Australian Government

IP Australia

# Emissions Reduction Plan

2025-2026

# Acknowledgement of Country

IP Australia acknowledges the Traditional Owners and custodians of the of the lands on which we work, and we pay our respects to their Elders past, present and emerging.

# Accountable Authority Sign Off

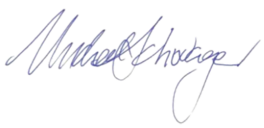
The Australian Government released the Net Zero in Government Operations Strategy in November 2023, setting out the overall approach and action required by Commonwealth entities to achieve the APS Net Zero 2030 target.

The Net Zero in Government Operations Strategy represents a strong commitment by the Australian Government to lead by example on emissions reduction and contribute to the decarbonisation of Australia's economy.

IP Australia is committed to the achievement of the Government's APS Net Zero 2030 target. IP Australia is following the APS Net Zero 2030 target in full, as per the Net Zero in Government Operations Strategy.

This Emissions Reduction Plan describes the priorities and actions IP Australia is taking to reduce our operational emissions and contribute to the APS Net Zero 2030 target.

ACCOUNTABLE AUTHORITY



Michael Schwager

Director General, IP Australia

# Emissions Reduction Plan

## Purpose

IP Australia is responsible for managing and implementing emissions reduction initiatives set by the Australian Government's Net Zero in Government Operations Strategy (the Strategy) developed by Department of Finance. The Strategy sets out the Australian Government's approach to achieving net zero greenhouse gas emissions from its operations by 2030 and the reinstatement of public emissions reporting.

The goal of this Emissions Reduction Plan is to provide a pathway for the IP Australia to contribute to the achievement of the APS Net Zero 2030 target through emissions reduction activities. This plan encompasses existing and new priorities and actions within IP Australia to reduce emissions.

This Emissions Reduction Plan has been completed in accordance with the Strategy, associated guidance and reporting standards for annual emissions reporting.

## Net zero greenhouse gas emissions

APS Net Zero 2030 is the target set by the Australian Government to achieve net zero greenhouse gas emissions from government operations by the year 2030. It includes scope 1 and scope 2 emissions from activities in Australia and its territories, as described in the Strategy. The APS Net Zero 2030 target applies at the aggregate level to non-corporate Commonwealth entities and generally covers the entirety of the entity's organisation. From an organisational perspective, this means minimising the greenhouse gas emissions that are within our control.

## Governance and reporting

Progress against actions identified within this Emissions Reduction Plan, and any additional measures adopted, will be included in our annual reports. This, combined with annual emissions reporting, will be used as a measure of IP Australia's progress towards reducing its emissions.

As part of the Net Zero in Government Operations Annual Progress Report, the Department of Finance will aggregate these measures to provide whole-of-Australian Government emissions reporting.

## IP Australia Operational context

IP Australia has a low exposure to climate risk as we provide our services primarily through online channels. However, we are committed to continuously considering how we deliver those services in line with reducing emissions and moving towards Net Zero by 2030.

We operate across Australia, with approximately 1,206 personnel working across all states and territories. Our Head Office (Discovery House), located in Canberra, has approximately 649 personnel allocated, the Melbourne Office (MIPO) has approximately 103 personnel allocated, with the remaining personnel on fulltime flexible working arrangements working from home across all

Australian states and territories. Our facilities also include hosted office spaces in Adelaide and Sydney and two data centre spaces located in Canberra, all locations can incur extreme temperature.

Discovery House has a Net Lettable Area (NLA) of 20,797 square metres (sqm) with the following subtenants:

- Gowrie Childcare Centre subleasing 503sqm on the ground floor;
- Gizmos Café subleasing 79.5sqm on the ground floor;
- The Clean Energy Regulator (CER) sublease 5,937.2sqm on the West Wing's ground, first and second levels.
- The Australian Digital Health Authority (ADHA) sublease 2,100sqm on the West Wing's third level; and
- The Australian Research Council (ARC) sublease 2,075sqm on the West Wing's fourth level.

Base building NABERS Energy rating is 5.5 and the NABERS Water rating is 5. The lease term for Discovery House expires 20 September 2032 with a five-year extension option.

Melbourne (MIPO) has an NLA of 946sqm on part of level 5 in a multi-tenancy building. Base building NABERS Energy rating is 4.5. The MIPO lease expires 30 April 2028 with no option to extend. In line with the Commonwealth Leasing Strategy, IP Australia will participate in a Joint Approach to Market for a new leasing arrangement prior to the current lease expiring.

Sydney office space is hosted within the Department of Health and Aged Care's office space, consisting of 12 workstations and 2 small meeting rooms, under a Memorandum of Understanding arrangement.

Adelaide office space is hosted within the Department of Industry, Science and Resources consisting of 4 workpoints in a Service Schedule arrangement, under the existing Memorandum of Understanding arrangement for shared services.

IP Australia leases a minimum of 25sqm of servers and server rack space at the Canberra Data Centre in Hume and Fyshwick locations to house our data offsite and enable ICT backup as part of our Disaster Recovery Plan. This arrangement was necessary following the relocation of our on-site data centre at Discovery House as part of the Future Way Of Working (FWOW) program of works completed in 2020.

IP Australia is continuing its net zero emissions pathway in line with the direction set in the Strategy. This includes the following key activities:

**Net Zero Energy**

- The installation of a rooftop solar PV system at Discovery House for tenant's energy usage and metering, was delayed and is now scheduled to be completed in financial year 2025-2026.
- Scope 2 – electricity:
  - Canberra's electricity contract is under Defence's electricity panel. IP Australia will transition to the WoAG Electricity Panel arrangements once Department of Finance has finalised the procurement.
  - Melbourne's electricity is purchased from the landlord through connection to an embedded electricity network which means a private electricity distribution network in

    - the building (that forms part of the national grid), is used to supply electrical energy to tenants within the building.
    - Sydney and Adelaide's electricity is included as part of the workpoint hosting expense.
    - Usage data is provided through IP Australia's Property Management Provider's environmental management dashboard, Envizi.

**Net Zero Buildings**

- Canberra (Discovery House):
    - Base building Energy NABERS rating of 5.5 and Water NABERS rating of 5.
    - Existing Green Lease Schedule.
    - Tenant's office operations are electrified however, base building uses gas for boiler, and the sub-tenant Café and Childcare also have gas cooking facilities.
    - LED lighting.
    - Sustainable Business Program - Waste Minimisation accreditation 2025.
- Melbourne (HWT Tower):
    - Base building Energy NABERS rating of 4.5. IP Australia occupy partial floor on level 5 with an NLA of 946sqm which is currently under the 1,000sqm threshold.
    - LED lighting.
- Sydney (Centennial Plaza A):
    - Base building has an Energy rating of 4.5. IP Australia hosts 12 workstations and 2 smaller offices from the Department of Health and Aged Care which equates to an NLA of approximately 210sqm which is under the 1,000sqm threshold.
    - The Department of Health and Aged Care's Head Lease has a Green Lease Schedule
- Adelaide
    - IP Australia hosts 4 workpoints from the Department of Industry, Science and Resources which equates to approximately 56sqm which is under the 1,000sqm threshold.

**Net Zero Procurement**

- IP Australia has incorporated a Sustainable Procurement Strategy within our procurement approval processes to ensure sustainability is a consideration in all procurement activities.

**Net Zero Fleet**

- IP Australia does not have fleet vehicles.

**Net Zero Travel**

- IP Australia uses the WoAG Travel arrangements for domestic and international flights, domestic car hire and domestic accommodation for travel. One of the considerations that delegates at IP Australia take into account, when approving a require for official travel, is whether any other communication tools can be used as an alternative for travelling.
- <u>Scope 3</u> – business air travel – data is provided from the Department of Finance's WoAG Travel arrangement team.

**Net Zero ICT**

- IP Australia's Data Centres have been engaged under the Australian's Government's Data Centre Panel.

**People, Culture and Capability**

- IP Australia has existing governance and framework in place for people, culture and capability. These include:
    - A Chief Sustainable Officer – to drive emissions reduction activity and capability uplift across the organisation.
    - An Environmental Management Sub-Committee (EMSC) – The EMSC meets on a quarterly basis to discuss quarterly performance reporting, engagement, and initiatives. The EMSC reports to the Investment, ICT, and Property Committee (IIPC) and provides an Environmental Annual Management Review.
    - Engagement with staff via intranet content, group's relevant EMSC representative, and Viva Engage Communities. EMSC minutes, quarterly performance reports and Annual Management Review are published on the intranet.
    - IP Australia's brief EMS training module became a mandatory component as part of IP Australia's annual refresher requirements in March 2025.

**APS Net Zero Emissions Reporting Framework**

- IP Australia has had an Environmental Management System (EMS) since 2008 which has been ISO14001:2015 certified since 2010. Certification expires in October 2025 at which time IP Australia will cease certification as most of these requirements are duplicated within the APS Net Zero by 2030 commitment under the Net Zero in Government Operations Strategy.
- IP Australia's EMS captures and monitors performance data which is reported to the EMSC on a quarterly basis for:
    - Electricity
    - Business air travel
    - Waste and recycling
    - Paper usage
    - Water consumption
    - Other performance data captured includes:
        - E-waste
        - Container Deposit Scheme
        - Collection containers for spectacles, mobile phones, toner cartridges, and other reusable items.
        - Commonwealth property rehomed via GovTree marketplace.

# Annual emissions comparison

Baseline emissions are a record of greenhouse gases that have been produced in the past and were produced prior to the introduction of any strategies to reduce emissions. The baseline emissions from financial year 2022-23 are the reference point against which emissions reduction actions can be measured.

The baseline emissions for this plan initially focused on scope 1 and scope 2 emissions, consistent with the APS Net Zero 2030 target however, in 2023-24, after amendments, scope 3 was included. Electricity-related emissions were calculated using the location-based method. The complete annual greenhouse gas emissions inventory tables for IP Australia are presented in our annual reports.

**Table 1 – Emissions comparison by Scope**

| Reporting Year | FY 2022-23 (baseline incl amendments) | FY 2023-24 (excl amendments) * | FY 2024-25 (excl amendments) | Total Variation |
|---|---|---|---|---|
| **Scope 1 emissions** | Nil t $CO_2e$ | Nil t $CO_2e$ | 74.71 t $CO_2e$ | +74.71 t $CO_2e$ |
| **Scope 2 emissions** | 1,097.292 t $CO_2e$ | 904.732 t $CO_2e$ | 578.54 t $CO_2e$ | -518.752 t $CO_2e$ |
| **Scope 3 emissions** | 304.109 t $CO_2e$ | 418.937 t $CO_2e$ | 367.94 t $CO_2e$ | +63.831 t $CO_2e$ |
| **Total emissions** | **1,401.401 t $CO_2e$** | **1,323.669 t $CO_2e$** | **1,021.20 t $CO_2e$** | **-380.201 t $CO_2e$** |

**Amendments to the 2023-24 data have been identified and will be addressed through the formal Amendments Process scheduled to take place in the first half of 2026*

**Table 2 – Emissions comparison by Emission Source**

| Emission Source | 2022-23 Total t $CO_2$-e | 2023-24 Total t $CO_2$-e | 2024-25 Total t $CO_2$-e | Total Variance t $CO_2$-e |
|---|---|---|---|---|
| **Electricity (Location Based Approach)** | 1,187.490 | 976.990 | 615.430 | -572.060 |
| **Natural Gas** | 0.000 | 0.000 | 93.710 | 93.710 |
| **Solid Waste*** | 0.000 | 21.086 | 12.060 | 12.060 |
| **Refrigerants*†** | 0.000 | 0.000 | 0.000 | 0.000 |
| **Fleet and Other Vehicles** | 0.000 | 0.000 | 0.000 | 0.000 |
| **Domestic Commercial Flights** | 213.912 | 194.287 | 218.030 | 4.118 |
| **Domestic Hire Car*** | 0.000 | 5.009 | 3.540 | 3.540 |
| **Domestic Travel Accommodation*** | 0.000 | 126.298 | 78.430 | 78.430 |
| **Other Energy** | 0.000 | 0.000 | 0.000 | 0.000 |
| **Total t $CO_2$-e** | **1,401.401** | **1,323.669** | **1,021.200** | **-380.201** |

*Note: the table above presents emissions related to electricity usage using the location-based accounting method. $CO_2$-e = Carbon Dioxide Equivalent.*

**indicates emission sources collected for the first time in 2023-24. The quality of data is expected to improve over time as emissions reporting matures.*

*†indicates optional emission source for 2023-24 emissions reporting.*

# Engagement

In development of this plan IP Australia has been working with:

- Department of Finance (DoF).
- Climate Action in Government Operations – to ensure that this plan aligns with the Net Zero in Government Operations Strategy.
- Financial Policy and Operations team –considerations for travel emissions.
- Procurement, ITG teams – providing information on recent WoAG Policy changes.
- Department of Industry, Science and Resources (DISR) –shared considerations and aligning the calculation of targets where possible.
- Clean Energy Regulator (CER) - to discuss options for the shared location at Discovery House, and any relevant outcomes to lower emissions.
- Building Management – to discuss considerations for improvements on building standards and relevant outcomes to lower emissions.
- Department of Climate Change, Energy, the Environment and Water's (DCCEEW) C-SPACR team in the development of the Case Study at Annexure B

# Emissions reduction targets

IP Australia is following the APS Net Zero 2030 target in full, as per the Net Zero in Government Operations Strategy. The target covers the entirety of our entity's operations within Australia and its territories for scope 1 and scope 2 emissions, as described in the Strategy.

# Priorities and actions

For IP Australia to contribute to the achievement of the APS Net Zero 2030 target, the following emissions reduction measures have been or are in the process of being implemented.

Achievements during 2024-25:

- Reduction in vacant office space in Discovery House Canberra.
- Reduction in associated emissions from vacant office space in Discovery House Canberra.
- Rehoming of office furniture and equipment to other Commonwealth entities.
- Disposal of IT equipment through e-Waste provider.

Additional actions to be implemented in 2025-26 delayed from last financial year:

- Solar PV installation at Discovery House Canberra
- Building lighting upgrade
- Procuring renewable electricity – as part of the WoAG Electricity procurement.
- Ongoing work with Building Management to improve overall building emissions.

## Buildings

**Canberra – Discovery House reduction in vacant office space**

IP Australia successfully subleased approximately 4,175 sqm of vacant office space across two floors in Discovery House in 2024-2025.

- The Australian Digital Health Authority (ADHA), a Corporate Commonwealth Entity (CCE), subleased 2,100 sqm on the west wing level 3. The sublease commenced 1 May 2025 for an initial five-year term, with a further option to extend to the end of the current Discovery House lease, 20 September 2032.
- The Australian Research Council (ARC), a Non-Corporate Commonwealth Entity (NCCE), subleased 2,075 sqm on the west wing level 4. The sublease commenced 1 July 2025 for an initial five-year term, with a further option to extend to the end of the current Discovery House lease, 20 September 2032.

*ACTION*: IP Australia included a clause in leasing documentation (Sub-lease and Memorandum of Understanding) to ensure our new sub-tenants are aware of their obligations in complying with IP Australia's Emissions Reduction Plan and existing environmental and sustainable operations in line with the Climate Action in Government Operations Strategy. Quarterly meetings with all subtenants will be scheduled in 2025-2026 to discuss our obligations and implement joint targets towards meeting the APS Net Zero by 2030 target.

**Canberra – Discovery House Base Building Works**

In 2025-26 Discovery House Base Building will complete projects to:

- Replacing all building lighting and emergency exit lighting with LED lighting. This project has commenced and will be completed in 2025-26.
- Reactivation of the rainwater catchment tanks to maintain the gardens and lawns.
- Upgrading of the electricity and water meters to allow data to be calibrated and separate metering for each subtenant.

**Rehoming and disposal of office furniture and equipment**

In preparation for the new subtenants, over $300,000 of excess furniture and equipment from these spaces was rehomed to other Commonwealth entities. This was calculated to have an estimate emissions saving of 44 $tCO_2e$.

*ACTION*: Excess IT equipment, such as old monitors from the tenancy's subleases will be disposed of through the e-Waste provider engaged by IP Australia. Obsolete equipment from the refresh of IP Australia's printer fleet and AV equipment upgrade will also be disposed of through the e-Waste provider.

**Melbourne – HWT Tower Southbank**

Base building is implementing a new waste management system which will include the addition of organic waste and separate reporting on waste from individual tenancies allowing us to manage and improve our waste management.

Once the WoAG electricity arrangement is implemented we will investigate requirements to transition to these arrangements.

*ACTION*: Further investigation will be required to determine if the Melbourne office can be transitioned to the WoAG electricity arrangements.

## Electricity

### Renewable electricity

IP Australia's Canberra office electricity is currently on the Department of Defence electricity panel arrangement. This has been extended to align with the implementation of the WoAG electricity procurement. The Melbourne office electricity is currently supplied by the landlord under the lease arrangement.

*ACTION*: Consult with the Department of Finance to ensure participation in WoAG electricity procurement as per the Strategy and replace all electricity contracts with renewable electricity.

### Solar PV installation / upgrade

IP Australia's installation of solar PV system to Discovery House was delayed due to unforeseen circumstances and is anticipated to be completed in financial year 2025-26. The energy generated from the solar PV system will be tenant usage or go back to the grid (there will be no onsite battery storage). Separate meters have been installed on each floor within the west wing of the building so IP Australia's sub-tenants can calibrate their usage data.

*ACTION*: IP Australia have engaged their Property Service Provider (PSP), Jones Lang LaSalle (JLL), under a Schedule 12 work order to provide Property Management and Managing Contractor Services for the design and installation of rooftop solar PV system at Discovery House. This project is scheduled for completion in financial year 2025-26.

## Fleet

IP Australia do not have fleet vehicles.

*ACTION*: Not applicable.

## Travel

In 2025-26 IP Australia will reduce emissions associated with official travel by avoiding or reducing the need by staff to travel where practicable. In accordance with the WoAG travel policies, staff will be encouraged to consider zero or lower emission options of transport such as trains and low or zero emissions rental vehicles, and direct flights when other communications options are not suitable.

*ACTION*: Staff will be instructed, in accordance with the WoAG travel policies to undertake travel only where it is assessed that other communication technologies are not suitable. IP Australia's travel policy and guidance have been updated to provide that where travel must be undertaken, consideration for, and an assessment of, zero or low emissions travel options must be made where practicable.

Staff will also be strongly encouraged to utilise IP Australia's recently upgraded AV systems, in both the Canberra and Melbourne offices, rather than undertaking official travel, where this is feasible.

## ICT

During 2024-25 IP Australia conducted a refresh of our multifunction printing devices (MFDs) fleet and audio-visual (AV) equipment. As part of the MFD refresh, the number of devices in the fleet across the agency were halved. As part of the AV refresh, a small number of screens from the previous setup were reused and energy efficient products such as sensors were installed into two major meeting rooms to automatically turn off the equipment when no motion is detected for a period of time. IP Australia were also able to decommissions all rooms in the West Wing levels 3 and 4 in preparation for new subtenants to occupy the space. All old equipment was disposed of via the e-Waste provider where it is reused, repurposed, or recycled accordingly.

*ACTION:* All ICT procurement conducted from 1 July 2025 will comply with the Environmentally Sustainable Procurement Policy where the total estimated procurement value meets or exceeds the threshold of $1m (including GST).

## Procurement

IP Australia is continually updating the procurement processes and documentation to ensure they align with the Commonwealth's Environmentally Sustainable Procurement Policy and Sustainable Procurement Guide. We have incorporated environmentally sustainable considerations, including the circular economy, into all procurement planning, value for money assessments, and associated documentation.

*ACTION*: The Procurement team will continue to increase staff awareness on their responsibility for environmentally sustainable considerations for all procurement activities undertaken and ensure all documentation and guidance materials are updated to align with the Commonwealth's Environmentally Sustainable Procurement Policy and Sustainable Procurement Guide.

# Revision History

| Version | Amendments | Approved | Date |
|---|---|---|---|
| **2.0** | Updated 2025-26 ERP including progress, priorities, actions and highlights during 2024-25 | CFO and General Manager FPSG | |
| **1.0** | New Document | Investment, ICT and Property Committee (IIPC) | 30/05/2024 |

# Annexure A – Case Study

## Sustainable procurement through subleasing and furniture rehoming

## Intellectual Property Australia

### Introduction

In 2023, Intellectual Property (IP) Australia identified an opportunity to optimise the use of office space at Discovery House. At the time, approximately 4,000 square meters of office space was vacant, representing an inefficient use of space that also contributed to unnecessary energy use.

***Turning Empty Office Space into a Win-Win***

To make the most of unused space, IP Australia made the decision to sublease the space and listed it on the Australian Government Property Register (AGPR). Managed by the Department of Finance, the AGPR connects Commonwealth agencies looking to share or find office space. This listing led to two successful subleases in early 2025 with the Australian Digital Health Authority, and the Australian Research Council.

***Giving Furniture a Second Life***

With less office space to manage, IP Australia had a surplus of furniture and equipment. Rather than sending perfectly usable goods to landfill, IP Australia reached out to the Department of Climate Change, Energy, the Environment and Water (DCCEEW) to see if they wanted to rehome some excess furniture. DCCEEW, which suffered significant furniture loss due to flooding at the John Gorton Building in 2024, accepted most of the items offered, including:

- Desks
- Chairs
- Tambours
- Monitor arms
- Power boards
- Television screens

The remaining items were offered to IP Australia's new tenants, who accepted a range of items for use in shared spaces such as:

- Lockers
- Meeting room tables
- Kitchen tables
- Chairs and stools

### Fast facts

**Procurement process**

- Leveraging available government spaces
- Engaging in cross-agency collaboration
- Rehoming surplus furniture and office items

**Environmental outcomes**

- Reduced emissions by subleasing unused office space
- Significant diversion of furniture waste from landfill
- Encouraging reuse and resource efficiency

### Sustainability outcomes

Subleasing unused office space resulted in:

- Optimised energy efficiency. The decision to sublease saved an estimated 91 tonnes of $CO_2$-e, contributing to the government's sustainability goals.

Giving office furniture and products a second life resulted in:

- Helped DCCEEW save approximately 44 tonnes of $CO_2$-e and avoid approximately $300,000 worth of furniture replacement costs.
- Promoted circular economy through inter-agency resource sharing and reuse.
- Actively minimised the creation of waste by diverting furniture and office equipment from landfill.

## Learnings

- ***Collaboration works:*** Effective collaboration across Commonwealth agencies can lead to substantial environmental and financial benefits.
- ***Platforms matter:*** Using government networks to advertise and redistribute surplus assets can maximise resource efficiency and sustainability outcomes.
- ***Early action pays off:*** Identifying excess resources early and proactively engaging with stakeholders ensures smoother transitions and positive sustainability impacts.

IP Australia's initiative highlights the tangible benefits of sustainable procurement practices and cross-agency collaboration, providing a valuable model for future government projects.

**NOTE: Emissions savings are approximates based on publicly sourced industry averages for similar furniture items.**