



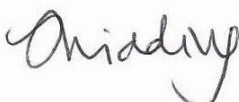
PUBLIC DISCLOSURE STATEMENT

**SUZANNE RIDDING TRADING AS
SUSTAINABLE BUSINESS CONSULTANTS**

**ORGANISATION CERTIFICATION
FY2021–22**

Australian Government
Climate Active
Public Disclosure Statement



NAME OF CERTIFIED ENTITY	Suzanne Ridding trading as Sustainable Business Consultants
REPORTING PERIOD	1 July 2021 – 30 June 2022 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 Founder and Principal Consultant 29 October 2022</p>



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

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Version March 2022.



1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	1 tCO ₂ -e
OFFSETS BOUGHT	100% VCUs
RENEWABLE ELECTRICITY	N/A

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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. Our office is based in South Australia.

We have been operating for fifteen years and provide specialist advice in sustainability and ESG strategy, policy and planning; carbon measurement; emissions reduction target setting and planning; net zero pathways; climate change risk and opportunity identification and analysis; climate adaptation strategy; 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.

“As leading providers of sustainability services, it goes without saying that we would attain carbon neutral certification. 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. Emission sources can 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.

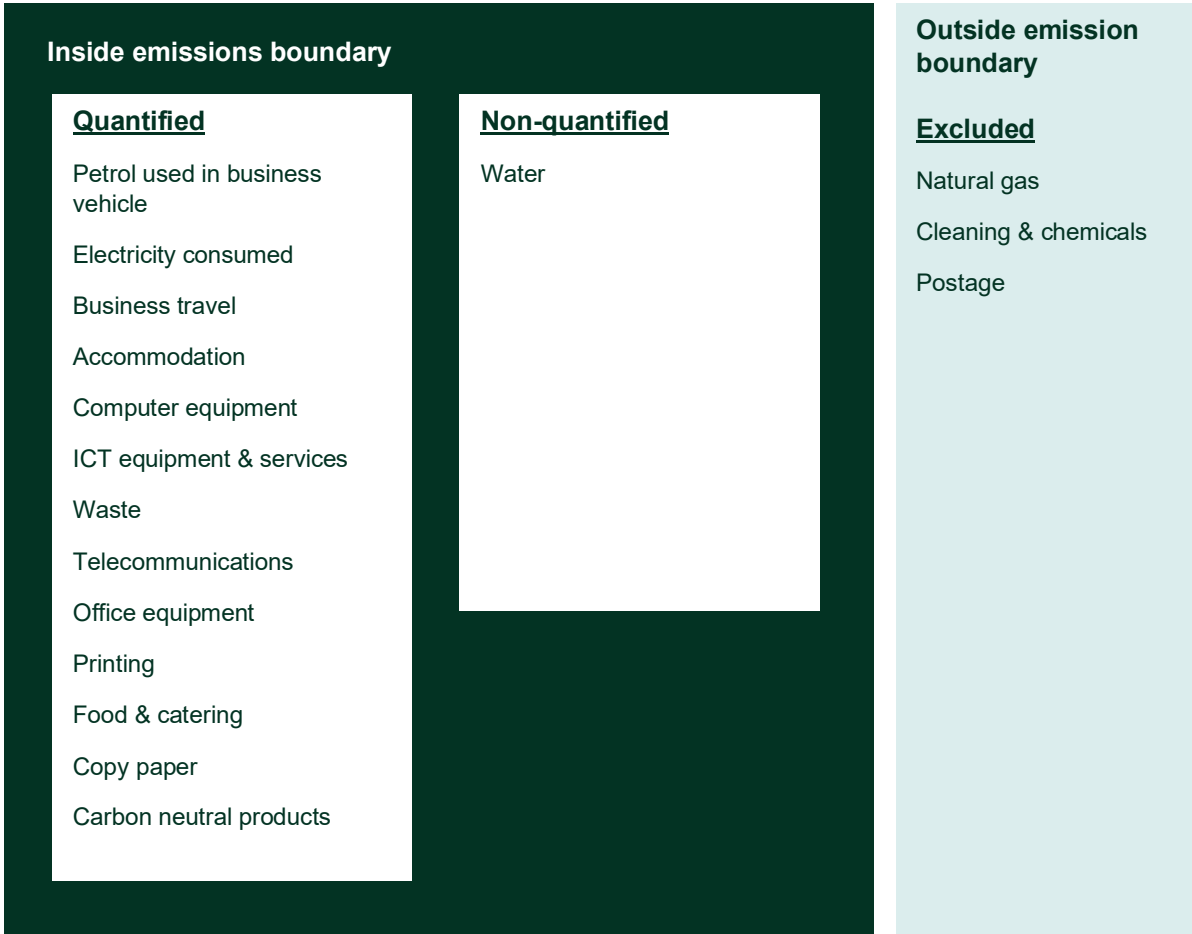
Quantified emissions have been assessed as relevant and are quantified in the carbon inventory. This may include emissions that are not identified as arising due to the operations of the certified entity however are **optionally included**.

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 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.



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 2030.

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 professional 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.

To reduce our remaining emissions from extremely small to zero, we plan to:

- Continue to use video conferencing facilities for the majority of meetings, where practical
- Purchase an electric vehicle when viable, planned for 2025
- Purchase certified carbon neutral products and services where and when available and encourage our suppliers to become carbon neutral.

Emissions reduction actions

In 2021/22, we installed an 8.3 kW solar system. For our remaining grid electricity needs we continued to purchase carbon neutral electricity. As a result, our emissions have dropped below one tonne of carbon this year, a reduction of 7.6%.

We are proud to be a zero-waste business with no office waste going to landfill. We purchase as little as possible. Empty toner cartridges and batteries are recycled through Officeworks. Soft plastics, such as those that new computer equipment is wrapped in, are recycled via supermarkets. Any food waste goes in the green bin.

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
Year 2:	2021–22	0.973

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	0	100	Installation of solar system and continued purchase of grid electricity through a carbon neutral contract
Computer and technical services	96	122	Lower requirements this year
Telecommunications	120	204	Changes to phone plan in response to volumes
Office equipment	73	55	Necessary upgrades

Use of Climate Active carbon neutral products and services

Certified brand name	Product or Service used
Carbon Neutral Electricity	Simply Energy
Carbon Neutral Paper	Reflex 100% Recycled Carbon Neutral paper

Organisation emissions summary

Emission category	Sum of total emissions (tCO ₂ -e)
Accommodation and facilities	0.000
Air transport (km)	0.000
Carbon neutral products and services	0.000
Electricity	0.000
Food	0.018
ICT services and equipment	0.332
Land and sea transport (fuel)	0.504
Office equipment & supplies	0.073
Waste	0.000
Total	0.927

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 additional 5% of the total to be added for small organisations	0.046
Total footprint to offset <i>(Total net emissions from summary table + total uplifts)</i>	0.973

6. CARBON OFFSETS

Offsets retirement approach

In arrears	
1. Total number of eligible offsets banked from last year's report	6
2. Total emissions footprint to offset for this report	1
3. Total eligible offsets required for this report	1
4. Total eligible offsets purchased and retired for this report	1
5. Total eligible offsets banked to use toward next year's report	5

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.

Eligible offsets retirement summary

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	Stapled quantity	Eligible quantity (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 (%)
Rimba Riya REDD+ Biodiversity Reserve Project, Indonesia	VCU	Verra	22/1/21	5816-261749748-261749757-VCU-016-MER-ID-14-674-01072013-31122013-1	2013	-	10	2	5	1	100%
Total offsets retired this report and used in this report										1	
Total offsets retired and banked for future reports									5		
Type of offset units		Quantity (used for this reporting period claim)				Percentage of total					
Verified Carbon Units (VCUs)		1				100%					

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

N/A

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 and are shown in the table Climate Active Carbon Neutral Electricity Summary below.

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.

Market Based Approach Summary			
Market Based Approach	Activity Data (kWh)	Emissions (kgCO ₂ e)	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)	0	0	0
Residual Electricity	0	0	0
Total grid electricity	0	0	0
Total Electricity Consumed (grid + non grid)	0	0	0
Electricity renewables	0	0	
Residual Electricity	0	0	
Exported on-site generated electricity	0	0	
Emissions (kgCO ₂ e)		0	
Total renewables (grid and non-grid)	0		
Mandatory	0		
Voluntary	0		
Behind the meter	0		
Residual Electricity Emission Footprint (TCO₂e)	0		

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

Location Based Approach Summary

Location Based Approach	Activity Data (kWh)	Scope 2 Emissions (kgCO2e)	Scope 3 Emissions (kgCO2e)
ACT	0	0	0
NSW	0	0	0
SA	0	0	0
Vic	0	0	0
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
Grid electricity (scope 2 and 3)	0	0	0
ACT	0	0	0
NSW	0	0	0
SA	0	0	0
Vic	0	0	0
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
Non-grid electricity (Behind the meter)	0	0	0
Total Electricity Consumed	0	0	0

Emission Footprint (TCO2e)	0
<i>Scope 2 Emissions (TCO2e)</i>	0
<i>Scope 3 Emissions (TCO2e)</i>	0

Climate Active Carbon Neutral Electricity summary

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO2e)
<i>Simply Energy Carbon Neutral Electricity</i>	2,898	0

Climate Active carbon neutral electricity is not renewable electricity. The emissions have been offset by another Climate Active member through their 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. 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 an organisation's or precinct'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 and postage 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.

Emission sources tested for relevance	(1) Size	(2) Influence	(3) Risk	(4) Stakeholders	(5) Outsourcing	Included in boundary?
Natural gas	No	No	No	No	No	No
Cleaning	No	No	No	No	No	No
Postage	No	No	No	No	No	No



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