



PUBLIC DISCLOSURE STATEMENT

SPACEFUL PTY LTD

ORGANISATION CERTIFICATION

FY2023–24


Australian Government
Climate Active
Public Disclosure Statement

Spaceful



An Australian Government Initiative



NAME OF CERTIFIED ENTITY	Spaceful Pty Ltd
REPORTING PERIOD	July 2023 – 30 June 2024 [Arrears report]
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>  <p>Ben Myhill Director 13/09/2024</p>



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

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Version 9.



1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	64.11 tCO ₂ -e
CARBON OFFSETS USED	65. 9% VCS, 91% VERs
RENEWABLE ELECTRICITY	76.23%
CARBON ACCOUNT	Prepared by: Christophe Bur
TECHNICAL ASSESSMENT	N/A; small organisation

Contents

1. Certification summary.....	3
2. Certification information.....	4
3. Emissions boundary.....	5
4. Emissions reductions	7
5. Emissions summary	9
6. Carbon offsets.....	11
7. Renewable Energy Certificate (REC) Summary	12
Appendix A: Additional Information	13
Appendix B: Electricity summary.....	14
Appendix C: Inside emissions boundary	18
Appendix D: Outside emissions boundary	19

2. CERTIFICATION INFORMATION

Description of certification

This inventory has been prepared for the financial year 2024, from 1 July 2022 to 30th June 2024, and covers the Australian business operations of Space Pty Limited (ABN 84 636 382 324), trading as Spaceful, for the purpose of carbon neutral small organisation certification.

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 addresses:

- 60 Marcus Clarke St, Canberra ACT 2601
- 830 Elizabeth St, Waterloo NSW 2017
- 727 Collins St, Melbourne VIC 3008
- 25 Grenfell St, Adelaide SA 5000
- 324 Queen St, Brisbane QLD 4000
- 191 St, Georges Tce, Perth WA 6000

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)

The greenhouse gases considered within the inventory are those that are commonly reported under the Kyoto Protocol; carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O) and synthetic gases - hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃). These have been expressed as carbon dioxide equivalents (CO₂-e) using relative global warming potentials (GWPs).

Organisation description

Spaceful works with corporate clients, consulting on their needs and partnering with the right experts for each project. Spaceful manages everything from strategy, planning, and property to design, fit-out and maintenance. It's a simplified process for creating workspaces that inspire teams, excite their clients, and grow their business. There has been no significant change in Spaceful's business since the last reporting period.

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. This includes all office locations.

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

- Accommodation and facilities
- Climate Active carbon neutral products and services
- Construction materials and services
- Electricity
- Food
- ICT services and equipment
- Office equipment and supplies
- Postage, courier, and freight
- Products
- Professional services
- Roads and landscapes
- Employee commuting
- Transport (air)
- Transport (land and sea)
- Waste
- Working from home

Non-quantified

- Machinery and vehicles
- Stationary energy and fuels
- Cleaning and chemicals
- Refrigerants
- Water

Outside emission boundary

Excluded

Fitouts

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

Spaceful commits to reduce GHG emissions by minimum 20% over next 10 years compared to 2021-22 baseline after adjusting for increased activity. This will include following actions, progress since the baseline year has been noted in each action. Most of the strategy actions are multi-year and are sustained over time, their execution is reported in the next section.

Scope 2 emissions will be reduced by:

- Purchase maximum renewable energy for both Canberra and Sydney offices over the next 2 years which will reduce emissions by a minimum of 25%.
- Replace all light globes in Canberra and Sydney offices with efficient LED globes in the next 12 months.
- Installing motion sensors to office lighting over the next 2 years to ensure lights are not operational when staff are not occupying an area.

Scope 3 emissions will be reduced by the following actions:

- All air travel to be carbon neutral by 2023 to go towards rebuilding ecosystems. This is now a policy when booking flights.
- Reducing travel emissions by using video conferencing where possible.
- Encouraging employees to opt for more sustainable travel options such as low emission vehicles, carpooling, and walking where possible.
- Opting for available carbon neutral materials by 2030 if possible.

Additionally, Spaceful has invested significant amounts of money to reduce our carbon footprint during the FY2021/22 by implementing the following actions:

- Reduction of flights for client meetings by implementing Zoom and Teams capability.
- Implementation of www.openspace.ai software which allows site managers to live capture site progress which removes the need for project managers and clients to frequently visit sites. This is now fully implemented and has been a big success.
- Introducing an emphasis on specifying renewable materials into projects.

Emissions reduction actions

Spaceful has been very mindful of our footprint since embarking on our reduction journey. We use every opportunity to educate staff on ways to reduce their impact which has helped change the mindset across the organisation.

Actions taken last year are continuing (eg carbon neutral flights), but building on the previous year, the following actions have been taken across the organisation:

- To strengthen the reductions associated with employee commuting, staff who were in regional areas have relocated to city locations closer to the office. Also, staff use public transport wherever possible.
- Spaceful has also introduced a 2 days per week work from home policy which is taken up by staff.
- Virtual meetings are now 1st preference, and travel to meetings is discouraged.
- The Sydney office is now 100% automated with motion detection and daylight harvesting sensors
- All light globes in Canberra and Sydney offices have been replaced with efficient LED globes.

This is all working well, and when anything is purchased for the office whether it be toilet paper through to new chairs, sustainable options are always sourced.

5. EMISSIONS SUMMARY

Emissions over time

		Emissions over time	
		Total tCO ₂ -e (without uplift)	Total tCO ₂ -e (with uplift)
Base year/Year 1:	2021–22	107.96	113.36
Year 2:	2022–23	119.74	125.73
Year 3:	2023–24	61.06	64.11

Significant changes in emissions for FY2023-24

One of the major changes in emissions is electricity due to a change in primary emission reporting to a market-based method, which constitutes the largest portion of the change in reported emissions over time.

The other changes in the inventory reflect various changes in the business activity, for example a reduction in professional services due an unusual requirement in the previous year to use real estate services. These changes reflect various levels of activity within Spaceful's normal course of business.

Finally, more progress has been achieved in employee commuting as mentioned above, and had a significant impact on the underlying emissions and is a significant progress in achieving Spaceful's reduction strategy.

Significant changes in emissions			
Emission source	Previous year emissions (t CO ₂ -e)	Current year emissions (t CO ₂ -e)	Reason for change
Electricity (market-based method, scope 2)	11.59	10.74	Change to market—based reporting
ICT services and equipment	17.41	19.35	Digital storage and internet access have now been accounted for.

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

All flights in FY2024 were purchased as carbon neutral through the Qantas and Virgin Climate Active carbon neutral system.

Certified brand name	Product/Service/Building/Precinct used
Qantas	Flights
Jetstar	Flights

Emissions summary for FY2023-24

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

	Scope 1 emissions (tCO ₂ -e)	Scope 2 emissions (tCO ₂ -e)	Scope 3 emissions (tCO ₂ -e)	Total emissions (t CO ₂ -e)
Accommodation and facilities	0.00	0.00	1.00	1.00
Cleaning and Chemicals	0.00	0.00	0.00	0.00
Climate Active carbon neutral products and services	0.00	0.00	0.00	0.00
Electricity	0.00	11.72	1.45	13.17
Food	0.00	0.00	1.32	1.32
ICT services and equipment	0.00	0.00	19.35	19.35
Machinery and vehicles	0.00	0.00	0.00	0.00
Office equipment and supplies	0.00	0.00	0.17	0.17
Postage, courier and freight	0.00	0.00	0.20	0.20
Products	0.00	0.00	0.00	0.00
Professional services	0.00	0.00	10.13	10.13
Refrigerants	0.00	0.00	0.00	0.00
Roads and landscape	0.00	0.00	0.00	0.00
Stationary energy (gaseous fuels)	0.00	0.00	0.00	0.00
Stationary energy (liquid fuels)	0.00	0.00	0.00	0.00
Stationary energy (solid fuels)	0.00	0.00	0.00	0.00
Transport (air)	0.00	0.00	0.00	0.00
Transport (land and sea)	0.00	0.00	9.05	9.05
Waste	0.00	0.00	2.91	2.91
Water	0.00	0.00	0.00	0.00
Working from home	0.00	0.00	3.75	3.75
Grand Total	0.00	11.72	49.33	61.06

Uplift factors for FY2023-24

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 ₂ -e
Mandatory 5% uplift for small organisation	3.05
Total of all uplift factors (tCO ₂ -e)	3.05
Total emissions footprint to offset (tCO₂-e) <i>(total emissions from summary table + total of all uplift factors)</i>	64.11

6. CARBON OFFSETS

Eligible offsets retirement summary

Offsets retired for Climate Active certification

Type of offset unit	Quantity used for this reporting period	Percentage of total units used
Verified Emissions Reductions (VERs)	59	90.77%
Verified Carbon Units (VCUs)	6	9.23%

Project name	Type of offset unit	Registry	Date retired	Serial number	Vintage	Total quantity retired	Quantity used in previous reporting periods	Quantity banked for future reporting periods	Quantity used for this reporting period	Percentage of total used this reporting period
Energy Efficient Stoves Program - CPA 2	VER	Gold Standard Impact Registry	19/09/2024	<u>GS1-1-ET-GS11148-16-2021-25961-13292-13350</u>	2021	59	0	0	59	90.77%
Heqing Solar Cooker Project I	VCU	Verra Registry	11/12/2024	<u>7358-386659185-386659190-VCU-046-APX-CN-1-1860-01012017-30112017-0</u>	2017	6	0	0	6	9.23%

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

NA

APPENDIX A: ADDITIONAL INFORMATION

NA

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 the reporting year, electricity emissions have been set by using the **market-based approach**

Market Based Approach Summary			
Market Based Approach	Activity Data (kWh)	Emissions (kg CO 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)	0	0	0%
GreenPower	0	0	0%
Climate Active certified - Precinct/Building (voluntary renewables)	0	0	0%
Climate Active certified - Precinct/Building (LRET)	0	0	0%
Climate Active certified - Precinct/Building jurisdictional renewables (LGCs surrendered)	0	0	0%
Climate Active certified - Electricity products (voluntary renewables)	0	0	0%
Climate Active certified - Electricity products (LRET)	0	0	0%
Climate Active certified - Electricity products jurisdictional renewables (LGCs surrendered)	0	0	0%
Jurisdictional renewables (LGCs surrendered)	35,015	0	58%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	8,842	0	15%
Large Scale Renewable Energy Target (applied to grid electricity only)	2,556	0	4%
Residual electricity	14,475	13,172	0%
Total renewable electricity (grid + non grid)	46,413	0	76%
Total grid electricity	60,888	13,172	76%
Total electricity (grid + non grid)	60,888	13,172	76%
Percentage of residual electricity consumption under operational control	100%		
Residual electricity consumption under operational control	14,475	13,172	
Scope 2	12,884	11,725	
Scope 3 (includes T&D emissions from consumption under operational control)	1,591	1,447	
Residual electricity consumption not under operational control	0	0	
Scope 3	0	0	

Total renewables (grid and non-grid)	76.23%
Mandatory	18.72%
Voluntary	57.51%
Behind the meter	0.00%
Residual scope 2 emissions (t CO₂-e)	11.72
Residual scope 3 emissions (t CO₂-e)	1.45
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	11.72
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	1.45
Total emissions liability (t CO₂-e)	13.17

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 CO ₂ -e)	Scope 3 Emissions (kg CO ₂ -e)	(kWh)	Scope 3 Emissions (kg CO ₂ -e)
ACT	47,234	47,234	32,119	2,362	0	0
NSW	13,653	13,653	9,284	683	0	0
SA	0	0	0	0	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
Grid electricity (scope 2 and 3)	60,888	60,888	41,404	3,044	0	0
ACT	0	0	0	0		
NSW	0	0	0	0		
SA	0	0	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		
Non-grid electricity (behind the meter)	0	0	0	0		
Total electricity (grid + non grid)	60,888					

Residual scope 2 emissions (t CO ₂ -e)	41.40
Residual scope 3 emissions (t CO ₂ -e)	3.04
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	41.40
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	3.04
Total emissions liability (t CO₂-e)	44.45

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 ₂ -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 ₂ -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.

Relevant non-quantified emission sources	Justification reason
Machinery and vehicles	Immaterial
Stationary energy and fuels	Immaterial
Cleaning and chemicals	Immaterial
Refrigerants	Immaterial
Water	Immaterial

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

Spaceful provides design and project management services for workspaces. They do not have any control over the manufacturing of goods for and cost of fitout goods sold, and they do not add any value to the product.

Emission sources tested for relevance	(1) Size	(2) Influence	(3) Risk	(4) Stakeholders	(5) Outsourcing	Included in boundary?
Fitouts	Yes	No	No	No	No	No



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