

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	Corporate 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 type="checkbox"/> Event
Reporting year period	From 1/07/2013	To 30/06/2014
Emissions in this reporting year	1,518 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

Boundary consolidation approach:	Operational control
Description of the boundary of the subject of certification (also describe exclusions from the boundary):	<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), 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</p>

Swisse does not have operational control of the manufacturing process, nor do they have access to emissions and 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. Freight from the Gipps St office has been included in the inventory and calculated using financial data and factors derived from historic data. 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 did not occur in 2013/14. 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

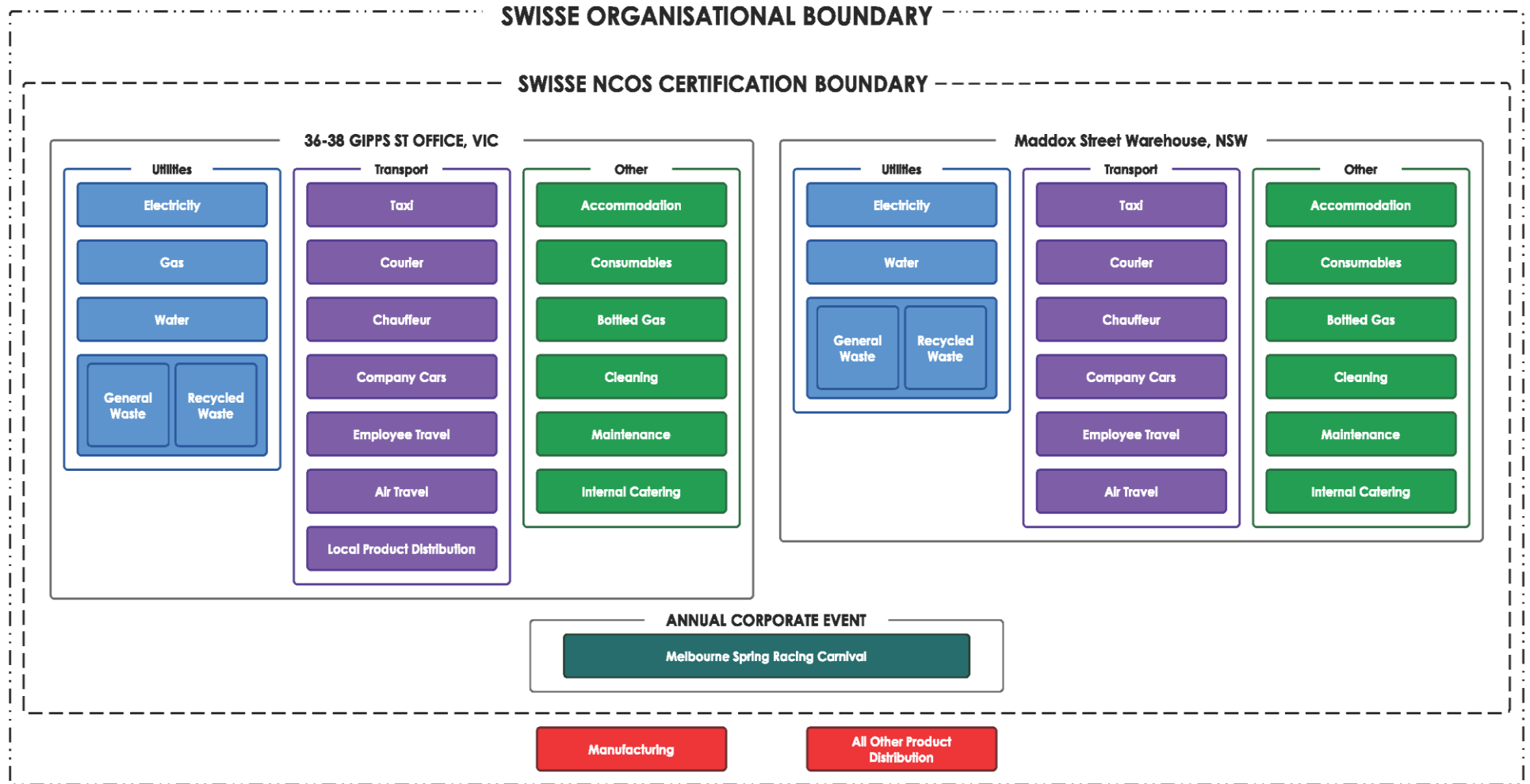


Figure 1: Diagram of the Boundary of the Subject of Certification

NOTE: The Melbourne Spring Racing Carnival Event was not conducted in 2013/14. It has been left within the boundary for completeness as it is typically an annual event, and has been held again in the 2014/15 period.

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	88,948	kWh	NA	Purchased
GreenPower	28,536	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	31,956	MJ	1.6
1	Transport (diesel)	Motorpass (Melbourne)	Method 1 NGA Factors (July 2013)	2.695	1,173	L	3.1
1	Transport (ethanol)	Motorpass (Melbourne)	Method 1 NGA Factors (July 2013)	0.009	0	L	0.0
1	Transport (petrol)	Motorpass (Melbourne)	Method 1 NGA Factors (July 2013)	2.289	3,893	L	8.9
1	Bottled Gas (LPG)	Kleenheat Gas Invoices (Sydney)	Method 1 NGA Factors (July 2013)	1.577	3,782	L	6.0
2	Electricity Usage	Invoice (Melbourne)	Method 1 NGA Factors (July 2013)	1.180	116,153	kWh	137.0
2	Electricity Usage	Invoice (U3 Warehouse, Sydney)	Method 1 NGA Factors (July 2013)	0.0	88,984	kWh	0
2	Electricity Usage	Invoice (U13 Warehouse, Sydney)	Method 1 NGA Factors (July 2013)	0.0	28,536	kWh	0
3	Electricity Usage	Invoice (Melbourne)	Method 1 NGA Factors (July 2013)	0.15	116,153	kWh	17.4

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/variou s)	Activity data	Unit	t CO ₂ -e ²
3	Electricity Usage	Invoice (U3 Warehouse, Sydney)	NCOS Guidelines, GreenPower	0.0	88,984	kWh	0
3	Electricity Usage	Invoice (U13 Warehouse, Sydney)	NCOS Guidelines, GreenPower	0.0	28,536	kWh	0
3	Gas Usage	Invoice (Melbourne)	Method 1 NGA Factors (July 2013)	0.004	31,956	MJ	0.1
3	Water Usage	Invoice (Melbourne)	Correspondence with Melbourne Water (Ken Baxtor, Energy Manager) during the previous reporting period	0.137	2,739	kL	0.4
3	Water Usage	Assumption see table 3 below (Sydney)	Correspondence with Melbourne Water (Ken Baxtor, Energy Manager) during the previous reporting period	0.137	1,046	kL	0.1
3	Local Accommodation	Swisse general ledger (Melbourne and Sydney)	Input/ Output Data 2012-13	0.617	137,520	\$	84.8
3	International Accommodation	Swisse general ledger (Melbourne and Sydney)	Input/ Output Data 2012-13	0.617	34,863	\$	21.5
3	Catering	Swisse general ledger (Melbourne and Sydney)	Input/ Output Data 2012-13	0.569	323,152	\$	183.9
3	Cleaning	Swisse general ledger (Melbourne and Sydney)	Input/ Output Data 2012-13	0.237	105,616	\$	25.0
3	Consumables	Swisse general ledger (Melbourne and Sydney)	Input/ Output Data 2012-13	2.500	7,926	\$	19.2

Scope	Emission source	Source of activity data	Methodology reference	Emission factor (kg CO2-e/variouse)	Activity data	Unit	t CO2-e ²
3	Printing	Swisse general ledger (Melbourne and Sydney)	Input/ Output Data 2012-13	0.048	11,000	\$	5.2
3	Maintenance	Swisse general ledger (Melbourne and Sydney)	Input/ Output Data 2012-13	0.638	50,726	\$	32.3
3	Air Travel - Short haul	Corporate traveller	EPA Victoria/GHG Protocol: Flights Worksheet	0.362	12,744	km	4.6
3	Air Travel - Medium haul	Corporate traveller	EPA Victoria/GHG Protocol: Flights Worksheet	0.203	397,899	km	80.9
3	Air Travel - Long haul	Corporate traveller	EPA Victoria/GHG Protocol: Flights Worksheet	0.238	317,039	km	75.3
3	Transport(diesel)	Motorpass (Melbourne)	Method 1 NGA Factors (July 2013)	0.205	1,173	L	0.2
3	Transport (petrol)	Motorpass (Melbourne)	Method 1 NGA Factors (July 2013)	0.181	3,893	L	0.7
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 Victorian Taxi Services Commission	0.125	27,672	\$	3.5

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)	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	0	km	0.0
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	91,942	km	2.0
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	352	km	0.0
3	Bus (diesel)	Swisse Travel Survey (Melbourne and Sydney)	Method 1 NGA Factors (July 2013)	2.69	13,670	L	36.8
3	Cycle	Swisse Travel Survey (Melbourne)	Method 1 DEFRA	0	4,198	km	0.0
3	Car (petrol)	Swisse Travel Survey (Melbourne and Sydney)	Method 1 NGA Factors (July 2013)	2.29	74,022	L	169.4
3	Drive with passenger (petrol)	Swisse Travel Survey (Melbourne)	Method 1 NGA Factors (July 2013)	2.29	7,705	L	17.6

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	Motorcycle	Swisse Travel Survey (Melbourne)	Method 1 NGA Factors (July 2013)	2.29	1,385	L	3.2	
3	Train	Swisse Travel Survey (Melbourne)	NGGI Analysis of Recent Trends and Greenhouse Indicators 1990 To 2005: Table 17	0.14	54,752	km	7.7	
3	Tram	Swisse Travel Survey (Melbourne)	NGGI Analysis of Recent Trends and Greenhouse Indicators 1990 To 2005: Table 17	0.19	20,221	km	3.9	
3	Walk	Swisse Travel Survey (Melbourne)	Method 1 DEFRA	0	5,055	km	0.0	
3	General Waste	Swisse Melbourne Office Coordinator	Method 1 NGA Factors (July 2013)	1.2	183	t	219.8	
3	General Waste	Swisse Sydney Office Coordinator	Method 1 NGA Factors (July 2013)	1.2	288	t	345.7	
Total								1,517.8

8. Carbon Offset Purchases and Retirement for this Reporting Period

Offsets for the 2013/14 year are surrendered retrospectively in line with the submission of this NCOS application. For Scope 1 emissions and a portion of scope 2 and 3 emissions, premium grade offsets (Protection of a Tasmanian Native Forest -Project 3: Peter Downie) have been purchased and voluntarily surrendered on the Markit Registry. The Protection of a Tasmanian Native Forest (Project 3: Peter Downie) VCU's equate to 500 tCO₂-e.

A further 1,084 VCU's have been purchased and voluntarily surrendered from the Siam Cement Biomass Project (Thailand) for 2013/14 reporting period. An additional 66 units (approximately 5% of total emissions) have been purchased and retired in excess to account for any incidental shortfall that may have occurred during the development of the inventory for the 2013/14 period. If/when a shortfall is not evident these units will be held in reserve for future reporting periods. For accounting purposes the surplus units have been identified as the Siam VCU's surrendered on the APX registry.

Table 7: Offset Cancellations

Offset type	Registry	Serial number	Quantity (t CO ₂ -e)
VCU	Markit	2657-116661842-116662341-VCU-016-MER-AU-14-587-01032011-29022012-0 Protection of a Tasmanian Native Forest (Project 3: Peter Downie) – Australia	500
VCU	APX	1755-72493216-72494299-VCU-008-MER-TH-4-403-01072007-31122007-0 Siam Cement Biomass Project (Thailand) https://vcsregistry2.apx.com/myModule/rpt/myrpt.asp?r=206&h=6781	1018
VCU	APX	1755-72493216-72494299-VCU-008-MER-TH-4-403-01072007-31122007-0 Siam Cement Biomass Project (Thailand) – surplus for the 2014/15 reporting period https://vcsregistry2.apx.com/myModule/rpt/myrpt.asp?r=206&h=6781	66
Total			1,584

9. Emission Reduction Measures

As indicated in the previous EMPs, due to the rapid organic growth of Swisse and expansion into international markets, it is difficult for Swisse to maintain its emissions at a relatively constant level. 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.

2013/14 saw a significant drop in Swisse's emission profile. This was due to a number of factors. International flights were significantly reduced during 2013/14 as were emissions associated with accommodation for staff. Furthermore, consumption of office consumables was reduced. Finally, the annual corporate event held at the Spring Racing Carnival did not occur in 2013/14. These items saw emissions fall approximately 700 tCO₂-e from 2012/13 to 2013/14.

Reconnection of GreenPower at the head office, as suggested in the previous EMP, was not realised during 2013/14 financial year, however, warehouse electricity is still wholly obtained from renewable sources and was 100% GreenPower. Swisse will look to switch to 100% GreenPower at its head office in order to reduce its emissions profile.

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	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 carbon neutral papers provided by either Australian Paper or Fuji Xerox Australia	3	Planned for future reporting period	21
Head Office Electricity	Reconnection of GreenPower	2	Planned for future reporting period	137
Total emission reductions implemented in this reporting period				0
Total expected emission reductions in future reporting periods				163

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

[Radek Sali]

Name of Signatory	Signature
Chief Executive Officer	

Position / Title of Signatory

4/05/2015

Date