

Friday, 25 August 2017



Independent Audit Assurance Statement for CHOICE

Carbon Neutral Program FY 2016

Nature and Scope of the Assurance

Pangolin Associates has been engaged to undertake an independent audit of CHOICE's compliance with the National Carbon Offset Standard (NCOS) and the National Carbon Offset Standard Carbon Neutral Program Guidelines (the Guidelines) for the period FY 2016, in order to gain certification under the Carbon Neutral Program (CNP).

Pangolin Associates conducted the audit to verify the reliability, completeness and accuracy of the carbon inventory in accordance with ASAE 3000. The audit has been planned and performed in accordance with the proposal approved by the participant to enable us to provide reasonable assurance as follows:

FY 2016 Carbon Inventory for CHOICE	
Compliance obligations	Level of assurance
That the Annual Carbon Account Report and Public Disclosure Summary have been prepared in accordance with NCOS and Carbon Neutral Program guidelines	Reasonable
That reported Scope 1 and 2 emissions have been prepared and calculated in accordance with NCOS and Carbon Neutral Program guidelines	Reasonable
That reported Scope 3 emissions have been prepared and calculated in accordance with NCOS and Carbon Neutral Program guidelines	Limited

Reported emissions are those associated with CHOICE's operations and exclude:

- Capital investment equipment, contractors and investments
- Emissions from hotel accommodation, food and catering, IT equipment and freight
- Emissions from external laboratories used for some CHOICE testing

CHOICE's responsibility

CHOICE is responsible for the preparation and presentation of the Annual Carbon Account Report and PDS, designing, implementing and maintaining internal controls relevant to the achievement of its compliance obligations and making reasonable estimates in its calculation of emissions.

Pangolin Associates' responsibilities and procedures undertaken

Our assurance engagement was undertaken during the period FY 2016 during which time our responsibility was to carry out the below procedures, form and express an opinion based on the documentation provided, as to CHOICE's compliance to the level of assurance described above.

Procedures undertaken included but were not limited to:

- Observation and review of relevant documentation.
- Assessment of the completeness of emission related activity sources
- Sample testing of source data for accuracy;
- Review of key assumptions;
- Assessment of calculation methodologies, use of emissions factors and confirmation that calculations are correct;
- Interviews with relevant personnel in relation to systems, procedures, and controls; and
- Agreeing information contained within the PDS to that contained in the Annual Carbon Account Report.

Inherent Limitations

Due to the inherent limitations in any internal control environment and data management system it is possible that fraud, error, or non-compliance with requirements of the NCOS or NCOS Carbon Neutral Program Guidelines may occur and may not be detected. Further, the audit process was not designed to detect all weaknesses or errors in the internal control environment and data management system so far as they relate to the scope of audit set out above, as the audit has not been performed continuously throughout the period and the procedures performed on the relevant internal information and data management system were on a test basis. Any extrapolation from this audit to future periods is subject to the risk that the procedures may become inadequate because of changes in conditions, or that the degree of compliance with them may deteriorate.

The audit opinion expressed in this Report has been formed on the above basis.

Use of this statement

This Assurance Statement has been prepared for the sole purpose of reporting on CHOICE's compliance obligations, and is solely for use and benefit in relation to the NCOS Carbon Neutral Program. We accept no liability or responsibility for reliance upon this statement by any other party or for any other purpose other than that for which it was prepared.

Conclusion

In our opinion, CHOICE's Carbon Neutral Program annual reporting documents are, in all material aspects (with the exception of Scope 3 emissions), in accordance with the National Carbon Offset Standard and National Carbon Offset Standard Carbon Neutral Program Guidelines.

Based on the procedures performed (as described above), nothing has come to our attention that would lead us to believe that the participant's Carbon Neutral Program annual reporting documents as they relate to Scope 3 emissions, in all material aspects, have not been prepared in accordance with the National Carbon Offset Standard and National Carbon Offset Standard Carbon Neutral Program Guidelines.



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