



PUBLIC DISCLOSURE STATEMENT

**RECRUITMENT, CONSULTING AND
STAFFING ASSOCIATION LIMITED**

**ORGANISATION CERTIFICATION
FY2020-2021**

Australian Government
Climate Active
Public Disclosure Statement



NAME OF CERTIFIED ENTITY: The Recruitment Consulting & Staffing Association Limited

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

Date

1 August 2022

Name of Signatory

Charles Cameron

Position of Signatory

CEO



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 from 1 July 2020 to 30 June 2021 and covers the Australian business operations of Recruitment, Consulting and Staffing Association Limited (RCSA), ABN: 41 078 606 416.

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 9, 500 Collins Street, Melbourne 3000 VIC
- 3 Spring Street, Sydney 2000 NSW
- Remote employees in New Zealand.

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).

"RCSA's purpose is to Lead in the World of Work, and views our Climate Active certification as an important step in leading positive change."

Organisation description

The Recruitment, Consulting and Staffing Association Limited (RCSA) is the peak body for the recruitment and staffing industry in Australia and New Zealand.

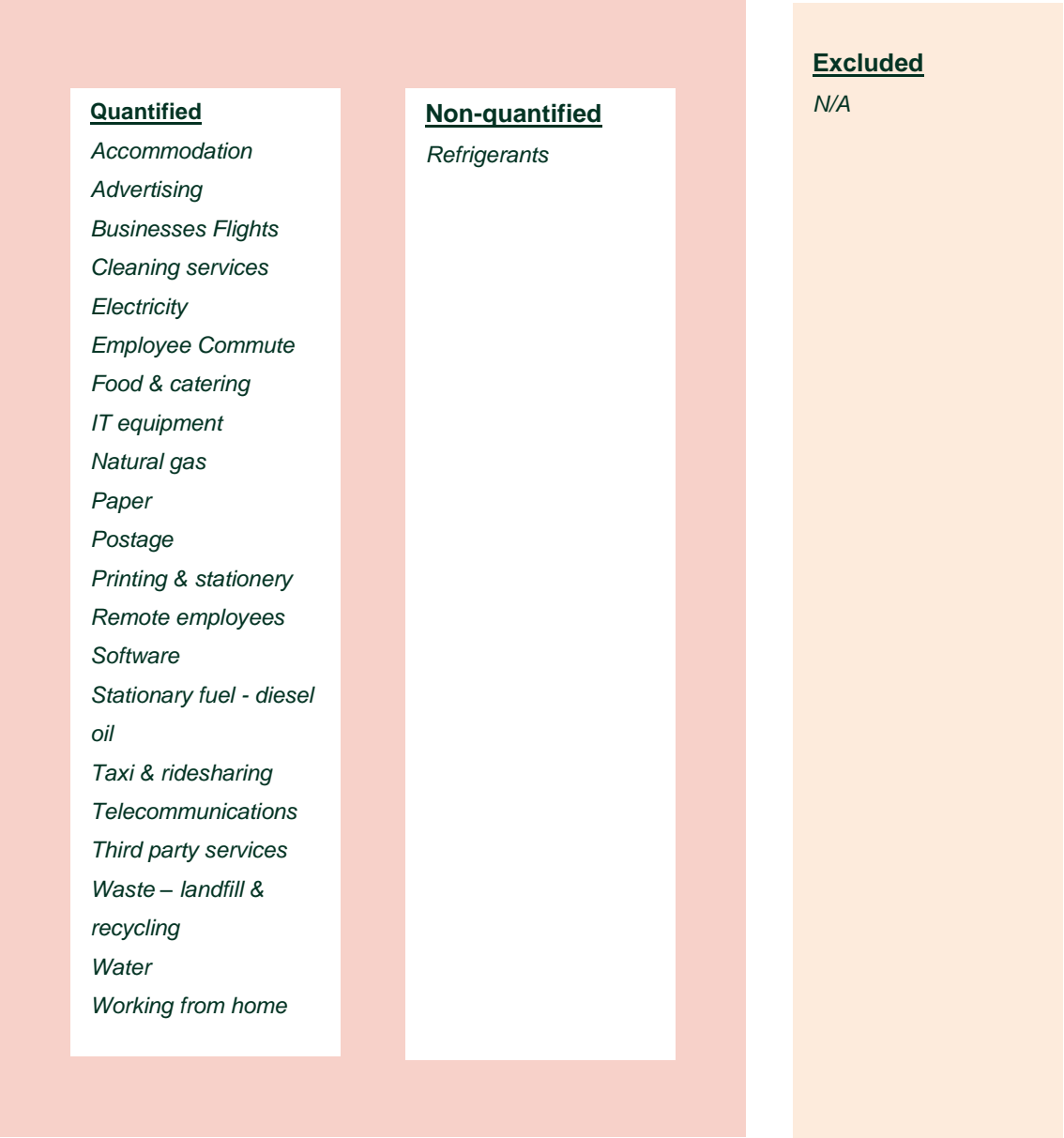
RCSA's purpose is to Lead in the World of Work and we firmly believe that through leadership, and empowerment of our members, we will improve lives, communities and the economy. RCSA drives professional practice, promotes & protects the industry, enables better business for members and provides opportunities for networking and the celebration of success. All our members are bound by the RCSA Code for Professional Conduct which is underpinned by a comprehensive complaints and grievance intervention procedure.

RCSA is committed to positively shaping the industry and profession through leadership, and views our commitment to Climate Active certification as an important first step to promote action across the industry to address the challenges of climate change, and the impacts on workforces and the economy.

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 have been non-quantified as they have been estimated to be immaterial.

Data management plan

N/A

Excluded sources (outside of certification boundary)

N/A

“Climate Active demonstrates not just a socially responsible commitment to the environment, but also commitment to ethical best practice in business which RCSA always strives to promote.”

3. EMISSIONS SUMMARY

Emissions reduction strategy

RCSA has commenced our Climate Active path and is committed to maintaining this into the future, reducing our emissions as much as possible, and fully offsetting any remaining to achieve neutrality.

Our strategy for the forthcoming year to reduce emissions includes:

- Maintaining Climate Active certification ongoing.
- Measuring and reporting on our energy consumption and carbon footprint annually.
- Investigate switching to renewable energy sources for the Melbourne office.
- Continue to reduce and keep business travel limited, encouraging the use of video conferencing options. If business travel is required, changes to Travel Policy implemented requiring purchase of carbon offsets for every trip if available.
- Continue to reduce and eliminate paper use in daily office processes through improvements in technology for staff (eg digital signature software, digital mark up software, digital approval processes, online membership application forms, team collaboration software)
- Incorporate consideration of carbon impacts and emissions for our keystone events such as conferences, and work with venues and suppliers to reduce emissions.
- Enhance our procurement processes so that climate impacts are a consideration in purchasing decisions. For example, using digital over hardcopy marketing material, reducing postage and freight impacts, and seeking suppliers from Climate Active certified goods and services. Ask current suppliers what their commitments to minimising climate change impacts are.
- Provide education, training and increase awareness amongst the membership of Climate Active, and other activities to respond to climate change and reduce emissions.

We will continue to work on developing and implementing an emissions reduction strategy over the next two years.

Emissions summary (inventory)

Table 1

Emission source category	tonnes CO ₂ -e
Accommodation and facilities	0.50
Air Transport (km)	3.85
Cleaning and Chemicals	0.83
Electricity	28.82
Food	177.71
ICT services and equipment	17.07
Land and Sea Transport (\$)	2.57
Land and Sea Transport (km)	4.17
Office equipment & supplies	5.65
Postage, courier and freight	0.34
Professional Services	4.65
Stationary Energy	1.48
Waste	3.01
Water	0.20
Working from home	5.34
<i>Total Net Emissions</i>	256.18

Uplift factors

Table 2

Reason for uplift factor	tonnes CO ₂ -e
5% Small organisation uplift	12.81
<i>Total footprint to offset (uplift factors + net emissions)</i>	268.99

Carbon neutral products

This assessment and Climate Active submission was prepared with the assistance of [Pangolin Associates](#) and these services are also carbon neutral.

Electricity summary

Electricity was calculated using a location-based approach.

Market-based approach summary

Table 3

Market Based Approach	Activity Data (kWh)	Emissions (kgCO 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 & Precinct LGCs)	0	0	0%
GreenPower	0	0	0%
Jurisdictional renewables (LGCs retired)	0	0	0%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	0	0	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	5,066	0	19%
Residual Electricity	21,704	23,290	0%
Total grid electricity	26,771	23,290	19%
Total Electricity Consumed (grid + non grid)	26,771	23,290	19%
Electricity renewables	5,066	0	
Residual Electricity	21,704	23,290	
Exported on-site generated electricity	0	0	
Emission Footprint (kgCO ₂ e)		23,290	

A minus Residual Electricity Emissions in kgCO₂e rounds to zero because the negative emissions can only be used to reduce electricity consumption emissions. See electricity accounting rules for further information

Total renewables (grid and non-grid)	18.93%
Mandatory	18.93%
Voluntary	0.00%
Behind the meter	0.00%
Residual Electricity Emission Footprint (tCO₂e)	23

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

Location-based approach summary

Table 4

Location-based approach	Activity Data (kWh)	Emissions (kgCO ₂ e)
NSW	1,907	1,717
VIC	24,863	27,101
Grid electricity (scope 2 and 3)	26,771	28,818
NSW	0	0
VIC	0	0
Non-grid electricity (Behind the meter)	0	0
Total Electricity Consumed	26,771	28,818

Emission Footprint (tCO₂-e)	29
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4. CARBON OFFSETS

Offsets strategy

Table 5

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	269
3. Net offset balance for this reporting period	269
4. Total offsets to be forward purchased to offset the next reporting period	0
5. Total offsets required for this report	269

Co-benefits

Rimba Raya Biodiversity Reserve Project

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 6

Offsets cancelled for Climate Active Carbon Neutral Certification										
Project description	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	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	VCUs	Vera	18 April 2022	7627-414494967-414495196-VCU-016-MER-ID-14-674-01072014-31122014-1	2014	230	0	0	230	86%
Rimba Raya Biodiversity Reserve Project	VCUs	Vera	07 July 2022	6979-362134994-362135030-VCU-016-MER-ID-14-674-01012014-30062014-1	2014	37	0	0	37	14%
Rimba Raya Biodiversity Reserve Project	VCUs	Vera	07 July 2022	5784-259474051-259474052-VCU-016-MER-ID-14-674-01072013-31122013-1	2014	2	0	0	2	1%
Total offsets retired this report and used in this report									269	
Total offsets retired this report and banked for future reports									0	

Type of offset units	Quantity (used for this reporting period claim)	Percentage of Total
Verified Carbon Units (VCUs)	269	100%

5. USE OF TRADE MARK

Table 7

Description where trademark used	Logo type
Sustainability report	Certified organisation
Website	Certified organisation
Social Media	Certified organisation
Email signature	Certified organisation
Other marketing materials (printed materials, newsletters, digital and online communications)	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 8

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

APPENDIX 2

Non-quantified emissions for organisations

Table 9

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	Y	N	N	N



An Australian Government Initiative

