

PUBLIC DISCLOSURE STATEMENT

DUO PROJECTS PTY LTD

ORGANISATION CERTIFICATION FY2021-22

Australian Government

Climate Active Public Disclosure Statement





Australian Government

Department of Industry, Science, Energy and Resources

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Version March 2022. To be used for FY20/21/CY2021 reporting onwards.



1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	157.918 tCO ₂ -e
OFFSETS BOUGHT	100% VCUs
RENEWABLE ELECTRICITY	N/A
THIRD PARTY VALIDATION	Type 1 12 September 2022 Ben Tardrew-Munday Tardrew Partners

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2. CARBON NEUTRAL INFORMATION

Description of certification

The Climate Active Carbon Neutral certification covers the Australian business operations of Duo Projects Pty Ltd, ABN 32 116 660 596. 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 2021 to 30 June 2022 (FY2021-22).

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_2) , methane (CH_4) , nitrous oxide (N_2O) , hydrofluorocarbons (HFCs), perfluorocarbons (PFCs), sulphur hexafluoride (SF₆) and nitrogen trifluoride (NF₃). These gasses are expressed in carbon dioxide equivalents (CO₂-e), providing the ability to present greenhouse gas emissions as one unit.

"Duo Projects is committed to using Environmental, Social and Governance as a framework in our business." We practice responsible sourcing and reduction in carbon footprint. Climate Active certification demonstrates this commitment."

Organisation description

Duo Projects (ABN 32 116 660 596) is an independent property consultancy specializing in project and development management, from concept to completion. Our key strength lies in early integration to identify the strategic direction, unlock potential opportunities, mitigate commercial and project risks and solve problems. We orchestrate people and performance to deliver the project objectives seamlessly.

With offices in Melbourne and Geelong, our team services Australia-wide. Duo Projects is active across commercial, retail, sports and leisure, mixed-use, education, health and aged care, and hotels & hospitality. Our dedicated team is our strength, and our diverse portfolio is a testament to our work.



3. EMISSIONS BOUNDARY

This is a small organisation certification, which uses the standard Climate Active small organisation emissions boundary. Emission sources can be excluded if they do not occur.

Inside the emissions boundary

All emission sources listed in the emissions boundary are part of the carbon neutral claim.

Quantified emissions have been assessed as relevant and are quantified in the carbon inventory. This may include emissions that are not identified as arising due to the operations of the certified entity, however are **optionally included**.

Non-quantified emissions have been assessed as relevant and are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. All material emissions are accounted for through an uplift factor. Further detail is available at Appendix C.

Outside the emissions boundary

Excluded emissions are those that have been assessed as not relevant to an organisation's 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 Non-quantified Accommodation All emission sources quantified Cleaning Electricity Food IT hardware and software IT technical services Telecommunications Office equipment and repairs Printing and stationery Office paper Mailing services Entertainment Subscriptions and periodicals Marketing **Business services** Accounting services Advertising services Insurance Legal services Recruitment Parking and tolls Air travel Business related travel (incl. Taxi/Ride share) Staff commute to and from work Staff working from home Waste and water

Outside emission boundary

Excluded

No exclusions

Data management plan for non-quantified sources

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



4. EMISSIONS REDUCTIONS

Emissions reduction strategy

Duo Projects is committed to reduce our FY22 carbon footprint by at least 30%, evident when our Climate Active FY2029 carbon account is produced and submitted to Climate Active by 31 October 2029.

Actions we have commenced implementing into our Business as Usual and to be fully implemented prior 31/12/2022:

- Continue to avoid and minimise the requirement for air travel. All air travel under 400km will be completely avoided as a company policy. Where possible, flights are purchased as carbon neutral at the time of booking. This would have the ability to save an annual 2.01tCO₂-e based on our FY22 base year.
- Move 100% of our purchased electricity used in our tenancy to a 100% renewable electricity product effective as at 1 October 2022. This would have the ability to save an annual 22.4% of our total carbon emissions based on our FY22 base year.
- We will move 100% of our need for office paper to Climate Active carbon neutral certified Australian office paper made from 100% recycled paper pulp. This would have the ability to save an annual 0.50tCO₂-e based on our FY22 base year.
- Finalising our Sustainability Policy.
- First draft of our Climate Conscious Procurement Policy.

We pledge to action by July 2023 (other specific actions to come in our FY23 PDS):

- Finalise our Climate Conscious Procurement Policy. This will include but not limited to:
 - A companywide requirement to site a potential supplier's Sustainability Policy prior to contract negotiation.
 - Providers with Climate Active certified carbon neutral product(s) or service(s) will be allocated a weighted preference.
 - Locations for future offices not connected to natural gas will be prioritised.
 - Only purchasing whitegoods with the highest possible energy rating and never to invest in glass fridges or vending machines due to their energy inefficiencies.
- Instigate a project by September 2022, to investigate our energy consumption after hours to eliminate avoidable demand. This will include our IT responsible staff who will be given the challenge to reducing our out-of-hours IT related kWh usage by 50% by end of 2025.
- Our staff are to focus on reducing our volume to landfill by encouraging all colleagues to divert, if these cannot be avoided all together, resources from landfill to recycling. Our target is zero clean



paper and cardboard, zero food and zero e-waste going to landfill from 1 January 2023.

- We will uphold our status as a Climate Active carbon neutral certified organisation.
- Our Management Team and Board of Directors will visualise and build commitment, engagement and action amongst all colleagues, clients and supply chain to ensure all understand what is expected of them and the direction we are taking. Starting with reviewing, endorsing and publicising our Sustainability Policy internally.



5. EMISSIONS SUMMARY

Use of Climate Active carbon neutral products and services

37 reams of Climate Active carbon neutral office paper (Reflex)

Organisation emissions summary

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

Emission category	Sum of Scope 1 (tCO ₂ -e)	Sum of Scope 2 (tCO ₂ -e)	Sum of Scope 3 (tCO ₂ -e)	Sum of total emissions (tCO ₂ -e)
Accommodation and facilities	0	0	0.292	0.292
Air transport (km)	0	0	2.009	2.009
Carbon neutral products and services	0	0	0	0
Cleaning and chemicals	0	0	1.089	1.089
Electricity	0	35.357	0	35.357
Food	0	0	6.232	6.232
ICT services and equipment	0	0	31.569	31.569
Land and sea transport (km)	0	0	16.843	16.843
Office equipment & supplies	0	0	3.539	3.539
Postage, courier and freight	0	0	0.140	0.140
Professional services	0	0	42.305	42.305
Waste	0	0	1.728	1.728
Water	0	0	0.215	0.215
Working from home	0	0	9.080	9.080
Total	0	35.357	115.041	150.398

Uplift factors

An uplift factor is an upwards adjustment to the total carbon inventory to account for relevant emissions, which can't be reasonably quantified or estimated. This conservative accounting approach helps ensure the integrity of the carbon neutral claim.

Reason for uplift factor	tCO ₂ -e
Additional 5% of the total carbon footprint added in line with the Climate Active Standard for a small organisation's boundary	7.520
Total of all uplift factors	7.520
Total footprint to offset (total net emissions from summary table + total uplifts)	157.918



6.CARBON OFFSETS

Offsets retirement approach

In a	nrears	
1.	Total emissions footprint to offset for this report	158
2.	Total eligible offsets purchased and retired for this report	158
3.	Total eligible offsets banked to use toward next year's report	0

Co-benefits

Chakala Wind-based power generation project, Maharashtra, India

Social well-being:

The project helps in generating employment opportunities during the construction and operation phases. The project activity will lead to development in infrastructure in the region such as development of roads and may promote business with improved power generation.

Project developers will use at a minimum 2% of the revenues accrued from the sale of carbon credits on an annual basis for community related activities. These include providing assistance for development of public amenities in the surrounding areas such as water distribution/sanitation facilities/building of schools and hospitals and free distribution of educational books and school uniforms, annual eye camps health checks for villagers.

Economic well-being:

The project is a clean technology investment in the region, which would not have taken place in the absence of the VCS benefits. The project activity will also help to reduce the demand supply gap in the state. The project will generate power using zero emissions wind-based power generation which helps to reduce GHG emissions and specific pollutants like SOx, NOx, and SPM associated with the conventional thermal power generation facilities.



Environmental well-being:

Wind being a renewable source of energy, reduces the dependence on fossil fuels and conserves natural resources which are on the verge of depletion. Due to its zero emission the Project activity avoids a significant amount of GHG emissions.

Technological well-being:

The successful operation of the project activity should lead to promotion of wind-based power generation and would encourage other entrepreneurs to participate in similar projects.

The table indicates how this project contributes to the United Nation SDGs.





Eligible offsets retirement summary

Offsets cancelled for Climate Active Carbon Neutral Certification												
Project des	scription	Type of offset units	Registry	Date retired	Serial number (and hyperlink to registry transaction record)	Vintage	Stapled quantity	Eligible quantity (tCO₂-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 (%)
Chakala Wi Project in M India	nd Power Iaharashtra,	VCUs	Verra Registry	17 Oct 2022	7069-368198656- 368198813-VCU-034-APX- IN-1-1197-01012017- 31122017-0	2017		158	0	0	158	100%
							Tota	l offsets retired	this report and u	ised in this report	158	
Total offsets retired this report and banked for future reports 0												
Type of offset unitsQuantity (used for this reporting period claim)Percentage of tot				f total								
Verified Carbon Units (VCUs) 158				158				100%				



7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

N/A.

The following RECs have been surrendered to reduce electricity emissions under the market-based reporting method.

1.	Large-scale Generation certificates (LGCs)*	0
2.	Other RECs	0

* LGCs in this table only include those surrendered voluntarily (including through PPA arrangements), and does not include those surrendered in relation to the LRET, GreenPower, and jurisdictional renewables.

Project supported by LGC purchase	Eligible units	Registry	Surrender date	Accreditation code (LGCs)	Certificate serial number	Generation year	Quantity (MWh)	Fuel source	Location
			Tota	I LGCs surrendered this	report and used	in this report	0		



APPENDIX A: ADDITIONAL INFORMATION

N/A.



APPENDIX B: ELECTRICITY SUMMARY

Electricity emissions are calculated using a location-based approach

Location-based method

The location-based method provides a picture of a business's electricity emissions in the context of its location, and the emissions intensity of the electricity grid it relies on. It reflects the average emissions intensity of the electricity grid in the location (State) in which energy consumption occurs. The locationbased method does not allow for any claims of renewable electricity from grid-imported electricity usage.

Market-based method

The market-based method provides a picture of a business's electricity emissions in the context of its renewable energy investments. It reflects the emissions intensity of different electricity products, markets and investments. It uses a residual mix factor (RMF) to allow for unique claims on the zero emissions attribute of renewables without double-counting.

Market Based Approach Summary							
Market Based Approach	Activity Data (kWh)	Emissions (kgCO2e)	Renewable Percentage of total				
Behind the meter consumption of electricity							
generated	0	0	0				
Total non-grid electricity	0	0	0				
LGC Purchased and retired (kWh) (including PPAs & Precinct LGCs)	0	0	0				
GreenPower	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)	6,508	0	19%				
Residual Electricity	28,499	28,355	0%				
Total grid electricity	35,006	28,355	19%				
Total Electricity Consumed (grid + non grid)	35,006	28,355	19%				
Electricity renewables	6,508	0					
Residual Electricity	28.499	28,355					
Exported on-site generated electricity	0	0					
Emissions (kgCO2e)		28,355					

Total renewables (grid and non-grid)	18.59%
Mandatory	18.59%
Voluntary	0.00%
Behind the meter	0.00%
Residual Electricity Emission Footprint (TCO2e)	28
Figures may not sum due to rounding. Renewable percentac	ne can be above 100%



Location Based Approach Summary

Leastion Record Annuasch	Activity Data (1/10/h)	Seene 2 Emissions	Coope 2 Emissions
Location Based Approach	Activity Data (kwii)	(kgCO2e)	(kaCO2e)
		((
Vic	35,006	31,856	3,501
Grid electricity (scope 2 and 3)	35,006	31,856	3,501
	_		
Vic	0	0	0
Non-grid electricity (Behind the meter)	0	0	0
Total Electricity Consumed	35,006	31,856	3,501
	05		
Emission Footprint (TCO2e)	35		
Scope 2 Emissions (TCO2e)	32		
Scope 3 Emissions (TCO2e)	4		
Climate Active Carbon Neutral Electric	ity summary		
Carbon Neutral electricity offset by Climate	Activity Data (kWh)	Emissions	
Active Product		(kgCO2e)	
N/A	0	0	
Climate Active carbon neutral electricity is not renewa	able electricity. The emissions ha	ave been offset by another	
Climate Active member through their Product certification	tion.	-	



APPENDIX C: INSIDE EMISSIONS BOUNDARY

Non-quantified emission sources

The following sources emissions have been assessed as relevant, are captured within the emissions boundary, but are not measured (quantified) in the carbon inventory. These emissions are accounted for through an uplift factor. They have been non-quantified due to <u>one</u> of the following reasons:

- 1. Immaterial <1% for individual items and no more than 5% collectively
- 2. <u>Cost effective</u> Quantification is not cost effective relative to the size of the emission but uplift applied.
- 3. <u>Data unavailable</u> 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	(1) Immaterial	(2) Cost effective (but uplift applied)	(3) Data unavailable (but uplift applied & data plan in place)	(4) Maintenance
N/A				



APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

Excluded emission sources

The below emission sources have been assessed as not relevant to an 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. <u>Size</u> The emissions from a particular source are likely to be large relative to the organisation's electricity, stationary energy and fuel emissions
- 2. <u>Influence</u> The responsible entity has the potential to influence the reduction of emissions from a particular source.
- <u>Risk</u> The emissions from a particular source contribute to the organisation's greenhouse gas risk exposure.
- 4. Stakeholders Key stakeholders deem the emissions from a particular source are relevant.
- 5. **Outsourcing** The emissions are from outsourced activities previously undertaken within the organisation's boundary, or from outsourced activities typically undertaken within the boundary for comparable organisations.

Emission sources tested for relevance	(1) Size	(2) Influence	(3) Risk	(4) Stakeholders	(5) Outsourcing	Included in boundary?
N/A						





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