



# **PUBLIC DISCLOSURE STATEMENT**

**INSITE ARCHITECTS PTY LTD  
ORGANISATION CERTIFICATION  
FY2020-21**

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



NAME OF CERTIFIED ENTITY: Insite Architects Pty Ltd

REPORTING PERIOD: Financial year 1 July 2020 – 30 June 2021

**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.

Signature

Date 13/4/2022

Name of Signatory: Shelley Atkinson

Position of Signatory: Office Manager



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

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Version number February 2021



# 1. 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 the Australian operations of Insite Architects Pty Ltd, ABN 77 100 163 479

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:

- 75-77 Upper Heidelberg Rd, Ivanhoe, VIC 3079

Emission from the Copenhagen office have not been included due to its geographical location not being covered under the Climate Active certification.

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).

*“Insite Architects believe that everyone should play their part. As we help design a Climate Active world it is important that we lead by example”*

## Organisation description

Insite Architects have over thirty years' experience with commercial and residential projects and specialise in the childcare, community and hospitality sectors. Five Directors lead a team of twenty professionals who are all REVIT capable, skilled architects, designers and documenters and who are experienced with the specialist facets of the business. We provide architectural, interior design and contract administration services. Our small to medium size allows us to offer a range of expertise while providing a personal service to each client.

Based in Melbourne we provide services to clients around Australia including metropolitan and regional areas of Queensland, New South Wales, ACT, South Australia and Western Australia. We aim to utilise local, home-grown products as much as possible in all our projects to support Australian suppliers and workers.

## 2. EMISSION BOUNDARY

### Diagram of the certification boundary

This is a small organisation certification, which uses the standard Climate Active small organisation emissions boundary.



### **Non-quantified sources**

Refrigerants and water have been non-quantified as they have been estimated to be immaterial.

### **Data management plan**

N/A

### **Excluded sources (outside of certification boundary)**

N/A

*“Being Climate Active gives our staff and clients the knowledge that we care about the world that we are building.”*

## 3. EMISSIONS SUMMARY

### Emissions reduction strategy

Insite Architects emission reduction strategy involves:

- Measuring and reporting on our energy consumption and carbon footprint
- Acting on opportunities to reduce our emissions by improving operational efficiencies
- Investing in technological innovations to reduce our resource consumption
- Embracing technologies such as hybrid motor vehicles when appropriate
- Continuing to employ locally, to both support regional communities and reduce our travel footprint
- Encouraging our suppliers to reduce carbon impacts in our supply chain
- Educating and engaging our team to reduce work-related emissions
- Offsetting our residual annual carbon emissions to achieve net-zero emissions by purchasing offsets that meet the requirements of the National Carbon Offset

Insite Architects is developing a more detailed Emission Reduction Strategy, based on the actions listed above, that will include timelines, key performance indicators and targets over the next two years.

### Emissions summary (inventory)

Table 1

Emission source category	tonnes CO <sub>2</sub> -e
Accommodation and facilities	1.1
Air Transport (km)	0.2
Carbon neutral products and services	0.0
Cleaning and Chemicals	0.7
Electricity	22.4
Food	3.8
ICT services and equipment	21.9
Land and Sea Transport (\$)	0.0
Land and Sea Transport (fuel)	9.3
Land and Sea Transport (km)	11.6
Office equipment & supplies	4.2
Postage, courier and freight	0.0
Products	0.0
Professional Services	1.2
Stationary Energy	0.5
Waste	4.4
Working from home	8.8
<b>Total Net Emissions</b>	<b>90.3</b>

## Uplift factors

Table 2

Reason for uplift factor	tonnes CO <sub>2</sub> -e
Compulsory small organisation uplift	4.5
<i>Total footprint to offset (uplift factors + net emissions)</i>	<b>94.8</b>

## Carbon neutral products

Insite Architects has purchased offsets from Qantas for some of the business flights in FY2021.

This assessment and Climate Active submission was prepared with the assistance of [Pangolin Associates](#) and these services are also carbon neutral.



## Electricity summary

Electricity was calculated using a location-based approach.

### Market-based approach summary

Table 3

Market-based approach	Activity Data (kWh)	Emissions (kgCO <sub>2</sub> -e)	Renewable %
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)	3,889	0	19%
Residual Electricity	16,659	17,876	0%
<b>Total grid electricity</b>	<b>20,547</b>	<b>17,876</b>	<b>19%</b>
<b>Total Electricity Consumed (grid + non grid)</b>	<b>20,547</b>	<b>17,876</b>	<b>19%</b>
Electricity renewables	3,889	0	
Residual Electricity	16,659	17,876	
<b>Exported on-site generated electricity</b>	<b>0</b>	<b>0</b>	
Emission Footprint (kgCO <sub>2</sub> e)		17,876	

<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>18</b>

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

### Location-based approach summary

Table 4

Location-based approach	Activity Data (kWh)	Emissions (kgCO <sub>2</sub> -e)
ACT	20,547	22,396
<b>Grid electricity (scope 2 and 3)</b>	<b>20,547</b>	<b>22,396</b>
ACT	0	0
<b>Non-grid electricity (Behind the meter)</b>	<b>0</b>	<b>0</b>
<b>Total Electricity Consumed</b>	<b>20,547</b>	<b>22,396</b>

<b>Emission Footprint (tCO<sub>2</sub>-e)</b>	<b>22</b>
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# 4. CARBON OFFSETS

## Offsets strategy

Table 5

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	95
3. Net offset balance for this reporting period	95
4. Total offsets to be forward purchased to offset the next reporting period	0
5. Total offsets required for this report	95

## 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.

### Midilli Hydroelectric Power Plant

The social impacts of the Midilli Hydroelectric Power Plant include a significant positive employment effect occurred especially during the construction and installation period. Management, operation, and maintenance of the HPP creates permanent jobs which require high qualification, contributing to capacity building and know-how dissemination in Turkey. Moreover, since it is a renewable energy project, it contributes to achieve nationally stated sustainable development priorities. Furthermore, sustainable development goals outcomes and the actual results of the contributed sustainable development indicators by the project during the monitoring period such as Climate Action and Affordable and clean energy.

**Natural Capital Units: Orana Park**

The 50 credits are stapled with an Australian vegetation offset from Bendigo, Victoria (see project details below). The project is ambitious, encompassing regenerative farming, threatened species recovery and work into bio-links.



## Offsets summary

### Proof of cancellation of offset units

Table 6

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 (%)
Rimba Raya Biodiversity Reserve Project	VCUs	Verra	20 April 2022	<a href="#">7627-414495657-414495701-VCU-016-MER-ID-14-674-01072014-31122014-1</a>	2014	45	0	0	45	47%
Midilli Hydroelectric Power Plant stapled with 50 Natural Capital Units: Orana Park	VCUs	Verra	20 April 2022	<a href="#">12431-410551083-410551132-VCS-VCU-290-VER-TR-1-1330-01012019-31122019-0</a>	2019	50	0	0	50	53%
Natural Capital Units (NCUs): Orana Park	NCUs	Cleaner Climate	11 April 2022	VLZ-VC_CFL-3071_01 VOL001-NCU-022	-	50	0	0	0	0
<b>Total offsets retired this report and used in this report</b>									95	
<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)	95	100%

# vegetationlink

Our reference: VC\_CFL-3071\_01 VQL001- NCU-022

11 May 2022

Shelley Atkinson

Office Manager  
Insite Architects  
Level 1, 77 Upper Heidelberg Rd  
Ivanhoe VIC 3179

Dear Shelley

RE: Natural Capital Units issued

I can confirm that the following units have been recorded and allocated from the Orana Natural Capital Project:

Date	Project Reference	Serial Numbers	Amount
11.05.2022	Retired on behalf of Insite Architects for Climate Active FY20/21	19387-19436	50

One Natural Capital Unit represents the permanent protection of one square metre of very high conservation significance native habitat in Serpentine, Victoria.

Sincerely,



Mel Pritchard

Registrar

Vegetation Link Pty Ltd  
ABN: 92 169 702 032

[www.vegetationlink.com.au](http://www.vegetationlink.com.au)

1300 VEGLINK (1300 834 546) | [offsets@vegetationlink.com.au](mailto:offsets@vegetationlink.com.au) | PO Box 10 Castlemaine VIC 3450

## 5. USE OF TRADE MARK

Table 7

Description where trademark used	Logo type
Website	Certified organisation
Email signature	Certified organisation
Sales Proposals and Tender Responses	Certified organisation
Printed and Electronic Marketing Collateral	Certified organisation
Social Media Posts (Instagram, LinkedIn, Facebook)	Certified organisation
Presentation materials (Digital and printed)	Certified organisation

## 6. ADDITIONAL INFORMATION

As one of the largest industries in the country the building and construction industry has the potential to lead the way in Carbon reduction. As Architects we can help guide this reduction through our designs and product specifications. But the first step is becoming Climate Active as a company. This will demonstrate our commitment to a sustainable future to our staff, clients, suppliers and sub-consultants – and hopefully inspire many of them to take similar steps.

# APPENDIX 1

## Excluded emissions

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

**Table 8**

Relevance test					
Excluded emission sources	<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>

N/A

## APPENDIX 2

### Non-quantified emissions for organisations

Table 9

Non-quantification test				
Relevant-non-quantified emission sources	<i>Immaterial &lt;1% for individual items and no more than 5% collectively</i>	<i>Quantification is not cost effective relative to the size of the emission but uplift applied.</i>	<i>Data unavailable but uplift applied. A data management plan must be put in place to provide data within 5 years.</i>	<i>Initial emissions non-quantified but repairs and replacements quantified</i>
Refrigerants	Yes	No	No	No
Water	Yes	No	No	No





An Australian Government Initiative

