PUBLIC DISCLOSURE STATEMENT

INSITE ARCHITECTS PTY LTD

ORGANISATION CERTIFICATION
FY2021–2022

Australian Government

Climate Active
Public Disclosure Statement

An Australian Government Initiative

NAME OF CERTIFIED ENTITY	Insite Architects Pty Ltd
REPORTING PERIOD	Financial year 1 July 2021 – 30 June 2022 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.* 
	Shelley Atkinson Office Manager 18/1/2023

Australian Government
Department of Industry, Science, Energy and Resources

1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	89 tCO_2-e
OFFSETS BOUGHT	100% VCU
RENEWABLE ELECTRICITY	Total renewables 19.59%
TECHNICAL ASSESSMENT	N/A

Contents

2.CARBON NEUTRAL INFORMATION

Description of certification

This inventory has been prepared for the financial year from 1 July 2021 to 30 June 2022 and covers the Australian business operations of Insite Architects, 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

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.

"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"

The greenhouse gases considered within the inventory are those that are commonly reported under the Kyoto Protocol; carbon dioxide (CO_2), methane (CH_4), nitrous oxide (N_2O) and synthetic gases - hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) sulphur hexafluoride (SF_6) and nitrogen trifluoride (NF_3). These have been expressed as carbon dioxide equivalents (CO_2-e) using relative global warming potentials (GWPs).

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 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.

3.EMISSIONS BOUNDARY

This is a small organisation certification, which uses the standard Climate Active small organisation emissions boundary. Emission sources can be excluded if they do not occur.

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 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 and facilities

Cleaning and Chemicals

Climate Active Carbon Neutral Products and Services

Construction Materials and Services

Electricity

Food

ICT services and equipment

Office equipment & supplies

Postage, courier and freight

Products

Professional Services

Refrigerants

Stationary Energy (gaseous fuels)

Transport (Air)

Transport (Land and Sea)

Waste

Water

Working from home

Non-quantified

N/A

Optionally included

N/A

Outside emission boundary

Excluded

N/A

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

'Insite Architects commits to reduce scope 1 emissions by 5%, reduce scope 2 emissions by 95% and reduce scope 3 emissions by 5% by 2030 compared to a 2020 baseline. This will be achieved through the following measures:'

Scope 1 emissions will be reduced by:

- When Insite Architects vehicles require replacement over the next 5 years, we will endeavour to replace the vehicles with Electric vehicles where possible.
- In the FY2022-2023, Insite Architects will cease the use of natural gas.

Scope 2 emissions will be reduced by:

- All electricity directly paid for by Insite Architects will be 100% Carbon Neutral from the FY2022-2023. Supplied by the Climate Active certified Simply Energy. This will lead to approximately 20% reduction of our total emissions.
- Campaigning to new landlords to move shared areas Electricity to Carbon Neutral suppliers to ensure all Insite Architects electricity is supplied as Carbon Neutral.

Scope 3 emissions will be reduced by:

- Relocation to a more energy efficient office space in the FY2022-2023. The space will have improved efficiency for heating, cooling, and lighting.
- Ensure all paper is Carbon Neutral by the end of the FY2022-2023. This will be done by moving to a Climate Active supplier such as Winx.
- Continue to educate staff on minimizing emissions in the workplace and in relation to travel.
- Review all suppliers in an effort to work with others in the Climate Active Network.

Emissions reduction actions

In this reporting period Insite Architects has undertaken the following steps to reduce our emissions:

- Electricity was partially moved to a Carbon Neutral provider.
- Education was undertaken for staff to improve their awareness of the company Climate Active status and ways they can assist in reducing the emissions. For example, minimizing the use of heating and cooling in favour of cross-ventilation and appropriate clothing. Reduce paper usage and increasing recycling of paper waste.
- Investigated the potential to move to a more emission efficient workspace. Insite Architects was spread over multiple office spaces within two adjacent buildings which required the heating, cooling, and lighting of multiple spaces. These buildings were also dated and therefore did not allow for energy efficient heating, cooling, or lighting.

5. EMISSIONS SUMMARY

Emissions over time

Emissions since base year		
		Total tCO_2-e
Base year/Year 1:	2020–21	94.81
Year 2:	2021–22	88.17

Significant changes in emissions

Emission source name	Current year (tCO_2-e)	Previous year (tCO_2-e)	Detailed reason for change
Electricity	20.27	22.40	Movement of some of our electricity to Carbon Neutral and monitoring of heating and cooling use has allowed a decrease in this area.
Computer and Technical Services	13.54	14.65	There was a reduction in the purchase of technical services due to extended lockdowns and an increase in people working from home.
Petrol: Medium Car (Employee Commute)	6.71	8.79	Decrease in staff travelling to the office due to lockdowns and an increase in staff working from home following lockdowns meant less people were driving to the office.
Working From Home	5.40	8.84	While there were still lockdowns there was a decrease in the time people had to work from home compared to the previous financial year.

Use of Climate Active carbon neutral products and services

Insite Architects has purchased offsets from Qantas' Fly Carbon Neutral program for some of the business flights in FY2022.

This assessment and Climate Active submission was prepared with the assistance of Pangolin Associates and these services are carbon neutral.

Organisation emissions summary

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

Emission category	Sum of total emissions (tCO_2-e)
Accommodation and facilities	0.19
Cleaning and Chemicals	0.53
Climate Active Carbon Neutral Products and Services	0.00
Construction Materials and Services	0.18
Electricity	20.27
Food	3.74
ICT services and equipment	16.98
Office equipment & supplies	3.30
Postage, courier and freight	0.05
Products	0.03
Professional Services	4.39
Refrigerants	0.16
Stationary Energy (gaseous fuels)	0.04
Transport (Air)	1.21
Transport (Land and Sea)	24.52
Waste	2.76
Water	0.23
Working from home	5.40
Land and Sea Transport (km)	0.00
Grand Total	83.97

Uplift factors

An uplift factor is an upwards adjustment to the total carbon inventory to account for relevant emissions, which can't 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
Compulsory additional 5% of the total to be added for small organisations	4.20
Total of all uplift factors	4.20
Total footprint to offset *(total net emissions from summary table + total uplifts)*	**88.17**

6.CARBON OFFSETS

Offsets retirement approach

In arrears	
1. Total number of eligible offsets banked from last year's report	0
2. Total emissions footprint to offset for this report	89
3. Total eligible offsets required for this report	89
4. Total eligible offsets purchased and retired for this report	89
5. Total eligible offsets banked to use toward next year's report	0

Co-benefits

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.

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.

Eligible offsets retirement summary

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**	**Stapled quantity**	**Eligible quantity (tCO_2-e)**	**Eligible quantity used for previous reporting periods**	**Eligible quantity banked for future reporting periods**	**Eligible quantity used for this reporting period**	**Percentage of total (%)**
Mildilli Hydroelectric Power Plant; stappled with	VCUs	Verra	18/10/2022	12430-410522418-410522460-VCS-VCU-290-VER-TR-1-1330-01012015-31122015-0	2015	43	43	0	0	43	48%
Natural Capital Units (NCUs): Orana Park	NCUs	Cleaner Climate	20/10/2022	22119-2216110	-		0	0	0		-
Rimba Raya Biodiversity Reserve Project	VCUs	Verra	18/10/2022	6979-362263472-362263511-VCU-016-MER-ID-14-674-01012014-30062014-1	2014	-	40	0	0	40	45%
Rimba Raya Biodiversity Reserve Project	VCUs	Verra	26/10/2022	6979-362263944-362263949-VCU-016-MER-ID-14-674-01012014-30062014-1	2014	-	6	0	0	6	7%
									Total offsets retired this report and used in this report	89	
									Total offsets retired this report and banked for future reports	0	

Type of offset units	Quantity (used for this reporting period claim)	Percentage of total
Verified Carbon Units (VCUs)	89	100%

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

N/A

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

1. Large-scale Generation certificates (LGCs)*	
2. Other RECs	

* 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
N/A									
						Total LGCs surrendered this report and used in this report			

APPENDIX A: ADDITIONAL INFORMATION

vegetationlink

Our reference: VLQ- VC_CFL-3071_01 VOL001- NCU-031

20 October 2022

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

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
20.10.2022	Retired on behalf of Insite Architects for Climate Active FY2022 carbon-neutral certification	22119-22161	43

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
1300 VEG LINK (1300 834 546) | offsets@vegetationlink.com.au | PO Box 10 Castlemaine VIC 3450

APPENDIX B: ELECTRICITY SUMMARY

Electricity emissions are calculated using a market-based approach

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.

Market Based Approach Summary

Market Based Approach	Activity Data (kWh)	Emissions (kgCO2e)	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 & Precinct LGCs)	0	0	0%
GreenPower	252	0	1%
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)	4,710	0	19%
Residual Electricity	20,373	20,271	0%
Total grid electricity	**25,335**	**20,271**	**20%**
Total Electricity Consumed (grid + non grid)	**25,335**	**20,271**	**20%**
Electricity renewables	4,962	0	
Residual Electricity	20,373	20,271	
Exported on-site generated electricity	**0**	**0**	
Emissions (kgCO2e)		20,271	

Total renewables (grid and non-grid)	**19.59%**
Mandatory	**18.59%**
Voluntary	**1.00%**
Behind the meter	**0.00%**
Residual Electricity Emission Footprint (TCO2e)	**20**

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

Location Based Approach Summary

Location Based Approach	Activity Data (kWh)	Scope 2 Emissions (kgCO2e)	Scope 3 Emissions (kgCO2e)
ACT	0	0	0
NSW	0	0	0
SA	0	0	0
Vic	25,335	23,055	2,534
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
Grid electricity (scope 2 and 3)	**25,335**	**23,055**	**2,534**
ACT	0	0	0
NSW	0	0	0
SA	0	0	0
Vic	0	0	0
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
Non-grid electricity (Behind the meter)	**0**	**0**	**0**
Total Electricity Consumed	**25,335**	**23,055**	**2,534**

Emission Footprint (TCO_2e)	**26**
Scope 2 Emissions (TCO_2e)	**23**
Scope 3 Emissions (TCO_2e)	**3**

Climate Active Carbon Neutral Electricity summary

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions ($kgCO_2e$)
N/A		

Climate Active carbon neutral electricity is not renewable electricity. The emissions have been offset by another Climate Active member through their Product certification.

APPENDIX C: INSIDE EMISSIONS BOUNDARY

Non-quantified emission sources

The following sources emissions have been assessed as relevant, are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. These emissions are accounted for through an uplift factor. 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	(1) Immaterial	(2) Cost effective (but uplift applied)	(3) Data unavailable (but uplift applied & data plan in place)	(4) Maintenance
N/A	N/A	N/A	N/A	N/A

APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

Excluded emission sources

The below emission sources have been assessed as not relevant to an organisation's or precinct'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.

Emission sources tested for relevance	(1) Size	(2) Influence	(3) Risk	(4) Stakeholders	(5) Outsourcing	Included in boundary?
N/A	N/A	N/A	N/A	N/A	N/A	N/A

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