PUBLIC DISCLOSURE STATEMENT

OFFICE SOLUTIONS IT PTY LTD

ORGANISATION CERTIFICATION
FY2024–25

Australian Government

Climate Active
Public Disclosure Statement

An Australian Government Initiative

NAME OF CERTIFIED ENTITY	Office Solutions IT Pty Ltd
REPORTING PERIOD	1 July 2024 – 30 June 2025 Arrears report
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.*
	James Sutton Managing Director 16 December 2025

Australian Government

Department of Climate Change, Energy, the Environment and Water

Version 10.

1.CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	490 tCO_2-e
CARBON OFFSETS USED	100% VCUs
RENEWABLE ELECTRICITY	N/A
CARBON ACCOUNT	Prepared by: Office Solutions IT Pty Ltd
TECHNICAL ASSESSMENT	11 December 2025 Winton Evers Ecoprofit Management Pty Ltd Next technical assessment due: 11 December 2028
THIRD PARTY VALIDATION	Type 1 11 December 2025 Dr Kuntal Goswami Business and IT Worlds Pty Ltd

Contents

2. CERTIFICATION INFORMATION

Description of organisation certification

This Climate Active Carbon Neutral certification for Organisations covers the Australian and international business operations of Office Solutions IT Pty Ltd, ABN 24 623 379 135.

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.

Office Solutions IT has calculated its carbon inventory to include all its emissions. The Organisation certification does not include services; this is a Climate Active certification for Organisations.

This Public Disclosure Statement represents the financial year 1 July 2024 to 30 June 2025.

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.

Office Solutions has calculated its carbon inventory to include all its emissions, including international operations. The emissions operational boundary has been defined based on the operational control approach.

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’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

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

Water

Stationary energy

Non-quantified

Outside emission boundary

Excluded

Warehoused inventory

Contractor vehicle use

Shared office space (Melbourne)

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

Office Solutions IT is committed to reducing absolute emissions wherever possible and practical, and aims to have sustainably reduced 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:

   Continue our incentivisation program to reduce operational travel emissions by encouraging the use of smaller vehicles, low emission or zero emission vehicles by staff.

2. Scope 2 emissions:

   Seek to increase the use of solar energy for electricity generation, and continue using LED lighting throughout our operating facilities.

3. Scope 3 emissions:

   Continue encouraging staff to conduct meetings via teleconference rather than in person to reduce the need for air travel.

   Continue with our Net Zero purchasing policy, developed in 2022, requiring OSIT team members to seek out goods and services providers in our upstream supply chains who are committed to Net Zero emissions and certification through Climate Active (or equivalent international certification)

   Reduce employee commuting emissions through:

   - encouraging public transport and carpooling
   - access to free car parking for employees that 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 27% in FY25, compared to FY24. Cumulatively since the FY22 base year, Office Solutions IT has reduced CO2-e intensity per $million revenue by 45%, 5 years ahead of the 2030 target.

During FY24, we implemented the following emissions reduction activities:

- Significantly reduced air travel, through greater use of teleconferencing
- Incentivised greater uptake of EVs through:
  - Installing electric vehicle charging stations at Office Solutions IT's head office in Perth,
  - Providing free parking to employees that drive EVs.

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
Year 2:	2023–24	617	617
Year 3:	2024-25	490	490

Significant changes in emissions

Office Solutions IT's overall emissions decreased due to operational efficiencies, however, there are no significant changes to emissions to disclose.

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

N/A

Emissions summary

The electricity summary is available in Appendix B. Electricity emissions were calculated using a location-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	5.97	5.97
Cleaning and chemicals	0.00	0.00	6.71	6.71
Electricity – Australian	0.00	47.83	5.63	53.46
Electricity – International	0.00	17.25	2.44	19.69
ICT services and equipment	0.00	0.00	22.89	22.89
Office equipment and supplies	0.00	0.00	6.41	6.41
Postage, courier and freight	0.00	0.00	40.05	40.05
Products	0.00	0.00	0.00	0.00
Professional services	0.00	0.00	56.53	56.53
Refrigerants	2.77	0.00	0.00	2.77
Stationary energy	0.00	0.00	0.00	0.00
Transport (air)	0.00	0.00	22.79	22.79
Transport (land and sea)	26.32	0.00	197.09	223.41
Waste	0.00	0.00	18.59	18.59
Water	0.00	0.00	4.34	4.34
Working from home	0.00	0.00	5.54	5.54
Total emissions (tCO_2-e)	**29.10**	**65.08**	**394.98**	**489.16**
Figures may not sum to total due to rounding.				

Uplift factors

N/A

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
Verified Carbon Units (VCUs)	490	100.00%

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
Grid Interactive Solar Photovoltaic Power Project in Gujarat	VCU	Verra Registry	15/12/2025	14279-568313387-568313876-VCS-VCU-1491-VER-IN-1-1413-01012021-31122021-0	2021	490	0	0	490	100.00%

Co-benefits

N/A

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 CO_2-e)**	**Renewable percentage of total**
Behind the meter consumption of renewable electricity generated	56,961	0	38%
Total non-grid renewable electricity	**56,961**	**0**	**38%**
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)	17,063	0	11%
Residual Electricity	76,716	70,579	0%
Total renewable electricity (grid + non grid)	**74,024**	**0**	**49%**
Total grid electricity	**93,779**	**70,579**	**11%**
Total electricity (grid + non grid)	**150,740**	**70,579**	**49%**
Percentage of residual electricity consumption under operational control	100%		
Residual electricity consumption under operational control	76,716	70,579	
Scope 2	67,543	62,140	
Scope 3 (includes T&D emissions from consumption under operational control)	9,173	8,439	
Residual electricity consumption not under operational control	0	0	
Scope 3	0	0	

Total renewables (grid and non-grid)	**49.11%**
Mandatory	**11.32%**
Voluntary	**0.00%**
Behind the meter	**37.79%**
Residual scope 2 emissions (t CO_2-e)	**62.14**
Residual scope 3 emissions (t CO_2-e)	**8.44**
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO_2-e)	**62.14**
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO_2-e)	**8.44**
Total emissions liability (t CO_2-e)	**70.58**

Figures may not sum to total 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	**100%**	**(kWh)**	**Scope 2 Emissions ($kgCO_2$-e)**	**Scope 3 Emissions ($kgCO_2$-e)**	**(kWh)**	**Scope 3 Emissions ($kgCO_2$-e)**
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	93,779	93,779	47,827	5,627	0	0
TAS	0	0	0	0	0	0
Grid electricity (scope 2 and 3)	**93,779**	**93,779**	**47,827**	**5,627**	**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	56,961	56,961	0	0		
TAS	0	0	0	0		
Non-grid electricity (behind the meter)	56,961	56,961	0	0		
Total electricity (grid + non grid)	150,740					

Residual scope 2 emissions (t CO_2-e)	47.83
Residual scope 3 emissions (t CO_2-e)	5.63
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO_2-e)	47.83
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO_2-e)	5.63
Total emissions liability	**53.45**

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**
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.		

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**
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.		

APPENDIX C: INSIDE EMISSIONS BOUNDARY

Non-quantified emission sources

There are no non-quantified sources in the emission boundary.

Data management plan for non-quantified sources

N/A

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	**Size:** Emissions from this source are immaterial **Influence:** We have limited influence in this source, it is driven by customer requirements **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 **Stakeholders:** Key stakeholders, including the public, are unlikely to consider this a relevant source of emissions for our business. **Outsourcing:** Not applicable (this is not an outsourced activity)
Shared office space (Melbourne)	N	N	N	N	N	**Size:** Emissions from this source are immaterial **Influence:** We have limited influence in this source **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 **Stakeholders:** Key stakeholders, including the public, are unlikely to consider this a relevant source of emissions for our business. **Outsourcing:** Not applicable (this is not an outsourced activity)
Contractor vehicle use	N	N	N	N	N	**Size:** Emissions from this source are immaterial **Influence:** We have limited influence in this source, it is driven by customer requirements **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 **Stakeholders:** Key stakeholders, including the public, are unlikely to consider this a relevant source of emissions for our business. **Outsourcing:** Not applicable (this is not an outsourced activity)

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