



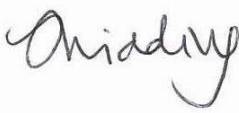
PUBLIC DISCLOSURE STATEMENT

**SUZANNE RIDDING TRADING AS
SUSTAINABLE BUSINESS CONSULTANTS**

**ORGANISATION CERTIFICATION
FY2022-23**

Australian Government
Climate Active
Public Disclosure Statement



NAME OF CERTIFIED ENTITY	Suzanne Ridding trading as Sustainable Business Consultants
REPORTING PERIOD	1 July 2022 – 30 June 2023 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 31 October 2023</p>



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

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Version August 2023.

1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	1 tCO ₂ -e
OFFSETS USED	100% VCU's
RENEWABLE ELECTRICITY	N/A
CARBON ACCOUNT	Prepared by: Sustainable Business Consultants
TECHNICAL ASSESSMENT	N/A – small organisation pathway

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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 provide specialist advice in sustainability and ESG strategy to our global, national and local clients, including: policy and planning; carbon inventory development; carbon emissions reduction target setting and strategy including net zero pathways; climate change risk; climate adaptation strategy; ESG reporting including TCFD; and responsible investment.

SBC is also proud to have assisted, and continues to assist, many organisations, buildings, precincts 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).

This certification has been prepared based on the operational control approach.

3.EMISSIONS BOUNDARY

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

Quantified

- Stationary energy
- Transport fuel
- Electricity
- Accommodation
- Carbon neutral products and services
- Cleaning and chemicals
- Food
- ICT services and equipment
- Office equipment and supplies
- Postage, courier and freight
- Professional services
- Refrigerants
- Transport (air)
- Transport (land and sea)
- Waste
- Water

Non-quantified

Outside emission boundary

Excluded

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

Our ongoing target is to keep reducing our carbon emissions year on year, to net zero by 2030 compared to the baseline year 2019-20. 'Net zero' meaning to reduce emissions as far as possible and then, to reach zero, to buy carbon offsets that reduce greenhouse gases already in the atmosphere. To maintain our certified carbon neutral status in the meantime, we will purchase sequestration-based carbon offsets from the next reporting period.

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 networking and 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 practical and economically viable.

SBC's carbon inventory is currently made up of only 34% purchased goods and services and 66% travel (of which 36% relates to Scope 1 transport fuel). We have already reduced our emissions by 36% since 2019-20, despite the continued growth of SBC. To further reduce emissions from the 2019-20 level of approximately 1.5 tCO₂-e, to zero, we plan to:

- Continue to use video conferencing facilities for meetings, where practical. This will mean a reduction in transport fuel (see point below), public transport use and air travel representing 30% of our carbon emissions.
- Purchase an electric vehicle when viable. (Expected reduction of 32% of our carbon emissions).
- Purchase certified carbon neutral products and services where and when available (emission saving currently unknown).
- Purchase carbon offsets, that are consistent with the net zero definition above, to bring the emissions to zero.

Emissions reduction actions

Most of our emissions reduction actions have occurred in prior years, such as moving to carbon neutral electricity, installing solar panels and generally keeping our transport and other activities to the minimum that is practical for our operations. In 2022-23, we reduced our carbon inventory from 0.97 tCO₂-e to 0.88 tCO₂-e, a 9% reduction.

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 the local council. Any food waste goes in the organic bin.

5. EMISSIONS SUMMARY

Emissions over time

		Emissions since base year	
		Total tCO ₂ -e (without uplift)	Total tCO ₂ -e (with uplift)
Base year:	2019-20	1.393	1.462
Year 1:	2020-21	1.003	1.053
Year 2:	2021-22	0.927	0.973
Year 3:	2022-23	0.882	0.926

Significant changes in emissions

Emission source	Previous year emissions (t CO ₂ -e)	Current year emissions (t CO ₂ -e)	Reason for change
Petrol/gasoline post-2004	0.458	0.280	Change in client mix and therefore distances travelled to client sites requiring less travel in a motor vehicle.

Use of Climate Active carbon neutral products, services, buildings or precincts

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

Emissions summary

The electricity summary is available in the Appendix B. Electricity emissions were calculated using a location-based approach.

Emission category	Scope 1 (t CO ₂ -e)	Scope 2 (t CO ₂ -e)	Scope 3 (t CO ₂ -e)	Total emissions (t CO ₂ -e)
Accommodation and facilities	-	-	-	0.000
Cleaning and chemicals	-	-	-	0.000
Climate Active carbon neutral products and services	-	-	-	0.000
Food	-	-	-	0.000
ICT services and equipment	-	-	0.190	0.190
Office equipment and supplies	-	-	0.024	0.024
Postage, courier and freight	-	-	-	0.000
Professional services	-	-	0.085	0.085
Refrigerants	-	-	-	0.000
Stationary energy (gaseous fuels)	-	-	-	0.000
Transport (air)	-	-	0.264	0.264
Transport (land and sea)	0.223	-	0.093	0.315
Waste	-	-	-	0.000
Water	-	-	0.004	0.004
Total	0.223	0.000	0.659	0.882

Uplift factors

An uplift factor is an upwards adjustment to the total carbon inventory to account for relevant emissions that cannot 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
Mandatory 5% uplift for small organisations	0.044
Total emissions footprint to offset <i>(total emissions from summary table + total of all uplift factors)</i>	0.926

6. CARBON OFFSETS

Offsets retirement approach

This certification has taken an in-arrears offsetting approach. The total emission to offset is 1 t CO₂-e. The total number of eligible offsets used in this report is 1. Of the total eligible offsets used, 5 were previously banked and 0 were newly purchased and retired. 4 are remaining and have been banked for future use.

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 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 retired 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 retired (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	5	4	1	100%
Total eligible offsets retired and used for this report										1	
Total eligible offsets retired this report and banked for use in future reports									4		

Type of offset units	Eligible quantity (used for this reporting period)	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.

SBC has invested in 10 tCO₂-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

There are two international best-practice methods for calculating electricity emissions – the location-based method and the market-based method. Reporting electricity emissions under both methods is called dual reporting.

Dual reporting of electricity emissions is useful, as it provides different perspectives of the emissions associated with a business's electricity usage.

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.

For this certification, electricity emissions have been set by using the **location-based approach**.

Market Based Approach Summary			
Market Based Approach	Activity Data (kWh)	Emissions (kg CO 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)	0	0	0%
GreenPower	0	0	0%
Climate Active precinct/building (voluntary renewables)	0	0	0%
Precinct/Building (LRET)	0	0	0%
Precinct/Building jurisdictional renewables (LGCs surrendered)	0	0	0%
Electricity products (voluntary renewables)	0	0	0%
Electricity products (LRET)	0	0	0%
Electricity products jurisdictional renewables (LGCs surrendered)	0	0	0%
Jurisdictional renewables (LGCs surrendered)	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	2,753	2,629	0%
Total renewable electricity (grid + non grid)	0	0	0%
Total grid electricity	2,753	2,629	0%
Total electricity (grid + non grid)	2,753	2,629	0%
Percentage of residual electricity consumption under operational control	100%		
Residual electricity consumption under operational control	2,753	2,629	
Scope 2	2,431	2,321	
Scope 3 (includes T&D emissions from consumption under operational control)	322	307	
Residual electricity consumption not under operational control	0	0	
Scope 3	0	0	

Total renewables (grid and non-grid)	0.00%
Mandatory	0.00%
Voluntary	0.00%
Behind the meter	0.00%
Residual scope 2 emissions (t CO₂-e)	2.32
Residual scope 3 emissions (t CO₂-e)	0.31
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	0.00
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	0.00
Total emissions liability (t CO₂-e)	0.00

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

Location-based approach summary						
Location-based approach	Activity Data (kWh) total	Under operational control			Not under operational control	
Percentage of grid electricity consumption under operational control	100%	(kWh)	Scope 2 Emissions (kgCO ₂ -e)	Scope 3 Emissions (kgCO ₂ -e)	(kWh)	Scope 3 Emissions (kgCO ₂ -e)
SA	2,753	2,753	698	220	0	0
Grid electricity (scope 2 and 3)	0	0	0	0	0	0
SA	0	0	0	0		
Non-grid electricity (behind the meter)	0	0	0	0		
Total electricity (grid + non grid)	0					

Residual scope 2 emissions (t CO ₂ -e)	0.69
Residual scope 3 emissions (t CO ₂ -e)	0.22
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	0.00
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	0.00
Total emissions liability	0.00

Climate Active carbon neutral electricity products

Climate Active carbon neutral product used	Electricity claimed from Climate Active electricity products (kWh)	Emissions (kg CO ₂ -e)
Simply Energy Carbon Neutral Electricity	2753	0
<i>Climate Active carbon neutral electricity is not renewable electricity. These electricity emissions have been offset by another Climate Active member through their electricity product certification. This electricity consumption is also included in the market based and location-based summary tables. Any electricity that has been sourced as renewable electricity by the electricity product under the market-based method is outlined as such in the market-based summary table.</i>		

Operations in Climate Active buildings and precincts

Operations in Climate Active buildings and precincts	Electricity consumed in Climate Active certified building/precinct (kWh)	Emissions (kg CO ₂ -e)
N/A	0	0
<i>Climate Active carbon neutral electricity is not renewable electricity. These electricity emissions have been offset by another Climate Active member through their building or precinct certification. This electricity consumption is also included in the market based and location based summary tables. Any electricity that has been sourced as renewable electricity by the building/precinct under the market based method is outlined as such in the market based summary table.</i>		

APPENDIX C: INSIDE EMISSIONS BOUNDARY

Non-quantified emission sources

The following emissions sources 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	Justification reason
N/A	

Data management plan for non-quantified sources

There are no non-quantified sources in the emission boundary that require a data management plan.

APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

Excluded emission sources

The below emission sources have been assessed as not relevant to this organisation'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.

N/A – no activities have been excluded from the emissions boundary in this reporting period.



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