



PUBLIC DISCLOSURE STATEMENT

LEIGH DESIGN PTY LTD

ORGANISATION CERTIFICATION


FY2021-22

Australian Government
Climate Active
Public Disclosure Statement



An Australian Government Initiative



NAME OF CERTIFIED ENTITY	Leigh Design Pty Ltd
REPORTING PERIOD	Financial year 1 July 2021 – 30 June 2022
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> 
	Carlos Leigh Director 8/03/2023



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

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Version March 2022.



1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	19.97 tCO ₂ -e
OFFSETS BOUGHT	100% VCU's
RENEWABLE ELECTRICITY	100%
TECHNICAL ASSESSMENT	NA / Small Organisation Certification
THIRD PARTY VALIDATION	Type 1 22/12/2022 Abbie Freestone Rewild Agency

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2. CARBON NEUTRAL INFORMATION

Description of certification

This carbon neutral certification is for the business operations of Leigh Design Pty Ltd ABN 37 139 522 437.

Organisation description

Leigh Design Pty Ltd (ABN 37 139 522 437) provides waste management advice, strategies, and plans for commercial and residential developments.

The business had one office in Carnegie, Victoria during the 2021-22 financial year. The lease for this office was terminated March 2022 and the business now operates wholly on a work from home model. Even though the office lease existed during FY22, staff already spent the majority of time working from home, hence the lease is no longer required.

“At Leigh Design Pty Ltd, we wish to minimise and offset our organisation’s carbon footprint in order to participate in climate action.”

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.

The emission sources in the boundary diagram below are as per the emissions categories in the emission summary table.

Inside emissions boundary		Outside emission boundary
<p><u>Quantified</u></p> <ul style="list-style-type: none"> Accommodation and facilities Electricity ICT services and equipment Machinery and vehicles Office equipment & supplies Postage, courier & freight Products Professional services Transport (Air) Transport (Land and Sea) Waste Working from home 	<p><u>Non-quantified</u></p> <ul style="list-style-type: none"> Carbon Neutral Product and services Cleaning and Chemicals Food Refrigerants Stationary Energy Water 	<p><u>Excluded</u></p> <p>N/A</p>

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

Leigh Design Pty Ltd terminated its office lease in March 2022. The business is now committed to operating wholly on a work from home model with no further leasing of office space.

Where possible, our staff attend meetings via video (instead of travelling for in-person meetings).

Our business operates on a paperless basis, thus minimising printer and paper usage. Our reports, which are the main outputs of our work, are issued electronically.

In addition to the above, Leigh Design Pty Ltd shall explore the reduction in air travel and car fuel usage in forthcoming years.

As a result, our emissions reduction target is to reduce our average yearly footprint by 20% by 2030, from our 2021-22 base year.

The actions that will be undertaken to achieve this target will include, but are not limited to, the following:

- Reduce by 25% the average annual air travel over the next 7-year period, against Leigh Design's 2021-22 base year.
- Explore opportunities to purchase electric vehicle(s) for the business.
- Given our office is now fully remote, we have a goal of reducing our work from home emissions by 50% by 2030, by encouraging some of our staff to switch to using 100% GreenPower (or another form of renewable energy) at home.
- Prioritise purchasing products and services from certified carbon neutral products and services from FY23 onwards.

5. EMISSIONS SUMMARY

Use of Climate Active carbon neutral products and services

Certified brand name	Product or Service used
N/A	N/A

Organisation emissions summary

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

Emission category	Sum of Scope 1 (tCO ₂ -e)	Sum of Scope 2 (tCO ₂ -e)	Sum of Scope 3 (tCO ₂ -e)	Sum of total emissions (tCO ₂ -e)
Accommodation and facilities	0	0	0.15	0.15
Electricity	0	0	0	0.00
ICT services and equipment	0	0	1.27	1.27
Machinery and vehicles	0	0	0.20	0.20
Office equipment & supplies	0	0	1.16	1.16
Postage, courier and freight	0	0	0.26	0.26
Products	0	0	0.02	0.02
Professional services	0	0	1.01	1.01
Transport (Air)	0	0	8.47	8.47
Transport (Land and Sea)	2.7	0	0.14	2.83
Waste	0	0	0.22	0.22
Working from home	0	0	3.43	3.43
Total	2.7	0	16.33	19.02

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	0.95
Total of all uplift factors	0.95
Total footprint to offset <i>(total net emissions from summary table + total uplifts)</i>	19.97

6. CARBON OFFSETS

Offsets retirement approach

In arrears

1.	Total emissions footprint to offset for this report	19.97
2.	Total eligible offsets purchased and retired for this report	45
3.	Total eligible offsets banked to use toward next year's report	25

Co-benefits

NA

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 (%)
Katingan Peatland Restoration and Conservation Project	VCU	Verra	22 Jan 2023	6359-303305773-303305797-VCU-016-APX-ID-14-1477-01012017-31122017-1	2017		25	0	10	15	75%
Rimba Raya Biodiversity Reserve Project	VCU	Verra	22 Jan 2023	9840-145687552-145687571-VCS-VCU-263-VER-ID-14-674-01012016-31122016-1	2016		20	0	15	5	25%
Total offsets retired this report and used in this report										20	
Total offsets retired this report and banked for future reports									25		
Type of offset units		Quantity (used for this reporting period claim)				Percentage of total					
Verified Carbon Units (VCUs)		20				100%					

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

N/A

APPENDIX A: ADDITIONAL INFORMATION

N/A

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 (kgCO ₂ e)	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	480	0	100%
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)	89	0	19%
Residual Electricity	-89	-89	-19%
Total grid electricity	480	-89	100%
Total Electricity Consumed (grid + non grid)	480	-89	119%
Electricity renewables	569	0	
Residual Electricity	-89	-89	
Exported on-site generated electricity	0	0	
Emissions (kgCO ₂ e)		0	
Total renewables (grid and non-grid)	118.59%		
Mandatory	18.59%		
Voluntary	100.00%		
Behind the meter	0		
Residual Electricity Emission Footprint (TCO₂e)	0		
<i>Figures may not sum due to rounding. Renewable percentage can be above 100%</i>			

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	480	437	48
Qld	0	0	0
NT	0	0	0
WA	0	0	0
Tas	0	0	0
Grid electricity (scope 2 and 3)	0	0	0
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	480	437	48

Emission Footprint (TCO2e)	0
<i>Scope 2 Emissions (TCO2e)</i>	0
<i>Scope 3 Emissions (TCO2e)</i>	0

Climate Active Carbon Neutral Electricity summary

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO2e)
N/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.

The following emissions sources are not used by Leigh Design, but have been included in the emissions boundary as they are deemed relevant:

- Stationary energy
- Climate Active Carbon Neutral Products and services
- Cleaning and Chemicals
- Food
- Refrigerants

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	Yes	No	No	No

Water consumption is included in the office building rent and could not be separately quantified and is also estimated to be immaterial, due to the office not being used for the majority of FY22. The office lease has been terminated and therefore there will be no future water consumption.

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?
NA	NA	NA	NA	NA	NA	NA



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