

National Carbon Offset Standard Carbon Neutral Program Public Disclosure Summary



An Australian Government Initiative

Allens

FY 2013/14



Organisation and Product Information

Table 1: Organisation and Product Information

Organisation Name	Allens	
Name of the subject of certification	Allens	
Type of certification	<input checked="" type="checkbox"/> Organisation <input type="checkbox"/> Product/service <input type="checkbox"/> Part of organisation <input type="checkbox"/> Event	
Reporting year period	From 1/07/2013	To 30/06/2014
Emissions in this reporting year	16,330.2 t CO ₂ -e	
Base year period	From 1/07/2013	To 30/06/2014
Emissions in the base year	16,330.2 t CO ₂ -e	

1. Description of Organisation Activities

Allens is a leading law firm with partners, lawyers and corporate services staff across Australia and Asia. Through our alliance with Linklaters, clients have access to our global network spanning 40 offices and 29 countries.

Our Australian offices are based in Brisbane, Melbourne, Perth and Sydney and, in 2014, the firm was named 'Australian Law Firm of the Year ' by Chambers Asia-Pacific.

Allens provides clients with access to leading lawyers and resources, covering all commercial issues, from acquisition finance to workplace relations. We have some of the world's longest ongoing client relationships, stretching back more than 160 years. Our clients include 55 of the world's top 100 companies and more than 75 of Australia's top 100 public companies.

Allens has had a formal commitment to sustainability for close to 20 years. The firm has implemented many changes to reduce our impact on the environment, and these initiatives have been driven by our people. From the firm's leadership team and partners, to our staff and suppliers, everyone is charged with considering the environment in all their activities. Our commitment to being sustainable leaders is driven, and formally monitored, by the Allens Footprint Committees. The Footprint Committees' goal is to reduce Allens' environmental footprint as much as possible in the areas of energy, water, waste (reuse and recycling), greenhouse emissions and procurement.

True sustainability for us comes from consistency in best practice, ranging from our procurement practices to the education of staff, to the way our offices are managed and maintained. Our impact on the environment goes beyond the work of our Footprint committees, to the organisations with which we associate, such as WWF and Bush Heritage, and which we support through our Pro Bono, Charity and Reconciliation committees.

2. Organisational & Geographic Boundary/ Scope & system Boundary

Boundary consolidation approach:	Operational control
Description of the boundary of the subject of certification (also describe exclusions from the boundary):	<p>The whole of Allens' Australian operations have been accounted for in this inventory. Offices and operations in other countries have been excluded from this inventory. The assessment has been based on the premise that all emissions are included which would not otherwise have occurred if the organisation did not exist.</p> <p>Allens' Australian offices do not have any joint ventures,</p>

subsidiaries, partnerships or separate, specific business units that could be regarded as having administrative responsibility for discrete facilities. All activities and operations in Australia are undertaken through the offices shown in Figure 1.

The facilities operated by Allens can be categorised as follows:

- Levels 4, 5, 23, 24, 25, 26, 27 & 28, Deutsche Bank Place, 126 Phillip Street, Sydney NSW 2000
- Levels 33, 35, 36, 37, 38, 39 & 40, 101 Collins Street, Melbourne VIC 3000
- Levels 31, 32 & 33 Riverside Centre, 123 Eagle Street, Brisbane QLD 4000
- Levels 37 & 38 QV.1, 250 St George's Terrace, Perth WA 6000

Allens has assessed all emission sources under its operational control (using the operational control test as specified by the National Greenhouse and Energy Reporting Act 2007). These account for all Scope 1 and 2 emissions. Other significant sources of Scope 3 emissions have been assessed and these are:

- Water consumption
- Staff commuting to and from work
- IT Equipment expenditure
- Paper use
- Business flights
- Food & Catering purchases (Including Beef, Poultry & Seafood)
- Postage services
- Couriers services
- International Hotel Accommodation
- National Hotel Accommodation
- Taxis
- Waste to landfill
- Base building electricity

These emissions sources have been included on the basis that they account for a comprehensive overview of all emissions related to Allens' Australian operations and that they would be considered as relevant for a range of key stakeholders.

Emissions related to capital investment equipment, freight, financial investments and contractors have been excluded from the inventory.

This inventory has measured greenhouse gases in carbon dioxide equivalence (CO₂-e) and includes carbon dioxide (CO₂), methane (CH₄), Nitrous oxide (N₂O) and hydrofluorocarbons (HFCs). The relevant quantities of each gas are shown in Table 2.

Table 2: A summary of scope and gas type

Emission Source	CO₂□ (tCO₂-e/yr)	CH₄□ (tCO₂-e/yr)	N₂O□ (tCO₂-e/yr)	HFCs (tCO₂-e/yr)	Total
Scope 1	1.9	0.0	0.0	0.7	2.6
Scope 2	3,769.5	1.3	13.6	0.0	3,784.3
Scope 3	12,389.4	118.1	35.9	0.0	12,543.3
Total	16,160.8	119.3	49.4	0.7	16,330.2

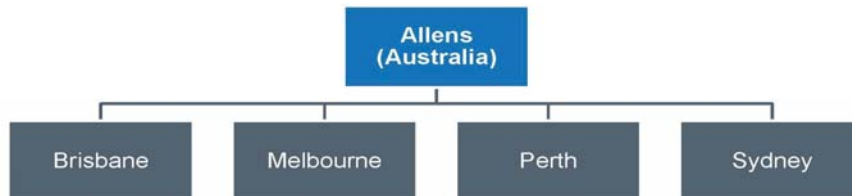


Figure 1: Diagram of the Structure of Organisation

3. Total Carbon Footprint

Table 3: Carbon Footprint Summary

Scope	Emission source	t CO ₂ -e
1	Refrigerants	0.7
1	Natural Gas	1.9
2	Electricity	3,784.3
3	Electricity (Transmission & Distribution)	530.5
3	Electricity (Base Building)	3,600.1
3	Natural Gas (Distribution)	0.5
3	Water	7.0
3	Paper	81.9
3	Employee Commute	871.7
3	Business Flights	5,120.6
3	IT Equipment	191.0
3	Food & Catering	1,135.7
3	Postage	15.1
3	Couriers	153.4
3	International Hotel Accommodation	13.1
3	Hotel Accommodation	160.7
3	Taxis	62.6
3	Meat Products (Beef)	427.8
3	Meat Products (Poultry)	35.0
3	Seafood	20.0
3	Waste - Landfill	116.6
Total carbon footprint in tonnes CO ₂ -e		16,330.2

Note: 12% of the above emissions have been calculated using the ISA Calculator.

4. Carbon Offset Purchases and Retirement for this Reporting Period

4.1 Offset Purchasing and Cancellation Strategy

This reporting period is a base year, therefore offsets are not required. 2014/2015 will be the first certified carbon neutral year.

Offsets for 2014/2015 and future reporting periods will be purchased and cancelled no later than four months after the end of each respective reporting period.

5. Emission Reduction Measures

Emission source	Reduction Measure	Scope	Status	Reduction t CO ₂ -e
Paper	Reduce paper consumption	3	Ongoing	2.5
Electricity - computers	Investigate the introduction of an automated computer shut down overnight	2 & 3	Ongoing	17.0
Electricity – other technology	Upgrade the fleet of multi-function printing devices to more energy efficient models	2 & 3	Ongoing	10.0
Electricity – servers	Gradual removal of servers to an off-site location	2 & 3	Ongoing	30.2
Total emission reductions implemented in this reporting period				0.0
Total expected emission reductions in future reporting periods				59.6

11. Declaration

To the best of my knowledge and having implemented the quality controls and standards required under the NCOS Carbon Neutral Program and made all appropriate inquiries, the information provided in this Public Disclosure Summary is true and correct.

Phillip Cornwell



Name of Signatory

Signature

(company representative with the appropriate authority)

Partner, Chair of Footprint Committee

Position / Title of Signatory

11/12/2014

Date