



PUBLIC DISCLOSURE STATEMENT


**FULL CIRCLE DESIGN SERVICES PTY LTD
(TRADING AS FULL CIRCLE DESIGN SERVICES)**

**ORGANISATION CERTIFICATION
FY2023-24**

Australian Government

Climate Active Public Disclosure Statement



NAME OF CERTIFIED ENTITY	Full Circle Design Services Pty Ltd (trading as Full Circle Design Services)
REPORTING PERIOD	Financial year 1 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>Graham Agar Director 7th September 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	68.98 t CO ₂ -e
CARBON OFFSETS USED	100% VCUs
RENEWABLE ELECTRICITY	N/A
CARBON ACCOUNT	Prepared by: Heidi Fog, Carbon Neutral Pty Ltd
THIRD PARTY VALIDATION	Type 1 16 September 2024 Ben Tardrew-Munday Tardrew Partners

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	14
Appendix A: Additional Information	15
Appendix B: Electricity summary	16
Appendix C: Inside emissions boundary	19
Appendix D: Outside emissions boundary	20

2.CERTIFICATION INFORMATION

Description of organisation certification

The Climate Active Carbon Neutral certification covers the Australian business operations of Full Circle Design Services Pty Ltd, trading as Full Circle Design Services, ABN 84 163 742 890. The operational boundary of the carbon account has been defined based on the operational control approach. Full Circle Design Services' products and services are not included in this certification.

This Public Disclosure Statement represents the reporting period 1 July 2023 to 30 June 2024 (FY2023-24), and this is our first year as a Climate Active carbon neutral certified organisation.

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 (CO₂), methane (CH₄), nitrous oxide (N₂O), 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.

Organisation description

Full Circle Design Services (ABN: 84 163 742 890) is founded with the idea of providing outstanding client service and sustainable design advice from project inception, right through design and construction, to the delivery of exceptional performance – the Full Circle of the project's life. We believe in planning, designing, delivering outstanding projects which perform superbly, improving the experience of all who use or interact with our work. We will not undertake work which does not allow us to excel.

We are a very flat organisation, with 10 Perth based employees under a single Director – Graham Agar.

Our office is located in South Perth. We have no subsidiaries or international operations.

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
Climate Active carbon neutral products and services
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)
Refrigerants
Staff commute to and from work
Staff working from home
Stationary energy
Waste and water

Non-quantified

N/A

Outside emission boundary

Excluded

N/A

4.EMISSIONS REDUCTIONS

Emissions reduction strategy

FCDS commits to reduce our measured scope 1, 2 and 3 emissions by 10-15% against our FY2023-2024 base year by 2030.

FCDS recognises that 10% of our FY2023-24 emissions are associated with electrical energy. Due to our leasing arrangement for our location, we are unable to invest in 100% renewable electricity to avoid electricity associated emissions all together, which would have been our preference. Our focus to reduce electricity usage (which we would have done anyway) is then to:

- Convert all monitors to flat screen, energy star rated monitors progressively over the coming years. We commit to replacing at least two monitors annually.
- Commit to undertaking regular performance monitoring of our tenancy energy consumption. Our first step will be to connect our existing energy meters to a meter reading system by end of FY2025.
- FCDS will upgrade our office lighting controls to allow automated control and an increased number of zones through a lighting control system to be installed by end of FY2025.
- FCDS will undertake at least 4 'out of hours' audits on our office, including returning after 6PM on a Friday to review any systems left operating and to provide feedback to relevant staff.

FCDS commits to reducing our waste footprint:

- By end of FY2025, purchase a Soda Stream machine to reduce quantity of soft drink cans thrown out.
- By end of FY2025, provision of waste digester to reduce organic waste disposal.
- By end of FY2025, provision of coffee grinder to reduce coffee capsule waste.
- By end of FY2025, installation of lighting control system to reduce energy consumption.

FCDS commits to reducing our travel footprint:

- By end of FY2025, 50% use of UBER Green or UBER Electric for office travel.
- By end of FY2030, 90% use of UBER Green or UBER Electric for office travel.
- By end of FY2025, purchase all flights as Climate Active carbon neutral certified.
- Implement average of one work from home day per week per staff member by FY 2027.

Emissions reduction actions

Actions we have already implemented into our business as usual:

- Eg. Purchase of a shared office tablet in 2023 reduced the need for printing by 100% during site visits, saving around 4 reams of office paper annually.
- Collection point for Nespresso coffee pods for the entire building (12 tenants).
- Since implementing a waste reduction project in 2022 we have reduced landfill by 40%.
- Relocated office with improved air conditioning systems, lighting and openable windows – improved NABERS rating from 5-Stars to 5.5 Stars.
- Reduced number of office car parks from 6 to 4 to encourage public transport / active transport.
- Purchase office water bottles to reduce purchase / use of soft drinks.

5.EMISSIONS SUMMARY

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

Certified brand name	Product/Service/Building/Precinct used
N/A	

Emissions summary

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

Emission category	Scope 1 emissions (t CO ₂ -e)	Scope 2 emissions (t CO ₂ -e)	Scope 3 emissions (t CO ₂ -e)	Total emissions (t CO ₂ -e)
Accommodation and facilities	0.00	0.00	0.18	0.18
Cleaning and chemicals	0.00	0.00	0.44	0.44
Climate Active carbon neutral products and services	0.00	0.00	0.00	0.00
Electricity	0.00	5.06	0.38	5.44
Food	0.00	0.00	0.18	0.18
ICT services and equipment	0.00	0.00	1.28	1.28
Machinery and vehicles	0.00	0.00	0.31	0.31
Office equipment and supplies	0.00	0.00	1.52	1.52
Postage, courier and freight	0.00	0.00	0.04	0.04
Professional services	0.00	0.00	41.16	41.16
Refrigerants	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	3.41	3.41
Transport (land and sea)	3.66	0.00	6.42	10.09
Waste	0.00	0.00	1.02	1.02
Water	0.00	0.00	0.30	0.30
Working from home	0.00	0.00	0.33	0.33
Total emissions (t CO₂-e)	3.66	5.06	56.98	65.70

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	t CO ₂ -e
Mandatory 5% uplift for small organisations	3.28
Total of all uplift factors (t CO ₂ -e)	3.28
Total emissions footprint to offset (t CO₂-e) <i>(total emissions from summary table + total of all uplift factors)</i>	68.98

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)	69	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
Solar Energy Project(s) by SB Energy Private Limited	VCU	Verra Registry	18/9/2024	8423-15990627-15990678-VCS-VCU-997-VER-IN-1-1805-01012018-31122018-0	2018	52	0	0	52	75.36%
Solar Energy Project(s) by SB Energy Private Limited	VCU	Verra Registry	13/11/2024	8423-15991388-15991404-VCS-VCU-997-VER-IN-1-1805-01012018-31122018-0	2018	17	0	0	17	24.64%

Co-benefits

VCUs: Solar Energy Project(s) by SB Energy Private Limited

These projects are located across three states of India. The purpose of this project is to generate renewable electricity involving a total capacity of 2,250 MW. During the 10 years of the first crediting period, the project will displace greenhouse gas emissions of approximately 4,354,646 t CO₂-e annually.

This project contributes to the United Nation Sustainable Development Goal 13.



Stapled unit summary

The below units have been purchased and retired as 'stapled' to the eligible Climate Active carbon offset units above.

Stapled units may represent a beneficial outcome, in this case perceived biodiversity benefits. These purchases are additional to the Climate Active program requirements.

Stapled units and their corresponding scheme or project have not been assessed by Climate Active against the offset integrity principles in the Climate Active Carbon Neutral Standards and are not included in the list of eligible Climate Active carbon offset units (for further information please see Appendix A of the Standards). Full Circle Design Services has undertaken our own due diligence when purchasing these stapled units.

Project name	Unit type	Project location	Eligible offset project stapled to	Stapled quantity
Biodiversity Reforestation Carbon Offsets (BRCO) – Australian Yarra Yarra Biodiversity Project	Biodiversity	Southwest Australia	Solar Energy Project(s) by SB Energy Private Limited	69*

*Please see page 16 for retirement certificates.








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

Biodiverse Reforestation Carbon Offsets are from the *Yarra Yarra Biodiversity Corridor*, a native reforestation project located in Southwest Australia ecoregion. *Yarra Yarra Biodiversity Corridor* aims to link small patches of remnant vegetation and nature reserves. This is achieved by planting mixed native tree, plant and shrub species on degraded ex-agricultural land. So far over 30 million shrubs and trees have been planted. Through planting species highly adapted to the region, the revegetation project encourages the reintroduction of endangered species and combats desertification in this global biodiversity hotspot. In addition to capturing carbon, these plantings provide crucial habitat for hundreds of species of unique flora and fauna.

The following table indicates the independently reviewed co-benefits of this project and how this project contributes to the United Nation Sustainable Development Goals.

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

(based on an independent study conducted by Point Advisory in 2020)

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	
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 8: Decent Work and Economic Growth	
			Goal 17: Partnerships for the goals	

7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

Renewable Energy Certificate (REC) summary

N/A

APPENDIX A: ADDITIONAL INFORMATION



This is to certify that

Full Circle Design Services

for its FY2024 Climate Active certification
has permanently surrendered

52

Biodiverse Reforestation Carbon Offsets
from the *Yarra Yarra Biodiversity Corridor*, Australia.

Thank you for making a difference to our planet and future
generations by combating climate change.



Encouraging positive social, environmental
and economic change with solutions that help
overcome the effects of the climate crisis.

Carbon Neutral Pty Ltd is regulated by the Australian
Securities and Investments Commission and holds
Australian Financial Services Licence Number 450004

Dr Phil Ireland | Chief Executive Officer

Issue Date: 17 September 2024 | **Emissions Period:** 1 July 2023 - 30 June 2024

Serial numbers (inclusive): NSW SA-B1-24NB/0000001-0000052

Biodiverse Reforestation Carbon Offsets support new plantings. Sequestration occurs over time and
FullCAM is used to calculate the number of tonnes sequestered per hectare over 50 years.

Carbon Neutral retires an equal number of verified carbon credits from an international project for all
Biodiverse Carbon Offsets to satisfy claims of carbon offsetting (and carbon neutrality where applicable).

Serial numbers (inclusive): 8423-15990627-15990678-VCS-VCU-997-VER-IN-1-1805-01012018-31122018-0



This is to certify that

Full Circle Design Services

for its FY2024 Climate Active certification
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17

Biodiverse Reforestation Carbon Offsets
from the *Yarra Yarra Biodiversity Corridor*, Australia.

Thank you for making a difference to our planet and future
generations by combating climate change.



Encouraging positive social, environmental
and economic change with solutions that help
overcome the effects of the climate crisis.

Carbon Neutral Pty Ltd is regulated by the Australian
Securities and Investments Commission and holds
Australian Financial Services Licence Number 450004

Dr Phil Ireland | Chief Executive Officer

Issue Date: 13 November 2024 | **Emissions Period:** 1 July 2023 - 30 June 2024

Serial numbers (inclusive): NSW SA-B1-23/0016387-0016403

Carbon Neutral retires an equal number of verified carbon credits from an international project for all
Biodiverse Carbon Offsets to satisfy claims of carbon offsetting (and carbon neutrality where applicable).

Serial numbers (inclusive): 8423-15991388-15991404-VCS-VCU-997-VER-IN-1-1805-01012018-31122018-0

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 **location-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 precinct/building (voluntary renewables)	0	0	0%
Precinct/Building (LRET)	0	0	0%
Precinct/Building jurisdictional renewables (LGCS surrendered)	0	0	0%
Electricity products (voluntary renewables)	0	0	0%
Electricity products (LRET)	0	0	0%
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)	1,786	0	19%
Residual Electricity	7,753	7,055	0%
Total renewable electricity (grid + non grid)	1,786	0	19%
Total grid electricity	9,539	7,055	19%
Total electricity (grid + non grid)	9,539	7,055	19%
Percentage of residual electricity consumption under operational control	100%		
Residual electricity consumption under operational control	7,753	7,055	
Scope 2	6,901	6,280	
Scope 3 (includes T&D emissions from consumption under operational control)	852	775	
Residual electricity consumption not under operational control	0	0	
Scope 3	0	0	

Total renewables (grid and non-grid)	18.72%
Mandatory	18.72%
Voluntary	0.00%
Behind the meter	0.00%
Residual scope 2 emissions (t CO₂-e)	6.28
Residual scope 3 emissions (t CO₂-e)	0.78
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	6.28
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO₂-e)	0.78
Total emissions liability (t CO₂-e)	7.06
<i>Figures may not sum due to rounding. Renewable percentage can be above 100%</i>	

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)
WA	9,539	9,539	5,056	382	0	0
Grid electricity (scope 2 and 3)	9,539	9,539	5,056	382	0	0
WA	0	0	0	0		
Non-grid electricity (behind the meter)	0	0	0	0		
Total electricity (grid + non grid)	9,539					

Residual scope 2 emissions (t CO ₂ -e)	5.06
Residual scope 3 emissions (t CO ₂ -e)	0.38
Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	5.06
Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO ₂ -e)	0.38
Total emissions liability	5.44

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)
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 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 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. **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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