PUBLIC DISCLOSURE STATEMENT

INSITE ARCHITECTS PTY LTD
(TRADING AS INSITE ARCHITECTS)

ORGANISATION CERTIFICATION
FY2023–24

Australian Government

Climate Active
Public Disclosure Statement

An Australian Government Initiative

NAME OF CERTIFIED ENTITY	Insite Architects Pty Ltd (trading as Insite Architects)
REPORTING PERIOD	1 July 2023 – 30 June 2024 Arrears report
DECLARATION	*To the best of my knowledge, the information provided in this public disclosure statement is true and correct and meets the requirements of the Climate Active Carbon Neutral Standard.*  Shelley Atkinson Business Administrator 28/10/2024

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

Version 9.

1.CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	78 tCO_2-e
CARBON OFFSETS USED	100% VCU
RENEWABLE ELECTRICITY	1%
CARBON ACCOUNT	Prepared by: Pangolin Associates
TECHNICAL ASSESSMENT	N/A – Small organisation

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2. CERTIFICATION INFORMATION

Description of organisation certification

This inventory has been prepared for the financial year from 1 July 2023 to 30 June 2024 and covers the Australian business operations of Insite Architects, ABN: 77 100 163 479.

The operational boundary has been defined based on an operational control test, in accordance with the principles of the National Greenhouse and Energy Reporting Act 2007. This includes the following locations and facilities:

- 4/120 Upper Heidelberg Rd, Ivanhoe, VIC 3079

The methods used for collating data, performing calculations, and presenting the carbon account are in accordance with the following standards:

- Climate Active Standards
- The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)
- National Greenhouse and Energy Reporting (Measurement) Determination 2008

Where possible, the calculation methodologies and emission factors used in this inventory are derived from the National Greenhouse Accounts (NGA) Factors in accordance with "Method 1" from the National Greenhouse and Energy Reporting (Measurement) Determination 2008.

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

Insite Architects (77 100 163 479) have over thirty years' experience with commercial and residential projects and specialise in the childcare, community and hospitality sectors. Two Directors lead a team of twenty professionals who are all REVIT capable, skilled architects, designers, and documenters and who are experienced with the specialist facets of the business. We provide architectural, interior design and contract administration services. Our size allows us to offer a range of expertise while providing a personal service to each client.

Based in a single office in Melbourne we provide services to clients around Australia including metropolitan and regional areas of Queensland, New South Wales, ACT, South Australia, Northen Territory and Western Australia. We aim to utilise local, home-grown products as much as possible in all our projects to support Australian suppliers and workers.

3. EMISSIONS BOUNDARY

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

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

- Accommodation and facilities
- Cleaning and chemicals
- Climate Active carbon neutral products and services
- Electricity
- Food
- Horticulture and agriculture
- ICT services and equipment
- Machinery and vehicles
- Office equipment and supplies
- Postage, courier and freight
- Products
- Professional services
- Refrigerants
- Stationary Energy
- Transport (air)
- Transport (land and sea)
- Waste
- Water
- Working from home

Non-quantified

N/A.

Outside emission boundary

Excluded

N/A.

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

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

Scope 1 emissions will be reduced by:

- When Insite Architects vehicles require replacement over the next 5 years, we will endeavour to replace the vehicles with Electric vehicles where possible.
- Cease use of natural gas, we achieved this goal in FY2024 as we moved from our office that had natural gas.

Scope 2 emissions will be reduced by:

- Switch all controlled electricity to carbon neutral provider, we achieved this goal in FY2024.

Scope 3 emissions will be reduced by:

- Campaigning to landlords to move shared areas Electricity to Carbon Neutral suppliers to ensure all Insite Architects electricity is supplied as Carbon Neutral. This will result in 100% Carbon Neutral energy. Since this is out of your control, we do not have a timeline on when this could be achieved.
- Continue to look for Carbon Neutral suppliers, utilising the Climate Active network where possible.
- Focus on a reuse, recycle policy for all unwanted office equipment including computers. This will decrease waste.
- Continue to educate staff on minimizing emissions in the workplace and in relation to travel.
- Promote staff to take alternative forms of transport, such as public transport, bicycles or walking to work to minimize vehicle use.

Emissions reduction actions

- In the FY2023-2024 Insite Architects reduced the size of their vehicle fleet by 30%. With half the fleet now Plug-In hybrid.
- Most staff are working from home at least one day a week. Those staff that drive from greater distances work from home at least two days per week to reduce the use of petrol.
- We met our Scope 2 emissions target by ensuring all our controlled electricity is carbon neutral.
- Installed a smart meter for our electricity to better monitor our power usage.
- Replaced our pod coffee machine with a new machine. The move away from aluminium pods has led to zero waste as the resulting coffee grounds are taken home by staff for use as compost.
- Ongoing research into Carbon Neutral/Climate Active sources for consumables has continued, identifying new sources for several products
- Ongoing education of staff on sustainable and energy efficient practices.
- Move locations to one that is Natural Gas free.

5.EMISSIONS SUMMARY

Emissions over time

Emissions since base year			
		Total tCO_2-e (without uplift)	**Total tCO_2-e** (with uplift)
Base year/Year 1:	2020-21	90.30	94.81
Year 2:	2021-22	83.97	88.17
Year 3:	2022-23	92.87	97.51
Year 4:	2023-24	73.68	77.36

Significant changes in emissions

Significant changes in emissions			
Emission source	**Previous year emissions** (t CO_2-e)	**Current year emissions** (t CO_2-e)	**Reason for change**
Technical services	0.00	10.26	We moved to a new provider which resulted in higher fees than paid previously as they are a large organisation
Diesel : Medium Car	2.72	7.58	Following COVID we have been engaged by more clients in Regional VIC, as such this staff member has travelled more by car. It is a personal car and we cannot control it.

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

Certified brand name	Product/Service/Building/Precinct used
Engie (formerly Simply Energy)	Electricity product
Pangolin Associates	Consulting services
Qantas	Air travel service
Telstra	Telecommunication services

Emissions summary

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

Emission category	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	0.06	0.06
Cleaning and chemicals	0.00	0.00	0.93	0.93
Climate Active carbon neutral products and services	0.00	0.00	0.00	0.00
Electricity	0.00	0.00	1.14	1.14
Food	0.00	0.00	4.67	4.67
Horticulture and agriculture	0.00	0.00	0.04	0.04
ICT services and equipment	0.00	0.00	5.22	5.22
Machinery and vehicles	0.00	0.00	0.26	0.26
Office equipment and supplies	0.00	0.00	4.38	4.38
Postage, courier and freight	0.00	0.00	0.02	0.02
Products	0.00	0.00	0.21	0.21
Professional services	0.00	0.00	25.21	25.21
Refrigerants	0.00	0.00	0.04	0.04
Stationary Energy	0.00	0.00	0.00	0.00
Transport (air)	0.00	0.00	0.68	0.68
Transport (land and sea)	5.00	0.00	22.51	27.51
Waste	0.00	0.00	1.14	1.14
Water	0.00	0.00	0.38	0.38
Working from home	0.00	0.00	1.79	1.79
Total emissions (tCO_2-e)	**5.00**	**0.00**	**68.68**	**73.68**

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_2-e
Mandatory 5% uplift for small organisations	3.68
Total of all uplift factors (tCO_2-e)	3.68
Total emissions footprint to offset (tCO_2-e) *(total emissions from summary table + total of all uplift factors)*	**77.36**

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 Carbon Units (VCUs)	78	100%

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
Rimba Raya Biodiversity Reserve Project	VCU	Verra Registry	9/11/2023	6979-362282909-362283008-VCU-016-MER-ID-14-674-01012014-30062014-1	2014	100	49	0	51	65%
Rimba Raya Biodiversity Reserve Project	VCU	Verra Registry	29/10/2024	9900-157943488-157943514-VCS-VCU-263-VER-ID-14-674-01012018-31122018-1	2018	27	0	0	27	35%

Co-benefits

Rimba Raya Biodiversity Reserve Project

Rimba Raya is situated in Central Kalimantan in Indonesian Borneo. Covering land approximately the same size as Singapore, it is known as one of the largest Orangutan sanctuaries in the world. Offering a viable alternative to deforestation, a practice very common in the area, the project has a wealth of benefits to the biodiversity of the region and the surrounding communities. Rimba Raya is home to over 300 species of birds, 122 species of mammals and 180 species of trees and plants. The project has strong community-based initiatives including increased employment for communities, greater access to medical and health services, and assistance with education.

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 **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)	0	0	0%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	0	0	0%
Large Scale Renewable Energy Target (applied to grid electricity only)	288	0	1%
Residual electricity	36,488	33,204	0%
Total renewable electricity (grid + non grid)	**288**	**0**	**1%**
Total grid electricity	**36,776**	**33,204**	**1%**
Total electricity (grid + non grid)	**36,776**	**33,204**	**1%**
Percentage of residual electricity consumption under operational control	0%		
Residual electricity consumption under operational control	**0**	**0**	
Scope 2	0	0	
Scope 3 (includes T&D emissions from consumption under operational control)	0	0	
Residual electricity consumption not under operational control	**36,488**	**33,204**	
Scope 3	36,488	33,204	

Total renewables (grid and non-grid)	**0.78%**
Mandatory	**0.78%**
Voluntary	**0.00%**
Behind the meter	**0.00%**
Residual scope 2 emissions (t CO_2-e)	**0.00**
Residual scope 3 emissions (t CO_2-e)	**33.20**
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO_2-e)	**0.00**
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO_2-e)	**1.14**
Total emissions liability (t CO_2-e)	**1.14**

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	**0%**	**(kWh)**	**Scope 2 Emissions (kg CO_2-e)**	**Scope 3 Emissions (kg CO_2-e)**	**(kWh)**	**Scope 3 Emissions (kg CO_2-e)**
ACT	0	0	0	0	0	0
NSW	0	0	0	0	0	0
SA	0	0	0	0	0	0
VIC	36,776	0	0	0	36,776	31,627
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)	**36,776**	**0**	**0**	**0**	**36,776**	**31,627**
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)	**36,776**					

Residual scope 2 emissions (t CO_2-e)	**0.00**
Residual scope 3 emissions (t CO_2-e)	**31.63**
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO_2-e)	**0.00**
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO_2-e)	**1.32**
Total emissions liability (t CO_2-e)	**1.32**

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**

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.

Climate Active carbon neutral electricity products

Climate Active carbon neutral electricity product used	Electricity claimed from Climate Active electricity products (kWh)	Emissions (kg CO_2-e)
Engie (formerly Simply Energy)	**35,236**	**0**

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.

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
N/A.	

Data management plan for non-quantified sources

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

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.						

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