



# **PUBLIC DISCLOSURE STATEMENT**

**SHAPE AUSTRALIA PTY LIMITED**

**ORGANISATION CERTIFICATION**

**FY2022**




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



An Australian Government Initiative



<b>NAME OF CERTIFIED ENTITY</b>	Shape Australia Pty Limited
<b>REPORTING PERIOD</b>	Financial Year 1 July 2021– 30 June 2022 Arrears report
<b>DECLARATION</b>	<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>Shane Morgan EHSQ Manager – Procurement and Policy 19/10/2022</p>



**Australian Government**  
**Department of Climate Change, Energy,  
the Environment and Water**

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Version March 2022.



# 1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	2,959 tCO <sub>2</sub> -e
OFFSETS BOUGHT	100% VCUs
RENEWABLE ELECTRICITY	58.57%
TECHNICAL ASSESSMENT	13/10/2022 Sophie Hutchinson Phoenix Regen Next technical assessment due: October 31, 2024
THIRD PARTY VALIDATION	Type 1 29/09/2022 Katherine Simmons KREA Consulting

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## 2. CARBON NEUTRAL INFORMATION

### Description of certification

This carbon neutral certification is for the Australian business operations of SHAPE Australia Pty Limited ABN 70 003 861 765 (SHAPE Australia) and its related operational entities:

- SHAPE Australia (Qld) Pty Limited
- DLG SHAPE Pty Limited (DLG SHAPE)
- DLG SHAPE (Qld) Pty Limited

### Organisation description

SHAPE Australia is a national fitout and construction services specialist driven by diverse capability, local impact, sector experience and a people-focused company culture.

We're for shaping spaces - for building with people in mind and our team has been doing it for more than 30 years. Operating with a truly national footprint across our network of seven branches, we build the best teams for every project. Our people bring diverse capabilities, transparency and a partnership approach to understand our clients' needs and solve their toughest challenges.

We believe success starts from the inside out. It's our eye for detail and commitment to quality from three decades of delivering interior fitouts and refurbishments that provides us with a unique skillset to undertake any type of construction project.

More importantly, it's why we invest in our people who, in turn, invest in our partners. Whether you work with us or for us, we're about building people up, forming great relationships, and looking after each other and the world around us. It's what creates lasting impact on our clients and the people that experience their spaces for years to come (and why our partners choose to work with us again and again).

SHAPE Australia has office locations in Melbourne, Sydney, Adelaide, Perth, Darwin, Brisbane and Canberra.

SHAPE Australia's carbon neutrality includes emissions from the operation of the company's workplaces (state head offices), associated travel and other material emissions sources.

The following subsidiaries / child companies are also included within this certification.

Legal entity name	ABN	ACN
SHAPE Australia (Qld) Pty Limited	69 126 087 910	126 087 910
DLG SHAPE Pty Limited	35 614 247 228	614 247 228
DLG SHAPE (Qld) Pty Limited	49 627 386 387	627 386 387

*'We strive to be part of the solution to the greatest challenge of our times, climate change. With the building sector accounting for a significant proportion of Australia's greenhouse gas emissions, we recognise that we must take meaningful action to ensure change. Our actions will create new growth opportunities and allow us to compete in a low carbon future. We seek to reduce our operational carbon emissions and achieve carbon neutrality. Achieving Climate Active certification delivers a clear message to our people, clients and shareholders that we are committed to carbon neutrality, and it takes us a step closer to our goal.'*

## 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. 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

Tenancy electricity  
ICT services and equipment  
Office equipment and Paper  
Professional services (entertainment, staff training and professional development legal, accounting, advertising, rates and taxes, banking subscriptions and periodicals)  
Transport (air)  
Transport (land & sea – including business travel)  
Hotel accommodation  
Staff commute to work  
SHAPE Head Office fitouts  
Waste  
Working from home

### Non-quantified

Refrigerants  
Water  
Cleaning Services

## Outside emission boundary

### Excluded

All of SHAPE's construction sites are excluded from the emissions boundary. SHAPE is a national fitout and construction services specialist, contracted by our clients to deliver their unique projects. The emissions associated with each unique project construction site are accounted for within each clients' own organisational and operational boundaries. In the delivery of each unique project, SHAPE extends its influence where possible to ensure subcontractors and products are responsibly selected.

## 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

SHAPE's emissions reduction strategy has been developed to achieve our key goal to reduce our operational carbon emissions and achieve carbon neutrality.

Our reduction targets are included as follows:

Emissions reduction strategy	Emissions source	Timeframe / deadline	KPI's & measures
Achieve 17% reduction in energy consumption by FY2023 via energy efficiency initiatives to all offices	Scope 2	FY2023	Implement energy saving solutions: <ul style="list-style-type: none"> <li>- Ensure new office buildings being rented or built have high NABERS and / or Green Star base building ratings</li> <li>- Ensure each office achieves a high Green Star rated fit out (e.g. Melbourne office)</li> <li>- Transition to energy efficient products in SHAPE offices (e.g. lights, white goods, computer monitors, etc.)</li> <li>- Implement automatic shutdown to all office screens</li> <li>- Undertake behaviour campaigns to educate employees about reducing energy use in the office and when working from home</li> </ul>
Electricity to SHAPE's head offices (where possible) to be 100% certified GreenPower	Scope 2	FY2023	Undertake negotiations with the landlords of the SHAPE offices to procure GreenPower where there is currently no GreenPower supplied
Measure subtenant energy consumption	Scope 2	FY2023	Implement sub-metering to all tenancies
10% of office equipment repurposed	Scope 3	Q2, 2023	Utilise repurposing charitable organisation for all furniture to be re-purposed
10% reduction in business travel	Scope 3	FY 2023	Encourage employees to replace flights with virtual meetings, substitute interstate travel with local experience, and support this with a Travel Policy update
10% reduction in Staff commute	Scope 3	FY 2025	<ul style="list-style-type: none"> <li>- Develop a policy requiring offices to be in close proximity to public transport locations (where possible).</li> <li>- Incentivise employees to actively commute to work</li> <li>- Ensure end-of-trip facilities are eco-friendly and accessible for all employees, especially via achieving a high Green Star rated fit-out.</li> <li>- Facilitate discounts on public transport passes, bicycle purchases, e-bike novated leasing options and ensure safe storage of bikes available</li> </ul>

## 5. EMISSIONS SUMMARY

### Use of Climate Active carbon neutral products and services

N/A.

### Organisation emissions summary

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

<b>Emission category</b>	<b>Sum of Scope 1 (t CO2-e)</b>	<b>Sum of Scope 2 (t CO2-e)</b>	<b>Sum of Scope 3 (t CO2-e)</b>	<b>Sum of total emissions (tCO2-e)</b>
Accommodation and facilities	0	0	16.05	16.05
Construction Materials and Services	0	0	1258.42	1258.42
Electricity	0	153.69	0	153.69
ICT services and equipment	0	0	138.18	138.18
Office equipment & supplies	0	0	5.95	5.95
Postage, courier and freight	0	0	10.69	10.69
Professional Services	0	0	315.71	315.71
Transport (Air)	0	0	189.77	189.77
Transport (Land and Sea)	0	0	683.37	683.37
Waste	0	0	184.91	184.91
Working from home	0	0	0	0*
Car Hire	0	0	1.23	1.23
<b>Grand Total</b>	<b>0</b>	<b>153.69</b>	<b>2804.28</b>	<b>2957.97</b>

\* = Quantified as a negative emissions value due to reductions in staff commuting, and captured as '0'



## 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 <sub>2</sub> -e
Uplift to account for water supply which was non-quantified due to data being unavailable: <ul style="list-style-type: none"> <li>Assumes an average water consumption of 4.8 litres per day per staff member based on the <a href="#">Green Building Council Australia (GBCA)'s Potable Water Calculator Guide</a>.</li> <li>Based on a total FTE headcount of 483.1 staff in FY22 it is assumed an average of 2,318 litres were consumed each workday or 11,594 litres per week. Multiplied by 48 work weeks in a year – the base case average usage would be 556,531 litres (557 kL).</li> <li>Assumes the emission factor for water supply in Victoria is 0.36 kg CO<sub>2</sub>-e/kL.</li> <li>Excludes any showers from this uplift factor.</li> <li>= <math>(557 \times 0.36) \times 1000</math></li> </ul>	0.2
Total of all uplift factors	0.2
<b>Total footprint to offset</b> <i>(total net emissions from summary table + total uplifts)</i>	<b>2,958.17</b>

## 6. CARBON OFFSETS

### Offsets retirement approach

#### In arrears

1.	Total emissions footprint to offset for this report	2,958.17
2.	Total eligible offsets purchased and retired for this report	2,959
3.	Total eligible offsets banked to use toward next year's report	0

## 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 <sub>2</sub> -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 (%)
Usak Wind Power Plant Project Type: Energy industries (renewable/non-renewable sources)	VCU	Verra	19/10/2022	<a href="#">8493-25277115-25280073-VCS-VCU-1590-VER-TR-1-1546-01012015-31122015-0</a>	2015		2959	0	0	2959	100%
<b>Total offsets retired this report and used in this report</b>										2959	
<b>Total offsets retired this report and banked for future reports</b>									<b>2959</b>		

Type of offset units	Quantity (used for this reporting period claim)	Percentage of total
Verified Carbon Units (VCUs)	2959	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.

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

\* 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
<b>Total LGCs surrendered this report and used in this report</b>									

# APPENDIX A: ADDITIONAL INFORMATION

N/A

## Additional offsets cancelled for purposes other than 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)	Purpose of cancellation

## APPENDIX B: ELECTRICITY SUMMARY

Electricity emissions are calculated using the 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 (kgCO <sub>2</sub> e)	Renewable Percentage 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	134,353	0	36%
Jurisdictional renewables (LGCs retired)	14,655	0	4%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	3,346	0	1%
Large Scale Renewable Energy Target (applied to grid electricity only)	65,934	0	18%
Residual Electricity	154,387	153,609	0%
<b>Total grid electricity</b>	<b>372,675</b>	<b>153,609</b>	<b>59%</b>
<b>Total Electricity Consumed (grid + non grid)</b>	<b>372,675</b>	<b>153,609</b>	<b>59%</b>
Electricity renewables	218,288	0	
Residual Electricity	154,387	153,609	
<b>Exported on-site generated electricity</b>	<b>0</b>	<b>0</b>	
Emissions (kgCO <sub>2</sub> e)		153,609	
<b>Total renewables (grid and non-grid)</b>	<b>58.57%</b>		
<b>Mandatory</b>	<b>22.52%</b>		
<b>Voluntary</b>	<b>36.05%</b>		
<b>Behind the meter</b>	<b>0.00%</b>		
<b>Residual Electricity Emission Footprint (TCO<sub>2</sub>e)</b>	<b>154</b>		
<i>Figures may not sum due to rounding. Renewable percentage can be above 100%</i>			
<i>Voluntary includes LGCs retired by the ACT (MWh)</i>	14		

## Location Based Approach Summary

Location Based Approach	Activity Data (kWh)	Scope 2 Emissions (kgCO <sub>2</sub> e)	Scope 3 Emissions (kgCO <sub>2</sub> e)
ACT	18,001	14,041	1,260
NSW	72,176	56,297	5,052
SA	41,541	12,462	2,908
Vic	148,249	134,907	14,825
Qld	57,303	45,842	6,876
NT	13,224	7,141	529
WA	22,180	14,860	222
Tas	0	0	0
<b>Grid electricity (scope 2 and 3)</b>	<b>372,675</b>	<b>285,551</b>	<b>31,672</b>
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
<b>Non-grid electricity (Behind the meter)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Electricity Consumed</b>	<b>372,675</b>	<b>285,551</b>	<b>31,672</b>
<b>Emission Footprint (TCO<sub>2</sub>e)</b>	<b>317</b>		
<i>Scope 2 Emissions (TCO<sub>2</sub>e)</i>	286		
<i>Scope 3 Emissions (TCO<sub>2</sub>e)</i>	32		

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO <sub>2</sub> e)
<a href="#">Enter product name/s here</a>	0	0

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. 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
Water usage	Yes	No	No	No
Refrigerants	Yes	No	No	No
Cleaning Services	Yes	No	No	No



# 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?
Purchased goods and services	Yes	Yes – varies	Yes – varies	Yes	No	Yes – the following services are included:  ICT, office equipment & stationary, entertainment, education, business services marketing & advertising  Postage & courier, accounting & legal have been included
Capital goods	NA	NA	NA	NA	NA	NA – this source has been excluded from the inventory as there are no capital goods owned by SHAPE that are relevant to be included in the inventory
Fuel and energy related activities	No	Yes	No	Yes	No	Yes – determined as being relevant to our operations
Upstream transportation and distribution	Yes	Yes	Yes	Yes	No	Yes – determined as being relevant to our operations
Waste generated in operations	No	Yes	Yes	Yes	No	Yes – determined as being relevant to our operations
Business travel	Yes	Yes	Yes	Yes	No	Yes – determined as being relevant to our operations
Employee commuting	Yes	No	No	Yes	No	Yes – determined as being relevant to our operations

Upstream leased assets	No	Yes	No	Yes	No	Yes – determined as being relevant to our operations
Downstream transportation and distribution	NA	NA	NA	NA	NA	NA – we have no emissions that fit this scope 3 category
Processing of sold products	NA	NA	NA	NA	NA	NA – we have no emissions that fit this scope 3 category
Use of sold products	NA	NA	NA	NA	NA	NA – we have no emissions that fit this scope 3 category
End-of-life treatment of sold products	NA	NA	NA	NA	NA	NA – we have no emissions that fit this scope 3 category
Downstream leased assets	NA	NA	NA	NA	NA	NA – we have no emissions that fit this scope 3 category
Franchises	NA	NA	NA	NA	NA	NA – we have no emissions that fit this scope 3 category
Investments	NA	NA	NA	NA	NA	NA – we have no emissions that fit this scope 3 category



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