



# **PUBLIC DISCLOSURE STATEMENT**

**INSITE ARCHITECTS PTY LTD  
(TRADING AS INSITE ARCHITECTS)**

**ORGANISATION CERTIFICATION  
FY2024–25**

Australian Government

# Climate Active Public Disclosure Statement



|                          |                                                                                                                                                                                                                                                                                                                                                               |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| NAME OF CERTIFIED ENTITY | Insite Architects Pty Ltd (trading as Insite Architects)                                                                                                                                                                                                                                                                                                      |
| REPORTING PERIOD         | 1 July 2024 – 30 June 2025<br>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>Shelley Atkinson<br/>Business Administrator<br/>2 March 2026</p> |



Australian Government

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Department of Climate Change, Energy,  
the Environment and Water

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Version 10.

# 1.CERTIFICATION SUMMARY

|                        |                                  |
|------------------------|----------------------------------|
| TOTAL EMISSIONS OFFSET | 87 tCO <sub>2</sub> -e           |
| CARBON OFFSETS USED    | 100% VCUs                        |
| RENEWABLE ELECTRICITY  | 18.20%                           |
| CARBON ACCOUNT         | Prepared by: Pangolin Associates |
| TECHNICAL ASSESSMENT   | N/A – Small organisation         |

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## 2. CERTIFICATION INFORMATION

### Description of organisation certification

This organisation certification is for the Australian business operations of Insite Architects Pty Ltd (trading as Insite Architects, (ABN: 77 100 163 479). The services provided by Insite Architects are not included in this certification.

The operational boundary has been defined based on an operational control test, in accordance with the principles of the National Greenhouse and Energy Reporting Act 2007. This includes the following locations and facilities:

- 4/120 Upper Heidelberg Rd, Ivanhoe, VIC 3079

This Public Disclosure Statement includes information for FY2024–25 reporting period.

### Organisation description

Insite Architects (ABN: 77 100 163 479) have over thirty years' experience with commercial and residential projects and specialise in the childcare, community and hospitality sectors. Two Directors lead a team of twenty professionals who are all REVIT capable, skilled architects, designers, and documenters and who are experienced with the specialist facets of the business. We provide architectural, interior design and contract administration services. Our size allows us to offer a range of expertise while providing a personal service to each client.

Based in Melbourne we provide services to clients around Australia including metropolitan and regional areas of Queensland, New South Wales, ACT, South Australia, Northern Territory and Western Australia. We aim to utilise local, home-grown products as much as possible in all our projects to support Australian suppliers and workers.

## 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
- Climate Active carbon neutral products and services
- Electricity
- Food
- Horticulture and agriculture
- ICT services and equipment
- Machinery and vehicles
- Office equipment and supplies
- Postage, courier and freight
- Products
- Professional services
- Refrigerants
- Stationary Energy
- 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

Insite Architects commits to reduce scope 1 emissions by 5%, reduce scope 2 emissions by 95% and reduce scope 3 emissions by 5% by 2030 compared to a 2020 baseline. This will be achieved through the following measures:

#### Scope 1 emissions will be reduced by:

- When Insite Architects vehicles require replacement over the next 5 years, we will endeavour to replace the vehicles with Electric vehicles where possible.
- Cease use of natural gas, we achieved this goal in FY2024 as we moved from our office that had natural gas.

#### Scope 2 emissions will be reduced by:

- Switch all controlled electricity to carbon neutral provider, we achieved this goal in FY2024.
- Encourage landlord to switch uncontrolled electricity to a carbon neutral provider – we achieved this switch in FY2025

#### Scope 3 emissions will be reduced by:

- Continue to look for Carbon Neutral suppliers, utilising the Climate Active network where possible.
- Focus on a reuse, recycle policy for all unwanted office equipment including computers. This will continue decrease waste. As of FY2025 recycling programs include:
  - Close The Loop – printer Cartridges
  - Cardboard, paper and plastics Opal recycling
  - All coffee grounds are added to home composting by staff
  - Stationery and unwanted electrical equipment recycled through Officeworks
  - Batteries and UPS units recycled through Battery World
  - Soft plastics – through Woolworths recycling program
- Continue to educate staff on minimizing emissions in the workplace and in relation to travel.
- Promote staff to take alternative forms of transport, such as public transport, bicycles or walking to work to minimize vehicle use.
- Investigate programs such as Print Releaf and Fifteen Trees to automatically offset carbon emissions of purchases and printing.
- Train staff in processes such as Passivhaus design to promote emission reductions in projects as well as organisational reductions. – Training commenced in FY2025
- Contact suppliers to try and obtain more accurate emissions data for more accurate reporting

## Emissions reduction actions

- Most staff are working from home at least one day a week. Those staff that drive from greater distances work from home at least two days per week to reduce the use of petrol.
- We met our Scope 2 emissions target by ensuring all our controlled electricity is carbon neutral and have convinced the landlords to move the shared electricity to a carbon neutral provider also.
- Began training staff in Passivhaus Design to improve reductions in designs as well as within the business.
- Ongoing research into Carbon Neutral/Climate Active sources for consumables has continued, identifying new sources for several products.
- Ongoing education of staff on sustainable and energy efficient practices.
- Increased our recycling programs which has reduced our consumables going to land waste by 50%.

## 5.EMISSIONS SUMMARY

### Emissions over time

| Emissions since base year |         |                                               |                                            |
|---------------------------|---------|-----------------------------------------------|--------------------------------------------|
|                           |         | Total tCO <sub>2</sub> -e<br>(without uplift) | Total tCO <sub>2</sub> -e<br>(with uplift) |
| Base year/Year 1:         | 2020-21 | 90.30                                         | 94.81                                      |
| Year 2:                   | 2021-22 | 83.97                                         | 88.17                                      |
| Year 3:                   | 2022-23 | 92.87                                         | 97.51                                      |
| Year 4:                   | 2023-24 | 73.68                                         | 77.36                                      |
| Year 5:                   | 2024-25 | 82.01                                         | 86.11                                      |

### Significant changes in emissions

| Significant changes in emissions |                                                      |                                                     |                                                                                                     |
|----------------------------------|------------------------------------------------------|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| Emission source                  | Previous year<br>emissions<br>(t CO <sub>2</sub> -e) | Current year<br>emissions<br>(t CO <sub>2</sub> -e) | Reason for change                                                                                   |
| Technical services               | 10.26                                                | 19.76                                               | There has been increased expenditure on technical services in FY2025 compared to the previous year. |
| Petrol / Gasoline post-2004 (GJ) | 6.27                                                 | 9.28                                                | There has been an increase in business travel compared to the previous year.                        |

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

| Certified brand name | Product/Service/Building/Precinct used     |
|----------------------|--------------------------------------------|
| ENGIE                | <a href="#">Opt-in electricity product</a> |
| AGL                  | <a href="#">Opt-in electricity product</a> |

## Emissions summary

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

| Emission category                                    | Scope 1 emissions<br>(tCO <sub>2</sub> -e) | Scope 2 emissions<br>(tCO <sub>2</sub> -e) | Scope 3 emissions<br>(tCO <sub>2</sub> -e) | Total emissions<br>(t CO <sub>2</sub> -e) |
|------------------------------------------------------|--------------------------------------------|--------------------------------------------|--------------------------------------------|-------------------------------------------|
| Accommodation and facilities                         | 0.00                                       | 0.00                                       | 0.15                                       | 0.15                                      |
| Cleaning and Chemicals                               | 0.00                                       | 0.00                                       | 1.02                                       | 1.02                                      |
| Climate Active carbon neutral products and services  | 0.00                                       | 0.00                                       | 0.00                                       | 0.00                                      |
| Electricity                                          | 0.00                                       | 0.53                                       | 0.10                                       | 0.63                                      |
| Food                                                 | 0.00                                       | 0.00                                       | 3.42                                       | 3.42                                      |
| Horticulture and Agriculture                         | 0.00                                       | 0.00                                       | 0.09                                       | 0.09                                      |
| ICT services and equipment                           | 0.00                                       | 0.00                                       | 6.76                                       | 6.76                                      |
| Machinery and vehicles                               | 0.00                                       | 0.00                                       | 2.16                                       | 2.16                                      |
| Office equipment & supplies                          | 0.00                                       | 0.00                                       | 2.14                                       | 2.14                                      |
| Postage, courier and freight                         | 0.00                                       | 0.00                                       | 1.09                                       | 1.09                                      |
| Products                                             | 0.00                                       | 0.00                                       | 0.27                                       | 0.27                                      |
| Professional Services                                | 0.00                                       | 0.00                                       | 29.96                                      | 29.96                                     |
| Refrigerants                                         | 0.03                                       | 0.00                                       | 0.00                                       | 0.03                                      |
| Stationary Energy (gaseous fuels)                    | 0.00                                       | 0.00                                       | 0.00                                       | 0.00                                      |
| Stationary Energy (liquid fuels)                     | 0.00                                       | 0.00                                       | 0.00                                       | 0.00                                      |
| Stationary Energy (solid fuels)                      | 0.00                                       | 0.00                                       | 0.00                                       | 0.00                                      |
| Transport (Air)                                      | 0.00                                       | 0.00                                       | 0.62                                       | 0.62                                      |
| Transport (Land and Sea)                             | 7.56                                       | 0.00                                       | 22.66                                      | 30.22                                     |
| Waste                                                | 0.00                                       | 0.00                                       | 0.44                                       | 0.44                                      |
| Water                                                | 0.00                                       | 0.00                                       | 0.31                                       | 0.31                                      |
| Working from home                                    | 0.00                                       | 0.00                                       | 2.69                                       | 2.69                                      |
| <b>Total emissions (tCO<sub>2</sub>-e)</b>           | <b>7.60</b>                                | <b>0.53</b>                                | <b>73.88</b>                               | <b>82.01</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                                                                                                                    | tCO <sub>2</sub> -e |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| Mandatory 5% uplift for small organisations                                                                                                 | 4.10                |
| Total of all uplift factors (tCO <sub>2</sub> -e)                                                                                           | 4.10                |
| <b>Total emissions footprint to offset (tCO<sub>2</sub>-e)</b><br><i>(total emissions from summary table + total of all uplift factors)</i> | <b>87</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 |
|-----------------------------------------|---------------------|----------------|--------------|------------------------------------------------------------------------|---------|------------------------|---------------------------------------------|----------------------------------------------|-----------------------------------------|------------------------------------------------|
| Rimba Raya Biodiversity Reserve Project | VCU                 | Verra Registry | 11/11/2025   | 9900-157308864-157308950-VCS-VCU-263-VER-ID-14-674-01012018-31122018-1 | 2018    | 87                     | 0                                           | 0                                            | 87                                      | 100.00%                                        |
| Offset Totals:                          |                     |                |              |                                                                        |         | 87                     | 0                                           | 0                                            | 87                                      | 100.00%                                        |

## Co-benefits

Rimba Raya is located in Central Kalimantan, Indonesian Borneo, and is one of the largest REDD+ peat swamp forest projects in the world, avoiding nearly 130 million tonnes of carbon emissions

- Rimba Raya generates carbon credits from High Conservation Value (HCV) peat swamp forest within the carbon accounting area.
- Rimba Raya is an InfiniteEARTH Project.
- Rimba Raya protects one of the most highly endangered ecosystems in the world.
- Rimba Raya develops livelihood programmes in surrounding villages (addressing all 17 of the UN Sustainable Development Goals) to provide education, employment and hope for the future.
- Rimba Raya provides a buffer zone between the palm oil industry and the Tanjung Puting National Park, home to one of the last remaining wild populations of orangutans on earth.

## 7. RENEWABLE ENERGY CERTIFICATE (REC) SUMMARY

### Renewable Energy Certificate (REC) summary

N/A

## APPENDIX A: ADDITIONAL INFORMATION

N/A

## 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 **market-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)                                                 | 4,873               | 0                                 | 18%                           |
| 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)      | 152                 | 0                                 | 1%                            |
| Residual Electricity                                                        | 22,592              | 20,784                            | 0%                            |
| <b>Total renewable electricity (grid + non grid)</b>                        | <b>5,025</b>        | <b>0</b>                          | <b>18%</b>                    |
| <b>Total grid electricity</b>                                               | <b>27,616</b>       | <b>20,784</b>                     | <b>18%</b>                    |
| <b>Total electricity (grid + non grid)</b>                                  | <b>27,616</b>       | <b>20,784</b>                     | <b>18%</b>                    |
| Percentage of residual electricity consumption under operational control    | 96%                 |                                   |                               |
| <b>Residual electricity consumption under operational control</b>           | <b>21,623</b>       | <b>19,893</b>                     |                               |
| Scope 2                                                                     | 19,038              | 17,515                            |                               |
| Scope 3 (includes T&D emissions from consumption under operational control) | 2,585               | 2,379                             |                               |
| <b>Residual electricity consumption not under operational control</b>       | <b>968</b>          | <b>891</b>                        |                               |
| Scope 3                                                                     | 968                 | 891                               |                               |

|                                                                                                                  |               |
|------------------------------------------------------------------------------------------------------------------|---------------|
| <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>17.51</b>  |
| <b>Residual scope 3 emissions (t CO<sub>2</sub>-e)</b>                                                           | <b>3.27</b>   |
| <b>Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b> | <b>0.53</b>   |
| <b>Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO<sub>2</sub>-e)</b> | <b>0.10</b>   |
| <b>Total emissions liability (t CO<sub>2</sub>-e)</b>                                                            | <b>0.63</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 | 96%                       | (kWh)                     | Scope 2 Emissions (kgCO <sub>2</sub> -e) | Scope 3 Emissions (kgCO <sub>2</sub> -e) | (kWh)                         | Scope 3 Emissions (kgCO <sub>2</sub> -e) |
| ACT                                                                  | 0                         | 0                         | 0                                        | 0                                        | 0                             | 0                                        |
| NSW                                                                  | 0                         | 0                         | 0                                        | 0                                        | 0                             | 0                                        |
| SA                                                                   | 0                         | 0                         | 0                                        | 0                                        | 0                             | 0                                        |
| VIC                                                                  | 27,616                    | 26,433                    | 20,353                                   | 2,379                                    | 1,184                         | 1,018                                    |
| QLD                                                                  | 0                         | 0                         | 0                                        | 0                                        | 0                             | 0                                        |
| NT                                                                   | 0                         | 0                         | 0                                        | 0                                        | 0                             | 0                                        |
| WA                                                                   | 0                         | 0                         | 0                                        | 0                                        | 0                             | 0                                        |
| TAS                                                                  | 0                         | 0                         | 0                                        | 0                                        | 0                             | 0                                        |
| <b>Grid electricity (scope 2 and 3)</b>                              | <b>27,616</b>             | <b>26,433</b>             | <b>20,353</b>                            | <b>2,379</b>                             | <b>1,184</b>                  | <b>1,018</b>                             |
| ACT                                                                  | 0                         | 0                         | 0                                        | 0                                        |                               |                                          |
| NSW                                                                  | 0                         | 0                         | 0                                        | 0                                        |                               |                                          |
| SA                                                                   | 0                         | 0                         | 0                                        | 0                                        |                               |                                          |
| VIC                                                                  | 0                         | 0                         | 0                                        | 0                                        |                               |                                          |
| QLD                                                                  | 0                         | 0                         | 0                                        | 0                                        |                               |                                          |
| NT                                                                   | 0                         | 0                         | 0                                        | 0                                        |                               |                                          |
| WA                                                                   | 0                         | 0                         | 0                                        | 0                                        |                               |                                          |
| TAS                                                                  | 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>27,616</b>             |                           |                                          |                                          |                               |                                          |

|                                                                                                             |             |
|-------------------------------------------------------------------------------------------------------------|-------------|
| Residual scope 2 emissions (t CO <sub>2</sub> -e)                                                           | 20.35       |
| Residual scope 3 emissions (t CO <sub>2</sub> -e)                                                           | 3.40        |
| Scope 2 emissions liability (adjusted for already offset carbon neutral electricity) (t CO <sub>2</sub> -e) | 0.62        |
| Scope 3 emissions liability (adjusted for already offset carbon neutral electricity) (t CO <sub>2</sub> -e) | 0.10        |
| <b>Total emissions liability</b>                                                                            | <b>0.72</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) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-----------------------------------|
| N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | N/A                                                                      | N/A                               |
| <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) |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------|
| ENGIE (Opt-in) electricity product                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 26,433                                                             | 0                                 |
| AGL (Opt-in) electricity product                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 347                                                                | 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 |
|------------------------------------------|----------------------|
| N/A                                      | 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 this 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                                   | N/A  | N/A       | N/A  | N/A          | N/A         | N/A           |



An Australian Government Initiative

