



# **PUBLIC DISCLOSURE STATEMENT**

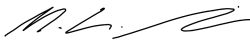
**CLARKEHOPKINSCLARK ARCHITECTS**

**ORGANISATION & SERVICE CERTIFICATION**

**FY2020-21**

Australian Government  
**Climate Active**  
**Public Disclosure Statement**



NAME OF CERTIFIED ENTITY	ClarkeHopkinsClarke Architects Pty Ltd
REPORTING PERIOD	Financial year 1 July 2020 – 30 June 2021 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><b>Name of signatory</b> Mark Parkinson  <b>Position of signatory</b> Finance Operations Manager  <b>Date</b> 01 March 2022</p>



**Australian Government**  
**Department of Industry, Science,  
 Energy and Resources**

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Version September 2021. To be used for FY20/21 reporting onwards.



# 1. CERTIFICATION SUMMARY

<b>TOTAL EMISSIONS OFFSET</b>	Offset by organisation 217 tCO <sub>2</sub> -e Offset by service 217 tCO <sub>2</sub> -e
<b>THE OFFSETS BOUGHT</b>	100% VCU's
<b>RENEWABLE ELECTRICITY</b>	18.93%
<b>TECHNICAL ASSESSMENT</b>	Date: 16/11/20 Name: Chris Wilson Organisation: Pangolin Associates Next technical assessment due: FY 2022/23

Contents

- 1. Certification summary ..... 3
- 2. Carbon neutral information ..... 4
- 3. Emissions boundary ..... 6
- 4. Emissions reductions ..... 11
- 5. Emissions summary ..... 12
- 6. Carbon offsets ..... 16
- 7. Renewable Energy Certificate (REC) summary ..... 19
- Appendix A: Additional information ..... 20
- Appendix B: Electricity summary ..... 21
- Appendix C: Inside emissions boundary ..... 23
- Appendix D: Outside emissions boundary ..... 24



## 2. CARBON NEUTRAL INFORMATION

### Description of certification

This inventory has been prepared for the financial year from 1 July 2020 to 30 June 2021 and covers all of the Australian operations of ClarkeHopkinsClarke as an organisation (ABN 18 146 947 762)

The operational boundary has been defined based on an operational control test, in accordance with the principles of the National Greenhouse and Energy Reporting Act 2007. This includes the following locations and facilities:

- 115 Sackville Street, Collingwood, 3066 VIC
- 3/78 Campbell Street, Surry Hills, 2010 NSW

The methods used for collating data, performing calculations and presenting the carbon account are in accordance with the following standards:

- Climate Active Standards
- The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)
- National Greenhouse and Energy Reporting (Measurement) Determination 2008

Where possible, the calculation methodologies and emission factors used in this inventory are derived from the National Greenhouse Accounts (NGA) Factors in accordance with "Method 1" from the National Greenhouse and Energy Reporting (Measurement) Determination 2008.

The greenhouse gases considered within the inventory are those that are commonly reported under the Kyoto Protocol; carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O) and synthetic gases - hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) sulphur hexafluoride (SF<sub>6</sub>) and nitrogen trifluoride (NF<sub>3</sub>). These have been expressed as carbon dioxide equivalents (CO<sub>2</sub>-e) using relative global warming potentials (GWPs).

### Organisation description

ClarkeHopkinsClarke is an Architectural practice established in 1960. With offices in Melbourne and Sydney we provide architecture, interior and urban design services that span the education, health, senior living & care, mixed use, multi-residential and commercial sectors, for clients across Australia and internationally.

We like to think that for a practice of 150+ people, we are small enough to move quickly on industry issues, and big enough to help drive industry change. Our focus is to positively 'Impact Tomorrow' through

*"Climate Active is important as it is tangible proof that we run our office and operations in a way that is in line with the values we espouse; we 'walk the talk' so to speak!"*

everything we do.

“We believe businesses can be both profitable and ethical and we’re proof that it works.”

## **Service description**

The functional unit is billable hours, with emissions expressed in terms of tCO<sub>2</sub>-e per billable hour. This is a full coverage service certification, cover cradle to grave emissions sources.

## 3. EMISSIONS BOUNDARY

### ORGANISATION 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 or precinct'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**

*Accommodation & Facilities*

*Air Transport*

*Bespoke*

*Cleaning & Chemicals*

*Electricity*

*Food*

*ICT Services & Equipment*

*Land and Sea Transport  
(fuel)*

*Land and Sea Transport (km)*

*Office Equipment & Supplies*

*Postage, Courier & Freight*

*Professional Services*

*Waste*

*Water*

*Working From Home*

**Non-quantified**

N/A

**Outside emission  
boundary**

**Excluded**

N/A

## SERVICE 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 'attributable processes' that become the product, make the product and carry the product through its life cycle. These have been quantified in the carbon inventory.

**Non-quantified** emissions have been assessed as attributable and are 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.

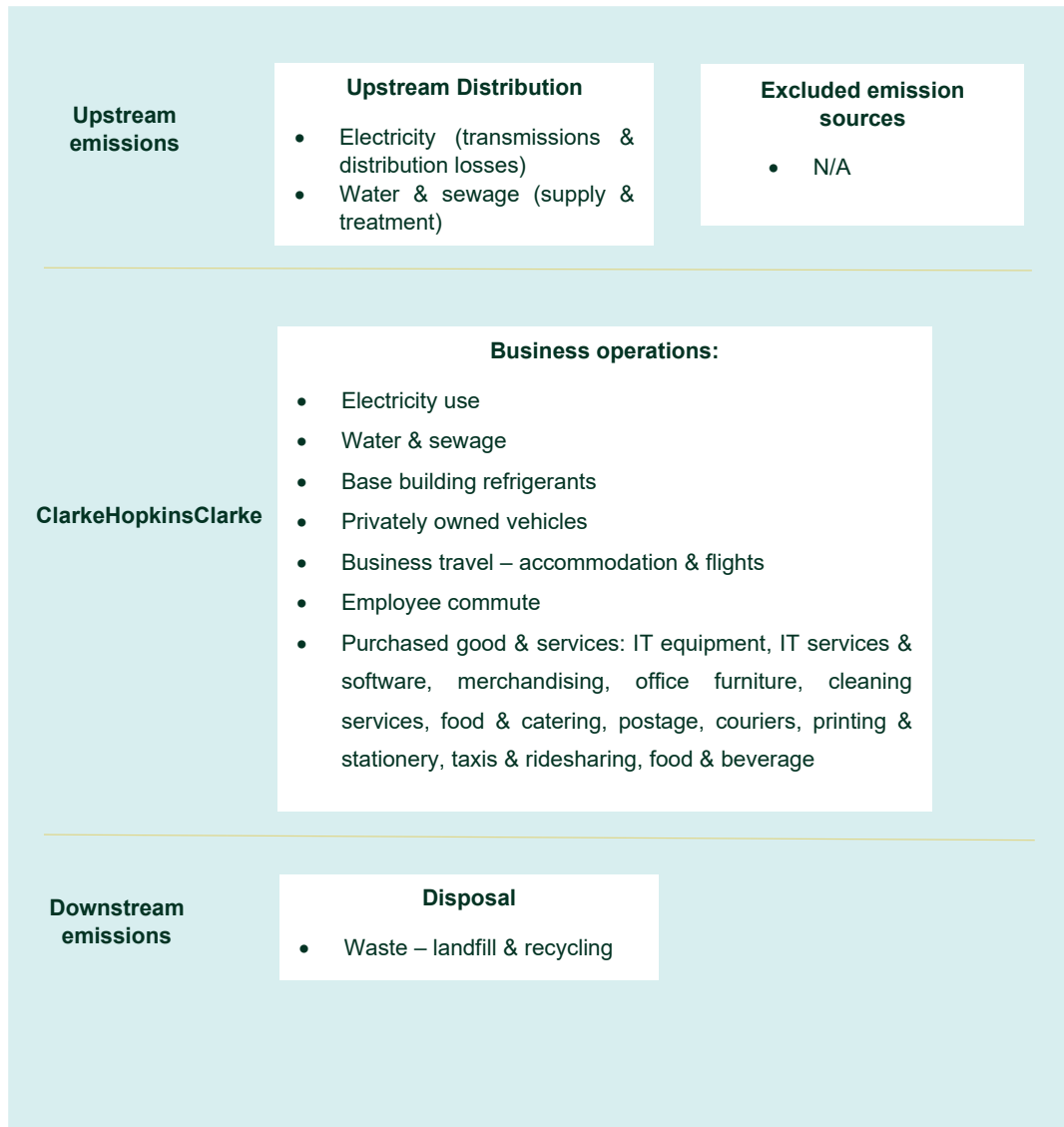
### Outside the emissions boundary

**Non-attributable** emissions have been assessed as not attributable to a product or service. They can be **optionally included** in the emissions boundary and therefore have been offset, or they can be listed as outside of the emissions boundary (and are therefore not part of the carbon neutral claim). Further detail is available at Appendix D.



Inside emission boundary		Outside emission boundary
<p><b><u>Quantified</u></b></p> <p><i>Accommodation &amp; Facilities</i></p> <p><i>Air Transport</i></p> <p><i>Bespoke</i></p> <p><i>Cleaning &amp; Chemicals</i></p> <p><i>Electricity</i></p> <p><i>Power Shop Carbon Neutral Electricity</i></p> <p><i>Food</i></p> <p><i>ICT Services &amp; Equipment</i></p> <p><i>Land and Sea Transport (fuel)</i></p> <p><i>Land and Sea Transport (km)</i></p> <p><i>Office Equipment &amp; Supplies</i></p> <p><i>Postage, Courier &amp; Freight</i></p> <p><i>Professional Services</i></p> <p><i>Waste</i></p> <p><i>Water</i></p> <p><i>Working From Home</i></p>	<p><b><u>Non-quantified</u></b></p> <p>N/A</p>	<p><b><u>Non-attributable</u></b></p> <p>N/A</p>

## Service process diagram



## Data management plan for non-quantified sources

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

## 4.EMISSIONS REDUCTIONS

### Emissions reduction strategy

We will continue to contribute through industry stewardship and be proud members, participants and signatories in environmental industry bodies including Architects Declare, Not Business as Usual, B Corp Net Zero 2030 and the Design Futures Council.

We will continue to partner with fellow BCorp Certified businesses such as Who Gives a Crap (toilet paper and paper towels), eWater (chemical-free cleanser and sanitiser), Sprout (fair trade coffee), Keep Cup (reusable take-away coffee containers) and Planet Earth (sustainable commercial cleaning) to further elevate our impact.

In 2021-22 our Melbourne Studio will be located in a building designed, constructed and commissioned to achieve a 6 Star Green Star Design and As Built (v1.1) rating from the Green Building Council of Australia, representing World Excellence, and formally certified following completion. The building and our tenancy has also be designed, constructed and commissioned to achieve a 5 Star NABERS Energy rating and a 4.5 Start NABERS Water rating. An aspiration for our Studio in operation is to achieve an 80% reduction in carbon emissions (exclusive of the purchase of Renewable Energy Certificates) as compared to “business as usual” performance from comparable buildings, achieved through initiatives in the operation, management, servicing and maintenance of the property.

### Emissions reduction actions

In 2021-21, 100% of our tenancy electricity was certified carbon neutral through our energy provider PowerShop.

We have maximized the use of on-line Meeting Rooms and have mitigated our emissions through reduced interstate and international air travel, accommodation, and local ground travel.

We have implemented a 'digital first' data storage and communication strategy to mitigate our emissions through reduced (non-carbon neutral) paper usage, reduced printing (chemicals and toner) and reduced office waste.

# 5. EMISSIONS SUMMARY

## Emissions over time

Emissions since base year		Total tCO <sub>2</sub> -e	Functional Units	tCO <sub>2</sub> -e/Functional Unit
Base year:	2018-19	495.3	NA	NA
Year 1:	2019-20	386.2	236,343	0.0016
Year 2:	2020-21	433.7	246,494	0.0018

## Significant changes in emissions

- Electricity – decreased due to purchase of 100% Carbon Neutral Power for tenancy electricity use as noted above. This has avoided ~128 tCO<sub>2</sub>-e
- Printing and Stationery – emissions from Printing & Stationery have almost halved (-48%) in FY2021 compared with FY2020. This is due to a significant campaign within the office to think before you print, and the pivot towards digitizing much of what was previously printed such as Contracts (now exclusively electronically signed and transmitted). The pivot to working from home (due to lockdowns) and increased workplace flexibility has upskilled the team with online applications and platforms, as well as clients and consultants relaxing their previously strict requirements for “wet signatures”
- Employee Commute – decreased by 56% (31.3 tCO<sub>2</sub>-e) due to COVID related lockdowns. Working From Home emissions correspondingly have increased by 331% (76.1 tCO<sub>2</sub>-e)
- Fit-outs – emissions from fit-outs contributed an additional 63.9 tCO<sub>2</sub>-e in FY21. This is for the new Melbourne studio. The work completed has set up the Studio for the next 10 years.

Emission source name	Current year (tCO <sub>2</sub> -e)	Previous year (tCO <sub>2</sub> -e)	Detailed reason for change
Petrol/Gasoline post-2004	51.7	57.4	Reduction in business related travel due to ongoing COVID impacts
Printing & Stationery	38.6	73.8	Introduction of company policies to reduce printing.
Working From Home	99.1	23.0	Increased due to ongoing COVID office restrictions

## Use of Climate Active carbon neutral products and services

Carbon neutral office paper – Reflex

In 2021-21, 100% of our tenancy electricity was certified carbon neutral through our energy provider PowerShop

## Organisation emissions summary

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

Emission category	Sum of total emissions (tCO <sub>2</sub> -e)
Accommodation and facilities	1.80
Air transport (fuel)	0
Air transport (km)	24.67
Bespoke	8.88
Carbon neutral products and services	0
Cleaning and chemicals	5.83
Construction materials and services	0
Electricity	7.46
Food	5.93
Horticulture and agriculture	0
ICT services and equipment	96.72
Land and sea transport (fuel)	51.71
Land and sea transport (km)	24.75
Machinery and vehicles	0
Office equipment & supplies	102.48
Postage, courier and freight	2.16
Products	0
Professional services	1.91
Refrigerants	0
Roads and landscape	0
Stationary energy	0
Waste	0.17
Water	0.18
Working from home	99.05
<b>Total</b>	<b>433.69</b>

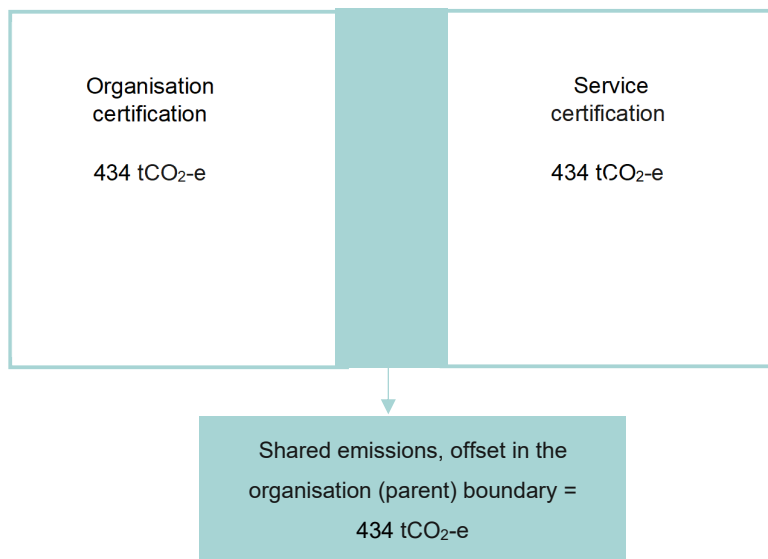
## Service emissions summary

A comprehensive approach to the organisational footprint has been taken such that all emissions associated with the simple service have been captured within the organisational boundary. The majority of these emissions occur within the business operational boundaries stage of the assessment life cycle as noted in the service diagram above.

Emissions intensity per functional unit	0.0018
Number of functional units to be offset	246,494
Total emissions to be offset	434

## Shared emissions between certifications by the same responsible entity

	Emissions (tCO <sub>2</sub> -e)
Total offset liability	434 tCO <sub>2</sub> -e
Offset by organisation	434 tCO <sub>2</sub> -e
Offset by service	0 tCO <sub>2</sub> -e



## 6. CARBON OFFSETS

### Offsets strategy

Offset purchasing strategy: In arrears		
1.	Total offsets previously forward purchased and banked for this report	0
2.	Total emissions liability to offset for this report	434
3.	Net offset balance for this reporting period	434
4.	Total offsets to be forward purchased to offset the next reporting period	0
5.	Total offsets required for this report	434

### Co-benefits

#### Rimba Raya Biodiversity Reserve Project

Rimba Raya is situated in Central Kalimantan in Indonesian Borneo. Covering land approximately the same size as Singapore, it is known as one of the largest Orangutan sanctuaries in the world. Offering a viable alternative to deforestation, a practice very common in the area, the project has a wealth of benefits to the biodiversity of the region and the surrounding communities. Rimba Raya is home to over 300 species of birds, 122 species of mammals and 180 species of trees and plants. The project has strong community based initiatives including increased employment for communities, greater access to medical and health services, and assistance with education.

#### NIHT Topaiyo REDD +

NIHT Inc. has partnered with the traditional landowners of New Ireland and East New Britain to put an end to deforestation initiated by industrial logging in the region. The preservation of these rainforests is essential to not only the carbon and biodiversity benefits inherent with projects of this nature, but also for the wellbeing and prosperity of the people of New Ireland and East New Britain. The project is located in the forested areas of New Ireland and East New Britain in Papua New Guinea. The project has evolved based on the input and needs expressed by persons living in the region. What began as a traditional timber operation has been recognised as an opportunity with enormous carbon sequestering potential and



has evolved into a forest protection project that will provide substantial economic benefits to the people of Papua New Guinea. Through the avoidance of carrying out exploitative industrial commercial timber harvesting in the project area, the project expects to generate nearly 60 million tonnes of CO2 emissions reductions across the 30 year project lifetime, depending on the number and size of Project Activity Instances (PAIs) added to the project.

## Offsets summary

Proof of cancellation of offset units

Offsets cancelled for Climate Active Carbon Neutral Certification										
Project description	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	Vintage	Eligible Quantity (tCO <sub>2</sub> -e)	Quantity used for previous reporting periods	Quantity banked for future reporting periods	Quantity used for this reporting period claim	Percentage of total (%)
NIHT Topaiyo REDD+	VCUs	Verra	13 Jan 2022	<a href="#">10514-223963078-223963294-VCS-VCU-466-VER-PG-14-2293-01062017-31122019-0</a>	2019	217	0	0	217	50%
Rimba Raya Biodiversity Reserve Project	VCUs	Verra	13 Jan 2022	<a href="#">6979-362134267-362134483-VCU-016-MER-ID-14-674-01012014-30062014-1</a>	2014	217	0	0	217	50%
<b>Total offsets retired this report and used in this report</b>									434	
<b>Total offsets retired this report and banked for future reports</b>									0	
Type of offset units		Quantity (used for this reporting period claim)				Percentage of total				
Verified Carbon Units (VCUs)		434				100%				

# RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

## Renewable Energy Certificate (REC) Summary

The following RECs have been surrendered to reduce electricity emissions under the market-based reporting method.

<b>1. Large-scale Generation certificates (LGCs)*</b>	0
<b>2. Other RECs</b>	0

\* LGCs in this table only include those surrendered voluntarily (including through PPA arrangements), and does not include those surrendered in relation to the LRET, GreenPower, and jurisdictional renewables.

Project supported by LGC purchase	Eligible units	Registry	Surrender date	Accreditation code (LGCs)	Certificate serial number	Generation year	Quantity (MWh)	Fuel source	Location
<i>Total LGCs surrendered this report and used in this report</i>								NA	

## APPENDIX A: ADDITIONAL INFORMATION

In 2016 we were certified as a BCorp, a global movement of around 3000 businesses in more than 70 countries and 150 industries using the power of business to address the world's most pressing environmental and social challenges. As one of Australia's first Architectural Bcorps, and one of the largest Architectural Bcorps in the world, we are obliged to ensure every decision we make impacts positively. Not just on our bottom line or our client's portfolios, but also on our workers, customers, suppliers, community and the environment.

## APPENDIX B: ELECTRICITY SUMMARY

Electricity emissions are calculated using a market-based approach.

### Market-based approach summary

Market-based approach	Activity data (kWh)	Emissions (kgCO <sub>2</sub> -e)	Renewable % of total
Behind the meter consumption of electricity generated	0	0	0%
<b>Total non-grid electricity</b>	<b>0</b>	<b>0</b>	<b>0%</b>
LGC purchased and retired (kWh) (including PPAs & Precinct LGCs)	0	0	0%
GreenPower	0	0	0%
Jurisdictional renewables (LGCs retired)	0	0	0%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	0	0	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	1,569	0	19%
Residual electricity	6,721	7,212	0%
<b>Total grid electricity</b>	<b>8,289</b>	<b>7,212</b>	<b>19%</b>
<b>Total electricity consumed (grid + non grid)</b>	<b>8,289</b>	<b>7,212</b>	<b>19%</b>
Electricity renewables	1,569	0	
Residual electricity	6,721	0	
<b>Exported on-site generated electricity</b>	<b>0</b>	<b>0</b>	
Emission footprint (kgCO <sub>2</sub> -e)		7,212	

<b>Total renewables (grid and non-grid)</b>	<b>18.93%</b>
<b>Mandatory</b>	<b>18.93%</b>
<b>Voluntary</b>	<b>0.00%</b>
<b>Behind the meter</b>	<b>0.00%</b>
<b>Residual electricity emission footprint (tCO<sub>2</sub>-e)</b>	<b>7</b>

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

### Location-based approach summary

Location-based approach	Activity data (kWh)	Emissions (kgCO <sub>2</sub> -e)
ACT	0	0
NSW	8,289	7,460
SA	0	0
Vic	0	0
Qld	0	0
NT	0	0
WA	0	0
Tas	0	0
<b>Grid electricity (scope 2 and 3)</b>	<b>8,289</b>	<b>7,460</b>
ACT	0	0
NSW	0	0
SA	0	0
Vic	0	0

Qld	0	0
NT	0	0
WA	0	0
Tas	0	0
<b>Non-grid electricity (behind the meter)</b>	<b>0</b>	<b>0</b>
<b>Total electricity consumed</b>	<b>8,289</b>	<b>7,460</b>
<b>Emission footprint (tCO<sub>2</sub>-e)</b>	<b>0</b>	

### Climate Active carbon neutral electricity summary

Carbon neutral electricity offset by Climate Active product	Activity data (kWh)	Emissions (kgCO <sub>2</sub> -e)
<i>Powershop Carbon Neutral Power</i>	<b>119,591</b>	<b>0</b>

*Climate Active carbon neutral electricity is not considered renewable electricity. The emissions have been offset by another Climate Active carbon neutral product certification.*

# APPENDIX C: INSIDE EMISSIONS BOUNDARY

## Organisation non-quantified sources

The following sources 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	(1) Immaterial	(2) Cost effective (but uplift applied)	(3) Data unavailable (but uplift applied & data plan in place)	(4) Maintenance
N/A				

## Service non-quantified sources

The following sources 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	(1) Immaterial	(2) Cost effective (but uplift applied)	(3) Data unavailable (but uplift applied & data plan in place)	(4) Maintenance
N/A				

## Service excluded emission sources

Attributable emissions sources can be excluded, but still counted as part of the carbon account if they meet all **three of the criteria**:

1. A data gap exists because primary or secondary data cannot be collected (**no actual data**).
2. Extrapolated and proxy data cannot be determined to fill the data gap (**no projected data**).
3. An estimation determines the emissions from the process to be **not material**.

	No actual data	No projected data	Immaterial
N/A			

## APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

### Organisation excluded sources

The below emission sources have been assessed as not relevant to an 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 five criteria. The five criteria are:

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.

To be deemed relevant an emission must meet two of the five relevance criteria. No emissions relevant to ClarkeHopkinsClarke operations have been excluded from the assessment.

### Service non-attributable sources

To be deemed attributable an emission must meet two of the five relevance criteria. Non-attributable emissions are detailed below against each of the five criteria.

#### Relevance test



Non-attributable emission	<i>The emissions from a particular source are likely to be large relative to the organisation's electricity, stationary energy and fuel emissions</i>	<i>The emissions from a particular source contribute to the organisation's greenhouse gas risk exposure.</i>	<i>Key stakeholders deem the emissions from a particular source are relevant.</i>	<i>The responsible entity has the potential to influence the reduction of emissions from a particular source.</i>	<i>The emissions are from outsourced activities previously undertaken within the organisation's boundary, or from outsourced activities typically undertaken within the boundary for comparable organisations.</i>
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N/A



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