

National Carbon Offset Standard Carbon Neutral Program Public Disclosure Summary



An Australian Government Initiative

CBRE



Australian Government
Department of the Environment

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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 1/01/2018	To 31/12/2018
Emissions in this reporting year	7,456.56 t CO ₂ -e	
Base year period ^{1,2}	From 1/01/2017	To 31/12/2017
Emissions in the base year	4010.25 t CO ₂ -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

¹ 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.

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



and execution for property sales and leasing; corporate 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.

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.

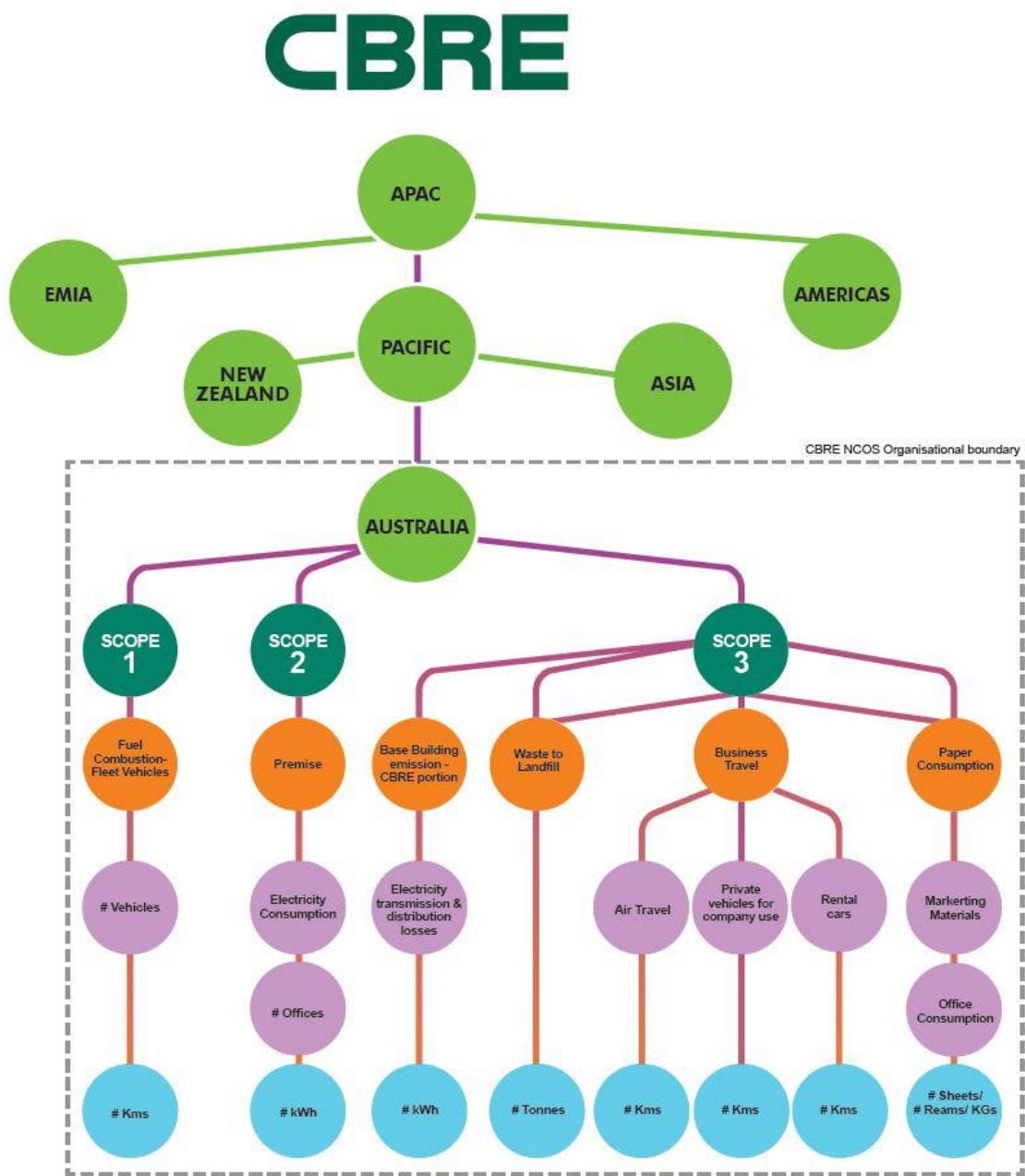
CBRE does not own any property in its own right, in the Pacific region. It is a tenant in many locations across Australia and New Zealand. The footprint in this paper is in regards to the tenancies that CBRE occupies in the Pacific region, not the properties which we manage for clients.

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 (13 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

Note: The Carbon Neutral Certification Trade Mark is used by CBRE on its internet page and marketing materials such as capability statement.



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

Table 2: GreenPower

Type	Volume	Unit	t CO ₂ -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 ₂ -e (if known)
Paper	Staples / Corporate Express Carbon Neutral paper	45	kg	0
Total (if known)				0.0

National Carbon Offset Standard

Carbon Neutral Program

Public Disclosure Summary



An Australian Government Initiative

7. Total Carbon Footprint

Table 4: Emission Calculations

Scope	Emission source	Source of activity data	Methodology reference	Energy content factor	Emission factor	Activity data ³	Unit ⁴	t CO ₂ -e ⁵
1	Business travel – personal vehicles for work purposes	Activity data from personal log books.	DEFRA guidelines Annex 6 (April 2012), distances defined by EPA Victoria guidelines. Refer supporting documentation.	67.4 kg/GJ	Varies based in distance and class of travel. Refer supporting information.	79,800.82	km	11.77

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

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



Scope	Emission source	Source of activity data	Methodology reference	Energy content factor	Emission factor	Activity data ³	Unit ⁴	t CO ₂ -e ⁵
1	Fuel combustion – taxi use	Activity data from accounts department	Average taxi charge per km travelled defined in EPA Victoria guidelines, Australian government Green Vehicle Guide, ATO drivers and taxi operations 2013. Refer supporting documentation.	60.2 kg/GJ	5 kgCO ₂ -e. Refer supporting information.	582,540.80	km	165.39
2	Purchased electricity	Utility invoices; landlord statements	NGERS Method. NGA factors 2018, Table 5, p. 19	Not applicable	Varies based on state. Refer supporting information.	1,401,988.04	kWh	1,179.58

⁵ = Activity data x energy content factor (if applicable) x emission factor converted to tonnes CO₂-e

Scope	Emission source	Source of activity data	Methodology reference	Energy content factor	Emission factor	Activity data ³	Unit ⁴	t CO ₂ -e ⁵
3	Business Travel – air (direct and indirect)	Activity data from travel management company.	DEFRA guidelines 2018, distances defined by EPA Victoria guidelines. Refer supporting documentation.	Not applicable	DEFRA 2018 Guidelines to DEFRA (https://www.gov.uk/government/publications/green-house-gas-reporting-conversion-factors-2018) has been used to define the Emissions Factor - Business Travel Air with Radiative Forcing (RF)	21,788,629.96	km	5,045.08
3	Business Travel – personal vehicles for work purposes	Activity data from personal log books.	DEFRA guidelines Annex 6 (April 2012), distances defined by EPA Victoria guidelines. Refer supporting documentation.	3.6 kg/GJ	Varies based in distance and class of travel. Refer supporting information.	79,800.82	km	0.63

Scope	Emission source	Source of activity data	Methodology reference	Energy content factor	Emission factor	Activity data ³	Unit ⁴	t CO ₂ -e ⁵
3	Fuel combusted – taxi use	Activity data from accounts department	Average taxi charge per km travelled defined in EPA Victoria guidelines, Australian government Green Vehicle Guide, ATO drivers and taxi operations 2013. Refer supporting documentation.	3.6 kg/GJ	5 kgCO ₂ -e. Refer supporting information.	582,540.80	km	9.89
3	Paper purchased	Invoices; printers activity data.	EPA Victoria Information Bulletin, incl "Greenhouse Gas Emissions Factors for Office Copy Paper"	Not applicable	1.3kg CO ₂ -e / kg paper OR 0.0 for NCOS certified carbon neutral paper	39,757.50	kg	51.49

Scope	Emission source	Source of activity data	Methodology reference	Energy content factor	Emission factor	Activity data ³	Unit ⁴	t CO ₂ -e ⁵
3	Base Building emissions – transmission and distribution losses		NGERS Method. NGA factors 2018, Table 5, p. 19	Not applicable	Varies based on state. Refer supporting information.	145,719.34	kwh	145.72
3	Base building emissions – proportion attributable to CBRE's occupancy		NGERS Method. NGA factors 2018, Table 5, p. 19	Not applicable	Varies based on state. Refer supporting information.	286,187.45	kWh	268.47
3	Office waste to Landfill	Property managers statements	NGERS Method. NGA factors 2018, Table 42, p. 72; total emissions calculated based on average emissions per square metre	Not applicable	1.1 kg CO ₂ -e / kg	19,151	sqm occupied	578.55

Scope	Emission source	Source of activity data	Methodology reference	Energy content factor	Emission factor	Activity data ³	Unit ⁴	t CO ₂ -e ⁵
Total footprint								7,456.56

National Carbon Offset Standard

Carbon Neutral Program

Public Disclosure Summary



An Australian Government Initiative

8. Non-Quantifiable and Excluded Emissions

CBRE have recognised that there are emissions produced from other sources that have not been included in the inventory scope. These emissions have not been included due to the lack of data available or due to the lack of operational control over the source.

Scope	Excluded Source	Justification for exclusion
Scope 3	Employee commuting	Difficult to gather accurate data as there are a number of factors to be captured such as employee commuting habits, significant car-pooling system, amount of energy used from teleworking etc. Emissions contribution likely to be minimal given a high proportion of staff utilise public transport.
Scope 3	Purchased Goods - Stationary (Pens, Binders etc)	Accurate data is difficult to gather and makes a minimal impact to total emissions
Scope 3	Refrigerant Leaks	Data not available/ we only occupy a small proportion of the building therefore emissions from refrigerant leaks would be minimal
Scope 3	Cleaning services	Data is difficult to gather and makes a minimal impact to total emissions.
Scope 3	Catering	Difficult to capture accurate data and materiality of the overall impact is minimal. Staff would consume these items even if not on the premises.



9. Carbon Offset Purchases and Retirement for this Reporting Period

CBRE have purchased and cancelled offsets in arrears for the 2017 reporting year. CBRE engaged with Southpole and were chosen as our partner to assist with the purchase and cancelation 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.

- 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.

Final project selection and portfolio balancing was undertaken with results as follows:

- Mytrah Wind Power, India
- Siam Cement Group Biomass to Energy, Thailand

We have retired 7457 tonnes CO₂-e. Our carbon footprint for the 2018 reporting year is 7456.56 tonnes CO₂-e

Table 5: Offset Cancellations

Offset type	Registry	Retirement ID	Quantity (t CO ₂ -e)
VCU	APX VCS Registry	6173-283276399-283280126-VCU-030-APX-TH-4-403-01012015-31122015-0	3728
VCU	APX VCS Registry	6951-360660655-360664383-VCU-034-APX-IN-1-1728-01012017-24112017-0	3729
Total			7457

10. Emission Reduction Measures

CBRE Pacific has committed to reducing GHG emissions across our Australian operations by 10% by 2020, based on the 2014 base year. These emissions reduction targets were addressed by building on the three key programmes:

- 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

In 2018 CBRE's air travel scope 3 emissions increased. We will be monitoring this closely and encourage the following to help reduce the air travel emissions by next reporting period:

- Adhere to pre-trip approval processes
- Review corporate travel policies to minimise business travel where possible
- Use Zoom (a virtual meeting technology) to communicate, conduct meetings to help reduce interstate travel where possible.

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 2014 this was conducted, and allows for qualitative comparison of tenancy. To ensure rigour in our processes we also completed NABERS tenancy ratings for all of our office tenancies in 2014.

After the move to Activity Based Working (ABW) in the Sydney Head office in 2013; the expectations to reduce consumption of energy, paper and space were proven by the outstanding achievement of a 5.5 star NABERS Energy Tenancy Rating completed in 2014. Following the success of the ABW design in the Sydney office, The Melbourne CBD office moved their entire operations to a new location on 8 Exhibition Street in 2014. The significant improvements by the Melbourne office since moving to ABW have been proven by a 19% reduction in kWh consumption. 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 continue to 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.

We have a series of online training packages were developed to inform our people of what sustainability is, what their personal responsibilities are and how they can assist clients in achieving sustainability improvements. These online packages have continued to be improved and utilised by employees. 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, health and well-being- Wellness 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

Changes are indicated in section Table 6 below – these reductions are compared to the 2016 reporting year. Please note that the 2017 GHG inventory has one less emissions source as CBRE no longer owns any vehicles hence Fuel consumption from vehicle fleet is not included. It is noted that our scope 3 emissions have increased significantly due to increase in long haul business class travels.

Table 6: Emission Reduction Measures

Emission source	Reduction Measure	Scope	Status	Reduction t CO ₂ -e
Fuel combusted	CBRE Sustainability education and awareness programme	1	Implemented in a past reporting period	-0.99
Fuel combustion – taxi use	Sustainable IT programme; CBRE Sustainability education and awareness programme	1	Implemented in a past reporting period	+71.24
Business Travel – personal vehicles for work purposes	Sustainable IT programme; CBRE Sustainability education and awareness programme	1	Implemented in a past reporting period	-2.58
Purchased electricity	CBRE Sustainability education and awareness programme	2	Implemented in a past reporting period	-24.35
Business travel - air	Sustainable IT programme; CBRE Sustainability education and awareness programme	3	Implemented in a past reporting period	+389
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	-0.1
Fuel combustion – vehicle fleet	CBRE Sustainability education and awareness programme	3	Implemented in a past reporting period	0.0
Taxi Use	CBRE Sustainability education and awareness programme	3	Implemented in a past reporting period	+4.26
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	3	Implemented in a past reporting period	+1.78
Paper purchased	Sustainable IT programme; CBRE Sustainability education and awareness	3	Implemented in a past reporting period	0

	programme; carbon neutral paper procurement			
Office Waste to Landfill	CBRE Sustainability education and awareness programme;	3	Implemented in a past reporting period	0
Total emission reductions implemented in this reporting period (overall figure includes sources where emissions increased)				+482
Total expected emission reductions in future reporting periods				200

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.

Emma McMahon

Name of Signatory

Signature



National Director - Sustainability, Pacific

Position / Title of Signatory

1/08/2019

Date

12/08/19

Appendix A

List of CBRE's Australian entities included in this reporting:

State	Address
South Australia	Level 5, 151 Pirie Street, Adelaide
New South Wales	Unit 8A, 11 Lord St, Botany
Queensland	Level 2 & 3, Waterfront Place, 1 Eagle St, Brisbane
Queensland	Level 1, Village Lane, 20-32 Lake St, Cairns
Queensland	Level 18, Oracle East Tower, 50 Cavill Avenue, Surfers Paradise
Victoria	Level 33 & 34, 8 Exhibition Street, Melbourne
Queensland	11 Walan Street, Mooloolaba, Sunshine Coast
Victoria	Level 1, 3 Nexus Court, Mulgrave
New South Wales	Level 29, 177 Pacific Highway, North Sydney
New South Wales	Ground Floor & Level 5, 10-14 Smith St, Parramatta
Western Australia	Part Level 4, 225 St Georges Terrace, Perth
Queensland	Level 5, 3350 Pacific Highway, Springwood
New South Wales	Levels 19, 20 & 21, 363 George Street, Sydney
Australian Capital Territory	Level 12 & Part of Level 13, 14 Moore Street, Canberra
Victoria	161 Little Bourke Street, Melbourne