

Office of Regional Architecture

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CARBON EMISSIONS REPORT 2024/25



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EXECUTIVE SUMMARY

Practice Capital has completed a greenhouse gas emissions inventory for Office of Regional Architecture for the 2024/25 financial year. The assessment covers ORA's Brookton head office and includes relevant Scope 1, Scope 2 and Scope 3 emissions associated with ORA's organisational activities.

For FY2024/25, ORA's total organisational emissions were estimated at 6.17 t CO₂-e, compared with 10.54 t CO₂-e in FY2023/24. This represents a reduction of approximately 41% from the prior year. The reduction was primarily driven by lower staff travel and reduced office consumables, while business services remained the largest emissions source.

The largest emissions categories in FY2024/25 were business services at 2.64 t CO₂-e, representing 43% of total emissions, followed by staff travel at 1.78 t CO₂-e, representing 29%, and electricity at 0.86 t CO₂-e, representing 14%. Together, these three categories accounted for approximately 86% of ORA's organisational emissions.

Emissions associated with energy, water, waste, office consumables, staff travel, events, business services and ICT services were assessed. Fleet, fugitive emissions, freight, public transport staff travel, air travel and food were not quantified because they were not applicable or were considered negligible during the reporting period. Project embodied carbon was also excluded from ORA's organisational boundary, although it remains a material area of influence through ORA's design and advisory work.

Overall, ORA has achieved a meaningful year-on-year reduction in its measured organisational emissions. The main opportunity now is to consolidate that improvement by improving data quality, maintaining disciplined travel practices, reviewing business service procurement, and formalising how project-level embodied carbon is addressed with clients.



DATA COLLECTION & QUALITY

Practice Capital's assessment of carbon footprint for FY24/25 had the following process:

1. Emissions boundary defined

Practice Capital established the organisational emissions boundary using the agreed control approach (operational control). Emissions sources were then categorised as Scope 1, Scope 2 or Scope 3 emissions.

2. Activity data collected

ORA administration collated the activity data requested by Practice Capital, including relevant information for energy, water, waste, office consumables, staff travel, events, business services and ICT services.

3. Source data reviewed

Practice Capital reviewed the source data provided by ORA and assessed the completeness and reasonableness of the information before calculation.

4. GHG emissions calculated

Practice Capital calculated ORA's greenhouse gas emissions using a licensed carbon calculator, relevant Australian emissions factors and applicable GHG accounting methodologies.

5. Internal review completed

The emissions calculations were subject to internal review to check data inputs, assumptions, calculation outputs and consistency with the stated emissions boundary.

6. GHG inventory report prepared

The results were compiled into this GHG inventory report, which sets out the methodology, data sources, assumptions, limitations, uncertainties and recommendations arising from the assessment.

DATA & THE ORGANISATION

‘Practice Capital estimated ORA organisational GHG emissions at 6.17 tonnes CO₂-e for FY 24-25 – a marked reduction from baseline.’

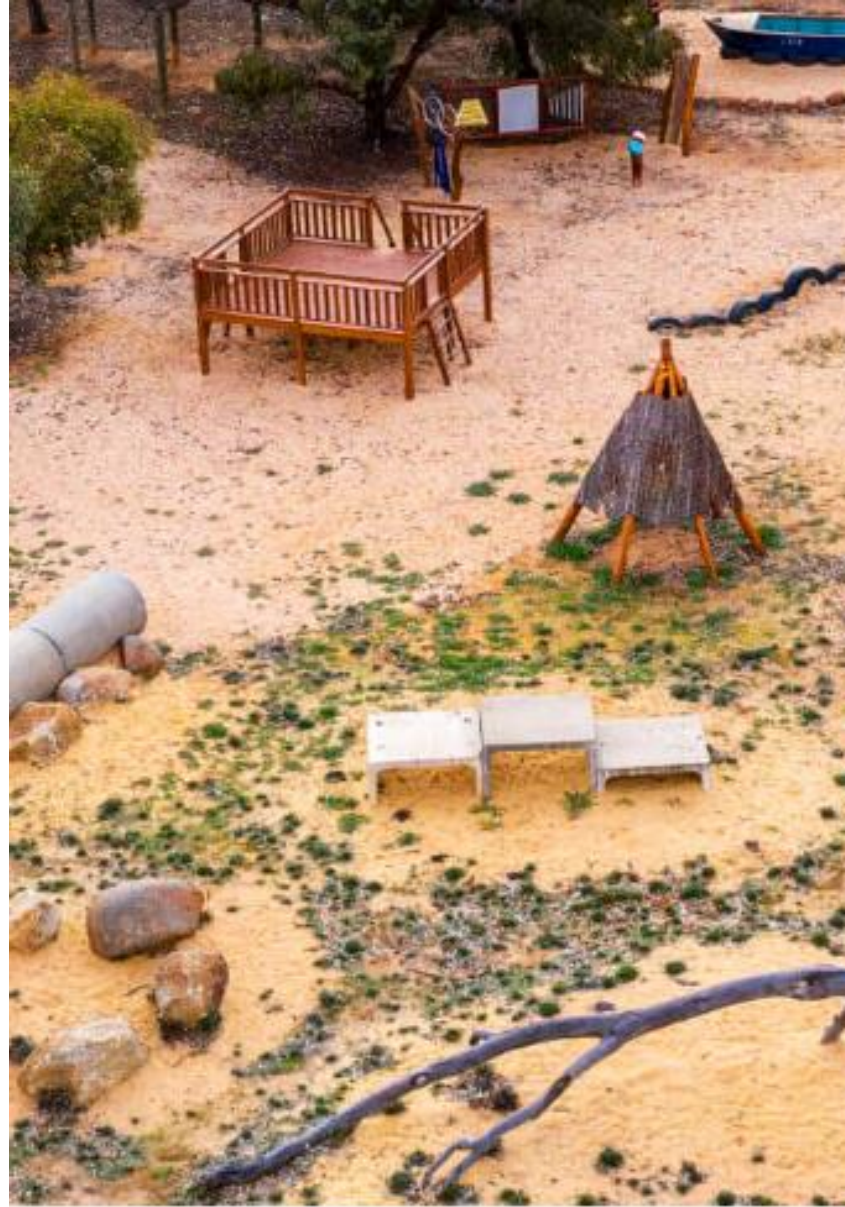
The GHG Inventory contained in this report includes 13 categories associated with GHG emissions. All categories underwent verification. This section summarises the verification outcome.

I. Fleet

Not Determined. Data was not entered into the calculator. Practice Capital accepts that no relevant data was available as the company does not own fleet assets.

2. Fugitive

Not Determined. Data was not entered into the calculator. Practice Capital accepts that no relevant data was available as the company does not produce any significant fugitive emissions.



3. Energy

Energy input was assessed under the assumption that data provided in the notes section of the calculator along with relevant source documentation are reliable. Practice Capital accepts this entry.

4. Waste

Waste input was assessed under the assumption that data provided in the notes section of the calculator along with relevant source documentation are reliable. Practice Capital accepts this entry.

5. Water

Water consumption was assessed under the assumption that data provided in the notes section of the calculator along with relevant source documentation are reliable. Practice Capital accepts this entry.

6. Office Consumables

Office consumable input was assessed under the assumption that data provided in the notes section of the calculator along with relevant source documentation are reliable. Practice Capital accepts this entry.

7. Staff Travel

Staff Travel input was assessed under the assumption that data provided in the notes section of the calculator along with relevant source documentation are reliable. Practice Capital accepts this entry.

8. Air Travel

Not Determined. Data was not entered into the calculator. Practice Capital accepts that no relevant data was available as the company does not produce any significant fugitive emissions.

9. Freight

Not Determined. Practice Capital accepts that no relevant data was available as the company used only negligible freight services.

10. Events

Events input was assessed under the assumption that data provided in the notes section of the calculator along with relevant source documentation are reliable. Practice Capital accepts this entry.

11. Food

Not Determined. Data was not entered into the calculator. Practice Capital accepts that no relevant data was available as the company does not produce any significant fugitive emissions.

12. Information and Communications Technology (ICT)

ICT input was assessed under the assumption that data provided in the notes section of the calculator along with relevant source documentation are reliable. Practice Capital accepts this entry.

13. Business Services

Business Services input was assessed under the assumption that data provided in the notes section of the calculator along with relevant source documentation are reliable. Practice Capital accepts this entry.

DATA SPECIFICATION

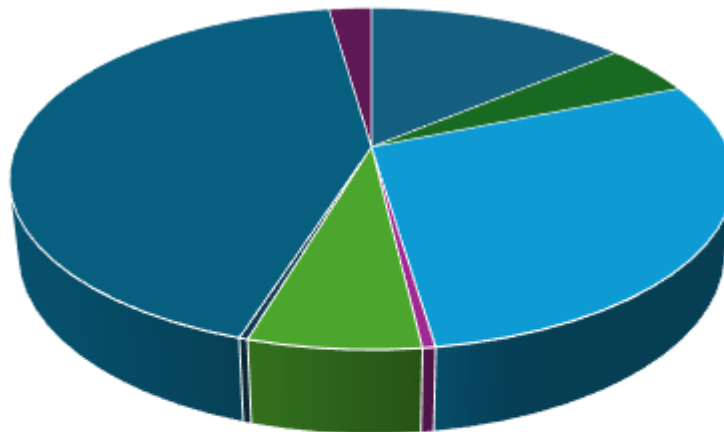
1. The Brookton office is ORA's head office. During the reporting period, ORA continued to operate with a mix of office-based and remote working arrangements.
2. Staff travel emissions reduced substantially from the previous financial year. Travel activity decreased from more than 19,000 km in 2023/24 to just over 8,500 km in 2024/25. Associated staff travel emissions were 1.78 t CO₂-e in 2024/25, making staff travel the second-largest source of emissions after business services, which accounted for 2.64 t CO₂-e.
3. Business services and ICT services for the organisation were allocated to the Brookton office for the purposes of this assessment.
4. Water consumption was estimated on the basis of two staff working from the Brookton office.
5. Waste emissions were estimated by ORA administration and included in the GHG assessment.
6. Practice Capital calculated GHG emissions associated with energy, water, waste, office consumables, staff travel, events, business services and ICT services.
7. GHG emissions associated with fleet, fugitive emissions, freight, public transport staff travel, air travel and food were not quantified, as these activities were either not applicable to ORA during the reporting period or considered negligible.
8. Embodied carbon associated with client projects was excluded from ORA's organisational emissions boundary. While project embodied carbon may represent a significant source of emissions across ORA's broader value chain, it is not fully within ORA's operational control and should be assessed at the relevant project or client level, ideally at key design stages and upon project completion.

DATA SPECIFICATION

EMISSIONS - OFFICE

BROOKTON OFFICE EMISSIONS (2024/25)

Category	Emissions (t CO2e) 2024/25	Emissions (t CO2e) 2023/24	% Emissions 2024/25
Electricity (Scope 2)	0.86	0.8	14%
Freight (Scope 3)	0	0	0%
Waste (Scope 3)	0.3	0.55	5%
Staff Travel (Scope 1, 3)	1.78	4.55	29%
Water (Scope 3)	0.03	0.03	0.5%
Office consumables (Scope 3)	0.4	1.56	6%
Events (Scope 3)	0.02	0.14	0.5%
Food (Scope 3)	0	0	0%
Business Services (Scope 3)	2.64	2.79	43%
ICT Services (Scope 3)	0.14	0.12	2%
Transport - Fleet (Scope 1)	0	0	0%
Total	6.17	10.54	100%



- Electricity (Scope 2)
- Freight (Scope 3)
- Waste (Scope 3)
- Staff Travel (Scope 1, 3)
- Water (Scope 3)
- Office consumables (Scope 3)
- Events (Scope 3)
- Food (Scope 3)
- Business Services (Scope 3)
- ICT Services (Scope 3)
- Transport - Fleet (Scope 1)
- Transport - Fleet (Scope 1)

RECOMMENDATIONS

1. Focus reduction efforts on the largest emissions sources.

ORA should prioritise business services, staff travel and electricity, as these categories represent the majority of FY2024/25 emissions. A practical target would be to reduce total measured organisational emissions by a further 5-10% in FY2025/26, subject to workload, staffing and project location changes.

2. Improve business services data and supplier review.

Business services are now ORA's largest emissions source. ORA should keep clearer annual records of business service expenditure by supplier and service type, then review whether major suppliers can provide lower-emissions services, renewable energy commitments, carbon reporting or more precise activity-based emissions data.

3. Maintain the reduction in staff travel.

Staff travel has fallen significantly, but it remains the second-largest emissions source. ORA should continue to use remote meetings where appropriate, combine site visits where possible, and keep monthly mileage or odometer records. For unavoidable regional travel, ORA should consider lower-emissions hire vehicles, EV options where practical, car-pooling and clear travel approval guidelines.

4. Review electricity procurement and efficiency.

Electricity emissions increased slightly from 0.80 t CO₂-e in 2023/24 to 0.86 t CO₂-e in 2024/25. ORA should consider accredited renewable electricity options, rooftop solar feasibility, LED lighting, equipment shutdown procedures and seasonal energy checks. Care should be taken not to overstate the effect of "green energy" purchases unless they are supported by appropriate certificates or market-based accounting evidence.

5. Strengthen water and waste data quality.

Water and waste were estimated, which is acceptable for a small office but limits confidence in year-on-year comparisons. ORA should record water bills, bin service details, waste collection frequency and any recycling streams so future assessments rely less on assumptions.

6. Keep office consumables low.

Office consumables decreased from 1.56 t CO₂-e in 2023/24 to 0.40 t CO₂-e in 2024/25. ORA should preserve this improvement through digital-first workflows, reduced printing, recycled or certified paper, consolidated ordering, and procurement of durable or repairable office items.

7. Formalise project embodied carbon as an advisory service.

Although project embodied carbon sits outside ORA's organisational emissions boundary, it is likely to be one of the most important climate-related impacts connected to the practice's work. ORA should not ignore it simply because it is outside the corporate footprint. A reasonable approach is to include embodied carbon discussions in project briefs, recommend low-carbon material options, and offer project-level embodied carbon assessments where clients are willing to proceed.

DISCLAIMER

Whilst every care has been taken to ensure that the information contained in this report is accurate, complete, current, reliable and free from error. Practice Capital or any of its staff, members or directors does not provide any warranty nor accept any responsibility or liability for any errors in the information provided. This report is made in good faith based on the information provided by company staff and service contractors. You are advised to make your due diligence inquiry as to the appropriateness and suitability of the information for your particular circumstance.

Appendix 1 - ABBREVIATIONS

CH ₄	Methane
CO ₂	carbon dioxide
CO ₂ ^{-e}	carbon dioxide equivalent
CSIRO	Commonwealth Scientific and Industrial Research Organisation
DBEIS	Department for Business, Energy & Industrial Strategy (UK)
Defra	Department for Environment, Food and Rural Affairs (UK)
EF	emission factor
G.W.P.	global warming potential
GHG	Greenhouse
GJ	gas gigajoule
HFC	Hydrofluorocarbon
IT	Information Technology
Kg	Kilogram
kL	Kilolitre

kWh	Kilowatt-hour
l	Litre
ML	Megalitre
N ₂ O	nitrous oxide
NGA	National Greenhouse Accounts
NGER	National Greenhouse Energy Reporting
NO	nitrogen oxide
PFC	perfluorinated compound
N/R	Not reported
Pkm	passenger kilometre
PTUA	Public Transport Users Association
RFI	radiative forcing index
T	Tonnes
TBL	Triple Bottom Line
Tkm	Tonne-kilometre
UK	United Kingdom
WBCSD	World Building Council for Sustainable Development
WRI	World Resources Institute
WTT	well to tank
Wte	Waste to Energy

