

National Carbon Offset Standard Carbon Neutral Program Public Disclosure Summary



An Australian Government Initiative

1. Organisation and Product Information

Table 1: Organisation and Product Information

Organisation Name	Swisse Wellness Pty Ltd	
Name of the subject(s) of certification	Part of the Australian Business Operations of Swisse Wellness Pty Ltd.	
Type of certification (tick all applicable)	<input type="checkbox"/> Organisation <input checked="" type="checkbox"/> Part of organisation	<input type="checkbox"/> Product/service <input checked="" type="checkbox"/> Event
Reporting year period	From 1/07/2012	To 30/06/2013
Emissions in this reporting year	2,225 t CO ₂ -e	
Base year period	From 1/07/2010	To 30/06/2011
Emissions in the base year	741.3 t CO ₂ -e	

2. Description of Organisation Activities

Swisse is one of Australia’s largest suppliers of vitamins and health products. The organisation strives to provide consumers with scientifically proven natural supplements to help people live healthier and happier lives. Swisse is currently expanding their product range to include other personal and healthcare products using natural ingredients where possible. Maintaining environmentally responsible business practises is considered a priority at Swisse and is in line with their overall philosophy of caring for people and the planet.

3. Organisational & Geographic Boundary

Table 2: Organisational & Geographic Boundary

<p>Boundary consolidation approach:</p>	<p>Operational control</p>
<p>Description of the boundary of the subject of certification (also describe exclusions from the boundary):</p>	<p>The NOCS organisational boundary at Swisse has been determined in accordance with the NGER framework for scope 1 and 2 emissions and the GHG Protocol for scope 3 emissions. It has been determined that Swisse has operational control of the Gipps St facility, and also the warehousing facility at 33 Maddox Street, Sydney. This has been determined as Swisse has the full authority to introduce and implement its operating, environmental, and health and safety policies at both facilities. Direct and indirect (electricity consumption) emissions from these facilities have been defined as scope 1 and scope 2 emissions respectively.</p> <p>The certification boundary includes all of the administrative activities associated with running the Swisse operations, which occur primarily in the Melbourne Office at Gipps St.</p> <p>The treatment of Scope 3 emissions has been determined in accordance with the NCOS Standard, and the GHG Protocol. Scope 3 emissions are included in the organisational boundary however some have been excluded from the certification boundary. Scope 3 emissions are generally indirect emissions and/or emissions associated with Swisse activities (such as manufacturing and transport) that are not under their operational control. Most material GHG-generating activities are included, also captured are some commonly reported scope 3 emissions (i.e. paper, waste, water, printing, employee travel and accommodation), and some additional items such as catering, cleaning and maintenance are reported where reliable data was available.</p> <p>Product manufacturing as scope 3 emissions has been excluded from the certification boundary. This is because Swisse do not have operational control of the manufacturing process, nor do they have access to emissions and</p>

energy data. The manufacturer has multiple clients and multiple products. It is not therefore feasible to attempt to allocate a portion of the manufacturer's emissions to Swisse.

Non-Melbourne metropolitan and international distribution (as scope 3 emissions) is excluded from the certification boundary. This is because Swisse do not have operational control over third party contracted transport providers, nor do they have access to reliable and complete emissions and energy data from all distribution activities. Product distribution is typically conducted via multiple contractors using multiple transport modes and mixed loads. These activities are identified as 'All Other Product Distribution' in Figure 1 below outlining Swisse' Certification boundary. It is not feasible to attempt to apportion the transport contractor's emissions to Swisse with the exception of Melbourne metropolitan freight where delivery was actioned from the Gipps St office. This occurred in the months of July to September 2012 for the reporting period. Emissions from these activities are included in the certification boundary, and depicted in Figure 1 as 'Local Distribution' from the Gipps St Office. After September 2012 product distribution was conducted primarily from the Sydney site. Swisse will review its approach to calculating emissions from all product distribution in future years.

Refrigerant utilised in small domestic cooling appliances such as fridges, freezers and air-conditioners has been excluded from the inventory due to their immaterial impact. This has been identified based on the low quantity of refrigerant estimated during site visits (typically R600a) and low GWP¹ associated with this gases. Further R600a is not a reportable item under the NGER Regulations as a covered refrigerant.

Embodied emissions in capital plant and equipment are not considered in the inventory as scope 3 emissions. This is because it is not feasible to gather accurate emissions data for all/some major capital items, and is considered not applicable to an organisation (or part organisation) accreditation under the NCOS Guidelines. Such an approach is more suited to a Life Cycle Analysis approach, which does not apply to Swisse's circumstances.

The large corporate function at the Melbourne Spring Racing Carnival held in November 2012 has been included in the organisational and certification boundary.

Diagram 1 and 2 below illustrates the NCOS certification and organisational boundaries.

¹ GWP for R600a is '3'.

4. Diagram of the Boundary of the Subject of Certification

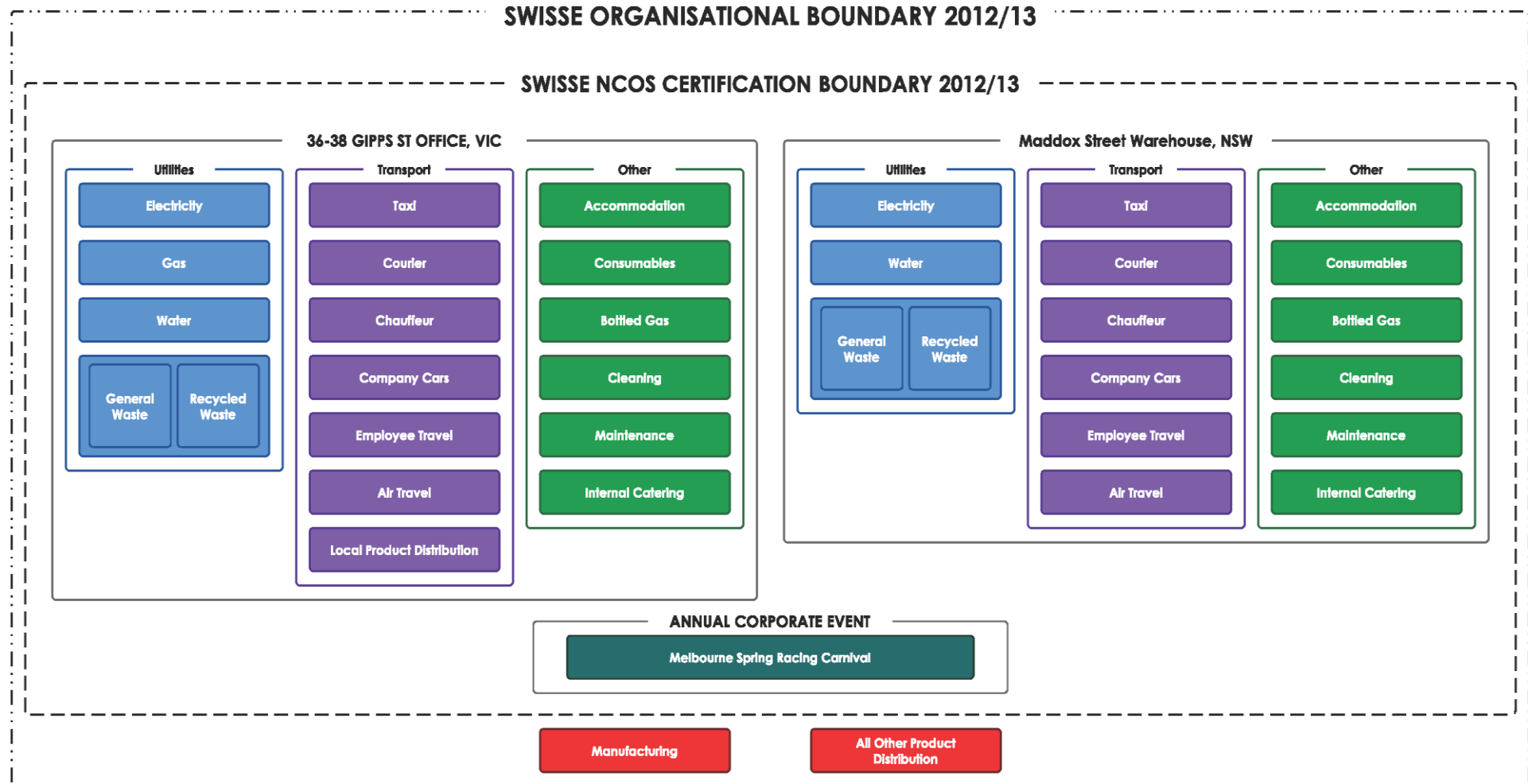


Figure 1: Diagram of the Boundary of the Subject of Certification

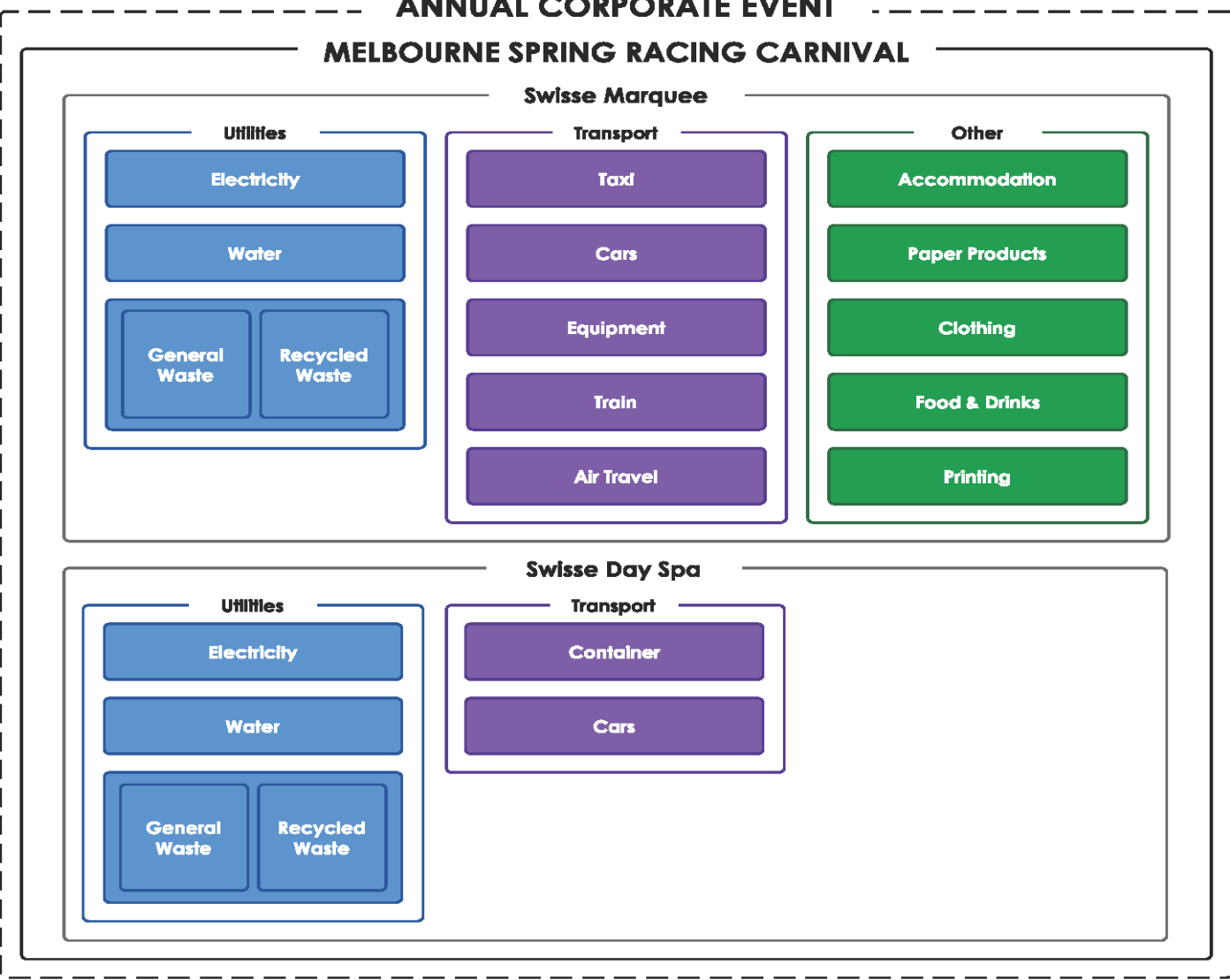


Figure 2: Diagram of the Boundary of the Annual Corporate Event

5. Purchase of GreenPower and Retirement of GreenPower Eligible Large-Scale Generation Certificates (LGCS)

Table 3: GreenPower

Type	Volume	Unit	t CO ₂ -e	Status
GreenPower	108,327	kWh	NA	Purchased
GreenPower	22,670	kWh	NA	Purchased

Table 4: LGCs Surrendered

Details of LGCs Voluntarily Surrendered	
Quantity	Serial No.
None	Not Applicable

6. Purchase of NCOS Carbon Neutral Products

Table 5: Carbon Neutral Products

Product/service	Company	Quantity	Units	t CO ₂ -e (if known)
None	Not Applicable	Not Applicable	Not Applicable	Not Applicable
Total (if known)				Not Applicable

7. Total Carbon Footprint

Table 6: Emission Calculations

Scope	Emission source	Source of activity data	Methodology reference	Emission factor (kg CO ₂ -e/variou s)	Activity data	Unit	t CO ₂ -e ²
1	Gas usage	Invoice (Melbourne)	Method 1 NGA Factors (July 2013)	0.051	28,071	MJ	1.4
1	Transport (diesel)	Motorpass (Melbourne)	Method 1 NGA Factors (July 2013)	2.695	1,707	L	4.6
1	Transport (ethanol)	Motorpass (Melbourne)	Method 1 NGA Factors (July 2013)	0.009	11	L	0.0
1	Transport (petrol)	Motorpass (Melbourne)	Method 1 NGA Factors (July 2013)	2.289	10,521	L	24.1
1	Transport (petrol)	Assumption see table 3 below (Event)	Method 1 NGA Factors (July 2013)	2.289	1,057	L	2.4
1	Bottled Gas (LPG)	Kleenheat Gas Invoices (Sydney)	Method 1 NGA Factors (July 2013)	1.577	3,906	L	6.2
1	Bottled Gas (LPG)	Kleenheat Gas Invoices (Melbourne)	Method 1 NGA Factors (July 2013)	1.577	56	L	0.1
2	Electricity Usage	Invoice (Melbourne)	Method 1 NGA Factors (July 2013)	1.170	114,220	kWh	133.6
2	Electricity Usage	Invoice (U3 Warehouse, Sydney)	NCOS Guidelines, GreenPower	0	108,327	kWh	0.0

² = converted to tonnes CO₂-e, rounded up to zero decimal places

Scope	Emission source	Source of activity data	Methodology reference	Emission factor (kg CO ₂ -e/ various)	Activity data	Unit	t CO ₂ -e ²
2	Electricity Usage	Invoice (U13 Warehouse, Sydney)	NCOS Guidelines, GreenPower	0	22,670	kWh	0.0
2	Electricity Usage	Assumption see table 3 below (Event)	Method 1 NGA Factors (July 2013)	1.170	571	kWh	0.7
3	Electricity Usage	Invoice (Melbourne)	Method 1 NGA Factors (July 2013)	0.150	114,220	kWh	17.1
3	Electricity Usage	Invoice (U3 Warehouse, Sydney)	NCOS Guidelines, GreenPower	0	108,327	kWh	0.0
3	Electricity Usage	Invoice (U13 Warehouse, Sydney)	NCOS Guidelines, GreenPower	0	22,670	kWh	0.0
3	Electricity Usage	Assumption see table 3 below (Event)	Method 1 NGA Factors (July 2013)	0.150	571	kWh	0.1
3	Gas Usage	Invoice (Melbourne)	Method 1 NGA Factors (July 2013)	0.004	28,071	MJ	0.1
3	Water Usage	Invoice (Melbourne)	Correspondence with Melbourne Water (Ken Baxtor, Energy Manager) during the previous reporting period	0.137	738	kL	0.1
3	Water Usage	Assumption see table 3 below (Sydney)	Correspondence with Melbourne Water (Ken Baxtor, Energy Manager) during the previous reporting period	0.137	285	kL	0.0
3	Water Usage	Assumption see table 3 below (Event)	Correspondence with Melbourne Water (Ken Baxtor, Energy Manager) during the previous reporting period	0.137	12	kL	0.0

Scope	Emission source	Source of activity data	Methodology reference	Emission factor (kg CO ₂ -e/ various)	Activity data	Unit	t CO ₂ -e ²
3	Local Accommodation	Swisse general ledger (Melbourne and Sydney)	Input/ Output Data 2012-13	0.620	251,314	\$	155.8
3	International Accommodation	Swisse general ledger (Melbourne and Sydney)	Input/ Output Data 2012-13	0.620	41,756	\$	25.9
3	Accommodation	Assumption see table 3 below (Event)	Input/ Output Data 2012-13	0.620	40,800	\$	25.3
3	Catering	Swisse general ledger (Melbourne and Sydney)	Input/ Output Data 2012-13	0.590	369,031	\$	217.7
3	Food & Drink	Pronto Productions (Event)	Input/ Output Data 2012-13	0.590	180,000	\$	106.2
3	Cleaning	Swisse general ledger (Melbourne and Sydney)	Input/ Output Data 2012-13	0.240	122,044	\$	29.3
3	Consumables	Swisse general ledger (Melbourne and Sydney)	Input/ Output Data 2012-13	2.500	69,300	\$	173.3
3	Paper Products	Pronto Productions (Event)	Input/ Output Data 2012-13	2.500	750	\$	1.9
3	Printing	Swisse general ledger (Melbourne and Sydney)	Input/ Output Data 2012-13	0.048	11,000	\$	5.3
3	Printing	Pronto Productions (Event)	Input/ Output Data 2012-13	0.048	380	\$	0.2
3	Maintenance	Swisse general ledger (Melbourne and Sydney)	Input/ Output Data 2012-13	0.650	71,997	\$	46.8
3	Clothing	Pronto Productions (Event)	Input/ Output Data 2012-13	0.76	6,500	\$	4.9

Scope	Emission source	Source of activity data	Methodology reference	Emission factor (kg CO ₂ -e/ various)	Activity data	Unit	t CO ₂ -e ²
3	Gifts	Pronto Productions (Event)	Input/ Output Data 2012-13	0.3	4,500	\$	1.4
3	Air Travel - Short haul	Corporate traveller	EPA Victoria/GHG Protocol: Flights Worksheet	0.150	14,554	km	2.2
3	Air Travel - Medium haul	Corporate traveller	EPA Victoria/GHG Protocol: Flights Worksheet	0.120	1,033,646	km	124.0
3	Air Travel - Long haul	Corporate traveller	EPA Victoria/GHG Protocol: Flights Worksheet	0.110	2,731,780	km	300.5
3	Air Travel - Short haul	Assumption see table 3 below (Event)	EPA Victoria/GHG Protocol: Flights Worksheet	0.150	946	km	0.1
3	Air Travel - Medium haul	Assumption see table 3 below (Event)	EPA Victoria/GHG Protocol: Flights Worksheet	0.120	85,572	km	10.3
3	Air Travel - Long haul	Assumption see table 3 below (Event)	EPA Victoria/GHG Protocol: Flights Worksheet	0.110	125,866	km	13.8
3	Transport(diesel)	Motorpass (Melbourne)	Method 1 NGA Factors (July 2013)	0.205	1,707	L	0.3
3	Equipment Transport (diesel)	Pronto Productions (Event)	Method 1 NGA Factors (July 2013)	0.020	67	km	0.0
3	Transport (petrol)	Motorpass (Melbourne)	Method 1 NGA Factors (July 2013)	0.181	10,521	L	1.9
3	Transport (petrol)	Assumption see table 3 below (Event)	Method 1 NGA Factors (July 2013)	0.181	1,057	L	0.2
3	Equipment Transport (petrol)	Pronto Productions (Event)	Method 1 NGA Factors (July 2013)	0.020	806	km	0.0

Scope	Emission source	Source of activity data	Methodology reference	Emission factor (kg CO ₂ -e/variouse)	Activity data	Unit	t CO ₂ -e ²
3	Taxi (LPG)	Motorpass (Melbourne)	Method 1 NGA Factors (July 2013) Australian Bureau of Statistics (ABS) - Survey of Motor Vehicle Use, Australia, 12 months ended 30 June 2012 Victorian Taxi Services Commission	0.125	2,273	\$	0.3
3	Taxi (LPG)	Cabcharge (Melbourne)	Method 1 NGA Factors (July 2013) Australian Bureau of Statistics (ABS) - Survey of Motor Vehicle Use, Australia, 12 months ended 30 June 2012 - Survey of Motor Vehicle Use, Australia, 12 months ended 30 June 2012	0.125	23,998	\$	3.0
3	Taxi (LPG)	Assumption see table 3 below (Event)	Method 1 NGA Factors (July 2013) Australian Bureau of Statistics (ABS) - Survey of Motor Vehicle Use, Australia, 12 months ended 30 June 2012 - Survey of Motor Vehicle Use, Australia, 12 months ended 30 June 2012	1.577	1,477	L	2.3
3	Local Freight (Melbourne Metro Only)	Australian National Courier Invoices (Melbourne)	Australian Bureau of Statistics (ABS) - Survey of Motor Vehicle Use, Australia, 12 months ended 30 June 2012 - Survey of Motor Vehicle Use, Australia, 12 months ended 30 June 2012	0.020	21	km	0.0

Scope	Emission source	Source of activity data	Methodology reference	Emission factor (kg CO ₂ -e/variou s)	Activity data	Unit	t CO ₂ -e ²
3	Local Freight (Melbourne Metro Only)	Logistics Services Australia Data (Melbourne)	Australian Bureau of Statistics (ABS) - Survey of Motor Vehicle Use, Australia, 12 months ended 30 June 2012 - Survey of Motor Vehicle Use, Australia, 12 months ended 30 June 2012	0.020	26,881	km	0.5
3	Chauffeured Cars (petrol)	Executive Hire Car Invoices (Melbourne)	Australian Bureau of Statistics (ABS) - Survey of Motor Vehicle Use, Australia, 12 months ended 30 June 2012 - Survey of Motor Vehicle Use, Australia, 12 months ended 30 June 2012	0.020	242	km	0.0
3	Bus (diesel)	Swisse Travel Survey (Melbourne and Sydney)	Method 1 NGA Factors (July 2013)	2.69	13,139	L	35.4
3	Cycle	Swisse Travel Survey (Melbourne)	Method 1 DEFRA	0	3,514	km	0.0
3	Car (petrol)	Swisse Travel Survey (Melbourne and Sydney)	Method 1 NGA Factors (July 2013)	2.29	64,766	L	148.2
3	Drive with passenger (petrol)	Swisse Travel Survey (Melbourne)	Method 1 NGA Factors (July 2013)	2.29	6,449	L	14.8
3	Motorcycle	Swisse Travel Survey (Melbourne)	Method 1 NGA Factors (July 2013)	2.29	1,159	L	2.7
3	Train	Swisse Travel Survey (Melbourne)	NGGI Analysis of Recent Trends and Greenhouse Indicators 1990 To 2005: Table 17	0.14	45,829	km	6.4

Scope	Emission source	Source of activity data	Methodology reference	Emission factor (kg CO ₂ -e/variou s)	Activity data	Unit	t CO ₂ -e ²	
3	Train	Assumption see table 3 below (Event)	NGGI Analysis of Recent Trends and Greenhouse Indicators 1990 To 2005: Table 17	0.14	4,285	km	0.6	
3	Tram	Swisse Travel Survey (Melbourne)	NGGI Analysis of Recent Trends and Greenhouse Indicators 1990 To 2005: Table 17	0.19	16,926	km	3.2	
3	Walk	Swisse Travel Survey (Melbourne)	Method 1 DEFRA	0	4,231	km	0.0	
3	General Waste	Swisse Melbourne Office Coordinator	Method 1 NGA Factors (July 2013)	1.2	183	t	219.6	
3	General Waste	Swisse Sydney Office Coordinator	Method 1 NGA Factors (July 2013)	1.2	288	t	345.6	
3	General Waste	Pronto Productions (Event)	Method 1 NGA Factors (July 2013)	1.2	4	t	4.8	
Total								2,225.2

8. Carbon Offset Purchases and Retirement for this Reporting Period

Offsets for the 2012/13 year are surrendered retrospectively in line with the submission of this NCOS application. For Scope 1 emissions it was intended that premium grade offsets previously purchased and cancelled in excess for 2010/11 and 2011/12 financial years be used. However, for Scope 2 and 3 emissions, a mix of previously cancelled units as well as a combination of new standard and new premium grade units are used. In addition, it should be noted that for the annual corporate event, premium grade offsets generated by the protection of Tasmanian native forests, were purchased and separately retired in 2013. A number of previously cancelled voluntary carbon units (VCUs), have been used to offset Swisse's scope 1, 2 and a portion of scope 3 emissions. The remaining units required for fully offsetting scope 3 emissions (1,175 + 650) were sourced from a combination of standard grade VCUs and premium grade VERs from the Markit registry. It is noted that after offsetting its emissions for this reporting period, Swisse will have no banked units for the following periods.

Table 7: Offset Cancellations

Offset type	Registry	Serial number	Quantity (t CO ₂ -e)
VCU	Markit	1613- 67362558 - 67362562 -VCU-006-MER-AU-14-641-01042010-30062011-0	5
VCU	Markit	482- 20071565 - 20071577 -VCU-009-TZ1-DE-8-212-01012006-31122006-0	13
VCU	Markit	482- 20071127 - 20071256 -VCU-009-TZ1-DE-8-212-01012006-31122006-0	130
VCU	Markit	1613- 67362924 - 67362935 -VCU-006-MER-AU-14-641-01042010-30062011-0	12
VCU	Markit	482- 20069951 - 20069954 -VCU-009-TZ1-DE-8-212-01012006-31122006-0	4
VCU	Markit	482- 20071578 - 20071610 -VCU-009-TZ1-DE-8-212-01012006-31122006-0	33
VCU	Markit	1613- 67377094 - 67377296 -VCU-006-MER-AU-14-641-01042010-30062011-0	203
VCU	Markit	2759- 119424026 - 119425200 -VCU-008-MER-TH-4-403-01012010-31122010-0	1,175
VER	Markit	GS1-1-KE-GS966-16-2012-3019- 7081 to 7730	650
Total			2,225

9. Emission Reduction Measures

Included in this Emissions Management Plan are some opportunities which were identified and realised retrospectively for the 2012/13 period and also some options for consideration for the following reporting periods.

As indicated in the previous EMPs, due to the rapid organic growth of Swisse and expansion into international markets, it is impractical for Swisse to maintain its emissions at a relatively constant level, let alone lowering it below historic reported amounts. Nevertheless, Swisse's management has always regarded sustainability as one of the prominent pillars of the business operation and will continue exploring further opportunities to reduce its environmental footprint.

Reconnection of GreenPower at the head office, as suggested in the previous EMP, was not realised during the 2012/13 financial year, however, warehouse electricity was wholly obtained from renewable sources and was 100% GreenPower. It is recommended that Swisse revert back to the use of GreenPower at the head office as well in order to reduce its emissions profile.

In line with Swisse's commitment to proactively monitor, control and reduce GHG emissions associated with its operation, a level 2 energy audit in accordance with AS/NZS 3598:2000 was conducted to identify the most feasible and easily implementable energy saving opportunities. The audit identified a list of potential emission reduction opportunities categorised by payback period and simplicity of implementation, a summary list of which has been tabulated below.

In addition, there exist options for purchasing carbon neutral products to further decrease annual emissions of Swisse's operation at outlined below.

Table 8: Emissions Reduction Measures

Emission source	Reduction Measure	Scope	Status	Reduction t CO₂-e
Warehouse Lighting	Replacement of T8 lamps with T5 lamps	2	Implemented this reporting period	26
Warehouse Lighting	A combination of measures to improve lighting efficiency including installing motion detectors for less traffic areas, installing lighting control system and frequent cleaning of lamps	2	Planned for future reporting period	NA (impractical to determine collectively)
Warehouse Forklifts Fuel Usage	Switching from the existing LPG forklifts to electric ones	1 & 3	Planned for future reporting period	5
Office Paper	Use of NCOS certified carbon neutral papers	3	Planned for future reporting period	21
Head Office Electricity	Reconnection of GreenPower	2	Planned for future reporting period	133
Total emission reductions implemented in this reporting period				26
Total expected emission reductions in future reporting periods				159

10. Declaration

To the best of my knowledge and having implemented the quality controls and standards required under the NCOS Carbon Neutral Program and made all appropriate inquiries, the information provided in this Public Disclosure Summary is true and correct.

Radek Sali



Name of Signatory	Signature
Chief Executive Officer	
Position / Title of Signatory	
30/06/2014	
Date	