



# **PUBLIC DISCLOSURE STATEMENT**

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


**ORGANISATION CERTIFICATION  
FY2024-25**

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



An Australian Government Initiative



NAME OF CERTIFIED ENTITY	Full Circle Design Services Pty Ltd (trading as Full Circle Design Services)
REPORTING PERIOD	Financial year 1 July 2024 – 30 June 2025 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          30<sup>th</sup> October 2025</p>



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

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 Version 10.



# 1. CERTIFICATION SUMMARY

TOTAL EMISSIONS OFFSET	87 t CO <sub>2</sub> -e
CARBON OFFSETS USED	100% VCUs
RENEWABLE ELECTRICITY	Not applicable
CARBON ACCOUNT	Prepared by: Heidi Fog, Carbon Neutral Pty Ltd
TECHNICAL ASSESSMENT	N/A – small organisation

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## 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 2024 to 30 June 2025 (FY2024-25), and this is our second 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 (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.

### 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 1 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 and facilities
- Cleaning and Chemicals
- Electricity
- Food
- ICT services and equipment
- Machinery and vehicles
- Office equipment & supplies
- Postage, courier and freight
- Professional Services
- Refrigerants
- Stationary Energy (gaseous fuels)
- 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

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 5-10% 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 is then to:

- Commit to undertaking regular performance monitoring of our tenancy energy consumption including quarterly reviews in NABERS certification in FY2026. We will connect our existing energy meters to a meter reading system by end of FY2030.
- FCDS to complete 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 in FY25/26.

FCDS commits to reducing our waste footprint:

- Within FY2026, installation of containers for change collection within the tenancy to reduce quantity of soft drink cans thrown out.
- Within FY2026, reduction in paper purchase by 30%
- Withing FY2026, procure direct from grower fruit and vegetable box to the office twice a month

FCDS commits to reducing our travel footprint:

- By end of FY2026, 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 FY2026, 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:

- 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.
- Use of office Tesla for >90% of office site visits – powered from 100% renewable power
- Installed blinds – to be automated – to reduce heat gain in summer
- Connected ventilation system to automation system to reduce wastage
- Converted all monitors to flat screen, energy star rated monitors.
- FCDS successfully upgraded 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 completed 2 '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 in FY24/25.
- FCDS maintained our NABERS certification at 5-Stars for the office tenancy in FY24/25,

## 5. EMISSIONS SUMMARY

### Emissions over time

Emissions since base year			
		Total t CO <sub>2</sub> -e (without uplift)	Total t CO <sub>2</sub> -e (with uplift)
Base Year / Year 1:	2023-24	65.70	68.98
Year 2:	2024-25	82.46	86.58

### Significant changes in emissions

Significant changes in emissions			
Emission source	Previous year emissions (t CO <sub>2</sub> -e)	Current year emissions (t CO <sub>2</sub> -e)	Reason for change
Subscriptions & periodicals	10.68	16.16	FCDS purchased additional licenses for key software items and completed additional NABERS and NatHERS ratings which required assessment and certification fees. Considered subscriptions.
Business services	16.23	32.41	FCDS outsourced significant quantities of NatHERS certification in April 2025, aligning with increased demand as the Building Code changed.

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

Certified brand name	Product/Service/Building/Precinct used
Not applicable for 2024-25	

## 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 <sub>2</sub> -e)	Scope 2 emissions (t CO <sub>2</sub> -e)	Scope 3 emissions (t CO <sub>2</sub> -e)	Total emissions (t CO <sub>2</sub> -e)
Accommodation and facilities	0.00	0.00	0.15	0.15
Cleaning and Chemicals	0.00	0.00	1.24	1.24
Electricity	0.00	3.73	1.65	5.38
Food	0.00	0.00	1.16	1.16
ICT services and equipment	0.00	0.00	1.12	1.12
Machinery and vehicles	0.00	0.00	0.39	0.39
Office equipment & supplies	0.00	0.00	1.49	1.49
Postage, courier and freight	0.00	0.00	0.01	0.01
Professional Services	0.00	0.00	57.98	57.98
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	1.47	1.47
Transport (Land and Sea)	2.48	0.00	7.36	9.84
Waste	0.00	0.00	1.62	1.62
Water	0.00	0.00	0.30	0.30
Working from home	0.00	0.00	0.32	0.32
<b>Total emissions (t CO<sub>2</sub>-e)</b>	<b>2.48</b>	<b>3.73</b>	<b>76.26</b>	<b>82.46</b>
<i>Figures may not sum to total due to rounding.</i>				

## 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 <sub>2</sub> -e
Mandatory 5% uplift for small organisations	4.12
Total of all uplift factors (t CO <sub>2</sub> -e)	4.12
<b>Total emissions footprint to offset (t CO<sub>2</sub>-e)</b> <i>(total emissions from summary table + total of all uplift factors)</i>	<b>86.58</b>

## 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)	87	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
5 MW Upper Awa Hydro Power Project in Himachal Pradesh by M/s Astha Projects (India) Limited	VCU	Verra Registry	28/10/2025	<a href="#">18141-875657335-875657421-VCS-VCU-291-VER-IN-1-1691-01012017-31082017-0</a>	2017	87	0	0	87	100%
<b>Offset Totals:</b>						87	0	0	87	100.00%

## Stapled units summary

The below units have been 'stapled' to eligible Climate Active carbon offset units.

Stapled units may represent a beneficial outcome, such as biodiversity protection or improved water quality. These purchases are additional to 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 (Appendix A of the Standards). Full Circle Design Services has undertaken our own due diligence when purchasing these stapled units.

Project name	Unit type e.g. biodiversity	Project location	Eligible offset project stapled to	Stapled quantity	Link to project or evidence
Wilyun Pools project	Biodiversity reforestation	Australia	5 MW Upper Awa Hydro Power Project in Himachal Pradesh by M/s Astha Projects (India) Limited	87	SWCP-B1-16/0001686-0001772

## Co-benefits

**Biodiversity Reforestation Carbon Offsets (BRCO) - Wilyun Pools project.** South-West Western Australia. Carbon Neutral, in collaboration with its partner Wollemi Capital, are developing a high-integrity carbon project at Wilyun Pools.

The initiative combines biodiverse environmental plantings with sustainable plantation forestry to deliver long-term environmental and climate benefits.

Under an innovative and inclusive governance model, the Wilyun Pools project establishes a clear and supported pathway for First Nations custodians to gradually assume ownership of the property. This structure ensures enduring cultural, ecological, and community outcomes, positioning Wilyun Pools as a model for nature-based climate solutions grounded in Indigenous leadership and landscape-scale conservation.

Wilyun Pools is of particular cultural significance to First Nations group Wirlomin Noongar Language and Stories Group. Located within their ancestral Country, with a traditional dance ground on site, it will become the base for their ongoing work to consolidate and celebrate Noongar culture and stories, and to build connections between cultural and ecological renewal.

Wilyun Pools is home to over 300 species of native flora, including 13 species listed as conservation priorities by the Western Australian Government, including several relatively unknown eucalypt hybrids. Much of the property's bushland is classified as a nationally listed Threatened Ecological Community.

Wilyun Pools represents a groundbreaking partnership approach.

### Upper Awa Hydro Power Project

The Upper Awa Hydro Power Project is a 5 MW run-of-river hydroelectric facility in the state of Himachal Pradesh, India.

The project was approved under the CDM (UNFCCC) small-scale methodology; with an estimated 274,690 t CO<sub>2</sub>e of reductions over a 10-year crediting period.

By exporting renewable energy to the HPSEB grid, the project displaces grid electricity generated mainly from coal and other fossil-fuel sources in the northern region of India.

## 7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

### Renewable Energy Certificate (REC) summary

Not applicable.

# APPENDIX A: ADDITIONAL INFORMATION



This is to certify that

## Full Circle Design Services

for its FY2025 Climate Active certification  
has permanently surrendered

**87**

**Biodiverse Reforestation Carbon Offsets**  
from the Wilyun Pools *Biodiversity Project*, 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 402054

A handwritten signature in black ink, appearing to be "Phil Ireland".

Dr Phil Ireland | Chief Executive Officer

**Issue Date:** 29 October 2025 | **Emissions Period:** 1 July 2024 - 30 June 2025

**Serial numbers (inclusive):** SWCP-B1-16/0001686-0001772

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):** 18\*41-875657335-875657421-VCS-VCU-291-VER-IN-1-1691-01012017-31082017-0

## 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 <sub>2</sub> -e)	Renewable percentage of total
Behind the meter consumption of renewable electricity generated	0	0	0%
<b>Total non-grid renewable electricity</b>	<b>0</b>	<b>0</b>	<b>0%</b>
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)	1,717	0	18%
Residual Electricity	7,719	7,102	0%
<b>Total renewable electricity (grid + non grid)</b>	<b>1,717</b>	<b>0</b>	<b>18%</b>
<b>Total grid electricity</b>	<b>9,436</b>	<b>7,102</b>	<b>18%</b>
<b>Total electricity (grid + non grid)</b>	<b>9,436</b>	<b>7,102</b>	<b>18%</b>
Percentage of residual electricity consumption under operational control	77%		
<b>Residual electricity consumption under operational control</b>	<b>5,981</b>	<b>5,502</b>	
Scope 2	5,266	4,844	
Scope 3 (includes T&D emissions from consumption under operational control)	715	658	
<b>Residual electricity consumption not under operational control</b>	<b>1,738</b>	<b>1,599</b>	
Scope 3	1,738	1,599	

<b>Total renewables (grid and non-grid)</b>	<b>18.20%</b>
<b>Mandatory</b>	<b>18.20%</b>
<b>Voluntary</b>	<b>0.00%</b>
<b>Behind the meter</b>	<b>0.00%</b>
<b>Residual scope 2 emissions (t CO<sub>2</sub>-e)</b>	<b>4.84</b>
<b>Residual scope 3 emissions (t CO<sub>2</sub>-e)</b>	<b>2.26</b>
<b>Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b>	<b>4.84</b>
<b>Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b>	<b>2.26</b>
<b>Total emissions liability (t CO<sub>2</sub>-e)</b>	<b>7.10</b>

*Figures may not sum to total 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	77%	(kWh)	Scope 2 Emissions (kg CO <sub>2</sub> -e)	Scope 3 Emissions (kg CO <sub>2</sub> -e)	(kWh)	Scope 3 Emissions (kg CO <sub>2</sub> -e)
WA	9,436	7,311	3,729	439	2,125	1,211
<b>Grid electricity (scope 2 and 3)</b>	<b>9,436</b>	<b>7,311</b>	<b>3,729</b>	<b>439</b>	<b>2,125</b>	<b>1,211</b>
WA	0	0	0	0		
<b>Non-grid electricity (behind the meter)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Total electricity (grid + non grid)</b>	<b>9,436</b>					

<b>Residual scope 2 emissions (t CO<sub>2</sub>-e)</b>	<b>3.73</b>
<b>Residual scope 3 emissions (t CO<sub>2</sub>-e)</b>	<b>1.65</b>
<b>Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b>	<b>3.73</b>
<b>Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b>	<b>1.65</b>
<b>Total emissions liability</b>	<b>5.38</b>

### 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 <sub>2</sub> -e)
Not applicable	0	0
<i>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.</i>		

### Climate Active carbon neutral electricity products

Climate Active carbon neutral electricity product used	Electricity claimed from Climate Active electricity products (kWh)	Emissions (kg CO <sub>2</sub> -e)
Not applicable	0	0
<i>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.</i>		

# 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
Not applicable	

## 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
Not applicable						



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