



PUBLIC DISCLOSURE STATEMENT

MOIR GROUP

**ORGANISATION CERTIFICATION
FY 2020-2021**

Australian Government
Climate Active
Public Disclosure Statement



An Australian Government Initiative



NAME OF CERTIFIED ENTITY: Moir Group

REPORTING PERIOD: Financial year 1 July 2020 – 30 June 2021

Declaration

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.

Signature

Stephen Moir

Date

14/07/23

Name of Signatory

Stephen Moir

Position of Signatory

Director



Australian Government

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

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Version number February 2021

1. CARBON NEUTRAL INFORMATION

Description of certification

This inventory has been prepared for the financial year 2020-21, from 1 July 2020 to 31 June 2021, and covers the Australian business operations of Moir Group (ABN 15 123 922 921) for the purpose of carbon neutral small organisation certification. This reporting period represented in the carbon inventory and PDS acts as the base year and will be offset.

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 6, 65 York Street, Sydney NSW.
- Level 7, 65 York Street, Sydney NSW

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

Moir Group (ABN 15 123 922 921) is a finance and accounting recruitment firm. At Moir Group, we realise that work is a big part of people's lives and having a satisfying job is a big part of having a fulfilling life. Moir Group specialises in the recruitment of accounting and finance professionals from assistant accountant to group finance director level within Australia. We also train in recruitment and staff retention-related issues. We recruit permanent and contract/temporary accounting and finance staff, and we are a preferred supplier to the NSW state government.

Moir Group are continually reviewing and optimising our operations to reduce GHG emissions internally. Our Climate Active certification, which covers our location in Sydney and our working from home arrangements, demonstrates our on-going commitment to taking climate action.

“Achieving Climate Active certification demonstrates our ongoing commitment to sustainable business practices. Carbon neutral certification demonstrates to our key stakeholders that we are committed to minimising our impact on the environment now, and into the future.”

2. EMISSION BOUNDARY

Diagram of the certification boundary

This is a small organisation certification, which uses the standard Climate Active small organisation emissions boundary.



Non-quantified sources

- Refrigerants has been non-quantified due to unavailable data and is estimated as being immaterial.

Data management plan

N/A

Excluded sources (outside of certification boundary)

N/A

3. EMISSIONS SUMMARY

Emissions reduction strategy

Moir Group commits to reduce emissions across the value chain (scopes 1, 2 and 3) by 30% by 2030, from a 2020/21 base year. Areas of intended emissions reductions will be;

- The purchase of 100% GreenPower.
- Using less electricity. Moir Group will develop an energy saving plan by next reporting period, helping to reduce consumption at its source. This could involve installing smart light system and educating employees to switch off appliances when not in use.
- Liaise with the building manager to encourage them to purchase GreenPower electricity.
- Review and determine a 20% reduction in advertising and marketing GHG impacts over the next 5 years.
- Moir Group will develop a waste management plan for waste, that involves waste to landfill diversion and liaising with the building manager to ensure recycling is effectively managed.
- Moir Group intends to reduce waste to landfill by 30% over the next 5 years.
- Moir Group will develop a procurement policy to ensure when engaging in third party services that preference is given to businesses that are taking climate action. Consideration will be given to include less carbon intensive options and suppliers. Key supplies include, paper, telecommunications, IT and recycling.
- Continued promotion of flexible working arrangements to support our people to work from home reducing employee travel. Moir Group encourages all staff to consider emissions when commuting is necessary and encourages the use of lower emission transport (public transport, car-pool, walk, cycle) where appropriate.
- Moir Group encourages all staff to continually consider sustainability in day-to-day activities, and Moir Group facilitates continuous sustainability awareness through discussion of Moir Group's sustainability performance at staff meetings.
- Continued provision of virtual conferencing to avoid business travel. This will cover internal and external meetings with clients and candidates. Moir Group's travel policy will be updated to require that staff acknowledge that they have considered video conferencing as an appropriate alternative to air travel, prior to booking.
- Continued provision of virtual events for our clients and candidates to avoid travel where possible.

Emissions summary (inventory)

Table 2

Emission source category	tonnes CO ₂ -e
Accommodation and facilities	0.097
Air Transport (km)	1.533
Cleaning and Chemicals	0.799
Electricity	53.528
Food	5.222
ICT services and equipment	28.507
Land and Sea Transport (fuel)	0.306
Land and Sea Transport (km)	1.357
Postage, courier and freight	0.280
Professional Services	51.021
Waste	3.346
Water	0.251
Working from home	2.781
<i>Total Net Emissions</i>	149.029

Uplift factors

Table 3

Reason for uplift factor	tonnes CO ₂ -e
Compulsory additional 5% for small organisations	7.45
<i>Total footprint to offset (uplift factors + net emissions)</i>	156.48

Carbon neutral products

N/A

Electricity summary

Electricity was calculated using a location-based approach.

Market-based approach summary

Table 4

Market-based approach	Activity Data (kWh)	Emissions (kgCO ₂ -e)	Renewable %
Behind the meter consumption of electricity generated	0	0	0%
Total non-grid electricity	0	0	0%
LGC Purchased and retired (kWh) (including PPAs)	0	0	0%
GreenPower	0	0	0%
Jurisdictional renewables	0	0	0%
Residual Electricity	48,220	51,744	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	11,256	0	19%
Total grid electricity	59,476	51,744	19%
Total Electricity Consumed (grid + non grid)	59,476	51,744	19%
Electricity renewables	11,256	0	
Residual Electricity	48,220	51,744	
Exported on-site generated electricity	0	0	
Emission Footprint (kgCO ₂ -e)		51,744	

Emission Footprint (tCO₂-e)	51,744
LRET renewables	0%
Voluntary Renewable Electricity	0%
Total renewables	18.93%

Location-based approach summary

Table 5

Location-based approach	Activity Data (kWh)	Emissions (kgCO ₂ -e)
NSW	59,476	53,528
Grid electricity (scope 2 and 3)	59,476	53,528
Non-grid electricity (Behind the meter)	0	0
Total Electricity Consumed	59,476	53,528

Emission Footprint (tCO₂-e)	54
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4. CARBON OFFSETS

Offsets strategy

Table 6

Offset purchasing strategy: In arrears

1. Total offsets previously forward purchased and banked for this report	0
2. Total emissions liability to offset for this report	157
3. Net offset balance for this reporting period	157
4. Total offsets to be forward purchased to offset the next reporting period	0
5. Total offsets required for this report	157

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.

Offsets summary

Proof of cancellation of offset units

Table 7

Offsets cancelled for Climate Active Carbon Neutral Certification										
Project description	Type of offset units	Registry	Date retired	Serial number	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 Raya Biodiversity Reserve Project	VCU	VERRA	15/06/2022	7627-414537738-414537894-VCU-016-MER-ID-14-674-01072014-31122014-1 https://registry.verra.org/myModule/rpt/myrpt.asp?r=206&h=165044	01/07/2014-31/12/2014	157	0	0	157	100%
<i>Total offsets retired this report and used in this report</i>									157	
<i>Total offsets retired this report and banked for future reports</i>									0	
Additional offsets cancelled for purposes other than Climate Active Carbon Neutral certification										

Type of offset units	Quantity (used for this reporting period claim)	Percentage of Total
VCU	157	100%

5. USE OF TRADE MARK

Table 8

Description where trademark used	Logo type
https://moirgroup.com.au/	Certified organisation
Company headquarters	Certified organisation
Digital marketing	Certified organisation
Company collateral	Certified organisation

6. ADDITIONAL INFORMATION

N/A

APPENDIX 1

Excluded emissions

To be deemed relevant an emission must meet two of the five relevance criteria. Excluded emissions are detailed below against each of the five criteria.

Table 9

Relevance test					
Excluded emission sources	<i>The emissions from a particular source are likely to be large relative to the organisation's electricity, stationary energy and fuel emissions</i>	<i>The emissions from a particular source contribute to the organisation's greenhouse gas risk exposure.</i>	<i>Key stakeholders deem the emissions from a particular source are relevant.</i>	<i>The responsible entity has the potential to influence the reduction of emissions from a particular source.</i>	<i>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.</i>
N/A	N/A	N/A	N/A	N/A	N/A

APPENDIX 2

Non-quantified emissions for organisations

Table 10

Non-quantification test				
Relevant-non-quantified emission sources	<i>Immaterial <1% for individual items and no more than 5% collectively</i>	<i>Quantification is not cost effective relative to the size of the emission but uplift applied.</i>	<i>Data unavailable but uplift applied. A data management plan must be put in place to provide data within 5 years.</i>	<i>Initial emissions non-quantified but repairs and replacements quantified</i>
Refrigerants	Yes	No	No	No



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