



PUBLIC DISCLOSURE STATEMENT

MYOB AUSTRALIA PTY LTD (TRADING AS MYOB)

**ORGANISATION CERTIFICATION
CY2024**

Australian Government
Climate Active
Public Disclosure Statement



An Australian Government Initiative



NAME OF CERTIFIED ENTITY	MYOB AUSTRALIA PTY LTD (trading as MYOB)
REPORTING PERIOD	1 January 2024 – 31 December 2024 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>Name of signatory: Graeme Scannell Position of signatory: General Manager, Real Estate & Workplace Date: 13 / 02 / 2026</p>



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

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Version 9.1.



1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	13,152.01 tCO ₂ -e
CARBON OFFSETS USED	100% CERs
RENEWABLE ELECTRICITY	92.55 % (Australian operations only)
CARBON ACCOUNT	Prepared by: Energylink Services Pty Ltd
TECHNICAL ASSESSMENT	07/10/2024 Energylink Services Pty Ltd Next technical assessment due: CY 2026 report

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2. CERTIFICATION INFORMATION

Description of organisation certification

This organisation certification is for the business operations of MYOB Australia Pty Ltd (trading as MYOB), ABN 13 086 760 198. This Public Disclosure Statement includes information for CY2024 reporting period for all of MYOB's owned and operated business operations in Australia (ABN 13 086 760 198). We apply the operational control approach to define our organisational boundary and identify emissions sources. In addition, MYOB has international operations in New Zealand (NZBN 942 903 787 5046), and emissions related to these operations have been fully captured and offset under this Climate Active Organisation Certification. This Public Disclosure Statement includes information for CY2024 reporting period. The following office locations are covered under this certification:

- L1-3, 309 Kent Street, Sydney, 2000, NSW, Australia
- L7 (part), 300 Ann Street, Brisbane, QLD, 4000, Australia
- Unit 16, Murarrie, QLD, Australia
- L2 (part), 151 South Terrace, SA, 5000, Australia
- L3, 333 King William St, Adelaide, SA, 5000, Australia
- Part 137 Harrington St, Hobart, TAS, Australia
- Level 3-8, 168 Cremorne St, Cremorne, VIC, Australia
- Ground Floor (part), St Georges Square, 225 St Georges Terrace, Perth, WA, 6000, Australia
- Unit 15, 162 Colin St, West Perth, WA, Australia
- 211 Market Street South, Hastings, 4122, New Zealand
- Level 5, 18 Normanby Road, Mt Eden, Auckland, 1024, New Zealand
- L8, 50 Albert Street, Auckland, 1010, New Zealand
- LG, 1 & 2, 17 Sir William Pickering Drive, Burnside, Christchurch, 8053, New Zealand

* Unit 16, Murarrie, QLD, Australia and Unit 10/663 Victoria Street, Abbotsford VIC 3067, Australia were no longer occupied by MYOB Australia in CY2024.

Additionally, MYOB holds a Climate Active Service Certification, covering all services provided under the MYOB brand. For more details, please refer to MYOB's Service Public Disclosure Summary.

Organisation description

MYOB is a leading business management platform in Australia (ABN 13 086 760 198) and New Zealand (NZBN 942 903 787 5046).

Having started life as an accounting software company 33 years ago, MYOB has made significant progress in becoming a leading cloud-based business management platform, enabling small and medium sized enterprises (SMEs) to manage people, finance, tax, supply chains, projects, employees, and customers.

With a core purpose of helping more businesses with zero to 1,000 employees in Australia and New Zealand start, survive and succeed, MYOB is designed to meet the needs of local businesses through its integrated and flexible platform that enables businesses to make better decisions & unlock their full potential.

MYOB has strong connections with SMEs across Australia, developing a deep understanding of the priorities & needs. With its expansion into diverse business management needs, including financing and employee onboarding, MYOB now facilitates the digital onboarding of one in three Australian new employees.

The following subsidiaries are also included within this certification:

Legal entity name	ABN	ACN
MYOB Australia	ABN 13 086 760 198	-
MYOB New Zealand	NZBN 942 903 787 5046	-

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. This may include emissions that are not identified as arising due to the operations of the certified entity, however are **optionally included**.

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's operations 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		Outside emission boundary
<p><u>Quantified</u></p> <ul style="list-style-type: none"> Accommodation and facilities Cleaning and Chemicals Electricity Food Horticulture and Agriculture ICT services and equipment Machinery and vehicles Office equipment & supplies Postage, courier and freight Professional Services Transport (Air) Transport (Land and Sea) Waste Water Working from home Climate Active carbon neutral services 	<p><u>Non-quantified</u></p> <ul style="list-style-type: none"> Refrigerants Stationary energy - Gas consumed in base building (indirect activities, e.g., toilets and end-of-trip amenities) 	<p><u>Excluded</u></p> <p>N/A</p>
	<p><u>Optionally included</u></p> <p>N/A</p>	



4. EMISSIONS REDUCTIONS

Emissions reduction strategy

At MYOB, we take our environmental responsibility seriously. We understand that our success as a business is intertwined with the health of the global economy and environment. Furthermore, we understand that how we respond to the impact we have on the environment has consequences for our people, our customers, and the communities we are a part of.

Our growth and success require the continuous provision, hosting and innovation of our products and services for our customers, and this results in Carbon emissions. To negate our environmental impact, we take proactive and positive steps to reduce our Carbon Footprint by minimising consumption, changing purchasing behaviours to favour lower impact products, minimising packaging and waste, and purchasing carbon credits to offset 100% of our unavoidable GHG emissions. To achieve this, we set stretching, yet achievable emissions reduction targets, and ensure that all our people operate within a culture of involvement and obligation. We understand that to deliver our sustainability ambitions requires all our employees, partners and suppliers to be engaged in our journey to net zero.

In 2020, MYOB calculated our scope 1, 2 and 3 carbon emissions for the first time and offset 100% of our estimated emissions for CY 2019. This exercise demonstrated where MYOB had data collection gaps, and identified which emission categories contributed the most to our emissions. Since 2020, MYOB has progressively improved our systems and processes to accurately calculate our emissions and we have responded with effective initiatives and actions to reduce them. Since 2020 we have estimated our GHG emissions annually and offset 100% of our carbon footprint aligned to the GHG Protocol. The actions taken to date have already reduced MYOB's scope 1 and 2 emissions and seen reductions and improvements in our accounting of our scope 3 emissions.

In 2024, MYOB publicly committed to emissions reduction targets, including:

- 100% reduction in Scope 2 emissions by CY30 from a base-year of CY23.
- 30% reduction in Scope 3 emissions by CY30 from a base-year of CY23.
- 60% reduction in Scope 3 emissions by CY35 from a base-year of CY23.
- Net zero emissions no later than CY50.

Scope 2 Emissions Reduction Initiatives

We plan to engage landlords annually to encourage GreenPower sourcing, implement energy efficiency programs such as switch-off campaigns and LED lighting upgrades, and monitor energy intensity (kWh/m²) across our offices. We will continue to optimise HVAC systems in collaboration with landlords, with a multi-year horizon for implementation.

Scope 3 Emissions Reduction Initiatives

We plan to promote public and active transport, manage parking availability and policies, encourage employees to transition to hybrid or electric vehicles through novated leasing, reduce flights and hotel nights, engage suppliers to report emissions, and establish green procurement practices. We also plan to implement office waste diversion programs, including targets for organics.

Additionally, we plan to commit to the Science-Based Targets initiative (SBTi) in CY2025 to ensure that our planned Scope 2 and Scope 3 initiatives, as well as our overall emissions reduction targets meet and hopefully exceed the recommendations to limit global warming to below 1.5°C.

Emissions reduction actions

Scope 2 Emissions Reduction Actions

MYOB has reduced Scope 2 and 3 electricity-related emissions across its operations in Australia and New Zealand by 86% from CY2023 to CY2024. In CY2024, MYOB's Australian operations sourced 92.55% of their electricity from renewable sources—an increase of 50% compared to CY2023.

- Over the past three years, MYOB has transitioned all offices where we control the electricity retail contract to 100% GreenPower, successfully completing this transition across all such locations.
- For offices where the landlord manages the electricity retail contract, we conducted a landlord electricity survey in CY24 to identify the current retailers used. This allowed us to explore opportunities to work with them toward transitioning to a Climate Active Carbon Neutral product. We also communicated our preference for landlords to switch to GreenPower. Based on the survey results and supporting evidence, MYOB has confirmed that the landlords of three offices—located in Perth, Melbourne, and Sydney—have purchased either GreenPower or Large-Scale Generation Certificates (LGCs) for the base building.
- We have completed an assessment of our HVAC timers and have scheduled AC supply to ensure that we optimise supply to align to office hours, and that employees must push an “after hours” button to run the HVAC for short periods outside of normal office hours. Additionally, we will work with our landlords to minimise the air conditioning and heating hours considering the season / time of year. This initiative is ongoing.

Scope 3 Emissions Reduction Actions

99% of our overall emissions in CY2024 are Scope 3, so MYOB's efforts over the last few years have been focused on how to improve our ability to capture scope 3 emissions data and determine how we may best engage with our supply chain to incentivise change. While we have drastically improved how we capture Scope 3 data to improve its accuracy, we acknowledge that we now need to actively engage with our supply chain, as well as build in climate conscious procurement into our everyday purchasing habits to promote reductions.

Employee commuting

- To actively promote that employees use public transport to commute to the office. Additionally, we are promoting that they transition their personal vehicles to hybrids or EVs via the use of novated leasing. As part of our emissions evaluation process, MYOB undertakes an annual employee survey to evaluate employees' approach to commuting and is thereby able to capture changes over time.
- Through the reduction and removal of parking from our lease agreements, MYOB has successfully removed more than 450 parking bays across Perth, Adelaide, Brisbane, Hobart, Auckland and two offices in Melbourne.
- MYOB offers novated leasing (via Flare, which is part of MYOB) to promote both the environmental and

financial benefits of leasing an EV/Hybrid vehicle over a standard petrol or diesel vehicle.

Business travel

- MYOB has escalated the approvals required for employees to travel which ensures that employees are only travelling when absolutely necessary.
- We have restricted domestic business travel and travel between Australia and New Zealand to economy class flights.
- We will continue to procure our large software and cloud-based services from organisations that share our values. For example, we currently work with AWS and Microsoft who have both made public commitments to reduce GHG emissions. This will ensure all cloud hosting services use and report on 100% verified renewable electricity.
- We work closely with our largest service providers, who are all significant scope 3 emission sources, to provide us with GHG emission reports for their services.
- All our offices have been equipped with organics bins to redirect 70% of office-generated organic waste away from landfill. Coffee grounds from our coffee machines are collected into containers so that our employees can take them home to use as compost.

5. EMISSIONS SUMMARY

Emissions over time

Emissions since base year			
		Total tCO ₂ -e (without uplift)	Total tCO ₂ -e (with uplift)
Base Year / Year 1:	CY2023	13,226.94	13,359.21
Year 2:	CY2024	13,021.79	13,152.01

Significant changes in emissions

Significant changes in emissions			
Emission source	Previous year emissions (t CO ₂ -e)	Current year emissions (t CO ₂ -e)	Reason for change
Computer and technical services	3,224.47	2,565.11	Emission Factor provided by Climate Active has decreased by 25% compared to last year's report.
Advertising services	4,155.32	3,644.68	Reduced expenditure on advertising services by 2% and a 10% decrease in the Emission Factor provided by Climate Active compared to last year's report.

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

Certified brand name	Product/Service/Building/Precinct used
EnergyLink Services	Consulting services

Emissions summary

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

Emission category	Scope 1 emissions (tCO ₂ -e)	Scope 2 emissions (tCO ₂ -e)	Scope 3 emissions (tCO ₂ -e)	Total emissions (t CO ₂ -e)
Accommodation and facilities	0.00	0.00	87.92	87.92
Cleaning and Chemicals	0.00	0.00	73.82	73.82
Climate Active carbon neutral products and services	0.00	0.00	0.00	0.00
Construction Materials and Services	0.00	0.00	0.00	0.00
Electricity ¹	0.00	65.47	56.90	122.37
Food	0.00	0.00	301.16	301.16
Horticulture and Agriculture	0.00	0.00	11.38	11.38
ICT services and equipment	0.00	0.00	3,512.55	3,512.55
Machinery and vehicles	0.00	0.00	0.52	0.52
Office equipment & supplies	0.00	0.00	21.62	21.62
Postage, courier and freight	0.00	0.00	23.20	23.20
Products	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	6,001.53	6,001.53
Refrigerants	0.00	0.00	0.00	0.00
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	1,114.12	1,114.12
Transport (Land and Sea)	0.00	0.00	1,057.17	1,057.17
Waste	0.00	0.00	122.70	122.70
Water	0.00	0.00	4.48	4.48
Working from home	0.00	0.00	567.25	567.25
Total emissions (tCO₂-e)	0.00	65.47	12,956.32	13,021.79

¹ Electricity emissions are inclusive of international electricity use (New Zealand).

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
Refrigerants (1%)	130.21
Total of all uplift factors (tCO ₂ -e)	130.21
Total emissions footprint to offset (tCO₂-e) <i>(total emissions from summary table + total of all uplift factors)</i>	13,152.01

6. CARBON OFFSETS

Eligible offsets retirement summary

Offsets retired for Climate Active certification

Type of offset unit	Quantity used for this reporting period	Percentage of total units used
Certified Emissions Reductions (CERs)	13,153	100%

Project name	Type of offset unit	Registry	Date retired	Serial number	Vintage	Total quantity retired	Quantity used in previous reporting periods	Quantity banked for future reporting periods	Quantity used for this reporting period	Percentage of total used this reporting period
Darajat Unit III Geothermal Project	CER	ANREU	21 May 2024	20,457,391 - 20,470,990	CP2	13,600	13,360	187	53	0.40%
Darajat Unit III Geothermal Project	CER	ANREU	17 March 2025	20,478,161 - 20,491,260	CP2	13,100	-	-	13,100	99.60%
Offset Totals:						26,700	13,360	187	13,153	100.00%

Please note that 9,644 out of the total 13,153 offsets retired for MYOB Australia Pty Ltd's organisational emissions for CY 2024 are also attributable to the services certified under the Climate Active Service Certification. As there is a 100% overlap between the Service Certification and the Organisation Certification, all emissions associated with the Service Certification are fully captured and offset under the Organisation Certification. For more details, please refer to MYOB's Service Public Disclosure Summary.

Co-benefits

Darajat Unit III Geothermal Project

Located on the volcanic island of Java, 150km from Jakarta, this project avoids greenhouse gas emissions associated with electricity generation from fossil fuels by tapping into Indonesia's vast geothermal resources to generate electricity for the JAMALI grid. Recognised as one of the most efficient geothermal plants in the world, Darajat Unit III is helping to displace coal and oil in Indonesia's electricity infrastructure and supporting the Nation's transition to renewable energy.

Sitting within an area known for its biodiversity, Darajat Unit III has helped improve infrastructure in the region, and supports the local community through job creation and investment in schools, helping to address high illiteracy rates in the area.

Key Benefits

- Reduces greenhouse gas emissions and air pollutants by displacing energy from fossil fuel plants.
- Supports Indonesia's transition to renewables.
- Taps into natural resources to supply clean, renewable energy to the JAMALI grid.
- Supports the local community through improved education and job opportunities.

United Nation Sustainability Development Goals:



7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

N/A

APPENDIX A: ADDITIONAL INFORMATION

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23 May 2024 VC202324-00481

To whom it may concern,

Voluntary cancellation of units in ANREU
 This letter is confirmation of the voluntary cancellation of units in the Australian National Registry of Emissions Units (ANREU) by ANREU account holder, Terra Carbon Pty Limited (account number AU-1117).

The details of the cancellation are as follows:

Date of transaction	21 May 2024
Transaction ID	AU33734
Type of units	CER
Total Number of units	13,600
Serial number range	20,457,391 - 20,470,990
Kyoto Project	ID-673
Transaction comment	These units are cancelled by GreenCollar on behalf of MYOB Australia Pty Ltd to support its Climate Active carbon neutral claims for calendar year 2023.

Details of all voluntary cancellations in the ANREU are published on the Clean Energy Regulator's website, [Voluntary cancellations register | Clean Energy Regulator \(cer.gov.au\)](#).

If you require additional information about the above transaction, please email CER-RegistryContact@cer.gov.au

Yours sincerely,



David O'Toole
 ANREU and International
 NGER and Safeguard Branch
 Scheme Operations Division



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19 March 2025 VC202425-00712

To whom it may concern,

Voluntary cancellation of units in ANREU
 This letter is confirmation of the voluntary cancellation of units in the Australian National Registry of Emissions Units (ANREU) by ANREU account holder, Terra Carbon Pty Limited (account number AU-1117).

The details of the cancellation are as follows:

Date of transaction	17 March 2025
Transaction ID	AU39998
Type of units	CER
Total Number of units	13,100
Block	Serial number range
	20,478,161 - 20,491,260
	Kyoto Project ID
	ID-673
Transaction comment	These units are cancelled by GreenCollar on behalf of MYOB Australia Pty Ltd to support its Climate Active carbon neutral claims for calendar year 2024 for both the MYOB Organisation and Service Certifications.

Details of all voluntary cancellations in the ANREU are published on the Clean Energy Regulator's website, [Voluntary cancellations register | Clean Energy Regulator \(cer.gov.au\)](#).

If you require additional information about the above transaction, please email CER-RegistryContact@cer.gov.au

Yours sincerely,



David O'Toole
 ANREU and International
 NGER and Safeguard Branch
 Scheme Operations Division



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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 **market-based approach**.

Market-based approach summary			
Market-based approach	Activity Data (kWh)	Emissions (kg CO 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)	0	0	0%
GreenPower	799,601	0	70%
Climate Active precinct/building (voluntary renewables)	51,219	0	4%
Precinct/Building (LRET)	11,611	0	1%
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)	200,664	0	17%
Residual Electricity	85,579	77,877	0%
Total renewable electricity (grid + non grid)	1,063,096	0	93%
Total grid electricity	1,148,675	77,877	93%
Total electricity (grid + non grid)	1,148,675	77,877	93%
Percentage of residual electricity consumption under operational control	37%		
Residual electricity consumption under operational control	31,611	28,766	
Scope 2	28,137	25,605	
Scope 3 (includes T&D emissions from consumption under operational control)	3,474	3,161	
Residual electricity consumption not under operational control	53,969	49,111	
Scope 3	53,969	49,111	

Total renewables (grid and non-grid)	92.55%
Mandatory	18.48%
Voluntary	74.07%
Behind the meter	0.00%
Residual scope 2 emissions (t CO₂-e)	25.60
Residual scope 3 emissions (t CO₂-e)	52.27
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	25.60
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	52.27
Total emissions liability (t CO₂-e)	77.88

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	
Percentage of grid electricity consumption under operational control	50%	(kWh)	Scope 2 Emissions (kgCO ₂ -e)	Scope 3 Emissions (kgCO ₂ -e)	(kWh)	Scope 3 Emissions (kgCO ₂ -e)
NSW	209,193	103,662	70,490	5,183	105,531	77,038
SA	44,371	21,987	5,497	1,759	22,384	7,387
VIC	622,443	308,440	243,668	21,591	314,003	270,042
QLD	129,328	64,086	46,783	9,613	65,242	57,413
WA	102,234	50,660	26,850	2,026	51,574	29,397
TAS	41,106	20,369	2,444	204	20,736	2,696
Grid electricity (scope 2 and 3)	1,148,675	569,205	395,732	40,376	579,470	443,972
ACT	0	0	0	0	0	0
NSW	0	0	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	0	0	0	0		
TAS	0	0	0	0		
Non-grid electricity (behind the meter)	0	0	0	0		
Total electricity (grid + non grid)	1,148,675	0	0	0		

Residual scope 2 emissions (t CO ₂ -e)	395.73
Residual scope 3 emissions (t CO ₂ -e)	484.35
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	374.56
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	459.65
Total emissions liability	834.21

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)
309 Kent St.	62,830	0
<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>		

Climate Active carbon neutral electricity products

Climate Active carbon neutral electricity product used	Electricity claimed from Climate Active electricity products (kWh)	Emissions (kg CO ₂ -e)
N/A	0	0
<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>		

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
Refrigerants	Cost effective
Stationary energy - Gas consumed in base building (indirect activities, e.g., toilets and end-of-trip amenities)	Immaterial

Data management plan for non-quantified sources

There are no non-quantified sources in the emission boundary that require a data management plan.

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.

There are no excluded emission sources in the emission boundary.



An Australian Government Initiative

