventory by clearly defining the boundaries, emission sources, and estimation techniques applied. This ensures alignment with best practices, including the GHG Protocol, ISO 14064-1, and any relevant national or industry-specific reporting frameworks:

- The GHG Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)[1] and Corporate Value Chain (Scope 3) Standard[2] published by the World Resource Institute (WRI) and World Business Council for Sustainable Development (WBCSD); and
- International Standards Organisation ISO 14064-1:2018 Greenhouse gases - Part 1: Specification with guidance at the organisation level for quantification and reporting of greenhouse gas emissions and removals[3].

Additionally, this BoP supports internal and external stakeholders in understanding the data and methodologies underpinning PEXA's emissions reporting, facilitating informed decision-making and continuous improvement in emissions management.

Context to PEXA's Emissions

PEXA was formed in 2010 by the state governments in Australia to create a connected, efficient, cost-effective platform for property settlement. Our Australian brands, including PEXA Australian Exchange, .id and Value Australia, support more than 160 financial institutions, more than 10,000 conveyancing practitioners, more than 70 developers and associated parties and 345 local and state government departments and agencies.

In the UK, our primary goal is driving efficiencies for our customers through their use of our platform. The digitisation of property transactions has led to substantial reductions in turnaround times for remortgages for existing customers when compared to conventional, paper-based transactions and the launch of the Sale and Purchase capabilities in FY26 will enable customers on our platform to achieve even greater benefits.

[1] Corporate Standard | GHG Protocol
[2] Corporate Value Chain (Scope 3) Standard | GHG Protocol
[3] ISO 14064-1:2018(en), Greenhouse gases — Part 1: Specification with guidance at the organization level for quantification and reporting of greenhouse gas emissions and removals

To provide our services, PEXA tenants office space in Australia and the UK. Our office spaces are the primary sources of purchased electricity within our greenhouse gas inventory (Scope 2). Our Scope 1 emissions are primarily derived from refrigeration within our office spaces. Our Scope 3 emissions are predominantly derived from spends within Information and Communication Services (ICT), profession services, business travel and employees. Our Scope 3 emissions sources have been mapped to the 15 categories of the Greenhouse Gas Protocol.

Scope

This Basis of Preparation includes PEXA's Scope 1, 2 and 3 emissions sources accounted from its operations in Australia and the UK for the financial year 1 July 2024 – 30 June 2025.
The GHG emission sources in this inventory have been identified with reference to the GHG protocol and classified under the following categories:

Scope 1 – Direct emissions from operations that are owned or controlled by PEXA.
Scope 2 – Indirect emissions from the purchase of electricity consumed by PEXA.
Scope 3 – Indirect emissions which occur both upstream and downstream across the value chain of PEXA.

These emissions occur as a consequence of PEXA's activities but are derived from sources that are not owned or controlled by PEXA. Scope 3 emissions within this inventory have been reported where there is a clear rationale for inclusion and reliable data available.

Item	Note
Greenhouse gases	All GHG emissions figures are reported in tonnes of carbon dioxide equivalents (tCO2-e).
Organisational boundary	Direct GHG emissions and indirect GHG emissions have been reported using the Operational Control Approach as defined by the GHG Protocol: 'an organisation accounts for 100% of the GHG emissions from operations over which it has control. It does not account for GHG emissions from operations in which it owns an interest but has no control'.
Operational boundary	All Scope 1 (direct GHG emissions) and Scope 2 (indirect GHG emissions) have been reported for operations within the organisational boundary. The list of Scope 3 emissions included within the organisational boundary are defined in category reporting.
Geographical scope	GHG emissions that fall within the Australian and international operations of the organisational and operational boundaries have been reported.
Conversion factors	The GHG emissions associated with activities have been determined on the basis of direct measurement, purchase invoices or estimations multiplied by relevant carbon conversion factors using Method 1 of the National Greenhouse and Energy Reporting (**NGER**) Determination, unless otherwise stated.
Baseline GHG Emissions	Where applicable, the GHG baseline applies to operational boundary emissions and has been prepared in accordance with the GHG reporting policies.

	The baseline is adjusted when new sources of Scope 3 emissions are reported. The baseline is adjusted to reflect acquisitions and divestments that result in a change to the baseline of more than 5% and for any significant changes in reporting policy.
Prior year restatements	Where information is available, prior year figures have been restated to comply with the reporting policies set for the current year. Where information is not available, estimates are made. The estimates and basis for the estimates are provided in the report. Where significant adjustments have been made a note detailing the adjustments is provided.
Materiality	Emissions from sources that contribute, in aggregate, less than 1% to overall GHG emissions can be excluded. Basis for exclusion is similar to conducting streamline life cycle analysis. The materiality threshold for NGER is different.
Crediting criteria	All directly attributable offset measures (e.g., GreenPower, GreenGas, flight offsets) are automatically accounted against the respective operational boundary. Any additional voluntary carbon credits are applied on a corporate total basis in a cascade hierarchy of: Scope 1> Scope 2> Scope 3 GHG emissions. This ensures that all direct emissions are treated first, followed by indirect emissions within the organisational boundary. Landfill waste is treated last of any Scope 3 emissions, when applicable.

Organisational Boundaries

Applying the Greenhouse Gas Protocol, PEXA has applied the **Control Approach**: *an organisation accounts for 100% of the GHG emissions from operations over which it has control. It does not account for GHG emissions from operations in which it owns an interest but has no control.* Control can be defined in either financial or operational terms.

- An organisation has **financial control** over the operation if the former has the ability to direct the financial and operating policies of the latter with a view to gaining economic benefits from its activities.
- An organisation has **operational control** over an operation if the former or one of its subsidiaries has the full authority to introduce and implement its operating policies at the operation.

Facilities

To ensure consistency and traceability when considering the organisational boundary, PEXA's facilities are provided below. Activity and emissions data is attributed to these facilities.

Location	Address	Description
Melbourne, Australia	Tower 4, L16/727 Collins St, Docklands, VIC	Head office, leased area separated from other tenants as a separate floor.
Sydney, Australia	41/225 George Street, The Rocks, NSW	New South Wales office, leased as a tenant.
Brisbane, Australia	13/300 Ann St, Brisbane, QLD	Queensland office, leased area as part of a co-working facility.

Perth, Australia	Level 1, 191 St George's Terrace Perth 6000 WA	Leased a part of an office space which closed on the 20/9/2024
.id (Informed Decisions) Australia	10 Easey Street, Collingwood, VIC	Office space for the .id. Informed Decisions business.
Smoove	Church Road, Thame, OX9 3AJ, UK,	Office space from acquired business
PEXA UK Office	West Village, 5th Floor, West One, 114 Wellington St, Leeds, UK	Office space, Leeds.
Amity Law	Chorley New Road, Horwich BL6 6HG, UK	Office space, Horwich

The operational boundary specifies the different types of GHG emissions relevant to a company, categorised into direct (Scope 1) and indirect (Scope 2 and 3) emissions. PEXA's scope 1, 2 and 3 emissions have been categorised under each of the 15 GHG Protocol Categories. Where it is uncertain if an activity is relevant to PEXA's boundary, the activity is tested against the following criteria:

1. **Size:** Emissions from a particular activity are likely to be large in comparison to other emissions sources.
2. **Influence:** PEXA has the potential to directly reduce or influence the reduction of the emissions from this activity.
3. **Risk:** emissions from this activity contribute to PEXA's risk exposure.
4. **Stakeholders:** The emissions from this activity are important/critical to key stakeholders.
5. **Outsourcing:** This activity is outsourced but was previously undertaken by PEXA or is typically part of the operations of comparable organisations.
6. **Sector guidance:** This activity has been identified as significant by sector-specific guidance.

Responsibilities

PEXA has the responsibility to provide all invoices, sources of emissions reports and documentation for the financial year where available to Pangolin Associates to establish its Greenhouse Gas Inventory.

Governance and Review

Internal Data Management

PEXA used the following data management system to prevent data gaps and ensure continuity in the data collection process:

- PEXA collates its data at the Group level and files its data for its greenhouse gas inventory quarterly. Source documents including utility bills and waste reports are received directly by the business owners which include PEXA's Workplace Manager in Australia and PEXA's Facilities Manager in the

UK. The data is reviewed, invoices are paid and the source documents are filed. The Head of ESG oversees a quarterly meeting to track progress of filing source documents for utilities.

- Other documents include supplier reports. These reports are extracted directly from the supplier's system as source documents which include travel reports and hotel stays reports. They are downloaded in real time and filed accordingly for the designated reporting period. Other data is collected directly from business owners across PEXA and is overseen by the Head of ESG.

To ensure that data is continuously monitored, PEXA and Pangolin Associates meet quarterly to ensure PEXA data owners are following the process. On request and at the time of reporting, the folders of filed documents are reviewed, compressed and shared with Pangolin Associates for calculating PEXA's annual greenhouse gas inventory.

Activity specific processes will be included in each relevant section below.

Role of the third-party carbon consultants

Pangolin Associates and PEXA collaboratively compiled all activity data through centralized tracking in a data collection spreadsheet, with categories divided into separate tabs.
Any estimations or modelling was labelled using an 'Activity Data Type' column.
The category tabs also include a column which refers to the 'Data Source', ensuring traceability. For utilities, where PEXA occupies a given space, the activity was allocated as 'tenancy/organisation control'.

All documents, worksheets and supporting evidence provided to Pangolin by PEXA were uploaded to a SharePoint folder. To maintain data integrity and reliability, data provided by PEXA was reviewed. This includes data validation checks, error detection mechanisms, and data cleansing techniques to identify and correct any errors or inconsistencies in emissions data.

Once all data was collated in the data collection spreadsheet, it was transferred to the PEXA FY2025 GHG Calculator. Upon completion of the GHG Calculator, the emissions totals were transferred to the FY2025 Emissions Summary as final.

Quality Assurance

Once the GHG calculator was completed, the calculations underwent an internal quality assurance process. This process was conducted by another independent Pangolin Associates consultant, who reviewed the calculations to ensure they were correct and complete.

GHG Reporting Policies Applied

The 15 categories of the GHG Protocol were used to enable the identification of relevant operational activities by PEXA. The relevant operational activities and their emissions (tCO_2-e) have been provided in the GHG Protocol Summary below. Any operational activity exclusions have also been identified including the reasoning for exclusion.

Scope	GHG Protocol Category	Category Name	Activities included	Exclusions & Reasoning
Scope 1			Controlled synthetic greenhouse gases	Stationary fuels have been deemed immaterial as data was difficult to retrieve, and they would constitute <1% of total emissions.
Scope 2			Controlled electricity	N/A
Scope 3	Category 1	Purchased goods & services	file:///C:/Users/avisser/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/DUCB2H20/Pexa FY2025 BoP (True-up) (1) (005).docx Expenses: Professional Servies ICT Paper Water Software Courier Entertainment Education Advertising Services Data Services Insurance Legal Services Accounting Services Travel Agency	N/A

		Telecommunications Memberships and Associations Cleaning Furniture Food and Beverage Services Health Insurance Other services	
Category 2	Capital goods	Expenses: Computers Mobiles etc.	N/A
Category 3	Fuel and energy related activities	Electricity transmission and distribution losses	N/A
Category 4	Upstream transportation & distribution	N/A	N/A
Category 5	Waste generated in operations	Landfill Recycling	N/A
Category 6	Business travel	Flights Hotels Third-party transport fuels	N/A
Category 7	Employee commuting	Working from home Employee commute	N/A
Category 8	Upstream leased assets	Base building electricity Base building natural gas Base building synthetic greenhouse gases	N/A
Category 9	Downstream transportation & distribution	N/A	N/A
Category 10	Processing of sold products	N/A	N/A
Category 11	Use of sold products	N/A	N/A
Category 12	End-of-life treatment of sold products	N/A	N/A
Category 13	Downstream leased assets	N/A	N/A
Category 14	Franchises	N/A	N/A
Category 15	Investments	N/A	N/A

Measurement and Methodology

This table summarises the GHG emissions measured by Pangolin Associates from the activity data provided by PEXA. The following assumptions were applied to do the calculations:

Activity	Assumption	Data notes	Reference
Electricity	Emissions reported as electricity on behalf of PEXA are associated with the third-party generation of electricity consumed under PEXA's organisational control. These include Scope 2 emissions, which are expressed as the quantity of GHGs released per unit of electricity generated (e.g. $kgCO_2$-e/kWh) based on the mix of fuels used in the generation process. Where PEXA has control over a facility's electricity usage, it has been allocated as 'Tenancy/organisation controlled' and emissions reported as Scope 2 and Scope 3 (Category 3; T&D Losses). Where PEXA did not have control over a facility's electricity usage, it has been allocated as 'Base Building' or 'Third-party' electricity, and all emissions associated with electricity consumption are reported as Scope 3 (Category 8; Upstream leased assets). Electricity usage (kWh) at Amity Law could not be provided by PEXA. As such it has been estimated by determining the average electricity intensity (kWh/m^2) for facilities with actual data and then multiplying this by the Occupied Lettable Area (m^2) of Amity Law. As confirmed by PEXA, Perth has no tenancy electricity.	• Australian emission factors are sourced from the NGA factors for the relevant reporting period. UK emission factors are sourced from the DEFRA factors for the relevant reporting period • Building NABERS report (kWh). • Location-based emission factors used for the assessment were sourced on a state basis in Australian from the NGA factors for the relevant reporting period.	• Department of Climate Change, Energy, the Environment and Water, '*National Greenhouse Account Factors 2024'* [4] • Department for Energy Security & Net Zero (DESNZ), and Department for Environment, Food & Rural Affairs (DEFRA), '*UK Government GHG Conversion Factors for Company Reporting'*[5]

[4] National Greenhouse Accounts Factors: 2024 - DCCEEW

[5] Greenhouse gas reporting: conversion factors 2024 - GOV.UK

Natural gas	Where PEXA has control over a facility's natural gas usage, is has been allocated as 'Tenancy/Organization Controlled' and emissions reported as Scope 1 and Scope 3 (Category 3; Well-to-tank (WTT)). Where PEXA did not have control over a facility's natural gas usage, it has been allocated as 'Base Building' or 'Third-party' natural gas, and all associated emissions are reported as Scope 3 (Category 8).	• Building NABERS report (MJ). • Australian emission factors are sourced from the NGA factors • Natural gas usage (MJ) for the Masters Court and Amity Law facilities has been calculated by multiplying the 'Occupied Net Lettable Area (m^2)' of the facility by the natural gas intensity (MJ/m^2) of the West Village facility	• Department of Climate Change, Energy, the Environment and Water, 'National Greenhouse Account Factors 2024' • Department for Energy Security & Net Zero (DESNZ), and Department for Environment, Food & Rural Affairs (DEFRA), 'UK Government GHG Conversion Factors for Company Reporting'
Water	Water emissions fall under Scope 3, Category 1 (Purchased Goods and Services) of the GHG Protocol. The scope allocation is irrespective of whether the water is directly controlled by an organisation, or if it is controlled by a third party (e.g. base building management). Easey Street tenancy water data was only provided for part of the reporting period for this facility. To estimate water the actual usage (kL) invoiced has been divided by the number of days invoiced to determine an average daily water intensity (kL/m^2). This intensity has then been multiplied by the missing days. Water usage (kL) for the Masters Court and Amity Law facilities has been calculated by multiplying the 'Occupied Net Lettable Area (m^2)' of the facility by the water intensity (kL/m^2) of the West Village facility.	• Building NABERS report (kL)	• Australian emission factors are sourced from the AusLCI Emission Factors[6] factors for the relevant reporting period
Waste	Waste emissions fall under Scope 3, Category 5 (Waste Generated in Operations) of the GHG Protocol. The scope allocation is irrespective of whether waste is directly controlled by PEXA, or if it is controlled by a third party (e.g. base building management).	• Waste data is calculated with emission factors based on mass (t), waste data provided as volume (L/m^3) was converted to mass (t)	• Australian emission factors are sourced from the NGA factors for the relevant reporting period. United Kingdom emission factors are sourced

[6] auslci.com.au/index.php/EmissionFactors

	The Leeds West Village facility waste data covers the period 1/1/2024-31/12/2024 and has been used as a proxy for the FY2025 reporting period. Waste data (t) was only provided for part of the reporting period for the West Village, Collins Square and Grosvenor Place facilities. To estimate waste, the actual usage (t) invoiced has been divided by the number of days invoiced to determine an average daily waste intensity (t/day). This has then been multiplied by the missing days. Where actual data on tonnes of waste could not be provided, waste tonnes were estimated based on bin size, the estimated number of collections in a year, and the average fullness. This volume estimate was then converted to tonnes using the volume to weight conversion factors in table 34 in the National Greenhouse Accounts Factors (2019). To estimate waste usage (t) for the Ann Street, St George's Terrace, and Easey Street facilities, the average waste stream intensity (t/m2) was calculated using invoiced data from the Collins Square and Grosvenor Place facilities. This intensity was then multiplied by the Occupied Lettable Area (m2) of this facility to estimate share of base building waste usage (t). To estimate waste usage (t) for the Masters Court and Amity Law facilities, the average waste stream intensity (t/m2) was calculated using invoiced data from the West Village facility. This intensity was then multiplied by the Occupied Lettable Area (m2) of this facility to estimate share of base building waste usage (t).		from the NGA and DEFRA factors for the relevant reporting period.
Synthetic Greenhouse Gases	This category captures the emissions associated with the leakage of refrigerant gases (such as sulfur hexafluoride (SF6), Nitrous oxide (N2O) and Carbon dioxide (CO2)) into the atmosphere as a result of equipment usage. Common types of equipment that use synthetic GHGs include refrigerators, air conditioners, transport vessels and gas insulated switchgear.	• Assumed leakage rates are based on classes of unit types (depending on function and size) and the commensurate average refrigerant leakage recorded for each by the DCCEEW in the yearly	• IPCC Sixth Assessment Report 2021[7]

[7] Microsoft Word - Global-Warming-Potential-Values.docx

	Where PEXA had control over a facility's Synthetic GHG usage, is has been allocated as 'Tenancy/organisation controlled' and emissions reported as Scope 1. Where PEXA did not have control over a facility's stationary fuels usage, it has been allocated as 'Base Building' or 'Third-party' stationary fuels, and all associated are reported as Scope 3 (Category 8).	National Greenhouse Accounts and in the research paper '*Cold Hard Facts 2022 – Key developments and emerging trends in the refrigeration and air conditioning industry in Australia'*.	
Transport Fuels	Where PEXA had control over a vehicle's transport fuels usage, it has been allocated as 'Organisation Owned/Controlled' and emissions reported as Scope 1 and Scope 3 (Category 3; Well-to-tank (WTT)). Where transport fuels are purchased by PEXA, but used in a private vehicle or hire car, all associated emissions are reported as Scope 3 (Category 6; Business Travel). Where transport fuels are purchased for a contractor vehicle, all associated emissions are reported as Scope 3 (Category 1; Purchased goods and Services).	• Organisation Controlled/Owned transport fuels emissions were calculated using the following methodology: 1. Calculate Scope 1 emissions: (Activity x Scope 1 Emission Factor) / 1000 = Emission (tCO2-e) 2. Calculate Scope 3 emissions: (Activity x Scope 3 Emission Factor) / 1000 = Emission (tCO2-e) 3. Calculate Total emissions (Activity x (Scope 1 Emission Factor + Scope 3 Emission Factor) / 1000 = Emission (tCO2-e) All other transport fuel forms were calculated the same way, however, all emissions were allocated to Scope 3.	• Stationary fuels can be provided in several units (L, km, or $). Each has been converted into the equivalent GJ or L quantity using the conversion factors provided in the National Greenhouse Accounts Factors[8]:

[8] National Greenhouse Accounts Factors: 2024 - DCCEEW

Employee Commute	This refers to the emissions created by an organisation's employees commuting to and from work via various modes of transport, including car, motorbike/scooter, taxi/rideshare, carpooling, public transport, cycling and walking. The calculations were informed by an employee survey, which was sent to the PEXA Group internally. PEXA's employee commuting emissions were allocated to Scope 3 (Category 7; Employee commuting). Pangolin used an internal survey method to estimate PEXA's employee (and consultants) commute and working from home emissions. This accounts for transportation of employees between their homes and their worksites during the reporting year (in vehicles not owned or operated by the reporting company). In total, **178** completed the survey, resulting in a response rate of **13%.** The commute types captured by the employee survey included: • Employee Commute - Car (Privately Owned) (km) • Employee Commute - Motorcycle/Scooter (km) • Employee Commute - Taxi/Rideshare (km) • Employee Commute - Train (km) • Employee Commute - Tram (km) • Employee Commute - Bus (km) • Employee Commute - Cycle (km) • Employee Commute - Walk/Run (km)	• All modes are presented in $kgCO_2$-e/km, except for those with an (*) that are $kgCO_2$-e/passenger.km. • A comprehensive survey of all staff was conducted in FY2024 to determine normal commuting behaviour and working from home habits. Respondents answered questions asking them to characterise a typical working week, including the days worked from home, and the mode and distance travelled when working from the office. An adjustment factor was applied to account for reduced commuting due to mandated working from home periods. The key survey details are: Number of FTE = 1046; Response rate = 13%; Average Emissions Intensity = 0.1 $kgCO_2$-e/km (total emissions/total kilometres).	• Department for Energy Security & Net Zero (DESNZ), and Department for Environment, Food & Rural Affairs (DEFRA), '*UK Government GHG Conversion Factors for Company Reporting*'[9] • National Transport Commission (2023), '*Carbon Dioxide Emissions Intensity for New Australian Light Vehicles 2022'*, 10% uplift factor applied[10]

[9] Greenhouse gas reporting: conversion factors 2024 - GOV.UK

[10] WTT (upstream emissions) from DEFRA factors

Working from Home	Working from home (WFH) emissions refer to an organisation's employees' homeworking habits and include the number of days they WFH, their location, and their energy procurement. The main sources of energy for WFH come from heating and cooling, while electricity for running of a home office setup is also included. The calculations utilised data informed by an employee survey, which PEXA staff completed internally. PEXA's WFH emissions were allocated to Scope 3 (Category 7; Employee commuting).	• WFH emissions were calculated based on the Homeworking Emissions Whitepaper (2020)[11]. For Australian operations, the Climate Active WFH emissions calculator was used • The Climate Active WFH calculator is for Australian locations only. The International working from home emissions were calculated by Pangolin according to the same methodology.	• Department for Energy Security & Net Zero (DESNZ), and Department for Environment, Food & Rural Affairs (DEFRA), '*UK Government GHG Conversion Factors for Company Reporting*'
Flights	Business flights emissions refer to flights purchased and taken by PEXA and occur due to: The combustion of conventional aviation fuel, which is a kerosene-based fuel. The most common aviation fuels are Jet A and Jet A1. Business Flight emissions fall under Scope 3, Category 6 (Business Travel) of the GHG Protocol.	• The Total Distance was calculated based on the departure and arrival airport codes using the steps outlined under *Conversions and data transformations*. • The emission factor is applied based on the total length of the flight and the class that the passenger of the flight was in. • The Total Kilometres was then multiplied by the	• Department for Energy Security & Net Zero (DESNZ), and Department for Environment, Food & Rural Affairs (DEFRA), '*UK Government GHG Conversion Factors for Company Reporting*[22]

[11] Homeworking emissions whitepaper

		emission factor presented in the section 'Emission factor applied'.	
Hotels	Hotel and accommodation emissions were calculated according to the country and total occupancy nights. Australian-based hotels are also differentiated by star-rating, whereas international hotels have no differentiation. These emissions occur from: - Primarily, the use of energy for electricity, heating and cooling - The impact of food and drinks consumed and single-use consumables (i.e. shampoos, soaps etc.) Hotels emissions were allocated to Scope 3, Category 6 (Business Travel) of the GHG Protocol.	• All emission factors were sourced according to the most applicable year from the Cornell Hotel Sustainability Benchmarking Index [12]	• Cornell Hotel Sustainability Benchmarking Index (2021), Rooms Footprint Per Occupied Room (M1), median
Paper	Emissions attributable to paper usage are dependent on the paper type (virgin or recycled), country of origin, and total weight purchased. Paper emissions were allocated to Scope 3, Category 1 (Purchased Goods and Services) of the GHG Protocol.	The paper weight (kg) was multiplied by the relevant emission factor to the activity source: (Paper Weight (kg) x Emission Factor ($kgCO_2$-e/kg])) / 1000 = Paper Emissions (tCO_2-e)	• All emission factors were sourced from the ATIA[13]
Expenses	Where actual activity data is unavailable, expense data is often easy to obtain and can be used to estimate emissions. Expense data is calculated using the total expenditure (including GST) multiplied by the emission factor. • Operational expense (OpEx) emissions were allocated to Scope 3, Category 1 (Purchased Goods and Services). • Capital expenses (CapEx) emissions were allocated to Scope 3, Category 2 (Capital Goods).	• Supplier-specific emission factors were used where known • Revenue data was converted to AUD using the average exchange rate from the aforementioned reporting period, as listed by	Emission factors were applied using the input-output method followed by IELab's ECE Factors. These are unavailable for disclosure due to IELab's licensing agreement.

[12] Cornell Hotel Sustainability Benchmarking Index, 2023 (Excel spreadsheet). HCMI Rooms Footprint Per Occupied Room (M1), All Hotels (Median),
[13] Wayback Machine

	• Business Travel expenses were allocated to Scope 3, Category 6 (Business Travel). • Postage, courier and logistics expenses were allocated to Scope 3, Category 4 (Upstream transportation and distribution)	https://www.exchangerates.org.uk/	
Miscellaneous	Miscellaneous includes all emission activities that could not be captured within another category, or emission categories that used a substantially different calculation methodology. This was applied for a large ICT supplier.	• Source: Supplier source report	The large ICT supplier provided a report of PEXA's emissions.