



PUBLIC DISCLOSURE STATEMENT


OFFICE SOLUTIONS IT PTY LTD

ORGANISATION CERTIFICATION

FY2022-23

Australian Government
Climate Active
Public Disclosure Statement



NAME OF CERTIFIED ENTITY	Office Solutions IT Pty Ltd
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>James Sutton Managing Director 19 December 2023</p>



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

Public Disclosure Statement documents are prepared by the submitting organisation. The material in the Public Disclosure Statement document represents the views of the organisation and do not necessarily reflect the views of the Commonwealth. The Commonwealth does not guarantee the accuracy of the contents of the Public Disclosure Statement document and disclaims liability for any loss arising from the use of the document for any purpose.

Version August 2023.



1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	565 tCO ₂ -e
OFFSETS USED	100% VCUs
RENEWABLE ELECTRICITY	N/A
CARBON ACCOUNT	Prepared by: Organisation
TECHNICAL ASSESSMENT	7 December 2022 Winton Evers Ecoprofit Management Pty Ltd Next technical assessment due: 7 December 2025

Contents

1. Certification summary	3
2. Carbon neutral information	4
3. Emissions boundary	5
4. Emissions reductions	7
5. Emissions summary	8
6. Carbon offsets	11
7. Renewable Energy Certificate (REC) Summary	13
Appendix A: Additional Information	14
Appendix B: Electricity summary	15
Appendix C: Inside emissions boundary	19
Appendix D: Outside emissions boundary	20

2. CARBON NEUTRAL INFORMATION

Description of certification

This Climate Active Carbon Neutral certification covers the Australian business operations of Office IT Solutions, ABN 24 623 379 135. The operational emissions boundary has been defined based on the operation control approach.

This Public Disclosure Statement represents the financial year 1 July 2022 to 30 June 2023.

The carbon account has been prepared in accordance with the Climate Active Carbon Neutral Standard for Organisations. This entails using recognised emission factors and methods for carbon accounting published in Australia, such as the National Greenhouse Accounts (NGA) Factors, and the work of the international corporate accounting and reporting standard The Greenhouse Gas Protocol.

The greenhouse gasses included in the carbon account are the seven gasses reported under the Kyoto Protocol: carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃). These gasses are expressed in carbon dioxide equivalents (CO₂-e), providing the ability to present greenhouse gas emissions as one unit.

Organisation description

Office Solutions IT (ABN 24 623 379 135) is an Australian Managed Services Provider servicing businesses Australia wide and Internationally. With offices located in Western Australia, Victoria and the Philippines, we provide IT Support and Services utilising Best-of-breed technology.

We cover all aspects of IT including Helpdesk, Cyber Security, Cloud based services, Communications, vCIO services as well as Hardware and Software procurement. With over 26 years supporting businesses with their IT, we continue to learn and grow to enable businesses to unlock their potential and kick goals with IT to smile about.

3. 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.

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 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

Electricity
ICT Services and Equipment
Business vehicle travel
Employee commuting
Domestic and International Air Travel
Domestic and International Accommodation
Building accommodation services
Professional services
Working from home
Cleaning and Chemicals
Office equipment and supplies
Postage, courier and freight
Waste disposed to landfill
Refrigerants

Non-quantified

Contractor vehicle use
Shared office space
(Melbourne, Philippines)

Optionally included

N/A

Outside emission boundary

Excluded

Warehoused inventory

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

Office Solutions IT is committed to reducing absolute emissions wherever possible and practical, and aims to reduce CO2-e intensity per \$million revenue by 45% by 2030, from our 2022 base year. To facilitate this, we are seeking to:

1. Scope 1 emissions:

Reduce operational travel emissions by incentivising staff use of smaller vehicles, low emission or zero emission vehicles.

2. Scope 2 emissions:

Increase the use of solar energy for electricity generation and install LED lighting throughout our company headquarters in Perth.

3. Scope 3 emissions:

OSIT will encourage staff to conduct meetings via teleconference rather than in person to reduce the need for air travel. Any airfares purchased for essential meetings will be carbon neutral by including the purchase of carbon offsets with the ticket purchase.

Implement a Net-Zero preferred-purchasing policy developed in October 2022. The new purchasing policy will require OSIT team members to seek out goods and services in our upstream supply chains who are committed to Net Zero emissions and certification through Climate Active (or equivalent international certification)

Transition our data center to a provider that supplies a carbon neutral product and is committed to Net Zero.

Reduce employee commuting emissions, through initiatives such as subsidised public transport and/or access to free car parking for employees that car pool or drive electric vehicles.

We will continue proactively working to identify further opportunities to reduce our carbon emissions.

Emissions reduction actions

Office Solutions IT CO2-e intensity per \$million revenue was down 22.7% in FY23, compared to FY22.

We implemented the following emissions reduction activities:

- Implemented free car parking for employees that drive electric vehicles
- Installed LED lighting throughout our new headquarters, which also has increased solar capacity (reducing scope 2 electricity emissions by 41%)
- Implement a Net-Zero preferred-purchasing policy

5. EMISSIONS SUMMARY

Emissions over time

		Emissions since base year	
		Total tCO ₂ -e (without uplift)	Total tCO ₂ -e (with uplift)
Base year:	2021–22	500	510
Year 1:	2022–23	559	565

Significant changes in emissions

Emission source name	Previous year emissions (t CO ₂ -e)	Current year emissions (t CO ₂ -e)	Detailed reason for change
Long economy class flights (>3,700km)	8.8	57.8	Increased international travel to build capacity of Philippines team
Petrol: Medium Car	193	159	Improved data, able to allocate staff commute to public and other forms of transport

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

N/A.

Emissions summary

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

Emission category	Sum of scope 1 (tCO ₂ -e)	Sum of scope 2 (tCO ₂ -e)	Sum of scope 3 (tCO ₂ -e)	Sum of total emissions (t CO ₂ -e)
Accommodation and facilities	0.00	0.00	5.33	5.33
Cleaning and chemicals	0.00	0.00	5.65	5.65
Climate Active carbon neutral products and services	0.00	0.00	0.00	0.00
Construction materials and services	0.00	0.00	1.76	1.76
Electricity	0.00	41.69	3.27	44.96
Food	0.00	0.00	0.00	0.00
Horticulture and agriculture	0.00	0.00	0.00	0.00
ICT services and equipment	0.00	0.00	47.20	47.20
Machinery and vehicles	0.00	0.00	0.00	0.00
Postage, courier and freight	0.00	0.00	39.39	39.39
Products	0.00	0.00	0.00	0.00
Professional services	0.00	0.00	81.08	81.08
Refrigerants	1.97	0.00	0.00	1.97
Roads and landscape	0.00	0.00	0.00	0.00
Stationary energy (gaseous fuels)	0.00	0.00	0.00	0.00
Stationary energy (liquid fuels)	0.00	0.00	0.00	0.00
Stationary energy (solid fuels)	0.00	0.00	0.00	0.00
Transport (air)	0.00	0.00	91.23	91.23
Transport (land and sea)	25.96	0.00	191.61	217.57
Waste	0.00	0.00	6.67	6.67
Water	0.00	0.00	0.00	0.00
Working from home	0.00	0.00	4.24	4.24
Office equipment and supplies	0.00	0.00	11.49	11.49
Total	27.93	41.69	488.92	558.55

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
Uplift for non-quantified emissions	5.58
Total of all uplift factors	5.58
Total emissions footprint to offset <i>(total emissions from summary table + total of all uplift factors)</i>	564.13

6. CARBON OFFSETS

Offsets retirement approach

This certification has taken in-arrears offsetting approach. The total emission to offset is 565 t CO₂-e. The total number of eligible offsets used in this report is 565. Of the total eligible offsets used, 0 were previously banked and 565 were newly purchased and retired. 0 are remaining and have been banked for future use.

Co-benefits

N/A

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 (%)
Renewable Solar Power Project by Mahindra Renewables Private Limited	VCU	Verra	13 Dec 2023	14876-632331340-632331904-VCS-VCU-1491-VER-IN-1-2059-01102021-31122021-0	2021		565	0	0	565	100%
Total eligible offsets retired and used for this report										565	
Total eligible offsets retired this report and banked for use in future reports									0		

Type of offset units	Eligible quantity (used for this reporting period)	Percentage of total
Verified Carbon Units (VCUs)	565	100%

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

N/A

APPENDIX A: ADDITIONAL INFORMATION

N/A

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 CO2-e)	Renewable Percentage of total
Behind the meter consumption of electricity generated	38,462	0	32%
Total non-grid electricity	38,462	0	32%
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)	15,369	0	13%
Residual Electricity	66,382	63,395	0%
Total renewable electricity (grid + non grid)	53,832	0	45%
Total grid electricity	81,752	63,395	13%
Total electricity (grid + non grid)	120,214	63,395	45%
Percentage of residual electricity consumption under operational control	100%		
Residual electricity consumption under operational control	66,382	63,395	
Scope 2	58,623	55,985	
Scope 3 (includes T&D emissions from consumption under operational control)	7,759	7,410	
Residual electricity consumption not under operational control	0	0	
Scope 3	0	0	

Total renewables (grid and non-grid)	44.78%
Mandatory	12.78%
Voluntary	0.00%
Behind the meter	31.99%
Residual scope 2 emissions (t CO2-e)	55.99
Residual scope 3 emissions (t CO2-e)	7.41
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO2-e)	55.99
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO2-e)	7.41
Total emissions liability (t CO2-e)	63.40

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	
		(kWh)	Scope 2 Emissions (kg CO ₂ -e)	Scope 3 Emissions (kg CO ₂ -e)	(kWh)	Scope 3 Emissions (kgCO ₂ -e)
Percentage of grid electricity consumption under operational control	100%					
ACT	0	0	0	0	0	0
NSW	0	0	0	0	0	0
SA	0	0	0	0	0	0
VIC	0	0	0	0	0	0
QLD	0	0	0	0	0	0
NT	0	0	0	0	0	0
WA	81,752	81,752	41,693	3,270	0	0
TAS	0	0	0	0	0	0
Grid electricity (scope 2 and 3)	81,752	81,752	41,693	3,270	0	0
ACT	0	0	0	0		
NSW	0	0	0	0		
SA	0	0	0	0		
VIC	0	0	0	0		
QLD	0	0	0	0		
NT	0	0	0	0		
WA	38,462	38,462	0	0		
TAS	0	0	0	0		
Non-grid electricity (behind the meter)	38,462	38,462	0	0		
Total electricity (grid + non grid)	120,214					

Residual scope 2 emissions (t CO ₂ -e)	41.69
Residual scope 3 emissions (t CO ₂ -e)	3.27
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	41.69
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	3.27
Total emissions liability (t CO₂-e)	44.96

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
<p><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></p>		

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)
N/A	0	0
<p><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></p>		

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
Contractor vehicle use	Data unavailable (included in uplift applied); expected to be immaterial
Shared office space	Data unavailable (included in uplift applied)

Data management plan for non-quantified sources

The data management plan below outlines how more rigorous quantification can be achieved for material (greater than 1%) non-quantified emission sources.

Emission category	Proposed actions	Target date
Shared office space (Melbourne)	Co-working/virtual office services required to provide information on annual CO2-e emissions per person or per m2.	FY 2023-24
Shared office space (Philippines)	Co-working/virtual office services required to provide information on annual CO2-e emissions per person or per m2.	FY 2024-25
Contractor vehicle emissions	Contractors required to provide vehicle and fuel type, and relevant travel distances, with invoices.	FY 2023-24

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.

Excluded emissions sources summary

Emission sources tested for relevance	Size	Influence	Risk	Stakeholders	Outsourcing	Justification
Warehoused inventory	N	N	N	N	N	<p>Size: Emissions from this source are immaterial</p> <p>Influence: We have limited influence in this source, it is driven by customer requirements</p> <p>Risk: There are no relevant laws or regulations that apply to limit emissions specifically from this source, the source does not create supply chain risks, and it is unlikely to be of significant public interest</p> <p>Stakeholders: Key stakeholders, including the public, are unlikely to consider this a relevant source of emissions for our business.</p> <p>Outsourcing: Not applicable (this is not an outsourced activity)</p>





An Australian Government Initiative

