



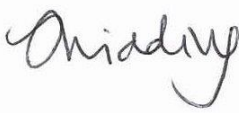
PUBLIC DISCLOSURE STATEMENT

**SUZANNE RIDDING TRADING AS
SUSTAINABLE BUSINESS CONSULTANTS**

**ORGANISATION CERTIFICATION
FY2020–21**

Australian Government
Climate Active
Public Disclosure Statement



NAME OF CERTIFIED ENTITY	Sustainable Business Consultants
REPORTING PERIOD	Financial year 1 July 2020 – 30 June 2021 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>Suzanne Ridding Proprietor and Principal Consultant 31 October 2021</p>



Australian Government
**Department of Industry, Science,
Energy and Resources**

Public Disclosure Statement documents are prepared by the submitting organisation. The material in the Public Disclosure Statement documents 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 September 2021. To be used for FY20/21 reporting onwards.



1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	1 tCO ₂ -e
OFFSETS BOUGHT	100% VCUs
RENEWABLE ELECTRICITY	0%

Contents

1. Certification summary.....	3
2. Carbon neutral information.....	4
3. Emissions boundary.....	5
4. Emissions reductions.....	7
5. Emissions summary.....	8
6. Carbon offsets.....	10
7. Renewable Energy Certificate (REC) Summary.....	12
Appendix A: Additional Information.....	13
Appendix B: Electricity summary.....	14
Appendix C: Inside emissions boundary.....	15
Appendix D: Outside emissions boundary.....	16

2. CARBON NEUTRAL INFORMATION

Description of certification

This certification is for the Australian business operations of Suzanne Ridding trading as Sustainable Business Consultants, ABN 22 939 593 644. The carbon emissions sources included in this organisation certification are essentially the same as for our service.

Organisation description

Suzanne Ridding trading as Sustainable Business Consultants (SBC), ABN 22 939 593 644, provides expert sustainability services to a wide range of clients across Australia who seek to enhance their environmental, social and/or governance (ESG) credentials.

We have been operating for well over a decade and provide specialist advice in sustainability and ESG strategy, policy and planning; carbon measurement; emissions reduction target setting and planning; climate change risk and opportunity identification and analysis; climate adaptation strategy; corporate social responsibility and responsible investment.

SBC is proud to have assisted, and continues to assist, many organisations, buildings and events to achieve and retain carbon neutral certification. We are also a founding partner of Carbon Neutral Adelaide (a partnership between the South Australian Government and The City of Adelaide). We support organisations within that network to become certified carbon neutral and/or work on other aspects of their organisation sustainability.

The operational boundary of the carbon inventory includes Scope 1, 2 and 3 emissions including office energy use, business travel and relevant purchases, in accordance with Climate Active's standard small organisation boundary and scope.

The inventory has been prepared in accordance with the Greenhouse Gas Protocol Corporate Standard.

“As leading providers of sustainability services, including carbon neutral certification, it goes without saying that we would also attain certification ourselves. Doing so means we are practicing what we preach.”

3.EMISSIONS BOUNDARY

This is a small organisation certification, which uses the standard Climate Active small organisation emissions boundary and allows emission sources to be excluded if they do not occur.

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 or precinct'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.

The emission sources in the boundary diagram below are as per the emissions categories in the emission summary table.

This inventory boundary and scope is the same as for our initial certification.

Inside emissions boundary		Outside emission boundary
<u>Quantified</u>	<u>Non-quantified</u>	<u>Excluded</u>
Petrol used in business vehicle	Water	Natural gas
Electricity		Cleaning & chemicals
Business travel		Freight
Accommodation		Postage
Computer equipment		
ICT equipment & services		
Waste		
Telecommunications		
Office equipment		
Printing		
Food & catering		
Copy paper		
Carbon neutral products		

Data management plan for non-quantified sources

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

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

Our target is to reduce our emissions as far as possible and to net zero by 2025. We will do this by:

- Cutting electricity emissions to zero
- Using video conferencing facilities for the majority of meetings, thus reducing business travel
- Moving to electric vehicles
- Purchasing certified carbon neutral products and services where available.

As sustainability consultants, keeping the carbon emissions we can control or influence as low as possible is important to us. We therefore seek to avoid travel where we can. However, we acknowledge that being physically present is sometimes necessary for our work and/or for our ongoing learning and development. Where this is the case, and where public transport, cycling or walking are options, we choose those methods of travel where it is economically viable. Prior to and during the COVID-19 pandemic, we have been using video conferencing facilities extensively and this is our default position.

Electricity use is already minimal and certified carbon neutral. In November 2021, we are installing a solar system which (in percentage terms) will considerably reduce electricity purchased from the grid. Being in a well-lit office, lighting is not necessary during the day and air-conditioning is only used when indoor temperatures become uncomfortable; we prefer to wear suitable clothing rather than switch the air-conditioning on! Our computer equipment and printer are only switched on when needed and otherwise turned off.

Printing is rare and less than one ream per year. We acquire carbon neutral certified copy paper and will continue to do so. We will also seek to use other carbon neutral suppliers, where they are available. Used toner cartridges are recycled through Officeworks.

We are proud to be a zero-waste business with no office waste going to landfill.

Emissions reduction actions

Our emissions reduced by 28% this year.

We moved to a more energy efficient office and switched to carbon neutral certified electricity in April. As a result, our electricity emissions reduced by 47% to an estimated 100kWh.

During the office move, we recycled all unwanted items using local council or other recycling facilities or donating them to charities.

5. EMISSIONS SUMMARY

Emissions over time

Emissions since base year		Total tCO ₂ -e
Base year:	2019–20	1.456
Year 1:	2020–21	1.053

Significant changes in emissions

Emission source name	Current year (tCO ₂ -e and/ or activity data)	Previous year (tCO ₂ -e and/ or activity data)	Detailed reason for change
Purchased electricity	100	190	Greater energy efficiency and purchase of certified carbon neutral electricity
Computer and technical services	121.87	29.9	Organic growth requiring additional services
Computer equipment	151.10	404.31	More computer equipment renewed in prior year
Telecommunications	203.52	138.58	Change of phone plan
Business travel - km	385.46	331.06	Organic growth and unavailability of alternatives means of travel due to client locations

Use of Climate Active carbon neutral products and services

In April this year, we moved to Carbon Neutral Electricity supplied by Simply Energy.

Organisation emissions summary

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

Emission category	Sum of total emissions (tCO ₂ -e)
Accommodation	0.000
Air transport (km)	0.000
Carbon neutral products and services	0.000
Cleaning and chemicals	0.000
Electricity	0.100
Food	0.020
ICT services and equipment	0.411
Land and sea transport (km)	0.445
Office equipment & supplies	0.027
Waste	0.000
Water	0.000
Total	1.003

Uplift factors

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

Reason for uplift factor	tCO ₂ -e
Compulsory 5% of the total to be added for small organisations	0.050
<i>Total footprint to offset (uplift factors + net emissions)</i>	1.053

6. CARBON OFFSETS

Offsets strategy

Offset purchasing strategy: Forward purchasing

1. Total offsets previously forward purchased and banked for this report	8
2. Total emissions liability to offset for this report	2
3. Net offset balance for this reporting period	6
4. Total offsets forward purchased to offset the next reporting period	6 (offsets banked from prior years)
5. Total offsets required for this report	2

Co-benefits

The Rimba Riya Biodiversity Reserve Project

In terms of avoided carbon emissions, this project is the largest REDD+ project in the world. REDD+, or Reducing Emissions from Deforestation and Forest Degradation, projects address conservation and sustainable development. Rimba Raya shows that it is possible to provide alternative income streams for local people through capacity building, investments in micro-finance and programs that provide basic necessities and access to a conservation model that does not put the developing world's need for economic growth at odds with our desire to protect a fragile ecosystem.

This project meets all 17 of the Sustainable Development Goals through initiatives such as:

- Protecting endangered and indigenous wildlife such as the Borneo Orangutan, in partnership with the Orangutan Foundation International
- Tree planting and mangrove conservation
- Investing in community farms via responsible and sustainable agriculture.

Offsets summary

Proof of cancellation of offset units

Offsets cancelled for Climate Active Carbon Neutral Certification										
Project description	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	Vintage	Eligible quantity (tCO ₂ -e)	Quantity used for previous reporting periods	Quantity banked for future reporting periods	Quantity used for this reporting period claim	Percentage of total (%)
Rimba Riya REDD+ Biodiversity Reserve Project, Indonesia	VCUs	Verra	22 January 2021	5816-261749748-261749757-VCU-016-MER-ID-14-674-01072013-31122013-1	2013	10	2	6	2	100%
Total offsets used for this report									2	
Total offsets retired previously and banked for future reports								6		
Type of offset units			Quantity (used for this reporting period claim)				Percentage of total			
Verified Carbon Units (VCUs)			2				100%			

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

Not applicable

APPENDIX A: ADDITIONAL INFORMATION

Our offset purchasing policy is to invest in eligible projects that provide a benefit to the State in which we predominantly operate. If local offsets are not available, we will invest in projects that offer strong environmental benefits and which also offer sound co-benefits to local communities.

Last year SBC invested in 10tCO₂-e of Trees for Carbon, via South Australia's iconic charity Trees for Life (TFL), as well as in the Rimba Riya REDD+ Biodiversity Reserve forest carbon conservation project in Indonesia. Information about the co-benefits of Rimba Riya is included under Co-benefits. Information about Trees for Life is provided below.

Trees for Life restores and protects South Australian landscapes, raises awareness about nature and empowers people to take action. With over 7,000 supporters including an extensive list of volunteers who collect and/or grow seedlings, work in TFL's nurseries and help revegetate properties. TFL is a South Australian success story that has been highly awarded for its environment and community contributions.

Under the name TFL Carbon, the organisation creates biodiverse native forests that not only sequester carbon but provide habitat for local native wildlife and improve the condition of soil and water – reducing erosion and salinity. TFL's carbon plantings use diverse local species to provide maximum benefit for ecosystems in partnership with local landowners and the sites are protected by forest agreements.

APPENDIX B: ELECTRICITY SUMMARY

Electricity emissions are calculated using a location-based approach

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.

Location-based approach summary

Location Based Approach	Activity Data (kWh)	Emissions (kgCO2e)
SA	192	100
Grid electricity (scope 2 and 3)	192	100
SA	0	0
Non-grid electricity (Behind the meter)	0	0
Total Electricity Consumed	192	100

Market-based approach summary

Market Based Approach	Activity Data (kWh)	Emissions (kgCO2e)	Renewable Percentage of total
Behind the meter consumption of electricity generated	0	0	0%
Total non-grid electricity	0	0	0%
LGC Purchased and retired (kWh) (including PPAs & Precinct LGCs)	0	0	0%
GreenPower	0	0	0%
Jurisdictional renewables (LGCs retired)	0	0	0%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	0	0	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	36	0	19%
Residual Electricity	156	167	0%
Total grid electricity	192	167	19%
Total Electricity Consumed (grid + non grid)	192	167	19%
Electricity renewables	36	0	
Residual Electricity	156	167	
Exported on-site generated electricity	0	0	
Emission Footprint (kgCO2e)		167	

Total renewables (grid and non-grid)	18.93%
Mandatory	18.93%
Voluntary	0.00%
Behind the meter	0.00%
Residual Electricity Emission Footprint (TCO2e)	0

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

Climate Active carbon neutral electricity summary

Carbon neutral electricity offset by Climate Active product	Activity data (kWh)	Emissions (kgCO ₂ -e)
Simply Energy	44	0

Climate Active carbon neutral electricity is not considered renewable electricity. The emissions have been offset by another Climate Active carbon neutral product certification.

APPENDIX C: INSIDE EMISSIONS BOUNDARY

Non-quantified emission sources

The following sources emissions have been assessed as relevant, are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. These emissions are accounted for through an uplift factor. 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	(1) Immaterial	(2) Cost effective (but uplift applied)	(3) Data unavailable (but uplift applied & data plan in place)	(4) Maintenance
Water	Yes	No	No	No

APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

Excluded emission sources

The below emission sources have been assessed as not relevant to our 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.
 - Although natural gas, cleaning postage and freight are deemed relevant emissions under the small organisation certification, we do not use them and as such they have not been included in the PDS or carbon inventory



An Australian Government Initiative

