



PUBLIC DISCLOSURE STATEMENT

KEEP CO

**ORGANISATION CERTIFICATION
FY2020–21**


Australian Government

Climate Active Public Disclosure Statement



An Australian Government Initiative



NAME OF CERTIFIED ENTITY	Keep Group Pty. Ltd trading as Keep Co ABN: 54 628 893 836
REPORTING PERIOD	Financial year 1 July 2020 – 30 June 2021
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></p> <p>Name of signatory: Korske Ara Position of signatory: Co-Founder/ Director Date: 15 December 2023</p>



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

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Version September 2021. To be used for FY20/21 reporting onwards.



1.CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	47 tCO ₂ -e
OFFSETS BOUGHT	85% CERs, 15% VCU's
RENEWABLE ELECTRICITY	100% renewable
TECHNICAL ASSESSMENT	N/A
THIRD PARTY VALIDATION	Type 1 Date: 15 Dec 2023 Name: Will Comensoli Organisation: Comensoli & Co

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2. CARBON NEUTRAL INFORMATION

Description of certification

This certification is for the Australian business operations of Keep Group Pty Ltd (ABN: 54 628 893 836).

It includes their co working space and associated studios, located at Studio 3, Building 3.3, 1 Dairy Road, Fyshwick, ACT 2609.

Organisation description

Established in 2018, Keep Co's mission is to set a new benchmark for community-first coworking in Canberra. They are located at 1 Dairy Road, Canberra, ACT, 2609.

Keep Co (ABN: 54 628 893 836) is undeniably for-purpose and proud. Their four core values; impact, service, sustainability and sharing help them stay motivated, inspired, and accountable as our community grows and we adapt and respond to the way we work and live.

The reporting boundaries of our GHG inventory encompasses our co working space and associated studios at 1 Dairy Road, Fyshwick ACT 2602, including scope 1, 2 and 3 GHG emissions.

"We believe in taking care of our environment, our people and our community. We strive to create positive impact for our collective future."

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 or precinct'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.

The emission sources in the boundary diagram below are as per the emissions categories in the emission summary table.

Inside emissions boundary		Outside emission boundary
<u>Quantified</u>	<u>Non-quantified</u>	<u>Excluded</u>
Stationary energy and fuels	Refrigerants	N/A
Electricity		
Accommodation		
Carbon neutral products and services		
Cleaning and chemicals		
Food		
ICT services and equipment		
Professional services		
Office equipment and supplies		
Postage, courier and freight		
Transport (air)		
Transport (land and sea)		
Waste		
Water		
Work from home		

Data management plan for non-quantified sources

To measure the refrigerants within our boundary which we have identified as our HVAC system, we plan to engage with our building management and HVAC supplier to:

- Get smart meters readings to measure the electricity and fuel our HVAC system consumes.
- Get the actual or average emissions data from our HVAC system as well as request installation of sensors that directly measure emissions.
- Calculate emissions and keep track of the system efficiency by requesting regular maintenance to reduce emissions.

4. EMISSIONS REDUCTIONS

Emissions reduction strategy

We commit to reduce our emissions intensity (revenue) by 1% every two years.

We want people to work happily, comfortably and sustainably at Keep Co. We consider greenhouse gas emissions in all our business decisions. Our goal is to be carbon neutral through minimising our emissions rather than purchasing more carbon offsets. While we need to purchase carbon offsets to be carbon neutral, we want to engage in practices that keep these at a minimum.

To achieve this we have focused on reducing our largest emissions sources by:

- Using Evaluate8 Sustainability's software for our carbon accounting, so we can focus our efforts on implementing energy efficiency measures including using LED lighting and efficient appliances and air-conditioning, use sensors to light just those spaces being used, provide state-of-the-art video conferencing facilities, and focus on enabling digital communication.
- Investigating the life cycle of products and purchasing durable, goods produced in a sustainable way, refurbishing second-hand ones built to last, and buy recycled consumable items wherever possible.
- Prioritising suppliers with sustainable practices including lower emissions and engaging our current suppliers to adopt measuring and reducing their carbon footprint. We're prioritising carbon neutral businesses such as Australia Post to target our scope 3 emissions.
- Optimising the use of our floorspace, including through meeting room booking systems.
- Educating our staff and co-workers to minimise waste and promote recycling by having ten distinct waste collection points on site, separating soft plastic, ten cent drink bottles, other recyclable plastic, cardboard, ink, food waste and so on.
- Promoting use of lower emissions transportation options like public transport, bikes, or carpool and minimising non-essential business travel by opting for more virtual meetings where possible.
- Using plants in our office space to improve air quality and the well-being of the people that work there. We encourage a feeling of community by arranging low-carbon team building activities like bushwalking, rock climbing and camping trips.

Going forward, we are working with our landlord to arrange for the installation of solar panels, and to encourage sustainable transport options for staff and visitors commuting to our premises by providing bicycle storage areas.

As we have already implemented these initiatives to reduce emissions, we recognise that achieving further reductions will be more difficult. We also hope to grow our profitability over time meaning our increased business activity can lead to a rise in emissions, hence our commitment to actively reduce our emissions as a function of revenue.

5.EMISSIONS SUMMARY

Use of Climate Active carbon neutral products and services

Australia Post.

Organisation emissions summary

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

Emission category	Sum of Scope 1 Emissions (TCO2e)	Sum of Scope 2 Emissions (TCO2e)	Sum of Scope 3 Emissions (TCO2e)	Sum of Total Emissions (TCO2e)
Accommodation and facilities	0.00	0.00	4.02	4.02
Cleaning and Chemicals	0.00	0.00	0.49	0.49
Climate Active Carbon Neutral Products and Services	0.00	0.00	0.00	0.00
Construction Materials and Services	0.00	0.00	1.51	1.51
Electricity	0.00	0.00	0.00	0.00
Food	0.00	0.00	3.42	3.42
ICT services and equipment	0.00	0.00	1.68	1.68
Machinery and vehicles	0.00	0.00	0.00	0.00
Office equipment & supplies	0.00	0.00	7.79	7.79
Postage, courier and freight	0.00	0.00	0.00	0.00
Products	0.00	0.00	0.00	0.00
Professional Services	0.00	0.00	17.62	17.62
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
Transport (Air)	0.00	0.00	0.36	0.36
Transport (Land and Sea)	7.28	0.00	0.39	7.67
Waste	0.00	0.00	0.03	0.03
Water	0.00	0.00	0.00	0.00
Working from home	0.00	0.00	0.00	0.00
Grand Total	7.28	0.00	37.31	44.60

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
Compulsory additional 5% of the total to be added for small organisations	2.23
Total emissions footprint to offset (<i>total emissions from summary table + total of all uplift factors</i>)	46.83

6. CARBON OFFSETS

Offsets strategy

Offset purchasing strategy: In arrears

1. Total offsets forward purchased and banked for this report	0 tCO ₂ -e
2. Total emissions liability to offset for this report	46.83 tCO ₂ -e
3. Net offset balance for this reporting period	46.83 tCO ₂ -e
4. Total offsets to be forward purchased to offset the next reporting period	2 tCO ₂ -e
5. Total offsets required for this report	47 tCO ₂ -e






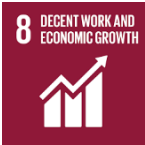



Co-benefits

Co-Benefits - Biodiversity Reforestation Carbon Offsets (BRCO) - Australian Yarra Yarra Biodiversity Project

The *Yarra Yarra Biodiversity Corridor* is a native reforestation project located in Southwest Australia. The table indicates the co-benefits of this project and how this project contributes to the United Nation SDGs.

As land use and forestry activities are recognised as requiring high levels of upfront finance to source land, to plant and to manage, we have supplemented local biodiverse reforestation carbon offsets from the *Yarra Yarra Biodiversity Corridor* with Climate Active eligible offset units.

Table: Co-benefits of the Yarra Yarra Biodiversity Corridor, Australia

Co-benefits category	Core co-benefit	Co-benefit description/nature of potential co-benefit	UN Sustainable Development Goals
Environment	Biodiversity / ecosystem services	The Yarra Yarra project reconnects and restores fragmented and declining (remnant) woodland and shrubland which provides habitat for threatened flora and fauna.	Goal 15: Life on land 
	Water Quality	Water quality is assumed to improve due to reduced surface runoff and reduction in sediment and nutrient loads in water catchments. Groundwater levels and salt concentrations are also expected to reduce over time.	Goal 6: Clean Water and Sanitation 
	Soil Quality	Soil quality of the Yarra Yarra project area is expected to improve over time with soil organic matter increasing and salt concentrations declining.	Goal 15: Life on land 
Economic	Local Employment and Skills	The establishment of plantations and conservation areas creates employment opportunities and skills development during the preparation, planting, management of the Yarra Yarra project.	Goal 3: Good Health and Well-being 
			Goal 4: Quality Education 
			Goal 8: Decent Work and Economic Growth 
			Goal 17: Partnerships for the goals 
Social	Indigenous cultural heritage	The Yarra Yarra project recognises and continues to protect significant cultural heritage sites that are located in the project area. This is assumed to strengthen cultural heritage and support spiritual re-connection to country which potentially has positive impacts on mental health and wellbeing of indigenous communities.	Goal 3: Good Health and Well-being 
			Goal 17: Partnerships for the goals 

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 (tCO ₂ -e)	Quantity used for previous reporting periods	Quantity banked for future reporting periods	Quantity used for this reporting period claim	Percentage of total (%)
Biodiverse Reforestation Carbon Offsets Yarra Yarra Biodiversity Corridor, Australia¹	Sequestration		19 September 2023	12PWA366670B - 12PWA366711B.	-		-	-	-	
Stapled to										
Metro Delhi, India	CER	ANREU	19 September 2023	239,767,038 - 239,767,079.	CP2 (2015 - 2019)	42	0	2	40	85%
Biodiverse Reforestation Carbon Offsets Yarra Yarra Biodiversity Corridor project, Australia¹	Sequestration		19 December 2023	12PWA371836B - 12PWA371842B		7	0	0	7	15%
Stapled to										
Solar Energy Project(s) by SB Energy Private Limited, India	VCU	Verra	19 December 2023	8423-15977240-15977246-VCS-VCU-997-VER-IN-1-1805-01012018-31122018-0	2018					
Total offsets retired this report and used in this report									47	
Total offsets retired this report and banked for future reports								2		
Type of offset units		Quantity (used for this reporting period claim)				Percentage of total				
Certified Emissions Reductions (CERs)		40				85%				
Verified Carbon Units (VCUs)		7				15%				

¹ Australian Native Reforestation Yarra Yarra Biodiversity Project are not Eligible Offset Units under Climate Active so have been stapled with an equal number of Eligible Offset Units.

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

N/A

APPENDIX A: ADDITIONAL INFORMATION

N/A

APPENDIX B: ELECTRICITY SUMMARY

Electricity emissions are calculated using a market-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 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.

Market-based approach summary

Market-based approach	Activity data (kWh)	Emissions (kgCO ₂ -e)	Renewable % 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)	31,297	0	81%
Jurisdictional renewables (LRET) (applied to ACT grid electricity)	7,306	0	19%
Large Scale Renewable Energy Target (applied to grid electricity only)	0	0	0
Residual electricity	0	0	0
Total grid electricity	38,603	0	100%
Total electricity consumed (grid + non grid)	38,603	0	100%
Electricity renewables	0	0	
Residual electricity	0	0	
Exported on-site generated electricity	0	0	
Emission footprint (kgCO ₂ -e)		0	

Total renewables (grid and non-grid)	100%
Mandatory	100%
Voluntary	0
Behind the meter	0
Residual electricity emission footprint (tCO₂-e)	0

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

Location-based approach summary

Location-based approach	Activity data (kWh)	Emissions (kgCO ₂ -e)
ACT	38,603	34,742
NSW	0	0
SA	0	0
Vic	0	0
Qld	0	0
NT	0	0
WA	0	0
Tas	0	0
Grid electricity (scope 2 and 3)	38,603	34,743
ACT	0	0
NSW	0	0
SA	0	0
Vic	0	0
Qld	0	0
NT	0	0
WA	0	0
Tas	0	0
Non-grid electricity (behind the meter)	0	0
Total electricity consumed	38,603	34,743
Emission footprint (tCO₂-e)	35	

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:

Relevant non-quantified emission sources	Justification reason
Refrigerants	Immaterial <1% for individual items and no more than 5% collectively

APPENDIX D: OUTSIDE EMISSIONS BOUNDARY

N/A



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