



# **PUBLIC DISCLOSURE STATEMENT**

**WAX DESIGN PTY LTD**

**ORGANISATION CERTIFICATION**

**FY2022–23**

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



An Australian Government Initiative



|                                 |                                                                                                                                                                                                                                                                                                  |
|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>NAME OF CERTIFIED ENTITY</b> | The Trustee for KEATES/BALMER TRUST Trading as WAX Design                                                                                                                                                                                                                                        |
| <b>REPORTING PERIOD</b>         | 1 July 2022 – 30 June 2023<br>Arrears                                                                                                                                                                                                                                                            |
| <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></p> |
|                                 | Georgia McPeake<br>Studio & Marketing Manager<br>30 <sup>th</sup> November 2023                                                                                                                                                                                                                  |



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

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Version August 2023.



# 1. CERTIFICATION SUMMARY

|                        |                                                                                 |
|------------------------|---------------------------------------------------------------------------------|
| TOTAL EMISSIONS OFFSET | 36 tCO <sub>2</sub> -e                                                          |
| OFFSETS USED           | 69% ACCUs<br>31% VCUs                                                           |
| RENEWABLE ELECTRICITY  | N/A if using location-based method                                              |
| CARBON ACCOUNT         | Prepared by: Organisation                                                       |
| TECHNICAL ASSESSMENT   | Next technical assessment due: n/a Small Organisation and ongoing certification |

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## 2. CARBON NEUTRAL INFORMATION

### Description of certification

The Climate Active Carbon Neutral certification is for WAX Design and represents the reporting period of 1 July 2022 – 30 June 2023.

The certification is based on the Australian business operations of WAX Design Pty Ltd (ABN 41 117 346 264) as Trustee for the KEATES/BALMER TRUST (ABN 74 250 383 949), and the Climate Active standards for small organisations and includes all emissions within its operational control.

### Organisation description

Formed in 2006, by directors Warwick Keates and Amanda Balmer, WAX Design Pty Ltd (ABN 41 117 346 264) as Trustee for the KEATES/BALMER TRUST (ABN 74 250 383 949) is a multi-disciplinary studio working across a range of specialised fields, including landscape architecture, architecture and the built environment, urban planning, place-making, and playspace and outdoor education design. Collaboration is essential to our design process, an approach that begins in the studio with shared conversations and ends in the delivery of high-quality design solutions sensitive to the needs of our clients and communities. Our clients extend across local and state governments and the private sector.

Located in the CBD of Adelaide, South Australia, our team consists of eight multidisciplinary designers and support staff. The majority of our work is completed within our studio, with some regional and interstate travel required for key site visits, face-to-face meetings and public consultations. We maintain a practice that is of a size that gives clients immediate access to the two directors, who are closely involved in every project. At the same time, we have the capacity and team dynamics to deal with even the most complex processes and projects.

As landscape architects, we are deeply committed to the concept of thinking greener – more sustainable and more resilient. Our focus is to produce legacy landscapes enjoyed by future generations; to generate healthy places in which communities can live, work and play; and, to future-proof our shared ecological health by ensuring green infrastructure is at the heart of all our designs.

## 3.EMISSIONS BOUNDARY

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

Electricity  
Accommodation  
Carbon neutral products and services  
Cleaning and chemicals  
ICT services and equipment  
Office equipment and supplies  
Office furniture  
Professional services  
Refrigerants  
Transport (air)  
Transport (land and sea)  
Waste  
Water

### Non-quantified

Postage, courier and freight  
Working from home  
Food & catering

### Optionally included

n/a

## Outside emission boundary

### Excluded

n/a

# 4. EMISSIONS REDUCTIONS

## Emissions reduction strategy

WAX Design's emissions reduction target is to reduce emissions by 20% by 2025 and 30% by 2030, compared to a FY 2020-21 base year. Our emissions reduction strategy is as follows:

### Electricity

- Procure 100% Green Power from a Climate Active Carbon Neutral electricity retailer or a local Green Power retailer, to reduce electricity emissions.
- Continue to generate and utilise solar energy throughout the day and export excess to the grid.
- Minimise energy and water consumption through sustainable behaviours including turning lights and equipment off when not in use, turning lights off when daylight levels are sufficient and reducing heating/cooling by wearing appropriate clothing and utilising natural resources.
- Install energy saving devices, switches and light fittings in our studio, where possible.

### Waste

WAX Design has set a target of implementing improved waste management practices including increased waste streams aiming for a >90% landfill diversion rate by 2025.

- Improved waste management practices including increased waste separation and reporting to reduce waste to landfill.
- Continue to dispose and recycle all office products and electronics in the approved facilities.
- Encourage staff to refuse additional/unnecessary food packaging from local cafes. The studio kitchen is well equipped with reusable cutlery and crockery for staff to use.

### Transport

All staff are dedicated to reduce emissions associated with transport use, including business meetings, project site visits, travel and staff commute.

- Transition to hybrid electric fleet vehicles in the next 2-5 years and fully electric fleet vehicles by 2030, reducing fuel emissions by 17% when powered by 100% renewable energy supplies.
- Encourage virtual meetings and workshops where possible.
- Staff are encouraged to ride or walk to meetings, or where that is not possible to use Flexicar or other ride sharing services.

- Encourage active and sustainable transport options for staff commute. We provide bicycle and storage facilities to support this. Staff are to be encouraged to consider lower emission vehicles for commutes including smaller, more efficient vehicles, hybrids, electric vehicles and e-bikes.

### **Operations**

WAX Design is committed to measuring and reporting our energy consumption and carbon footprint annually.

- Continue to use environmentally friendly, recycled, biodegradable, carbon neutral certified and refillable products wherever possible, for office products and equipment.
- Encourage staff to minimise their environmental impacts at both the studio and at home.
- Promoting our commitments to our clients, project partners and associated programs to encourage sustainable change within the built environment industry.

### **Emissions reduction actions**

WAX Design is continually researching and implementing emission reduction initiatives to reduce our carbon footprint. In FY 2022-23 we have implemented the following:

- We have procured our electricity from a local South Australian electricity retailer that supports renewable energy projects across Australia.
- Our emissions in regards to travel have increased. This is due to Covid-19 restrictions being lifted and an increase in South Australian regional projects in our portfolio. All travel undertaken has been essential to completing these projects, whereby virtual meetings and workshops are not possible. Carbon offsets through airlines have been purchased, where possible.
- New office chairs were an essential purchase to improve employee comfort and wellbeing. The old chairs were donated to be re-used and were not disposed of in landfill.
- A new fan system has been installed in the upstairs loft of the studio. This is an alternative to turning on heating or air conditioning. It has helped to re-circulate and push warm, heated air down into the studio space in winter and for cooling air flow in summer.

## 5. EMISSIONS SUMMARY

### Emissions over time

|                   |         | Emissions since base year                  |                                         |
|-------------------|---------|--------------------------------------------|-----------------------------------------|
|                   |         | Total tCO <sub>2</sub> -e (without uplift) | Total tCO <sub>2</sub> -e (with uplift) |
| Base year/Year 1: | 2020-21 | 16.9                                       | 17.8                                    |
| Year 2:           | 2021-22 | 15.5                                       | 16.3                                    |
| Year 3:           | 2022-23 | 33.7                                       | 35.3                                    |

### Significant changes in emissions

| Emission source name                                  | Previous year emissions (t CO <sub>2</sub> -e) | Current year emissions (t CO <sub>2</sub> -e) | Detailed reason for change                                                                                                    |
|-------------------------------------------------------|------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Transport (air)                                       | 0.77                                           | 17.6                                          | International flights which are an infrequent occurrence                                                                      |
| Transport (land and sea): Petrol / Gasoline post-2004 | 4.42                                           | 3.6                                           | Reduction due to using less fuel for fleet vehicle. E.g. Increase in virtual meetings, conducting essential site visits only. |

### Use of Climate Active carbon neutral products, services, buildings or precincts

| Certified brand name  | Product/Service/Building/Precinct used |
|-----------------------|----------------------------------------|
| Opal Australian Paper | Aspire Carbon Neutral Paper A3 & A4    |
| Qantas                | Voluntary flight carbon offsets        |

## 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 Scope 1 (t CO2-e) | Sum of Scope 2 (t CO2-e) | Sum of Scope 3 (t CO2-e) | Sum of Total Emissions (t CO2-e) |
|-----------------------------------------------------|--------------------------|--------------------------|--------------------------|----------------------------------|
| Accommodation and facilities                        | 0.00                     | 0.00                     | 0.69                     | 0.69                             |
| Cleaning and chemicals                              | 0.00                     | 0.00                     | 0.40                     | 0.40                             |
| Climate Active carbon neutral products and services | 0.00                     | 0.00                     | 0.00                     | 0.00                             |
| Electricity                                         | 0.00                     | 1.44                     | 0.46                     | 1.89                             |
| ICT services and equipment                          | 0.00                     | 0.00                     | 2.78                     | 2.78                             |
| Professional services                               | 0.00                     | 0.00                     | 1.62                     | 1.62                             |
| Refrigerants                                        | 0.38                     | 0.00                     | 0.00                     | 0.38                             |
| Transport (air)                                     | 0.00                     | 0.00                     | 17.60                    | 17.60                            |
| Transport (land and sea)                            | 2.93                     | 0.00                     | 3.54                     | 6.46                             |
| Waste                                               | 0.00                     | 0.00                     | 0.17                     | 0.17                             |
| Water                                               | 0.00                     | 0.00                     | 0.03                     | 0.03                             |
| Office equipment and supplies                       | 0.00                     | 0.00                     | 1.62                     | 1.62                             |
| <b>Total</b>                                        | <b>3.31</b>              | <b>1.44</b>              | <b>28.91</b>             | <b>33.66</b>                     |

## Uplift factors

An uplift factor is an upwards adjustment to the total carbon inventory to account for relevant emissions that cannot 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 |
|-------------------------------------------------------------------------------------------------------------------------|---------------------|
| 5% uplift for small organisations                                                                                       | 1.68                |
| Total of all uplift factors                                                                                             | 1.68                |
| <b>Total emissions footprint to offset</b><br><i>(total emissions from summary table + total of all uplift factors)</i> | <b>35.34</b>        |

## 6. CARBON OFFSETS

### Offsets retirement approach

This certification has taken an in-arrears offsetting approach. The total emission to offset is 36 t CO<sub>2</sub>-e. The total number of eligible offsets used in this report is 36. Of the total eligible offsets used, 25 were previously banked and 60 were newly purchased and retired. 49 are remaining and have been banked for future use.

### Co-benefits

Wax Design has chosen to support the **Nyaliga Fire Project**, as well as the **Renewable Solar Power Project by Shapoorji Pallonji India Project**, stapled with **Greenfleet Australia Forestry**.

WAX Design chose the Nyaliga Fire Project as it was based in Australia and provided a range of environmental and social outcomes while also supporting Traditional Owners. Greenfleet was selected for its future restoration of native forests and ecosystems in Australia and New Zealand and the Renewable Solar Power Project by Shapoorji Pallonji for their renewable energy efforts to reduce greenhouse gas emissions in India.

### About the Projects & their Benefits

**The Nyaliga Fire Project** – This project was registered in 2017 by Nyaliga Aboriginal Corporation as the Traditional Owners of the land now known as the Karunjie and Durack River Pastoral Stations in the East Kimberley of Northern WA. The project involves controlled early dry season burning – aerial and on-ground – carried out by Nyaliga Traditional Owners, including the Nyaliga indigenous ranger team, which was formally established in 2020.

Burning operations are carried out in line with traditional indigenous knowledge and practice, but utilising modern technologies, including satellite sensing / mapping and aerial incendiary drops with helicopters. Operations are aimed at creating a patchwork of cool season burns as firebreaks, limiting destructive late season wildfires and associated greenhouse gas emissions, while ensuring protection of biodiversity and cultural sites. Nyaliga Traditional Owners are trained and employed to carry out burning on-country, and revenue generated from the sale of ACCUs is reinvested into ongoing fire management to ensure the sustainability of the project and the co-benefits it delivers.

The Nyaliga Fire Project is supported by the Kimberley Land Council (KLC) for fire and carbon operations, Wilinggin Aboriginal Corporation and the Wanjinna-Wunggurr (Native Title) Aboriginal Corporation (RNTBC), as well as ILSC as the current leaseholder.

The project proved the catalyst to improved governance of Nyaliga Aboriginal Corporation and forms a crucial aspect of the work done by the Nyaliga Rangers. Supported by a range of partners, Nyaliga now have a team of six looking after country and being trained in fire operations to carry out the Project. Fire management outcomes are not limited to carbon abatement – operations are in fact targeted at limiting late-season wildfire to ensure the protection of life, infrastructure, cultural places and habitat for important species, facilitating access and connection to country for Traditional Owners and their children and

grandchildren, allowing for the transfer of traditional knowledge and skills to the next generation, and providing economic opportunities through training and employment. The sale of ACCUs from the project will constitute the first income for Nyaliga Aboriginal Corporation, with all revenue re-invested into fire management and the social, cultural and economic benefits it entails for our community.

**Renewable Solar Power Project by Shapoorji Pallonji Project** - The main purpose of this project activity is to generate clean form of electricity through renewable solar energy source in. The project is a bundled project activity which involves installation of 220 MW solar project in different states of India through SPVs. Over the 10 years of first crediting period, the project aims to replace anthropogenic emissions of greenhouse gases (GHG's) estimated to be approximately 361,077 tCO<sub>2</sub>e per year, thereon displacing 385,440 MWh/year amount of electricity from the generation-mix of power plants connected to the Indian grid, which is mainly dominated by thermal/fossil fuel-based power plant.

**Greenfleet** - Is Australia's first carbon offset provider and a leading environmental not-for-profit organisation that plants native biodiverse forests to help fight the impacts of climate change.

Since 1997 Greenfleet has planted over 10.5 million native trees across more than 550 biodiverse forests in Australia and New Zealand. In Australia alone, they have revegetated over 10,300 hectares of landscape and restored forests that will remove 4.4 million tonnes of carbon through the rest of this century. Their forests are legally protected for up to 100 years.

When Greenfleet undertakes revegetation project they create forests that will grow to remove, capture and store carbon. Their Revegetation Team ensures that they plant a range of species that will provide the right foundation for a complex forest to emerge. They choose the appropriate local canopy and understory species for each bioregion, basing their planting plans on the local landscape and government-approved best practice guidelines and referencing.

By including locally adaptive species in their plantings, they create resilient forests that will thrive over the next 100 years. Greenfleet returns regularly to each planting during the establishment phase to check the health and growth rate of the trees and look for signs of emerging forest complexity, such as forest birdlife.

## Eligible offsets retirement summary

| Offsets retired 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 retired (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 (%) |
| Nyaliga Fire Project                                                                           | KACCU                | ANREU                                              | 28/6/22      | 3,801,649,321 –<br>3,801,649,380                                                         | 2020-2021 |                     | 60                                              | 35                                                    | 0                                                     | 25                                               | 69%                     |
| Renewable Solar Power Project by Shapoorji Pallonji stapled with Greenfleet Australia Forestry | VCU                  | Verra                                              | 30/11/23     | <a href="#">13274-487142694-487142704-VCS-VCU-1491-VER-IN-1-1976-26062019-31122019-0</a> | 2019      | 11                  | 11                                              | 0                                                     | 0                                                     | 11                                               | 31%                     |
| Renewable Solar Power Project by Shapoorji Pallonji stapled with Greenfleet Australia Forestry | VCU                  | Verra                                              | 30/11/23     | 13274-487142705-487142753-VCS-VCU-1491-VER-IN-1-1976-26062019-31122019-0                 | 2019      | 49                  | 49                                              | 0                                                     | 49                                                    | 0                                                | 0%                      |
| <b>Total eligible offsets retired and used for this report</b>                                 |                      |                                                    |              |                                                                                          |           |                     |                                                 |                                                       |                                                       | 36                                               |                         |
| <b>Total eligible offsets retired this report and banked for use in future reports</b>         |                      |                                                    |              |                                                                                          |           |                     |                                                 |                                                       | 49                                                    |                                                  |                         |
| Type of offset units                                                                           |                      | Eligible quantity (used for this reporting period) |              |                                                                                          |           | Percentage of total |                                                 |                                                       |                                                       |                                                  |                         |
| Australian Carbon Credit Units (ACCU)                                                          |                      | 25                                                 |              |                                                                                          |           | 69%                 |                                                 |                                                       |                                                       |                                                  |                         |
| Verified Carbon Units (VCUs)                                                                   |                      | 11                                                 |              |                                                                                          |           | 31%                 |                                                 |                                                       |                                                       |                                                  |                         |

## 7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

### Renewable Energy Certificate (REC) summary

N/A.

## APPENDIX A: ADDITIONAL INFORMATION

N/A.

## APPENDIX B: ELECTRICITY SUMMARY

There are two international best-practice methods for calculating electricity emissions – the location-based method and the market-based method. Reporting electricity emissions under both methods is called dual reporting.

Dual reporting of electricity emissions is useful, as it provides different perspectives of the emissions associated with a business's electricity usage.

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.

For this certification, electricity emissions have been set by using the **location-based approach**.

| Market Based Approach Summary                                               |                     |                      |                               |
|-----------------------------------------------------------------------------|---------------------|----------------------|-------------------------------|
| Market Based Approach                                                       | Activity Data (kWh) | Emissions (kg CO2-e) | Renewable Percentage of total |
| Behind the meter consumption of electricity generated                       | 2,435               | 0                    | 30%                           |
| <b>Total non-grid electricity</b>                                           | <b>2,435</b>        | <b>0</b>             | <b>30%</b>                    |
| LGC Purchased and retired (kWh) (including PPAs)                            | 0                   | 0                    | 0%                            |
| GreenPower                                                                  | 0                   | 0                    | 0%                            |
| Climate Active precinct/building (voluntary renewables)                     | 0                   | 0                    | 0%                            |
| Precinct/Building (LRET)                                                    | 0                   | 0                    | 0%                            |
| Precinct/Building jurisdictional renewables (LGCs surrendered)              | 0                   | 0                    | 0%                            |
| Electricity products (voluntary renewables)                                 | 0                   | 0                    | 0%                            |
| Electricity products (LRET)                                                 | 0                   | 0                    | 0%                            |
| Electricity products jurisdictional renewables (LGCs surrendered)           | 0                   | 0                    | 0%                            |
| Jurisdictional renewables (LGCs surrendered)                                | 0                   | 0                    | 0%                            |
| Jurisdictional renewables (LRET) (applied to ACT grid electricity)          | 0                   | 0                    | 0%                            |
| Large Scale Renewable Energy Target (applied to grid electricity only)      | 1,079               | 0                    | 13%                           |
| Residual Electricity                                                        | 4,661               | 4,451                | 0%                            |
| <b>Total renewable electricity (grid + non grid)</b>                        | <b>3,514</b>        | <b>0</b>             | <b>43%</b>                    |
| <b>Total grid electricity</b>                                               | <b>5,740</b>        | <b>4,451</b>         | <b>13%</b>                    |
| <b>Total electricity (grid + non grid)</b>                                  | <b>8,175</b>        | <b>4,451</b>         | <b>43%</b>                    |
| Percentage of residual electricity consumption under operational control    | 100%                |                      |                               |
| <b>Residual electricity consumption under operational control</b>           | <b>4,661</b>        | <b>4,451</b>         |                               |
| Scope 2                                                                     | 4,116               | 3,931                |                               |
| Scope 3 (includes T&D emissions from consumption under operational control) | 545                 | 520                  |                               |
| <b>Residual electricity consumption not under operational control</b>       | <b>0</b>            | <b>0</b>             |                               |
| Scope 3                                                                     | 0                   | 0                    |                               |

|                                                                                                       |               |
|-------------------------------------------------------------------------------------------------------|---------------|
| <b>Total renewables (grid and non-grid)</b>                                                           | <b>42.98%</b> |
| <b>Mandatory</b>                                                                                      | <b>13.20%</b> |
| <b>Voluntary</b>                                                                                      | <b>0.00%</b>  |
| <b>Behind the meter</b>                                                                               | <b>29.78%</b> |
| <b>Residual scope 2 emissions (t CO2-e)</b>                                                           | <b>3.93</b>   |
| <b>Residual scope 3 emissions (t CO2-e)</b>                                                           | <b>0.52</b>   |
| <b>Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO2-e)</b> | <b>3.93</b>   |
| <b>Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO2-e)</b> | <b>0.52</b>   |
| <b>Total emissions liability (t CO2-e)</b>                                                            | <b>4.45</b>   |

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

| Location Based Approach Summary                                      |                           |                           |                              |                              |                               |                              |
|----------------------------------------------------------------------|---------------------------|---------------------------|------------------------------|------------------------------|-------------------------------|------------------------------|
| Location Based Approach                                              | Activity Data (kWh) total | Under operational control |                              |                              | Not under operational control |                              |
| Percentage of grid electricity consumption under operational control | 100%                      | (kWh)                     | Scope 2 Emissions (kg CO2-e) | Scope 3 Emissions (kg CO2-e) | (kWh)                         | Scope 3 Emissions (kg CO2-e) |
| ACT                                                                  | 0                         | 0                         | 0                            | 0                            | 0                             | 0                            |
| NSW                                                                  | 0                         | 0                         | 0                            | 0                            | 0                             | 0                            |
| SA                                                                   | 5,740                     | 5,740                     | 1,435                        | 459                          | 0                             | 0                            |
| VIC                                                                  | 0                         | 0                         | 0                            | 0                            | 0                             | 0                            |
| QLD                                                                  | 0                         | 0                         | 0                            | 0                            | 0                             | 0                            |
| NT                                                                   | 0                         | 0                         | 0                            | 0                            | 0                             | 0                            |
| WA                                                                   | 0                         | 0                         | 0                            | 0                            | 0                             | 0                            |
| TAS                                                                  | 0                         | 0                         | 0                            | 0                            | 0                             | 0                            |
| <b>Grid electricity (scope 2 and 3)</b>                              | <b>5,740</b>              | <b>5,740</b>              | <b>1,435</b>                 | <b>459</b>                   | <b>0</b>                      | <b>0</b>                     |
| ACT                                                                  | 0                         | 0                         | 0                            | 0                            |                               |                              |
| NSW                                                                  | 0                         | 0                         | 0                            | 0                            |                               |                              |
| SA                                                                   | 2,435                     | 2,435                     | 0                            | 0                            |                               |                              |
| VIC                                                                  | 0                         | 0                         | 0                            | 0                            |                               |                              |
| QLD                                                                  | 0                         | 0                         | 0                            | 0                            |                               |                              |
| NT                                                                   | 0                         | 0                         | 0                            | 0                            |                               |                              |
| WA                                                                   | 0                         | 0                         | 0                            | 0                            |                               |                              |
| TAS                                                                  | 0                         | 0                         | 0                            | 0                            |                               |                              |
| <b>Non-grid electricity (behind the meter)</b>                       | <b>2,435</b>              | <b>2,435</b>              | <b>0</b>                     | <b>0</b>                     |                               |                              |
| <b>Total electricity (grid + non grid)</b>                           | <b>8,175</b>              |                           |                              |                              |                               |                              |

|                                                                                                |             |
|------------------------------------------------------------------------------------------------|-------------|
| Residual scope 2 emissions (t CO2-e)                                                           | 1.44        |
| Residual scope 3 emissions (t CO2-e)                                                           | 0.46        |
| Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO2-e) | 1.44        |
| Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO2-e) | 0.46        |
| <b>Total emissions liability (t CO2-e)</b>                                                     | <b>1.89</b> |

### Operations in Climate Active buildings and precincts

| Operations in Climate Active buildings and precincts                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Electricity consumed in Climate Active certified building/precinct (kWh) | Emissions (kg CO <sub>2</sub> -e) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------|
| n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 0                                                                        | 0                                 |
| <p><i>Climate Active carbon neutral electricity is not renewable electricity. These electricity emissions have been offset by another Climate Active member through their building or precinct certification. This electricity consumption is also included in the market based and location based summary tables. Any electricity that has been sourced as renewable electricity by the building/precinct under the market based method is outlined as such in the market based summary table.</i></p> |                                                                          |                                   |

### Climate Active carbon neutral electricity products

| Climate Active carbon neutral product used                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Electricity claimed from Climate Active electricity products (kWh) | Emissions (kg CO <sub>2</sub> -e) |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------|
| n/a                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 0                                                                  | 0                                 |
| <p><i>Climate Active carbon neutral electricity is not renewable electricity. These electricity emissions have been offset by another Climate Active member through their electricity product certification. This electricity consumption is also included in the market based and location-based summary tables. Any electricity that has been sourced as renewable electricity by the electricity product under the market-based method is outlined as such in the market based summary table.</i></p> |                                                                    |                                   |

# APPENDIX C: INSIDE EMISSIONS BOUNDARY

## Non-quantified emission sources

The following emissions sources 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 | Justification reason |
|------------------------------------------|----------------------|
| Professional services                    | Immaterial: <1%      |
| Postage, courier and freight             | Immaterial: <1%      |
| Working from home                        | Immaterial: <1%      |

## Data management plan for non-quantified sources

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

# APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

## Excluded emission sources

The below emission sources have been assessed as not relevant to this 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 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.

## Excluded emissions sources summary

| Emission sources tested for relevance | Size | Influence | Risk | Stakeholders | Outsourcing | Justification |
|---------------------------------------|------|-----------|------|--------------|-------------|---------------|
| n/a                                   | n/a  | n/a       | n/a  | n/a          | n/a         | n/a           |





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