



# **PUBLIC DISCLOSURE STATEMENT**

**SITE OFFICE PTY LTD**

**ORGANISATION CERTIFICATION  
FY2020-21**

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

**SITE | OFFICE**



NAME OF CERTIFIED ENTITY:

REPORTING PERIOD: Financial year 1 July 2020– 30 June 2021

**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.



Signature

Date 8.11.2021

Name of Signatory Susie Kumar

Position of Signatory Landscape Architect / Founder



**Australian Government**  
**Department of Industry, Science,**  
**Energy and Resources**

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Version number February 2021

# 1. CARBON NEUTRAL INFORMATION

## Description of certification

The Climate Active Carbon Neutral certification covers the Australian business operations of Site Office Pty Ltd (Site Office), ABN 96 114 716 862. The operational boundary of the carbon account has been defined based on the operational control approach.

This Public Disclosure Statement represents the reporting period 1 July 2020 to 30 June 2021 ('FY2020-21'), which is the Base Year.

The carbon account has been prepared in accordance with the Climate Active Carbon Neutral Standard for Organisations. This entails using recognised emission factors and methods for carbon accounting published in Australia, such as the National Greenhouse Accounts (NGA) Factors, and the work of the international corporate accounting and reporting standard The Greenhouse Gas Protocol.

The greenhouse gasses included in the carbon account are the seven gasses reported under the Kyoto Protocol: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), nitrous oxide (N<sub>2</sub>O), hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF<sub>6</sub>) and nitrogen trifluoride (NF<sub>3</sub>). These gasses are expressed in carbon dioxide equivalents (CO<sub>2</sub>-e), providing the ability to present greenhouse gas emissions as one unit.

*“Our organisation is looking to Climate Active certification because we want to see significant action on the reduction of emissions now, and so naturally we must walk the talk and put our organisation under the microscope.”*

## Organisation description

Site Office is an award-winning landscape architectural consultancy in Melbourne, specialising in the design of innovative and high-quality public spaces. Since 2001, we have been working on a range of projects with a strong public realm, urban design, and natural ecology focus. This includes both urban and regional projects with important natural habitat and cultural values. We are continually exploring different strategies to improve the quality of public spaces and our connection with natural systems and ecologies.

Our practice is driven by research and exploration of ideas and how this can inform our approach to each unique site. Our office is fully digital with a terrific range of tools to analyse, visualise and test ideas. We also spend a lot of time drawing and walking and talking on site with the people who know it best, the local community. Our projects seek to build upon a strong sense of community connection to the site.

We feel very fortunate that one of the primary materials we use in our projects are living trees and plants. These living elements become a compelling focus of our work. The success of these projects is measured in the richness of inhabitants, including the Protozoa, Fungi, Chromista, Plantae, and Animalia kingdoms that of course includes humans. Our work focuses strongly on developing functional designs that support the experience of beautiful spaces.

## 2. EMISSION BOUNDARY

### Diagram of the certification boundary

Site Office is a small organisation and has used the standard Climate Active small organisation emissions boundary. Site Office have quantified all emissions sources relevant for the FY21 reporting period.



**Non-quantified sources**

All emission sources have been quantified.

**Data management plan**

Not applicable as all data is available.

**Excluded sources (outside of certification boundary)**

There are no activities associated with business travel (accommodation and facilities, air transport) for the FY21 year. Site Office do not use any stationary energy in their offices including natural gas.

*“We want to be very real and upfront about our commitment to reducing carbon emissions and therefore reducing the effects of climate change. Climate Active certification is a solid steppingstone towards our goals.”*

*“Another important consideration for Climate Active certification is to help ease our anxiety about climate change. The co-benefits from our carbon credit offsets are both gold and joy! They help to keep us feeling positive and focused.”*

### 3. EMISSIONS SUMMARY

#### Emissions reduction strategy

Site Office is committed to reducing the environmental and carbon footprint of our business and operating in an environmentally sustainable manner. We regularly assess the environmental impacts of our business operations and assist our clients in reducing the environmental impact of the projects we work on.

Our emissions reduction strategy includes reducing energy, water, and resource consumption, minimising the impact on the environment, improving recording, monitoring, and recording of resource consumption and disposal data and continuing to minimise our greenhouse gas emissions. Staff walk or ride their bikes to work whenever possible.

Our emissions reduction journey began in 2012, when Site Office proudly became a Registered Small Energy Generation Facility (RSEGF) with the installation of a 15kw photovoltaic solar array on the north facing roof of our office in East Brunswick. Comprising 60 PV cells, this facility generates on average 75kw of power every day, far in excess of our average daily energy consumption of 7.3kW. The remaining 90% of power is exported back to the grid, helping to reduce peak energy loads and reliance on carbon emitting coal power.

In 2020, Site Office invested in a second-hand electric vehicle with a range of approximately 480 kilometres. This vehicle is used for all site visits and office related activities and utilises the 100% renewable energy generation from the solar array located on the roof of our office. The EV is an important part of our ongoing commitment to reducing our carbon footprint. In early 2021, Site Office was successful in meeting the criteria to become 1 of 150 business participants selected to be involved with a trial study to examine EV charging patterns for smart charging as well as evaluate the impact of smart charging to the wholesale energy markets and distribution networks. An EV Link Smart Wall Box charger has now been installed at our office. This will allow us to charge our EV much more efficiently from our own PV system. We are so excited to be learning more about the potential of EV's through our work and practice here at Site Office.

Measures to be undertaken in future years to further reduce our carbon emissions include -

- Installation of energy monitoring devices that measure power consumption 'behind the metre' so that we can better track energy consumption and savings more accurately into the future.
- Installation of battery storage to allow better management of power generated on site, and to reduce reliance on grid supplied power when fast charging the electric vehicle.
- Explore upgrading the PV cells to improve their efficiency and thereby generate more power.
- Continue to be proactive in discussing, exploring, and promoting sustainability and carbon neutral strategies with our clients and stakeholders.
- Continue to explore positive climate outcomes in our public space projects, include better accounting of project carbon emissions.
- Support the RIBA Climate Challenge and AIA Architects Declare.
- Supporting / promoting Climate Active as an important certification process.

## Emissions summary (inventory)

Table 2

Emission source category	tonnes CO <sub>2</sub> -e
Electricity (market-based)	0
Carbon neutral products and services	0
Cleaning and Chemicals	0.077
Food	0.065
ICT services and equipment	4.090
Land and Sea Transport	0.833
Office Equipment and Supplies	2.193
Postage, courier, and freight	0.193
Professional Services	2.226
Waste	6.573
Water	0.022
<i>Total Net Emissions</i>	16.302

## Uplift factors

Table 3

Reason for uplift factor	tonnes CO <sub>2</sub> -e
5% compulsory small organisation uplift	0.815
<i>Total footprint to offset (uplift factors + net emissions)</i>	17.117

## Carbon neutral products

- Site Office use carbon neutral A4 and A3 paper for printing and reporting
- Site office also purchased PowerShop Greenpower electricity for their home office during Covid lockdown.

## Electricity summary

Electricity tCO<sub>2</sub>-e was calculated using the market-based approach.

Site Office have a 15kW local solar renewable electricity generation system at their Brunswick East Office. 70% of their electricity usage was obtained from this system (behind the meter). Site Office also export electricity into the energy distribution networks and have exported more than their office consumption.

During covid lockdown Site Office operated from a separate home office and purchased PowerShop Carbon Neutral grid electricity during that period.

### Market-based approach summary

Market-based approach	Activity Data (kWh)	Emissions (kgCO <sub>2</sub> e)	Renewable %
Behind the meter consumption of electricity generated	3,036	0	70%
<b>Total non-grid electricity</b>	<b>3,036</b>	<b>0</b>	<b>70%</b>
LGC Purchased and retired (kWh) (including PPAs)	0	0	0%
GreenPower	0	0	0%
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)	247	0	6%
Residual Electricity	1,059	1,136	0%
<b>Total grid electricity</b>	<b>1,306</b>	<b>1,136</b>	<b>6%</b>
<b>Total Electricity Consumed (grid + non grid)</b>	<b>4,342</b>	<b>1,136</b>	<b>76%</b>
Electricity renewables	3,283	0	
Residual Electricity	1,059	1,136	
<b>Exported on-site generated electricity</b>	<b>16,200</b>	<b>-12,636</b>	
Emission Footprint (kgCO <sub>2</sub> e)		0	

<b>Total renewables (grid and non-grid)</b>	<b>75.62%</b>
<b>LRET renewables</b>	<b>5.69%</b>
<b>Voluntary Renewable Electricity</b>	<b>0.00%</b>
<b>Behind the Meter</b>	<b>69.93%</b>
<b>Residual Electricity Emissions Footprint (TCO<sub>2</sub>e)</b>	<b>0%</b>



## Location-based approach summary

Location-based approach	Activity Data (kWh)	Emissions (kgCO <sub>2</sub> e)
ACT	0	0
NSW	0	0
SA	0	0
Vic	1,306	1,423
Qld	0	0
NT	0	0
WA	0	0
Tas	0	0
<b>Grid electricity (scope 2 and 3)</b>	<b>1,306</b>	<b>1,423</b>
ACT	0	0
NSW	0	0
SA	0	0
Vic	3,036	0
Qld	0	0
NT	0	0
WA	0	0
Tas	0	0
<b>Non-grid electricity (Behind the meter)</b>	<b>3,036</b>	<b>0</b>
<b>Total Electricity Consumed</b>	<b>4,342</b>	<b>1,423</b>

Emission Footprint (TCO<sub>2</sub>e)

1

## Climate Active Carbon Neutral Electricity summary

Carbon Neutral electricity offset by Climate Active Product	Activity Data (kWh)	Emissions (kgCO <sub>2</sub> e)
PowerShop	1,388	0

Climate Active carbon neutral electricity is not renewable electricity. The emissions have been offset by another Climate Active member through their Product certification.

## 4. CARBON OFFSETS

This is Site Office Pty Ltd.'s first year of carbon neutral accreditation and we have opted for an 'arrears' approach for purchasing offsets. Site Office will calculate their carbon inventory annually and will purchase at the end of each inventory year the quantity of offsets units required.

### Offsets strategy

#### Offset purchasing strategy: In arrears

1. Total offsets previously forward purchased and banked for this report	0
2. Total emissions liability to offset for this report	17.117 tonnes CO2-e
3. Net offset balance for this reporting period	17.117 tonnes CO2-e
4. Total offsets to be forward purchased to offset the next reporting period	0
5. Total offsets required for this report	17.117 tonnes CO2-e

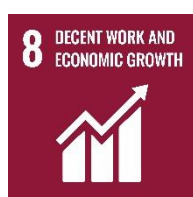
## Co-benefits

Site Office are passionate supporters of local community projects and have purchased and retired offsets from the Aboriginal Carbon Foundation sustainable savanna burning project on Tiwi Islands.

Tiwi Islands are part of the Northern Territory, Australia, located 80km to the north of Darwin adjoining the Timor Sea. The project supports the sustainable fire management practices of the Tiwi people. The Tiwi people are the traditional owners of the Tiwi Islands, where they have conducted savannah burning methods for centuries to gather food and for the development of flora and fauna. The Tiwi people's patch burning methods are designed to remove dead grasslands and to make room for newer and greener plants.

### What co-benefits does the project deliver?

- The income from the project helps provide support to develop sustainable livelihood opportunities for Tiwi people that meet their economic, environmental, and cultural needs.
- Income from carbon sales contributes to the continued employment of Tiwi Rangers (Traditional Owners).
- The project protects Tiwi Islands' exceptional biodiversity values, which are of national significance and remain an integral part of the cultural heritage of Tiwi people.
- Tiwi College students join the Tiwi Rangers in fire management activities, continuing important transfer of Traditional Ecological Knowledge by senior rangers.
- Active fire management protects important Tiwi assets such as plantation forests and cultural and sacred sites of significance.
- Protection of local flora and fauna through removal of weeds that replace native vegetation and produce high fuel loads. These altered landscapes promote high intensity, late dry season fires leading to ecosystem degradation, habitat loss.



## Offsets 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	Eligible Quantity (TCO2-e)	Quantity used for previous reporting periods	Quantity banked for future reporting periods	Quantity used for this reporting period claim	Percentage of total (%)
Aboriginal Carbon Foundation (AbCF)	ACCUs	ANREU	15.09.2021	<a href="#">3772.978.123 – 3,772,978.142</a>	2018-19	20	0	0	20	100%
<b>Total offsets retired this report and used in this report</b>										20
<b>Total offsets retired this report and banked for future reports</b>										0
Additional offsets cancelled for purposes other than Climate Active Carbon Neutral certification										
Project description	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	Vintage	Eligible Quantity (TCO2-e)	Purpose of cancellation			
0										

Type of offset units	Quantity (used for this reporting period claim)	Percentage of Total
Australian Carbon Credit Units (ACCUs)	20	100%

## 5. USE OF TRADE MARK

Table 8

Description where trademark used	Logo type
Site Office Website (home page, about us)	Carbon Neutral Certified Organisation
Tender response documents	Carbon Neutral Certified Organisation
Proposal Documents cover page	Carbon Neutral Certified Organisation
Email Signatures	Carbon Neutral Certified Organisation
Marketing and Promotional materials	Carbon Neutral Certified Organisation

## 6. ADDITIONAL INFORMATION

Site Office have purchased an additional two carbon offsets for the FY21 financial year to support their Climate Active certification.

# APPENDIX 1

## Excluded emissions

To be deemed relevant an emission must meet two of the five relevance criteria. Excluded emissions are detailed below against each of the five criteria.

**Table 9**

Relevance test					
Excluded emission sources	<i>The emissions from a particular source are likely to be large relative to the organisation's electricity, stationary energy and fuel emissions</i>	<i>The emissions from a particular source contribute to the organisation's greenhouse gas risk exposure.</i>	<i>Key stakeholders deem the emissions from a particular source are relevant.</i>	<i>The responsible entity has the potential to influence the reduction of emissions from a particular source.</i>	<i>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.</i>
Stationary Energy	No	No	No	No	No
Business Travel	No	No	No	No	No

## APPENDIX 2

### Non-quantified emissions for organisations

Table 10

Non-quantification test				
Relevant-non-quantified emission sources	<i>Immaterial &lt;1% for individual items and no more than 5% collectively</i>	<i>Quantification is not cost effective relative to the size of the emission but uplift applied.</i>	<i>Data unavailable but uplift applied. A data management plan must be put in place to provide data within 5 years.</i>	<i>Initial emissions non-quantified but repairs and replacements quantified</i>

N/A



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