



PUBLIC DISCLOSURE STATEMENT

**TELDRAW PTY LTD
(TRADING AS GLOBAL SKILLS)
ORGANISATION CERTIFICATION
FY2021–22**

Australian Government
Climate Active
Public Disclosure Statement



NAME OF CERTIFIED ENTITY	Teldraw Pty Ltd. (trading as Global Skills)
REPORTING PERIOD	Financial year 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><i>Rebecca Nicholls</i></p>
	Rebecca Nicholls Director 15/06/2023



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

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Version March 2022.



1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	424 tCO ₂ -e
OFFSETS BOUGHT	100% CERs
RENEWABLE ELECTRICITY	18.59%
TECHNICAL ASSESSMENT	Date: FY 2021 Name Rodrigo Pardo Patron Organisation EnergyLink Services Next technical assessment due: FY2024

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2. CARBON NEUTRAL INFORMATION

Description of certification

The Australian business operations of Teldraw Pty Ltd, trading as Global Skills (ABN 21 058 558 464).

Organisation description

Global Skills has a strong history of partnering with job seekers to identify, secure and maintain sustainable employment. Our experienced staff take a person-centred approach to identify skills, strengths, education and interests to achieve career goals and aspirations.

For employers, we offer an extensive recruitment service by connecting an extensive database of qualified, experienced, pre-screened and work ready staff. We have a long and distinguished 30-year history of listening to employers needs and creating innovative solutions to service the Greater Western Sydney labour market and our local communities.

Global Skills has held a long term view that we have a responsibility to limit our business impact on the environment and on our local communities. Voluntarily choosing to be certified by Climate Active authenticates and drives our ongoing commitment to lessen our impact on the environment.

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.

Inside emissions boundary		Outside emission boundary
<p><u>Quantified</u></p> <ul style="list-style-type: none"> Accommodation and facilities Air Transport Cleaning and Chemicals Electricity Food ICT services and equipment Land and Sea Transport Office equipment & supplies Products Professional Services Waste Working from home 	<p><u>Non-quantified</u></p> <p>N/A</p>	<p><u>Excluded</u></p> <p>Refrigerants</p>
	<p><u>Optionally included</u></p> <p>N/A</p>	

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

To reduce emissions in the future, Global Skills will focus on collaborating with both upstream and downstream suppliers to decrease Scope 3 emissions, which account for a significant portion of our carbon footprint. Our emissions reduction strategy revolves around three main pillars:

- Energy Improvements and renewable electricity procurement.
- Waste Management.
- Supply Chain Engagement.

As part of supply chain engagement, Global Skills will seek to procure lower carbon solutions from third party providers, including by making use of Climate Active Carbon Neutral products where they are available and practical in their substitution. This engagement strategy is in development and progress will be detailed in subsequent Climate Active PDS'. It is noted that Global Skills has commenced discussion (in FY23) with a Climate Active carbon neutral I.T asset lifecycle management company to explore options for future I.T related procurement.

Global Skills is committed to reducing per staff member basis to a 15% reduction of emissions by FY 2028, from a FY 2021 base year and at least a 25% reduction per staff member by FY 2031. This reduction will be explored through the following strategies:

- Ensure Global Skills field teams travel strategically and operate efficiently to reduce emissions.
 - Procure LGCs, GreenPower or carbon neutral electricity for offices.
 - Educate staff to reduce office energy consumption (e.g., implement a switch-off campaign).
 - Using Climate Active certified businesses/organisations when acquiring products and services (e.g. opt-in for carbon neutral flights).
 - Promoting the utilisation of video conference technology to avoid travel emissions where possible.
 - Buying recycled products and sourcing responsibly to prevent waste-to-landfill.
 - Encouraging staff to travel via public transport where possible and safe to do so.
 - When opening a new office, consider the Green Star and/or NABERs rating of the space.
 - When closing an existing office, recycle furniture, IT and other items to reduce environmental impact.
- In order to effectively identify and cost carbon reduction opportunities, Global Skills is exploring to complete energy assessments at its existing offices.

Emissions reduction actions

Energy Improvements and renewable electricity procurement

Global Skills has undertaken lighting upgrades at 17 of 19 of their offices, involving the retrofit of older T8 fluorescent fittings with more efficient LED lighting technology. The resulting electricity reductions equate to a saving of 100 tonnes of CO₂-e per annum. Since completing these upgrades, there has been one office move (Katoomba) and this new premise is being assessed for lighting upgrade eligibility. The remaining offices (Bankstown and Blacktown) have been deemed unsuitable for LED replacements. Global Skills has also installed an 8kW solar PV system at the Penrith office to reduce emissions associated with electricity consumption and held switch-off campaigns with staff. We will continue to monitor energy consumption at all our offices and seek to drive reductions where possible, and explore options to purchase renewable electricity (GreenPower or the like) when entering into new electricity purchase agreements.

Waste Management

Global Skills have developed a waste management plan, which is aligned to the National Waste Policy Action Plan – 2019. This action plan involves ongoing monitoring and performance verification of waste production at sites, to develop and benchmark site performance and quantify the impacts of waste reduction measures. The focus of this action is to reduce overall production of waste and increase the proportion of resultant waste streams that are diverted for recycling (where possible). We acknowledge that the waste management plan is in its infancy (endorsed in September 2021), however recognise that it is pivotal to reducing a large emissions source. Progress against the plan and the resultant reductions in Global Skills scope 3 emissions will be detailed in subsequent Climate Active PDS'. It is noted that changes to the Climate Active calculator for waste resulted in smaller volumes of waste (in terms of number of bins) delivering higher emissions values.

5. EMISSIONS SUMMARY

Emissions over time

This section compares emissions over time between the base year and current year, as well as comparing current year with the previous year. Reporting in-between years is mandatory. It is noted that there were significant emissions increases associated with the procurement of office furniture and computer equipment (hardware) ahead of a large increase in FTE on 1 July 2023. As such, the emissions for this have accrued in this financial year, contributing to the increase in emissions intensity per FTE.

Emissions since base year		Total tCO ₂ -e
Base Year/Year 1:	2020–21	386.85
Year 2:	2021–22	423.15

Emissions since base year		Total tCO ₂ -e/FTE
Base Year/Year 1:	2020–21	4.115
Year 2:	2021–22	5.568

Significant changes in emissions

Emission source name	Current year (tCO ₂ -e)	Previous year (tCO ₂ -e)	Detailed reason for change
Total net electricity emissions (Market based)	109.501	132.564	Lockdowns, reduction in consumption from lockdowns and decrease in emissions factor
Computer and electrical components, hardware and accessories	37.674	3.606	Increase in equipment required ahead of significant increase in FTE who commenced on 1 July 2022.
Computer and technical services	91.224	80.740	Increase in equipment required ahead of significant increase in FTE who commenced on 1 July 2022.
Office Furniture	43.592	7.898	Increase in equipment required ahead of significant increase in FTE who commenced on 1 July 2022.
Petrol: Medium Car	23.756	32.910	Lockdowns and reduced FTE from previous period
Petrol: Small Car	23.927	33.132	Lockdowns and reduced

			FTE from previous period
General waste (municipal waste)	35.782	28.874	Change in Climate Active bin conversion factor, noted that volume of waste decreased

Use of Climate Active carbon neutral products and services

Not applicable.

Certified brand name	Product or Service used
N/A	N/A

Organisation emissions summary

The electricity summary is available in Appendix B. Electricity emissions were calculated using a market-based approach. The inventory table below summarises Global Skills' emissions for the FY2021-22 period.

Emission category	Sum of Scope 1 (tCO ₂ -e)	Sum of Scope 2 (tCO ₂ -e)	Sum of Scope 3 (tCO ₂ -e)	Sum of total emissions (tCO ₂ -e)
Accommodation and facilities	-	-	1.641	1.641
Cleaning and Chemicals	-	-	6.059	6.059
Electricity	-	109.501	-	109.501
Food	-	-	0.875	0.875
ICT services and equipment	-	-	130.950	130.950
Office equipment & supplies	-	-	57.389	57.389
Products	-	-	0.528	0.528
Professional Services	-	-	4.261	4.261
Transport (Air)	-	-	2.246	2.246
Transport (Land and Sea)	-	-	69.194	69.194
Waste	-	-	35.782	35.782
Working from home	-	-	4.719	4.719
Total	-	109.501	313.644	423.146

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
N/A	-
Total of all uplift factors	-
Total footprint to offset <i>(total net emissions from summary table + total uplifts)</i>	423.146

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	424
3. Total eligible offsets required for this report	424
4. Total eligible offsets purchased and retired for this report	428
5. Total eligible offsets banked to use toward next year's report	4

Co-benefits

Global Skills will be offsetting residual emissions by investing in a cookstove project in Malawi, East Africa. This project deeply aligns with Global Skills sustainability values including gender equality and improved health and education outcomes. This is outlined below.

Malawi Cookstove Project – Malawi, East Africa

Most people in Africa cook on a three-stone cooking fire which typically uses three large bundles of firewood per week and is a cause of the devastating deforestation in much of Africa. Ripple Africa has developed a simple fuel efficient cookstove which is referred to by locals as a Changu Changu Moto (Fast Fast Fire). The cookstove is made out of mud bricks and mud, and the householder is taught how to make it and maintain it. Each cookstove saves two bundles of wood per week and so far, Ripple Africa has provided 40,000 households with this simple technology helping save 80,000 bundles of wood per week, helping tackle deforestation.

Not only does the Changu Changu Moto save wood, but it also improves the health of women and children as it produces less smoke and reduces injuries from burns. According to the World Health Organisation, close to four million people die prematurely each year from illness attributable to smoke inhalation from inefficient cooking methods.

The improved burning efficiency of the stove means that time and money are saved, freeing up time to tend to other matters such as education, house maintenance and other activities.

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 (%)
Improved Cook Stove Project 2, Nkhata Bay District, Malawi	CER	CDM Registry	15 December 2022	Start serial number: MW-5-176748-2-2-0-9935 End serial number: MW-5-177175-2-2-0-9935	CP2	-	428	0	0	424	100%
Total offsets retired this report and used in this report											
Total offsets retired this report and banked for future reports											
Total offsets retired this report and used in this report											
Quantity (used for this reporting period claim)											
Percentage of total											
Type of offset units											
Certified Emissions Reductions (CERs)											
424											
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 market-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)	25,558	0	19%
Residual Electricity	111,926	111,362	0%
Total grid electricity	137,484	111,362	19%
Total Electricity Consumed (grid + non grid)	137,484	111,362	19%
Electricity renewables	25,558	0	
Residual Electricity	111,926	111,362	
Exported on-site generated electricity	2,549	-1,861	
Emissions (kgCO ₂ e)		109,501	
Total renewables (grid and non-grid)	18.59%		
Mandatory	18.59%		
Voluntary	0.00%		
Behind the meter	0.00%		
Residual Electricity Emission Footprint (TCO₂e)	110		

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)
NSW	137,484	107,238	9,624
Grid electricity (scope 2 and 3)	137,484	107,238	9,624
NSW	0	0	0
Non-grid electricity (Behind the meter)	0	0	0
Total Electricity Consumed	137,484	107,238	9,624
Emission Footprint (TCO2e)	117		
<i>Scope 2 Emissions (TCO2e)</i>	107		
<i>Scope 3 Emissions (TCO2e)</i>	10		

Climate Active Carbon Neutral Electricity summary

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO2e)
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. 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
-	-	-	-	-

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?
Refrigerants	No	No	No	No	No	No



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