



# **PUBLIC DISCLOSURE STATEMENT**


OFFICE SOLUTIONS IT

ORGANISATION CERTIFICATION

FY2021–22

Australian Government  
**Climate Active**  
**Public Disclosure Statement**



NAME OF CERTIFIED ENTITY	Office Solutions IT Pty Ltd
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>James Sutton          Managing Director          12 December 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	510 tCO <sub>2</sub> -e
OFFSETS BOUGHT	100% VCU's
RENEWABLE ELECTRICITY	N/A
TECHNICAL ASSESSMENT	7 December 2022 Winton Evers Ecoprofit Management Pty Ltd Next technical assessment due: 7 December 2025
THIRD PARTY VALIDATION	Type 1 27 April 2023 Dr Kuntal Goswami Business and IT Worlds Pty Ltd

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## 2. CARBON NEUTRAL INFORMATION

### Description of certification

This Climate Active Carbon Neutral certification covers the Australian business operations of Office IT Solutions Pty Ltd, ABN 24 623 379 135. The operational emissions boundary has been defined based on the operation control approach

This Public Disclosure Statement represents the financial year 1 July 2021 to 30 June 2022.

The carbon account has been prepared in accordance with the Climate Active Carbon Neutral Standard for Organisations. This entails using recognised emission factors and methods for carbon accounting published in Australia, such as the National Greenhouse Accounts (NGA) Factors, and the work of the international corporate accounting and reporting standard The Greenhouse Gas Protocol.

The greenhouse gasses included in the carbon account are the seven gasses reported under the Kyoto Protocol: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF<sub>6</sub>) and nitrogen trifluoride (NF<sub>3</sub>). These gasses are expressed in carbon dioxide equivalents (CO<sub>2</sub>-e), providing the ability to present greenhouse gas emissions as one unit.

*“Climate Active enables us to demonstrate our commitment to environmental performance”*

### Organisation description

Office Solutions IT (ABN 24 623 379 135) is an Australian Managed Services Provider servicing businesses Australia wide and Internationally. With offices located throughout Western Australia and Victoria with over 115 employees, we provide IT Support and Services utilising Best-of-breed technology.

We cover all aspects of IT including Helpdesk, Cyber Security, Cloud based services, Communications, vCIO services as well as Hardware and Software procurement. With over 26 years supporting businesses with their IT, we continue to learn and grow to enable businesses to unlock their potential and kick goals with IT to smile about.

## 3. EMISSIONS BOUNDARY

### Inside the emissions boundary

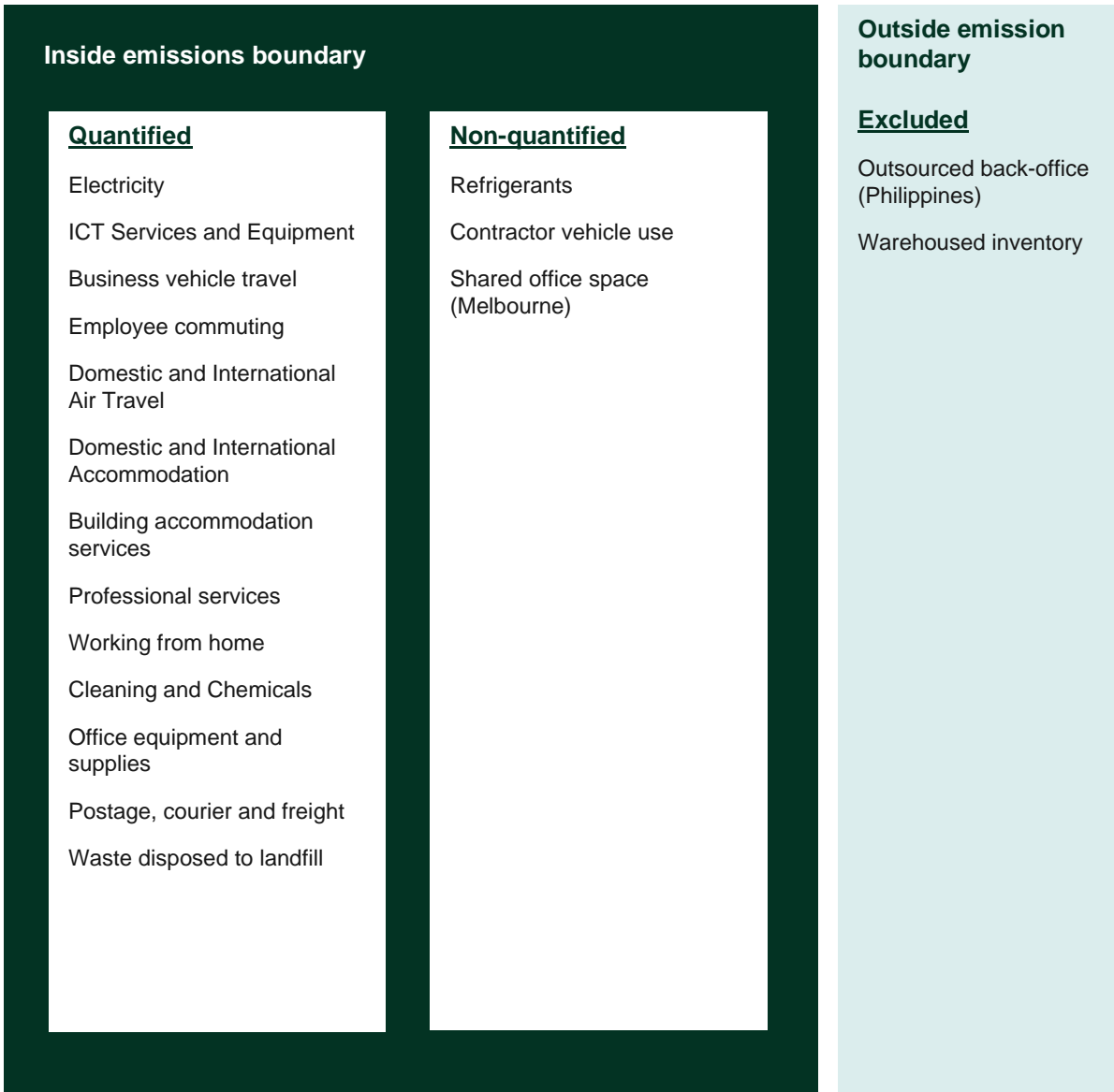
All emission sources listed in the emissions boundary are part of the carbon neutral claim.

**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.



## Data management plan for non-quantified sources

Office Solutions IT is committed to fully understanding and accounting for all emissions sources within our Australian Operations. The following data management plan describes how we intend to fully quantify emissions by 2025:

Emission category	Proposed actions	Target date
Refrigerants	Facilities management arrangements updated to require the provision of refrigerants	FY 2022-23
Shared office space (Australian)	Co-working/virtual office services required to provide information on annual CO2-e emissions per person or per m2.	FY 2023-24
Contractor vehicle emissions	Contractors required to provide vehicle and fuel type, and relevant travel distances, with invoices.	FY 2023-24

## 4. EMISSIONS REDUCTIONS

### Emissions reduction strategy

Office Solutions IT is committed to reducing absolute emissions wherever possible and practical, and aims to reduce CO<sub>2</sub>-e intensity per \$million revenue by 45% by 2030, from our 2022 base year. To facilitate this, we are seeking to:

1. Scope 1 emissions:

Reduce operational travel emissions by incentivising staff use of smaller vehicles, low emission or zero emission vehicles.

2. Scope 2 emissions:

Increase the use of solar energy for electricity generation and install LED lighting throughout our company headquarters in Perth

3. Scope 3 emissions:

OSIT will encourage staff to conduct meetings via teleconference rather than in person to reduce the need for air travel. Any airfares purchased for essential meetings will be carbon neutral by including the purchase of carbon offsets with the ticket purchase.

Implement a Net-Zero preferred-purchasing policy developed in October 2022. The new purchasing policy will require OSIT team members to seek out goods and services in our upstream supply chains who are committed to Net Zero emissions and certification through Climate Active (or equivalent international certification)

Transition our data center to a provider that supplies a carbon neutral product and is committed to Net Zero.

Reduce employee commuting emissions, through initiatives such as subsidised public transport and/or access to free car parking for employees that car pool or drive electric vehicles.

We will continue proactively working to identify further opportunities to reduce our carbon emissions.

## 5. EMISSIONS SUMMARY

### Use of Climate Active carbon neutral products and services

N/A

### 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 Scope 1 (tCO <sub>2</sub> -e)	Sum of Scope 2 (tCO <sub>2</sub> -e)	Sum of Scope 3 (tCO <sub>2</sub> -e)	Sum of total emissions (tCO <sub>2</sub> -e)
Accommodation and facilities	0	0	3.94	3.94
Air transport (fuel)	0	0	0	0
Air transport (km)	0	0	25.81	25.81
Bespoke	0	0	0	0
Carbon neutral products and services	0	0	0	0
Cleaning and chemicals	0	0	5.47	5.47
Construction materials and services	0	0	7.19	7.91
Electricity	0	72.07	0	72.07
Food	0	0	0	0
Horticulture and agriculture	0	0	0	0
ICT services and equipment	0	0	13.60	13.60
Land and sea transport (fuel)	21.75	0	194.63	216.38
Land and sea transport (km)	0	0	0	0
Machinery and vehicles	0	0	0	0
Office equipment & supplies	0	0	14.62	14.62
Postage, courier and freight	0	0	11.78	11.78
Products	0	0	0	0
Professional services	0	0	117.78	117.78
Refrigerants	0	0	0	0
Roads and landscape	0	0	0	0
Stationary energy	0	0	0	0
Waste	0	0	5.69	5.69
Water	0	0	0	0
Working from home	0	0	4.66	4.66
<b>Total</b>	<b>21.75</b>	<b>72.07</b>	<b>405.89</b>	<b>499.72</b>

### 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 <sub>2</sub> -e
Uplift to account for non-quantified sources where data is unavailable (2%)	9.99



**Total footprint to offset**  
*(total net emissions from summary table + total uplifts)*

**509.71**

## 6. CARBON OFFSETS

### Offsets retirement approach

In arrears	
1. Total emissions footprint to offset for this report	510
2. Total eligible offsets purchased and retired for this report	510
3. Total eligible offsets banked to use toward next year's report	0

### Co-benefits

5MW Biomass Based Cogeneration Project at Sainsons	
1. Social	The main source for this cogeneration plant will be locally available agriculture waste i.e. renewable biomass. The economy of the local people will be improved by selling biomass to the power plant. Since the project is located in a village it will assist in alleviation of poverty to certain extent by generating both direct and indirect employment in the area of skilled/unskilled jobs for regular operation and maintenance of the power plant.
2. Economic	The biomass-based cogeneration is an alternative to fossil fuel based cogeneration plants and the decentralized power generation will reduce the transmission and distribution losses. The project shall create new rural income resulting from the sales of biomass fuel like agriculture waste. Increased income levels shall contribute to the economic safety and empowerment of the most vulnerable sections of local society.
3. Technology	The project makes use of efficient environmentally safe technology for heat/power generation with no Green House Gas (GHG) emission.

Source: Project Description document for 5MW Biomass Based Cogeneration Project at Sainsons

## 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 <sub>2</sub> -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 (%)
5MW Biomass Based Cogeneration Project at Sainsons	VCU	Verra	7 Dec 2022	<a href="#">13647-519829160-519829669-VCS-VCU-842-VER-IN-1-1547-01012021-31122021-0</a>	2021		510	0	0	510	100%
<b>Total offsets retired this report and used in this report</b>										510	
<b>Total offsets retired this report and banked for future reports</b>									510		

Type of offset units	Quantity (used for this reporting period claim)	Percentage of total
Verified Carbon Units (VCUs)	510	100%

## 7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

### Renewable Energy Certificate (REC) summary

The following RECs have been surrendered to reduce electricity emissions under the market-based reporting method.

1. Large-scale Generation certificates (LGCs)*	0
2. Other RECs	0

\* LGCs in this table only include those surrendered voluntarily (including through PPA arrangements), and does not include those surrendered in relation to the LRET, GreenPower, and jurisdictional renewables.

Project supported by LGC purchase	Eligible units	Registry	Surrender date	Accreditation code (LGCs)	Certificate serial number	Generation year	Quantity (MWh)	Fuel source	Location
<b>Total LGCs surrendered this report and used in this report</b>							0		

## APPENDIX A: ADDITIONAL INFORMATION

N/A

# 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.

Market Based Approach Summary			
Market Based Approach	Activity Data (kWh)	Emissions (kgCO <sub>2</sub> e)	Renewable Percentage of total
Behind the meter consumption of electricity generated	18,000	0	15%
<b>Total non-grid electricity</b>	<b>18,000</b>	<b>0</b>	<b>15%</b>
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)	19,704	0	16%
Residual Electricity	86,288	85,854	0%
<b>Total grid electricity</b>	<b>105,992</b>	<b>85,854</b>	<b>16%</b>
<b>Total Electricity Consumed (grid + non grid)</b>	<b>123,992</b>	<b>85,854</b>	<b>30%</b>
Electricity renewables	37,704	0	
Residual Electricity	86,288	85,854	
<b>Exported on-site generated electricity</b>	<b>0</b>	<b>0</b>	
Emissions (kgCO <sub>2</sub> e)		85,854	
<b>Total renewables (grid and non-grid)</b>	<b>30.41%</b>		
<b>Mandatory</b>	<b>15.89%</b>		
<b>Voluntary</b>	<b>0.00%</b>		
<b>Behind the meter</b>	<b>14.52%</b>		
<b>Residual Electricity Emission Footprint (TCO<sub>2</sub>e)</b>	<b>86</b>		

## 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	105,992	71,015	1,060
Tas	0	0	0
<b>Grid electricity (scope 2 and 3)</b>	<b>105,992</b>	<b>71,015</b>	<b>1,060</b>
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	18,000	0	0
Tas	0	0	0
<b>Non-grid electricity (Behind the meter)</b>	<b>18,000</b>	<b>0</b>	<b>0</b>
<b>Total Electricity Consumed</b>	<b>123,992</b>	<b>71,015</b>	<b>1,060</b>

### Emission Footprint (TCO2e)

<b>Emission Footprint (TCO2e)</b>	<b>72</b>
Scope 2 Emissions (TCO2e)	71
Scope 3 Emissions (TCO2e)	1

## Climate Active Carbon Neutral Electricity summary

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO2e)
NA	0	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
Refrigerants	Yes	No	Data plan only	No
Contractor vehicle use	No	No	Yes (uplift applied & data plan in place)	No
Shared Office Space	No	No	Yes (uplift applied & data plan in place)	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.

Emissions from outsource back-office activities based in the Philippines and warehoused inventory have been excluded. These sources have been assessed as not relevant according to the relevance test.

Emission sources tested for relevance	(1) Size	(2) Influence	(3) Risk	(4) Stakeholders	(5) Outsourcing	Included in boundary?
Outsourced back-office (Philippines)	No	No	No	No	Yes	No
Warehoused inventory	No	No	No	No	No	No



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