



PUBLIC DISCLOSURE STATEMENT

**THE RECRUITMENT, CONSULTING AND
STAFFING ASSOCIATION LIMITED**


**ORGANISATION CERTIFICATION
FY2021-22**

Australian Government
Climate Active
Public Disclosure Statement



An Australian Government Initiative



NAME OF CERTIFIED ENTITY	The Recruitment Consulting & Staffing Association Limited
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>Charles Cameron Chief Executive Officer 22 November 2022</p>



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

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Version March 2022. To be used for FY20/21/CY2021 reporting onwards.



1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	326.09 tCO ₂ -e
OFFSETS BOUGHT	100% VCU's
RENEWABLE ELECTRICITY	N/A
TECHNICAL ASSESSMENT	N/A

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2. CARBON NEUTRAL INFORMATION

Description of certification

This inventory has been prepared for the financial year from 1 July 2021 to 30 June 2022 and covers the Australian business operations of Recruitment, Consulting and Staffing Association Limited (RCSA).

The operational boundary has been defined based on an operational control test, in accordance with the principles of the National Greenhouse and Energy Reporting Act 2007. This includes the following locations and facilities:

- Level 9, 500 Collins Street, Melbourne 3000 VIC
- 3 Spring Street, Sydney 2000 NSW
- Remote employees in New Zealand.

The methods used for collating data, performing calculations and presenting the carbon account are in accordance with the following standards:

- Climate Active Standards
- The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)
- National Greenhouse and Energy Reporting (Measurement) Determination 2008

Where possible, the calculation methodologies and emission factors used in this inventory are derived from the National Greenhouse Accounts (NGA) Factors in accordance with "Method 1" from the National Greenhouse and Energy Reporting (Measurement) Determination 2008.

The greenhouse gases considered within the inventory are those that are commonly reported under the Kyoto Protocol; carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O) and synthetic gases - hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃). These have been expressed as carbon dioxide equivalents (CO₂-e) using relative global warming potentials (GWPs).

Organisation description

RCSA, ABN: 41 078 606 416, is the peak body for the recruitment and staffing industry in Australia and New Zealand.

RCSA's purpose is to Lead in the World of Work and we firmly believe that through leadership, and empowerment of our members, we will improve lives, communities and the economy. RCSA drives professional practice, promotes & protects the industry, enables better business for members and provides opportunities for networking and the celebration of success. All our members are bound by the RCSA

"Climate Active demonstrates not just a socially responsible commitment to the environment, but also commitment to ethical best practice in business which RCSA always strives to promote."

Code for Professional Conduct which is underpinned by a comprehensive complaints and grievance intervention procedure.

RCSA is committed to positively shaping the industry and profession through leadership, and views our commitment to Climate Active certification as an important first step to promote action across the industry to address the challenges of climate change, and the impacts on workforces and the economy.

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 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.

Inside emissions boundary		Outside emission boundary
<p><u>Quantified</u></p> <ul style="list-style-type: none"> Accommodation and facilities Cleaning and Chemicals Electricity Food ICT services and equipment Office equipment & supplies Postage, courier and freight Professional Services Stationary Energy (gaseous fuels) Transport (Air) Transport (Land and Sea) Waste Water Working from home 	<p><u>Non-quantified</u></p> <ul style="list-style-type: none"> Refrigerants 	<p><u>Excluded</u></p> <p>N/A</p>
	<p><u>Optionally included</u></p> <ul style="list-style-type: none"> Working from Home, New Zealand Employees 	

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

RCSA achieved carbon neutrality in 2021 and remains committed to reducing total emissions by 30% by 2032, with 2022 used as the base year. The use of 2022 as the base year ensures that the starting point is more representative of normal business operations, given that 2021 was a disrupted year due to pandemic response restrictions. This target will therefore require RCSA to reduce emissions by 3% each year for the next 10 years.

To achieve this reduction, our strategy for the forthcoming year includes:

- Actively investigating options to switch to renewable energy sources for the Melbourne office.
- Continue to reduce and keep business travel limited, encouraging the use of video conferencing options. The RCSA Travel Policy will be updated by February 2023 to require all staff to purchase carbon offsets at the time of booking travel.

It is noted that there has been a substantial increase in the emissions resulting from business flights, accommodation bookings and taxi use when compared to last year. This has been due to a return to normal operations following pandemic restrictions. Measures will be taken to ensure emissions can be reduced on normal business operations.

- A Procurement Policy will be implemented by September 2023 to ensure that climate impacts are a consideration in all purchasing decisions. This may include using digital over hardcopy marketing material, reducing postage and freight impacts, and seeking suppliers from Climate Active certified goods and services.

Over the past year, RCSA has actively reduced its level of printing and postage and will continue to make improvements in this area. An increase in the emissions resulting from Software expenses is a direct result of RCSA moving to an online operating environment.

With further refinement of RCSA's organizational boundary, expenses such as Insurance, Legal Services, Consulting Services, bank and accounting fees were factored into the emissions summary this year, whereas they were not last year. It is not expected that there will be another significant boundary change next year, and RCSA will actively work towards reducing emissions created by these expenses to meet the overall goal.

- Continue to incorporate consideration of carbon impacts and emissions for our keystone events such as conferences, and work with venues and suppliers to reduce emissions. As RCSA will not have full control over the level of emissions resulting from events, RCSA staff will be required to ask what steps suppliers are taking to reduce emissions. This requirement will be articulated in a new Procurement Policy.

A significant reduction in the emissions resulting from food and catering was observed this year (70.6%) however this was due to better accounting of event expenses. RCSA will be working closely with suppliers to ensure a consistent drop in emissions resulting from our keystone events

are maintained.

- Continue to provide education, training and increase awareness amongst the membership of Climate Active and other activities to respond to climate change and reduce emissions.

RCSA celebrated its first year of Climate Active Certification with its members and held a webinar to raise awareness. Further webinars and guidance will be provided to members to encourage them to work towards being carbon neutral.

- Maintaining Climate Active certification.
- Measuring and reporting on our energy consumption and carbon footprint annually.

Emissions reduction actions

RCSA has actively reduced its printing and mailing activities and an observed decrease in catering expenses for our keystone events has resulted in reduced emissions. As RCSA returns to normal business operations following the COVID-19 Pandemic, more actions will be taken to achieve the goal of a 30% reduction in 10 years.

5. EMISSIONS SUMMARY

Emissions over time

Emissions since base year		Total tCO ₂ -e
Base year/Year 1:	2020-21	268.99
Year 2:	2021-22	326.09

While calculating the inventory for FY2022, RCSA discovered a small error in reported emissions in the previous reporting period.

The natural gas for the Base year/Year 1 inventory was initially recorded as 15.1 GJ, resulting in 0.9 tCO₂-e, constituting a 0.3% contribution to the inventory. It should instead have been recorded as 57.5 GJ, resulting in 3.2 tCO₂-e constituting a 1.3% contribution to the inventory.

This deviation falls within and is captured by the mandatory 5% uplift.

Significant changes in emissions

RCSA Emissions increased in most areas of measurement due to a return to normal operations following the COVID-19 Pandemic. A change in the operational boundary, to encompass professional service fees also resulted in a notable increase 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
Food & Catering	52.32	177.71	A significant reduction in the emissions resulting from food and catering was observed this year (70.6%) however this was due to better accounting of event expenses. RCSA will be working closely with suppliers to ensure a consistent drop in emissions resulting from our keystone events are maintained.
Total net electricity emissions (Location based)	25.88	28.82	Increased energy-efficiency measures

Computer and technical services	65.80	4.48	This increase is a direct result of reduced printing and postage, moving to an online operating environment; an improvement in accounting of event/other expenses and subsequent reallocation of constituent inputs; further refinement of RCSA's organizational boundary such that Insurance, Legal Services, Consulting Services, bank and accounting fee expenses are now included. It is not expected that there will be further significant boundary change.
Short economy class flights (>400km, ≤3,700km)	21.16	3.85	There has been a substantial increase in the emissions resulting from business flights, when compared to last year. This has been due to a return to normal operations following pandemic restrictions. Measures will be taken to ensure emissions can be reduced on normal business operations.

Use of Climate Active carbon neutral products and services

This assessment and Climate Active submission was prepared with the assistance of [Pangolin Associates](#) and these services are also carbon neutral.

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 (t CO2-e)	Sum of Scope 2 (t CO2-e)	Sum of Scope 3 (t CO2-e)	Total Emissions (t CO2-e)
Accommodation and facilities	0	0	2.74	2.74
Cleaning and Chemicals	0	0	1.04	1.04
Climate Active Carbon Neutral Products and Services	0	0	0	0.00
Electricity	0	25.88	0.0	25.88
Food	0	0	52.32	52.32
ICT services and equipment	0	0	78.75	78.75
Office equipment & supplies	0	0	1.26	1.26
Postage, courier and freight	0	0	0.83	0.83
Professional Services	0	0	36.47	36.47
Refrigerants	0	0	0.0	0.0
Stationary Energy (gaseous fuels)	2.96	0	0.24	3.20
Transport (Air)	0	0	96.36	96.36
Transport (Land and Sea)	0.06	0	3.39	3.45
Waste	0	0	1.86	1.86
Water	0	0	0.16	0.16
Working from home	0	0	6.04	6.04
Working From home (NZ)	0	0	0.21	0.21
Grand Total	3.02	25.88	281.66	310.56

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	15.53
Total of all uplift factors	15.53
Total footprint to offset <i>(total net emissions from summary table + total uplifts)</i>	326.09

6. CARBON OFFSETS

Offsets retirement approach

In arrears	
1. Total number of eligible offsets banked from last year's report	0
2. Total emissions footprint to offset for this report	327
3. Total eligible offsets required for this report	327
4. Total eligible offsets purchased and retired for this report	460
5. Total eligible offsets banked to use toward next year's report	133

Co-benefits

Rimba Raya is situated in Central Kalimantan in Indonesian Borneo. Covering land approximately the same size as Singapore, it is known as one of the largest Orangutan sanctuaries in the world. Offering a viable alternative to deforestation, a practice very common in the area, the project has a wealth of benefits to the biodiversity of the region and the surrounding communities. Rimba Raya is home to over 300 species of birds, 122 species of mammals and 180 species of trees and plants. The project has strong community based initiatives including increased employment for communities, greater access to medical and health services, and assistance with education.

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 Raya Biodiversity Reserve Project	VCUs	Verra	Apr 18 2022	7627-414495197-414495656-VCU-016-MER-ID-14-674-01072014-31122014-1	2014	0	460	0	133	327	100%
Total offsets retired this report and used in this report										327	
Total offsets retired this report and banked for future reports									133		

Type of offset units	Quantity (used for this reporting period claim)	Percentage of total
Verified Carbon Units (VCUs)	327	100%

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

N/A

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 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)	4,818	0	19%
Residual Electricity	21,097	20,991	0%
Total grid electricity	25,915	20,991	19%
Total Electricity Consumed (grid + non grid)	25,915	20,991	19%
Electricity renewables	4,818	0	
Residual Electricity	21,097	20,991	
Exported on-site generated electricity	0	0	
Emissions (kgCO ₂ e)		20,991	
Total renewables (grid and non-grid)	18.59%		
Mandatory	18.59%		
Voluntary	0.00%		
Behind the meter	0.00%		
Residual Electricity Emission Footprint (TCO₂e)	21		

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 (kgCO ₂ e)	Scope 3 Emissions (kgCO ₂ e)
ACT	0	0	0
NSW	1,843	1,437	129
SA	0	0	0
Vic	24,072	21,906	2,407
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
Grid electricity (scope 2 and 3)	25,915	23,343	2,536
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	25,915	23,343	2,536

Emission Footprint (TCO₂e)	26
Scope 2 Emissions (TCO ₂ e)	23
Scope 3 Emissions (TCO ₂ e)	3

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO ₂ e)
N/A	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. 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
Refrigerants	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.

Emission sources tested for relevance	(1) Size	(2) Influence	(3) Risk	(4) Stakeholders	(5) Outsourcing	Included in boundary?
N/A	N/A	N/A	N/A	N/A	N/A	N/A



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