



SUMMARY OF TOITŪ CARBONREDUCE
CERTIFICATION!

FOR OYSTER MANAGEMENT LIMITED

OYSTER®

Summary for 01 July 2021 to 30 June 2022

TOITŪ CARBONREDUCE ORGANISATION CERTIFIED: OYSTER MANAGEMENT LIMITED

Toitū carbonreduce means committing to ongoing reductions while achieving annual measurement for at least the Toitū mandatory emissions.ⁱⁱ



Measured emissions to **ISO 14064-1:2018** and **Toitū requirements**



Managing and reducing against **Toitū requirements**

This report provides a summary of the annual greenhouse gas (GHG) emissions inventory and management report for Oyster Management Limited as part of the annual work to achieve Toitū carbonreduce certification. Additional details of the annual achievements, commitments, and verification are available on request from Oyster Management Limited.

The purpose of this report is to measure and manage Oyster Management Limited's (OML) GHG emissions, which further contributes to our ESG goals (Environmental, Social, and Governance) and objectives.

ACHIEVEMENTS

These achievements have been verified in line with ISO 14064-3:2019 and Toitū carbonreduce Programme Technical Requirements for the 01 July 2021 to 30 June 2022 measurement period.

EMISSIONS MEASUREMENT

Oyster Management Limited's greenhouse gas emissions for this year (01 July 2021 to 30 June 2022) were 50.75 tCO₂e. Oyster Management Limited has measured the emissions resulting from its operational activities, purchased energy, and selected impacts from its value chain activities, including business travel, freight, and waste sent to landfill. The annual inventory is detailed in the following table. Emissions and reductions are reported using a location-based methodology.ⁱⁱⁱ

Category (ISO 14064-1:2018)	Scopes (GHG Protocol)	GHG emissions (tCO ₂ e) Current Year 2021/2022
Category 1: Direct emissions	Scope 1	2.71
Category 2: Indirect emissions from imported energy (location-based method*)	Scope 2	11.75
Category 3: Indirect emissions from transportation	Scope 3	33.98
Category 4: Indirect emissions from products used by organisation		2.30
Category 5: Indirect emissions associated with the use of products from the organisation		0.00
Category 6: Indirect emissions from other sources		0.00
Total gross emissions*		50.75
Category 1 direct removals		0.00
Total net emissions		50.75

*Gross and net emissions are reported using a location-based methodology. Contact Oyster Management Limited for full details.

The operational GHG emission sources included in this inventory are shown in Figure 1 below.

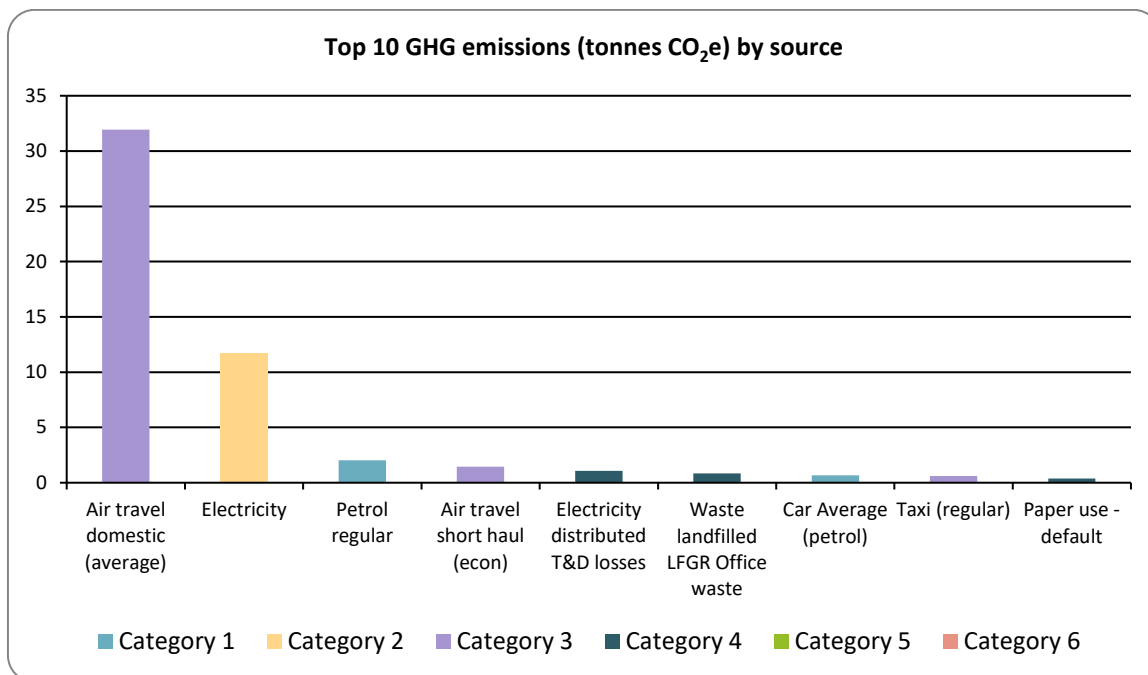


Figure 1: Top 10 GHG emissions (tonnes CO₂e) by source

SCOPE OF MEASURED INVENTORY

CONSOLIDATION APPROACH

An operational control consolidation approach was used to account for emissions. Organisational boundaries were set with reference to the methodology described in the GHG Protocol and ISO 14064-1:2018 standards.^{iv}

This operational consolidation approach was chosen as it aligns with our intended uses (inform executive and senior management’s decision making relating to Oyster’s ESG strategy and ultimately enhance Oyster’s brand value) and allows us to focus on those emissions sources over which we have control and can therefore implement management actions, consistent with OML’s emissions management and sustainability objectives.

BOUNDARIES

OML provides Fund Management and Property Management services to property owners. These owners include schemes/funds that OML has established and third-party property owners. Services provided to third-party property owners from an OML office are considered in scope as related emissions are within OML’s operational control.

This report considers only the activities and operational footprint of OML in providing Fund Management and Property Management services. It does not include the footprint of the properties managed by OML as there are workstreams in motion to capture these separately. Where OML has leased some of the asset to establish an OML operational office, that office is in scope.

Committed to sustainability, OML is systematically putting each property asset that is in a scheme/fund managed by OML through an appropriate rating framework, such as NABERSNZ or Green Star, to collect and monitor energy and operational efficiency of the property asset to inform relevant stakeholders’ decision making.

OML is working on reducing emissions across the portfolio of assets in the schemes it manages, recognising that it cannot all be achieved at once. Due to this programme of work and OML having limited operational control of the emissions from the property assets themselves (for example, the nature in which tenants may utilise the asset), these are considered outside of the organisational boundary.

Oyster remains open about this evolving in future inventories as we continue our sustainability journey.

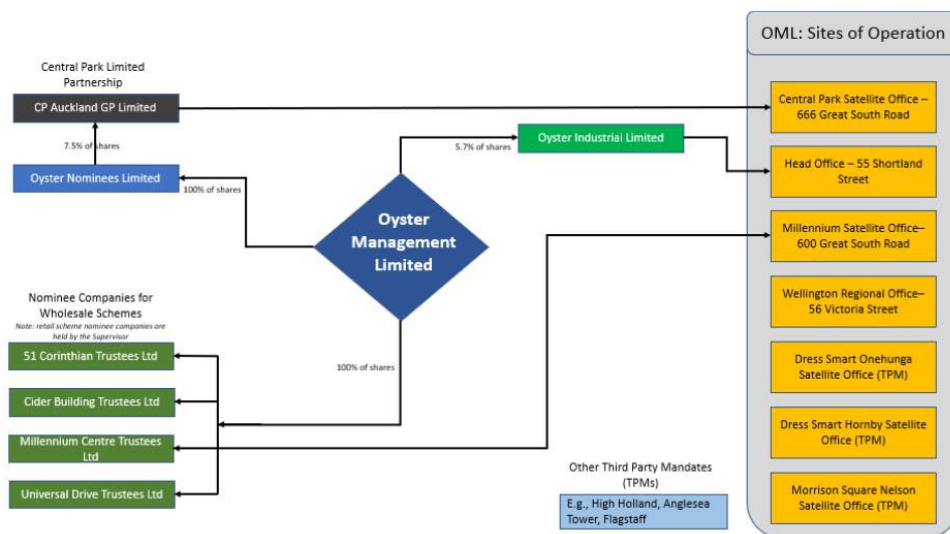


Figure 2: Organisational structure showing business units included and excluded

As mentioned above, OML aims to continue momentum in making progress toward reducing emissions across the portfolio of assets in the schemes it manages as it cannot all be achieved at once. This report considers only the activities and operational footprint of OML in providing Fund Management and Property Management services. It does not include the footprint of the properties within the schemes themselves, or those that are owned by another commercial entity where OML operates a third party mandate, as these are to be captured separately. Oyster remains open about this changing in future inventories as we continue this journey. Excluded emissions do not exceed 5% of the total footprint within the organisation boundary stated.

COMMITMENTS

REDUCTION TARGETS

Oyster Management Limited is committed to managing and reducing its emissions. Oyster Management Limited's commitments, including GHG emissions reduction targets and plans, have been reviewed and are in line with Toitū carbonreduce programme requirements.

Given OML base year was a covid-impaired year, an adjustment was applied to obtain a more accurate starting position. This adjustment followed best-practice counterfactual techniques to estimate the most likely baseline levels if Covid-19 had not occurred. This involved considering past data (where possible) and evidence on Covid-19's impact on each emission factor from robust external sources. For example, pool car use considered head office occupancy based on the timelines of Auckland and NZ-wide lockdowns, along with changes in Google mobility data in office locations. Adjustments to baseline electricity considered business energy demand impacts and commercial electricity consumption sourced from Powershop.co.nz. Air travel baseline adjustments considered flight data such as international flight volumes, international arrivals, Customs NZ statistics, along with Air New Zealand domestic airline traffic, Auckland Airport domestic aircraft counts and passenger data from Airways NZ.

An appropriate adjustment methodology was agreed and applied to electricity and petrol consumption, however the various adjustment methodologies applied to flights did not provide a robust starting point. We have therefore elected to simply used FY19 – the last full year of uninterrupted flights pre-covid as the starting point of establishing a projected target. Data improvements on this emission source will be a focus area to establish a robust target in future.

With the starting points established, OML's emission reduction targets were then calculated by benchmarking against targets set by other corporates found within Toitū's database and sense-checked in tangible-terms for achievability (i.e. quantifying the reduction in terms of a tangible interpretation of km travelled or kWh consumed).

OML's scope 1 & 2 targets are based off the median annual reduction rate (-3.5%) found within Toitū's database (sample of 27 companies). Over an 8 year period, this equates to an absolute reduction of -25%.

OML's scope 3 targets are also based off the median annual reduction rate (-2.6%) found within Toitū's database (sample of 27 companies). Over an 8 year period, this equates to an absolute reduction of -19%.

Looking ahead, Oyster Management Limited is currently focused on the following projects:

Objective	Project	Responsibility	Completion date	Potential co-benefits	Potential unintended consequences	Actions to minimise unintended consequence
Provide options alternative to current pool cars that will contribute to a reduction of emissions from petrol	Investigate options to transition from two petrol fleet vehicles to at least one Hybrid vehicle and the second a Hybrid and/or Electric vehicle	Sustainability Co-Ordinator, People and Process Manager & Oyster Sustainability Committee	30/11/2023		Increased energy usage for charging both an electric vehicle and Hybrid	Investigate the possible y-o-y electricity consumption generated from an electric vehicle to understand any unavoidable emissions associated with charging
	Investigate car sharing options, such as trialling the Mevo car sharing app	Sustainability Co Ordinator, People and Process Manager & Oyster Sustainability Committee	28/02/2024	Reduced scope 3 emissions (uber/taxi/own car use - petrol expense claims)	May not best suit our business to implement	Undertake a trial period of one month. Once completed, collect feedback from staff on how they found the experience and the impact it had on their work
Gain further understanding around who is travelling and the purpose of travel, in order to ensure only necessary travel is being undertaken.	Investigate introducing a Corporate Travel company to undertake our travel bookings for us.	People and Process Manager	30/11/2023	Better understanding of reasons for OML travelling, reduced operating costs	Not fit for purpose	Undertake a case study to report to for approval by top management, with a recommended travel policy.
Ensure measures are in place internally to make meetings online where possible and appropriate.	Investigate introducing a sign off process/system, where managers must sign off on any air travel taken by those reporting to them.	Sustainability Coordinator & GM Risk and Compliance	30/06/2024	Change in employee behaviour and reduced operational costs, with improved visibility across the business of travel being undertaken.	Overly manual and prohibitive process could be detrimental to expedited operational outcomes - in that this could possibly result in air travel being delayed or denied that is needed to be undertaken to achieve optimal outcomes.	Ensure that OML Leadership understand necessary travel is expected to be approved.
Utilise any future office upgrades/fitouts to review opportunities for electricity efficiency	Investigate introducing energy controls at our main head office during the anticipated office refit	GM Investment & Sustainability Coordinator	30/06/2025	Reduced emissions associated with electricity consumption	Potential expenditure and waste related to embodied carbon.	Look to recycle or minimise wasted materials.

Objective	Project	Responsibility	Completion date	Potential co-benefits	Potential unintended consequences	Actions to minimise unintended consequence
	For example, when completing the office fit out, introducing lighting controls (sectioning light switching) and designing a more energy efficient kitchen					
Improve data quality and understand waste consumption	Engage a waste provider to undertake a waste audit at Oysters main head office. By undertaking a waste audit, we will be able to better understand the daily waste of Oyster staff, and how it can then be reduced.	Office Coordinator	31/12/2024	Improved employee behaviour regarding waste	Staff not being engaged	Ensure the education aspect is engaging by possibly including activities.
Understand paper consumption use within each office	Analysing paper consumption use within each office. Gain understanding around printing behaviour, what teams are printing, and what is being left at the printers as waste	Office Coordinator & Centre Managers	30/06/2024	Better understanding of printing behaviours, reduction of waste	None anticipated	None anticipated

CERTIFICATE DETAILS

Certification status:	Toitū carbonreduce certified organisation
Certificate number:	2023346J, Year 1 of 3 year certificate period
Valid until:	31 August 2026
Measurement period:	01 July 2021 to 30 June 2022
Base year:	01 July 2021 to 30 June 2022
Audited by:	Toitū Envirocare
Level of assurance:	Reasonable

ⁱ ©Enviro-Mark Solutions Limited 2020.

Disclaimer: This Certification Summary Statement is a summary of the information (validated and verified for relevant components of the certification) considered for certification and the certification decision. It should not be taken to represent the full submission for certification. Whilst every effort has been made to ensure that the information in this Statement is accurate and complete, Enviro-Mark Solutions Limited (trading as Toitū Envirocare) does not, to the maximum extent permitted by law, give any warranty or guarantee relating to the accuracy or reliability of the information.

ⁱⁱ The mandatory sources that must be included in any Toitū carbon programme inventory include:

- All direct emissions from the activities of the organisation, or the part of the organisation being certified. Direct emissions come from assets owned or controlled by the organisation, such as emissions from fleet vehicles, boilers, generators and HVAC systems.
- All emissions from imported energy (electricity, heat and steam)
- Emissions from business travel and freight paid for by the organisation
- Emissions associated with waste disposed of by the organisation, as well as the transmission and distribution of electricity, and natural gas

ⁱⁱⁱ All purchased and generated energy emissions are dual reported using both the location-based method and market-based method in the certified Inventory Report and appendices. This summary document presents the information using the location-based method. Note that reductions and any required compensation are assessed using that method. Dual reporting illustrates the role of supplier choice, onsite renewable energy generation and contractual instruments in managing indirect emissions from energy alongside any ongoing energy efficiency and reduction efforts. This dual reporting aligns with ISO 14064-1:2018 and the GHG Protocol. Please contact this organisation for the dual reporting details applicable to this inventory.

^{iv} Control: the organisation accounts for all GHG emissions and/or removals from facilities over which it has financial or operational control. Equity share: the organisation accounts for its portion of GHG emissions and/or removals from respective facilities.