

Australian Government
Carbon Neutral Program
Public Disclosure Summary




NAME OF CERTIFIED ENTITY: Education Services Australia Ltd

REPORTING PERIOD: July 2017 to June 2018

Declaration

To the best of my knowledge, the information provided in this Public Disclosure Summary is true and correct and meets the requirements of the National Carbon Offset Standard Carbon Neutral Program.

| | |
|--|--------------------------|
| Signature  | Date 30 November 2018 |
| Name of Signatory Andrew Smith | |
| Position of Signatory Chief Executive Officer | |

| | |
|---|-----------------------------|
| Carbon neutral certification category | Organisation |
| Date of most recent external verification/audit | March 2018 |
| Auditor | Ndver Environmental Pty Ltd |
| Auditor assurance statement link | |



Australian Government
Department of the Environment and Energy

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1. Carbon neutral information

1A. Introduction

Established in March 2010, Education Services Australia (ESA) is a national not-for-profit company owned by the state, territory and Australian Government education ministers.

Its role as a leading education service provider is to work collaboratively in the interests of all Australian education jurisdictions to provide technology-based services for education. ESA develops cost-efficient products and services that can be adapted in response to emerging technologies and changing needs of the education and training sector.

ESA provides:

- development, sharing and deployment of nationally owned technical data and assessment systems
- digital teaching and learning resources, tools and services
- information and communications technology services.

ESA maintains a strong ethos of environmental responsibility. The company has an Environment Policy, and the Board receives an annual environment report on the previous financial year, which is published on the ESA website.

The company has a tenancy in the Melbourne CBD where its 102 staff are housed over two floors.

Organisational and Operational Boundaries

ESA uses the Operational Control method to determine its boundaries as per the principles of the GHG Protocol.

ESA is a single legal entity so has no consolidation of companies to consider. ESA also acts as the legal entity for the Education Council Secretariat, comprising 6 members of staff, who occupy office space in Carlton, however as ESA has no operational or financial control over this Secretariat, it has been excluded from ESA's organisational boundary as per the GHG Protocol.

A small independent operation, the National Schools Interoperability Program (NSIP), was made part of ESA during the year and did not move into ESA's office space until late in the reporting period, so has been excluded for this report, but will be part of future reports.

All activities relating to the ESA are included within its organisational boundary. ESA includes its office in Melbourne in its emissions inventory.

ESA's operational boundaries include all scope 1 and scope 2 emissions, and all material and relevant scope 3 emissions.

The inventory in this report has been prepared in accordance with:

- National Greenhouse & Energy Reporting Scheme
- The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)
- National Carbon Offset Standard for Organisations

1B. Emission sources within certification boundary

Quantified sources

The following emission sources have been included:

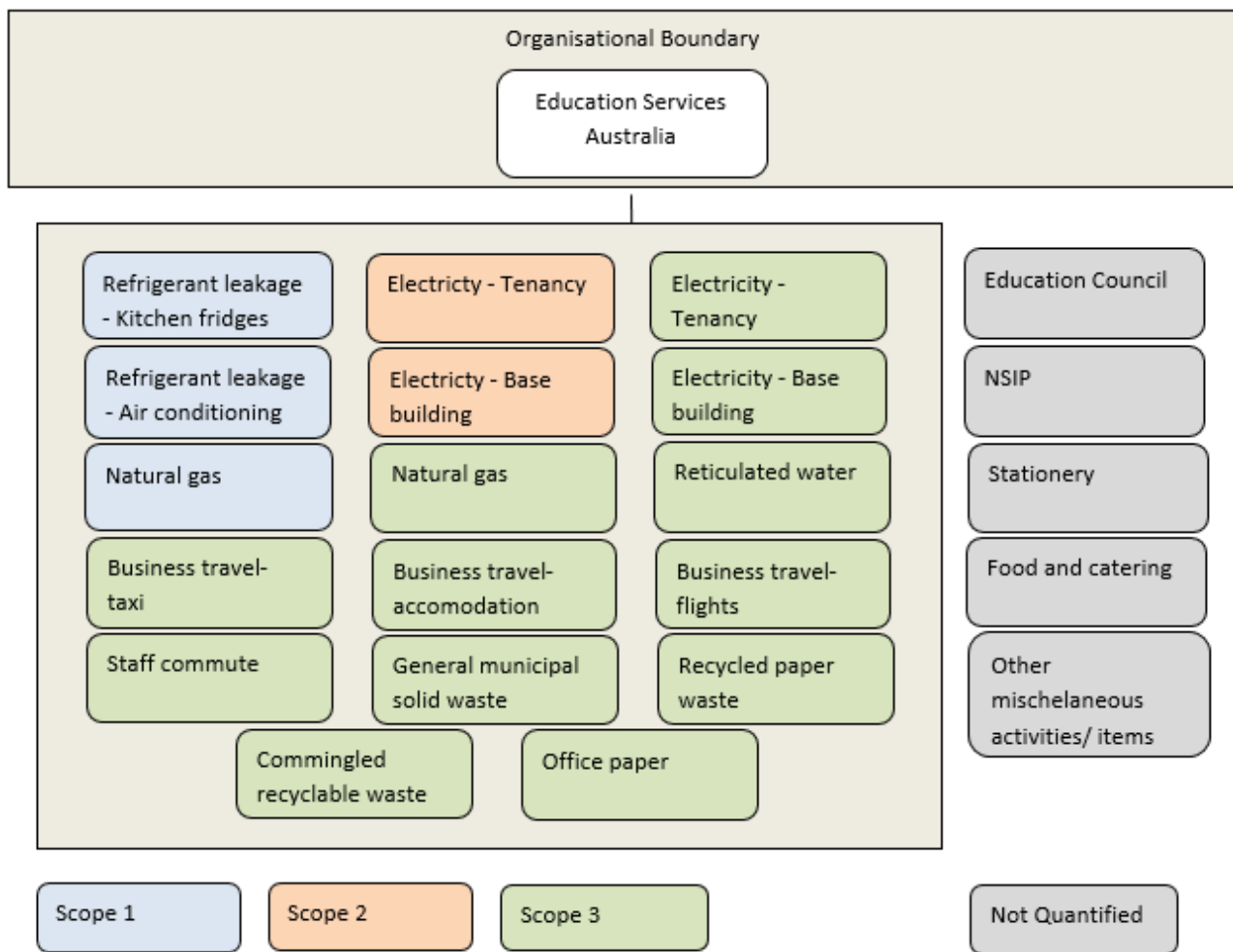
- Electricity
- Staff Air Travel
- Natural Gas
- Waste
- Staff Taxi Travel
- Water Use
- Office Paper
- Refrigerant Leakage
- Accommodation
- Staff Commute

Excluded sources

The following emission sources have not been quantified in line with the provisions in the NCOS. The impact of excluding these sources is not expected to materially affect the overall total emissions, as ESA spends very little on these items throughout the year.

- Stationery
- Food and Catering
- Other miscellaneous activities/ items such as entertainment

1C. Diagram of the certification boundary



2. Emissions reduction measures

2A. Emissions over time

In this reporting period, ESA has included staff commute and business travel-accommodation for the first time in its emission calculation. Nevertheless, ESA has managed to reduce its total emissions for 2017-18, mainly as a result of a further reduction in the floorspace occupied by ESA.

| Table 1. Emissions since base year | | | |
|------------------------------------|---------------------|---------------|---------------|
| | Base Year 2015/2016 | 2016/2017 | 2017/2018 |
| Scope 1 | 31.92 | 29.67 | 22.77 |
| Scope 2 | 497.05 | 439.24 | 368.59 |
| Scope 3 | 322.24 | 260.59 | 311.31 |
| Total | 851.22 | 729.50 | 702.67 |
| | t CO2-e | t CO2-e | t CO2-e |

2B. Emissions reduction strategy

Education Services Australia is demand driven, responding to the needs of the Australian ministers with responsibility for education. As such, its business activities may fluctuate significantly from year to year. The main driver in ESA's emission reduction strategy is therefore an absolute decrease in emissions.

ESA's strategy involves:

- The installation, use and maintenance of energy efficient lighting, office equipment and appliances.
- Reduction in waste
- Recycling of paper, office stationery, printer cartridges and computer equipment
- Minimising paper usage in business transactions
- Minimising staff travel for meetings through use of meeting technologies
- Encouraging staff to develop environmentally-friendly habits both at work and home.

2C. Emissions reduction actions

Since the NCOS base year 2015-16, total absolute emissions have decreased by 17.45%. This is mainly due to a further reduction in ESA's floorspace in the 2017-18 financial year.

In 2016-17 a technology upgrade introduced in July 2017, enabled the business unit with the highest volume of paper based invoices to invoice customers electronically, which has added to the reduction in paper emissions.

Communications and marketing via social media and email have also increasingly replaced paper-based campaigns in this reporting year.

Further reductions have involved the replacement of aging equipment and appliances and the use of video/audio conferencing, where possible instead of travelling.

In addition to their TerraCycle program, ESA has introduced 7-Eleven disposable cup rescue program this year in a bid to encourage employees to recycle their take-away coffee cups.

3. Emissions summary

| Table 2. Emissions Summary | | |
|-----------------------------------|---|----------------------|
| Scope | Emission source | t CO ₂ -e |
| 1 | Refrigerant leakage - Kitchen fridges | 0.004 |
| 1 | Refrigerant leakage - Air conditioning | 1.49 |
| 1 | Natural Gas used on site by landlord as part of base building services | 21.27 |
| 2 | Purchased electricity excluding base building use | 202.64 |
| 2 | Purchased Electricity tenants share of base buildings use | 165.95 |
| 3 | Emissions from fuel extraction & T&D line losses for purchased electricity | 18.76 |
| 3 | Emissions from fuel extraction & T&D line losses for tenants share of base building electricity | 15.37 |

| | | |
|--|--|---------------|
| 3 | Emissions from fuel extraction of natural gas | 1.61 |
| 3 | Reticulated Water Supplied by Landlord as part of base building services | 2.32 |
| 3 | Staff Travel - Taxi | 3.65 |
| 3 | Staff Travel - Accommodation | 18.71 |
| 3 | Staff Air Travel - Domestic <1000 km | 42.49 |
| 3 | Staff Air Travel - Short haul 1000 - 3,700 km | 52.28 |
| 3 | Staff Air Travel - Long haul > 3,700 km | 49.99 |
| 3 | Staff Commute | 51.67 |
| 3 | General municipal solid waste | 31.35 |
| 3 | Recycled paper waste | 9.03 |
| 3 | Commingled Recyclable Waste | 13.01 |
| 3 | Office Paper | 1.07 |
| Total Gross Emissions | | 702.67 |
| GreenPower or retired LGCs | | 0.00 |
| Total Net Emissions (before offsetting) | | 702.67 |

4. Carbon offsets

4A. Offsets summary

Education Services Australia Ltd chooses offsets that are consistent with those purchased in the base year and those that are compliant with the National Carbon Offset Standard Carbon Neutral Program.

| Date of cancellation | Offset project, unit type and registry | Serial numbers | Vintage | Quantity |
|--------------------------------------|---|--|---------|------------|
| 1 March 2018 | Protection of a Tasmanian Native Forest project (Project 3: Peter Downie), VCS Registry | 2657-116686188-116686787-VCU-016-MER-AU-14-587-01032011-29022012-0 | 2011 | 106 |
| 30 November 2018 | The Longdowns Regeneration Project in Australia | 3,773,703,346 – 3,773,704,045 | 2018 | 700 |
| Total offsets cancelled | | | | 806 |
| Net emissions FY 17-18 | | | | 703 |
| Total offsets held in surplus | | | | 103 |

4B. Offsets purchasing and retirement strategy

Education Services Australia adopts an arrears approach to purchasing and retiring offsets. The organisation calculates its carbon emissions at the end of the reporting period and then purchases and retires offsets equivalent to a net of zero at a minimum.

5. Use of trade mark

| Table 4. Trade mark register | |
|-------------------------------------|------------------------|
| Where used | Logo type |
| Sustainability report | Certified organisation |
| Company email signatures | Certified organisation |
| Company website | Certified organisation |
| Company annual report | Certified organisation |