

# National Carbon Offset Standard Carbon Neutral Program Public Disclosure Summary



An Australian Government Initiative

# CBRE



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## 1. Organisation and Product Information

Table 1: Organisation and Product Information

Organisation Name	CBRE Pty Ltd	
Name of the subject(s) of certification	CBRE Pty Ltd Australian operations	
Type of certification (tick all applicable)	<input checked="" type="checkbox"/> Organisation <input type="checkbox"/> Part of organisation	<input type="checkbox"/> Product/service <input type="checkbox"/> Event
Reporting year period	From 1/01/2013	To 31/01/2013
Emissions in this reporting year	2913 t CO <sub>2</sub> -e	
Base year period <sup>1,2</sup>	From 1/01/2010	To 31/12/2010
Emissions in the base year	3732 t CO <sub>2</sub> -e	

## 2. Description of Organisation Activities

CBRE Group, Inc. (NYSE:CBG), a Fortune 500 and S&P 500 company headquartered in Los Angeles, is the world's largest commercial real estate services and investment firm (in terms of 2012 revenue). The Company has approximately 37,000 employees (excluding affiliates), and serves real estate owners, investors and occupiers through more than 300 offices (excluding affiliates) worldwide. CBRE offers strategic advice and execution for property sales and leasing; corporate

<sup>1</sup> First year for which the GHG Inventory has been completed – this will be considered to be the base year against which emission reduction activities will be measured.

<sup>2</sup> For events, a reference case can be provided against which emissions may be compared.

services; property, facilities and project management; mortgage banking; appraisal and valuation; development services; investment management; and research and consulting. Please visit our website at [www.cbre.com](http://www.cbre.com).

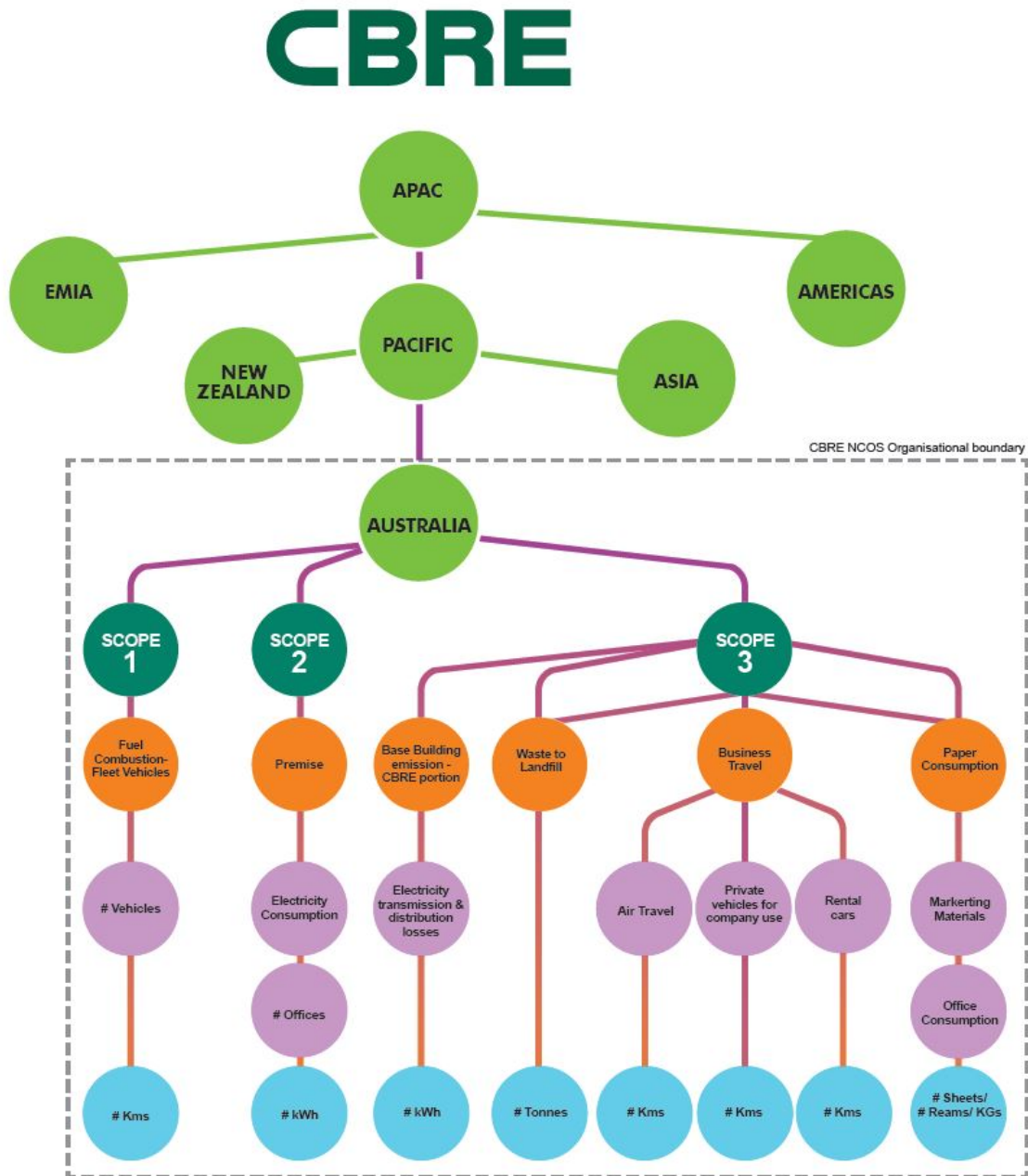
CBRE Group, Inc manages a global business through a number of regions. The Pacific region consists of Australia and New Zealand and is managed from a head office in Sydney, Australia. Sustainability and carbon issues for the Pacific are managed by a regional Head of Sustainability (Pacific) who communicates regularly with the global CBRE Sustainability Steering Committee and various practice groups.

CBRE does not own any property in its own right, in the Pacific region. It is a tenant in many locations across Australia and New Zealand. The footprint in this paper is in regards to the tenancies that CBRE occupies in the Pacific region, not the properties which we manage for clients.

### 3. 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):	CBRE Pty Ltd have defined the organisational boundary according to the NGER Act 2007, based on facilities under operational control within the Australian geographic boundary. CBRE's Australian business consists of wholly owned businesses with several "Pty Ltd" companies reporting up to one central management structure. All Australian entities (26 in total) are included in this reporting. See Appendix A for a full list of Australian entities.

#### 4. Diagram of the Boundary of the Subject of Certification



Emissions associated with the following sources have not been quantified, in line with NCOS Standard;

- Employee commuting
- Car rental
- Refrigerant leaks

The impact of the above sources is not considered material compared to the cost of data collection. CBRE will endeavour to investigate opportunities for better data collection as our operations grow and our systems are upgraded.

## 5. Purchase of GreenPower and Retirement of GreenPower Eligible Large-Scale Generation Certificates (LGCS)

Table 2: GreenPower

Type	Volume	Unit	t CO <sub>2</sub> -e	Status
GreenPower	nil	-	nil	Choose an item.

Table 2: LGCs Surrendered

Details of LGCs Voluntarily Surrendered	
Quantity	Serial No.
nil	-

## 6. Purchase of NCOS Carbon Neutral Products

Table 3: Carbon Neutral Products

Product/service	Company	Quantity	Units	t CO <sub>2</sub> -e (if known)
Paper	Australian manufactured paper: Staples / Corporate Express Carbon Neutral paper	67.36	kg	0.13
Total (if known)				0.13

## 7. Total Carbon Footprint

Table 4: Emission Calculations

Scope	Emission source	Activity data <sup>3</sup>	Unit <sup>4</sup>	t CO <sub>2</sub> -e <sup>5</sup>
1	Fuel consumption – vehicle fleet	21,745	km	2.26
1	Business Travel – personal vehicles for work purposes	243,475.9	km	30
1	Fuel combusted – taxi use	317,559	km	90.16
2	Purchased electricity	1,368,295	kWh	1,307.01
3	Business Travel – air (direct and indirect)	8,858,605	km	964.58
3	Business Travel – personal vehicles for work purposes	243,475.9	km	2.64
3	Fuel combustion – vehicle fleet	21,745	km	0.49
3	Fuel combusted – taxi use	317,559	km	7.18
3	Paper purchased	41,973	kg	53.93
3	Base building emissions – proportion attributable to CBRE's occupancy	170,711	kWh	181.22
3	Purchased electricity – transmission and distribution losses	1,368,295	kWh	211.63
3	Office waste to Landfill	16,948	sqm occupied	61.96

2,913

<sup>3</sup> Activity data refers to the actual total consumption of fuel, electricity, etc., e.g., 10,000 MWh or 1,000 kL.

<sup>4</sup> Unit refers to the unit of measurement – e.g. MWh, kL, etc.

<sup>5</sup> = Activity data x energy content factor (if applicable) x emission factor converted to tonnes CO<sub>2</sub>-e

The following assumptions/limitations were made in the above calculations;

- Scope 3 – Base building emissions. An uncertainty adjustment of +5% has been included in GHG inventory for this emissions source.
- Scope 3 – Office waste to landfill. An uncertainty adjustment of +10% included in the GHG inventory for this emission source.

## 8. Carbon Offset Purchases and Retirement for this Reporting Period

CBRE have purchased and cancelled offsets in arrears for the 2013 reporting year. CBRE engaged with four offset brokers in the form of a Request for Proposal. Brokers were requested to provide information on the:

- Project type and location
- Project verification and registration mechanisms
- Offset costs
- Project operating costs as an estimated percentage share of overall Project cost e.g. insurance, Project maintenance and administrative costs.

From the RFP process Climate Friendly were chosen as our partner to assist with the purchase and cancellation of offsets. As energy is the largest contributor to our carbon footprint CBRE chose to purchase offsets from renewable or low carbon energy projects in developing regions with added social and community co-benefits. Final project selection and portfolio balancing was undertaken with results as follows:

- Siam Cement Biomass project – substitution of fuel type for existing factory
- Capacity Upgrade of Gunung Salak Geothermal Power Plant Project, Indonesia – extension of existing geothermal power plant in rural Indonesia
- Prony and Kafeate wind-farms, New Caledonia – electricity generation from wind turbines that can be dismantled under threat of high wind / storms

We have retired 2823 tonnes CO<sub>2</sub>-e. Our carbon footprint for the 2013 reporting year is 2913 tonnes CO<sub>2</sub>-e.

After the initial submission and purchase of offsets, further calculations were carried out resulting in an additional 121 tonnes CO<sub>2</sub>-e for the 2013 reporting period. As CBRE are due to submit the 2014 report in the coming months we have committed to offsetting the additional 90 tonnes in addition to those reported in the 2014 report.

Table 5: Offset Cancellations

Offset type	Registry	Serial number	Quantity (t CO <sub>2</sub> -e)
VCU	Markit	2759-119502366-119504365-VCU-008-MER-TH-4-403-01012010-31122010-0	2000
VCU	Markit	2646-115198554-	673

		115199226-VCU-016-MER-AU-14-641-01072011-15042012-0	
VCU	Markit	2646-115112414-115112422-VCU-016-MER-AU-14-641-01072011-15042012-0	9
VCU	Markit	2646-115092543-115092683-VCU-016-MER-AU-14-641-01072011-15042012-0	141
Total			2823

## 9. Emission Reduction Measures

CBRE Pacific has committed to reducing GHG emissions across our Australian operations by 10% in the three years from 2012 to 2014 inclusive, based on the 2010 base year. This emissions reduction target will be addressed by building on the three key programmes established during 2011:

- Sustainable IT
- Premises energy efficiency audit and improvement plans
- Education and awareness

### **CBRE Sustainable IT programme**

CBRE Pacific has developed a multi-faceted programme to enhance energy efficiency and reduce emissions across the Pacific operations. The programme has been developed to achieve reductions across Scope 2 (Electricity) and Scope 3 (Paper purchased for office use) emissions and involves the introduction of new equipment and centralised changes to IT protocols and works alongside education programmes to influence employee behaviours.

- New energy efficient multi-function devices (MFD's) have been introduced to all major CBRE offices, as planned, to replace old, inefficient printers and copiers with new devices that print, scan, copy and fax.
- "On-demand printing" has been rolled out for multi-function devices across Australia. This initiative necessitates attendance at the printing device when employees are ready to collect the print job – reducing paper wastage due to mislaid printing.
- The virtual fax service was rolled out in major offices across Australia. Faxes are received electronically at a central point then distributed by email. "Spam" faxes can be discarded without printing. This initiative will reduce paper usage and energy consumption and has allowed the retirement of 5 machines in Sydney office, expected to increase to approximately 30 across Australia.



This programme is designed to achieve emissions reductions through:

- reduction of energy consumption, reducing scope 2 emissions
- reduction in air travel, reducing scope 3 emissions
- reduction in paper use, reducing scope 3 emissions

### **CBRE premises energy efficiency – audit and improvement plans**

Annually CBRE Pacific participates in the CBRE “Toward a Greener Tomorrow” sustainability survey of our office premises, based on a model developed by CBRE USA. In 2013 this was conducted, and allows for qualitative comparison of tenancy. To ensure rigour in our processes we are also intending on completing NABERS tenancy ratings for all of our office tenancies. This will be completed in 2014, following a full 12 months of data collection in our new Head Office.

The move to Activity Based Working (ABW) in the Sydney Head office is intended to reduce consumption of energy, paper and space. Initial calculations in the first quarter of 2013, showed that these measures were improving. In 2014 the NABERS ratings will be conducted and we hope to show significant improvements. All new tenancies will be modelled on the Sydney ABW model in an effort to demonstrate consistent reductions in environmental impacts.

Energy efficiency audit results and improvement plans will be presented at executive level for approval. Ongoing monitoring and return on investment analysis will be presented as part of regular sustainability executive updates.

This programme is designed to achieve reduction of energy consumption, reducing scope 2 emissions.

### **CBRE Sustainability education and awareness programme**

CBRE Sustainability is working across all areas of the business to raise awareness of climate change, the opportunities to reduce our corporate environmental footprint and how we can assist our clients to reduce their impacts. The Sustainable IT and Energy Efficiency programmes are backed up with continuing education to encourage resource efficiency (paper minimisation, energy minimisation) and recycling to reduce waste going to landfill.

In 2013 we will be developing a series of online training packages to inform our people of what sustainability is, what their personal responsibilities are and how they can assist clients in achieving sustainability improvements. The L&D programme utilises the following elements:

- CBRE Sustainability Commitments (in place, including performance targets)
- Sustainability intranet site (updated regularly)
- Annual sustainability engagement event focussed on increasing awareness of energy, resource and emissions reduction activities- Green Week
- “Poster” campaigns for all staff
- Education and assistance for Office Managers to drive improvement in the workplace
- Company-wide sustainability updates & newsletters
- CEO endorsement of sustainability initiatives through internal communications channels

- Executive level updates on initiatives and performance across energy, emissions and paper usage
- Executive level updates on project proposals, ongoing monitoring and return on investment analysis

This programme is designed to achieve emissions reductions through:

- reduction of energy consumption, reducing scope 2 emissions
- reduction in paper use, reducing scope 3 emissions
- increase in recycling and reduction in waste to landfill, reducing scope 3 emissions

Reductions are indicated in section 2.1 below – these reductions are compared to the 2010 reporting year– actual overall reduction against 2010 is 924 tonnes CO<sub>2</sub>-e. Please note that the 2013 GHG inventory includes new emissions sources. Some emissions sources increased against base year.

Table 6: Emission Reduction Measures

Emission source	Reduction Measure	Scope	Status	Reduction t CO <sub>2</sub> -e
Fuel combusted	CBRE Sustainability education and awareness programme	1	Implemented in a past reporting period	6.23
Purchased electricity	Sustainable IT programme; CBRE premises energy efficiency – audit and improvement plans; CBRE Sustainability education and awareness programme	2	Implemented in a past reporting period	740.67
Business travel - air	Sustainable IT programme; CBRE Sustainability education and awareness programme	3	Implemented in a past reporting period	91.07
Business travel – employee use of personal vehicles for work purposes	Sustainable IT programme; CBRE Sustainability education and awareness programme	3	Implemented in a past reporting period	49.20
Base building emissions – proportion attributable to CBRE's occupancy	Sustainable IT programme; CBRE premises energy efficiency – audit and improvement plans; CBRE Sustainability education and awareness programme. Amounts have actually increased since 2010, regardless of the reduction measures implemented, due to increased number of CBRE tenancies and also the availability of more accurate data.	3	Implemented in a past reporting period	+ 163.64
Purchased electricity (transmission and distribution losses, base building energy)	Sustainable IT programme; CBRE premises energy efficiency – audit and improvement plans; CBRE Sustainability education and awareness programme. Amounts have actually increased since 2010, regardless of the reduction measures implemented, due to increased number of CBRE tenancies and also the availability of more accurate data.	3	Implemented in a past reporting period	+ 32.39

Paper purchased	Sustainable IT programme; CBRE Sustainability education and awareness programme; carbon neutral paper procurement	3	Implemented in a past reporting period	78.66
Office Waste to Landfill	CBRE Sustainability education and awareness programme;	3	Implemented in a past reporting period	42.10
Total emission reductions implemented from 2010 to present (overall figure includes sources where emissions increased)				924.8
Total expected emission reductions in future reporting periods				150

## 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.

Amanda Steele	[Amanda Steele]
Name of Signatory	Signature

Head of Sustainability, Pacific

Position / Title of Signatory

16/02/2015

Date