


CLIMATE ACTIVE CARBON NEUTRAL STANDARD PUBLIC DISCLOSURE SUMMARY

NAME OF CERTIFIED ENTITY: Gilbert + Tobin

REPORTING PERIOD: FY 2018/2019

DECLARATION

To the best of my knowledge, the information provided in this Public Disclosure Summary is true and correct and meets the requirements of the Climate Active Carbon Neutral Standard.

Signature	Date
	10 December 2019
Name of Signatory	Eloise Schnierer
Position of Signatory	Head of Corporate Social Responsibility

Carbon neutral certification category	Organisation & Service
Date of most recent external verification/audit	November 2018
Auditor	Ben Jenkins, GPP Audit

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1. GILBERT + TOBIN

Gilbert + Tobin is a leading Australian law firm, advising clients on their most significant corporate transactions, regulatory matters and disputes. We provide commercial and innovative legal solutions for ASX 100 leading companies, major infrastructure and services providers as well as government and public authorities across Australia and around the world.

An international leader in M&A, private equity, capital markets, competition and regulation and technology and digital, we work on complex issues that define and direct the market.

Gilbert + Tobin is committed to being an outstanding corporate citizen and has a long and proud track record of taking action on environmental issues as well as monitoring, improving and reporting on its own environmental performance.

As a member of the Australian Legal Sector Alliance, the firm has been publicly reporting its environmental impacts since 2013 and implemented its first Environmental Management System (EMS) in 2015. Our second EMS 2018 – 2020 was audited and recertified by the Australian Legal Sector Alliance in 2019.

For more information about Gilbert + Tobin, its lawyers and publications please visit www.gtlaw.com.au

The certification includes all operations within Australia over which Gilbert + Tobin has operational control. Activities within all our offices (located in Sydney, Melbourne and Perth) fall within the organisational boundary, however investments are not included.



1A. INTRODUCTION

This inventory has been prepared for FY 2018 – 2019.

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:

- + Levels 32-35, Tower Two, International Towers Sydney, 200 Barangaroo Avenue, Sydney, NSW 2000
- + Level 22, 101 Collins Street, Melbourne, VIC 3000
- + Suites 12.01 and 12.02, Level 12, 90 Collins Street, Melbourne VIC, 3000
- + Level 16, Brookfield Place Tower 2, 123 St Georges Terrace, Perth, WA 6000
- + Sydney litigation space: 64 Castlereagh Street, Sydney, NSW 2000 (1 July 2018 to 18 January 2019) and Suite 1B, 165-167 Phillip Street, Lawson Place, Sydney, NSW (1 January 2019 to 30 June 2019).

The methods used for collating data, performing calculations and presenting the carbon account are in accordance with the following standards:

- + Climate Active Carbon Neutral Standard
- + The Greenhouse Gas Protocol: A Corporate Accounting and Reporting Standard (Revised Edition)
- + National Greenhouse and Energy Reporting (Measurement) Determination 2008

Where possible, the calculation methodologies and emission factors used in this inventory are derived from the National Greenhouse Accounts (NGA) Factors in accordance with "Method 1" from the National Greenhouse and Energy Reporting (Measurement) Determination 2008.

The greenhouse gases considered within the inventory are those that are commonly reported under the Kyoto Protocol; carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O). No synthetic gases - hydrofluorocarbons (HFCs), perfluorocarbons (PFCs) and sulphur hexafluoride (SF₆), were detected within the operational boundary. These have been expressed as carbon dioxide equivalents (CO₂-e) using relative global warming potentials (GWPs).



1B. EMISSION SOURCES WITHIN CERTIFICATION BOUNDARY

Quantified sources

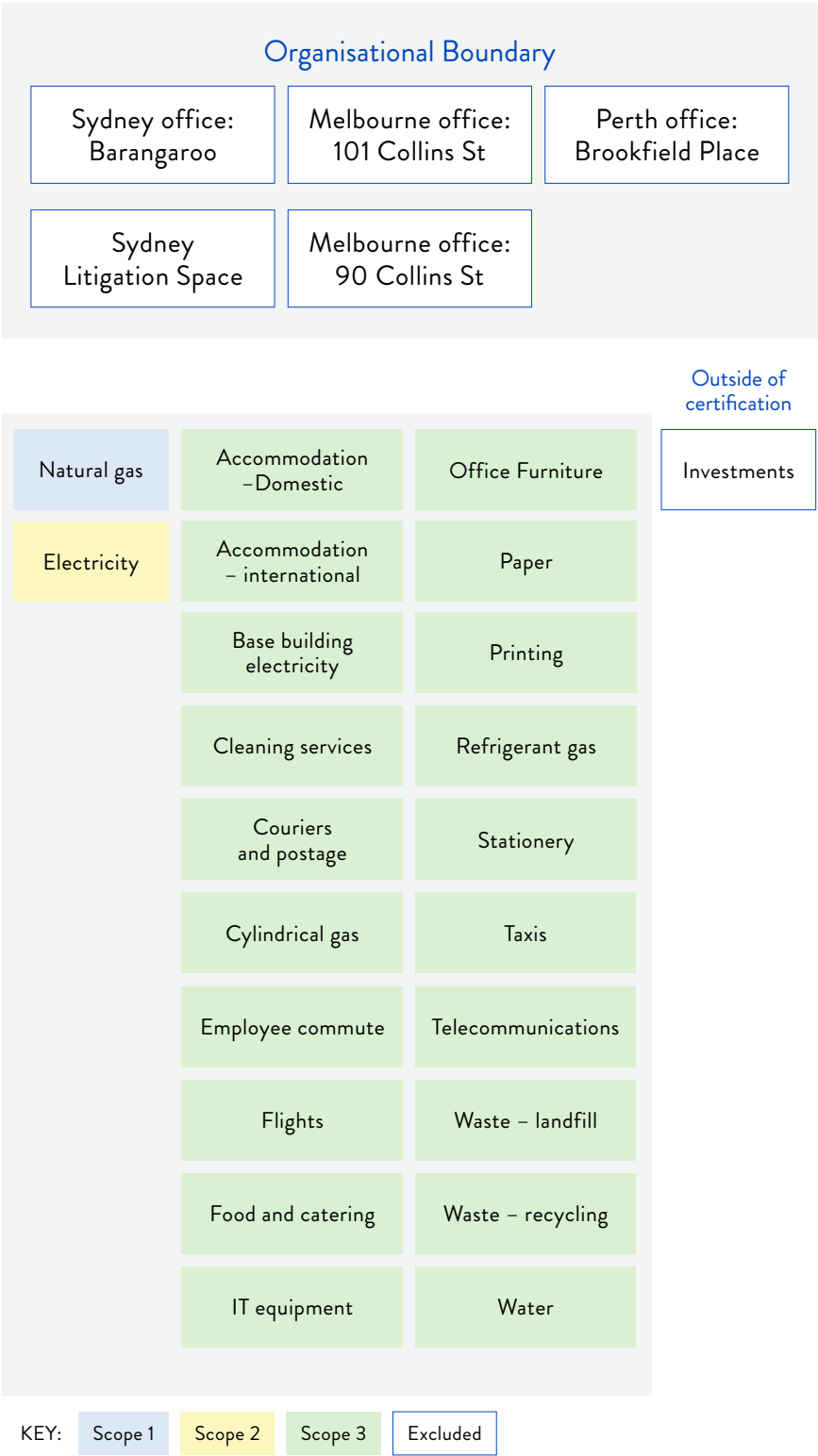
The sources of carbon emissions within the operational boundary are:

- + Electricity
- + Telecommunications
- + Natural Gas
- + Water
- + IT Equipment
- + Office paper
- + Stationery
- + Employee Commute
- + Business flights
- + Cylindrical gas
- + Cleaning
- + Printing
- + Accommodation - domestic and international
- + Taxis
- + Trains
- + Food and catering
- + Refrigerants
- + Office furniture
- + Postage and Couriers
- + Waste – landfill and recycling

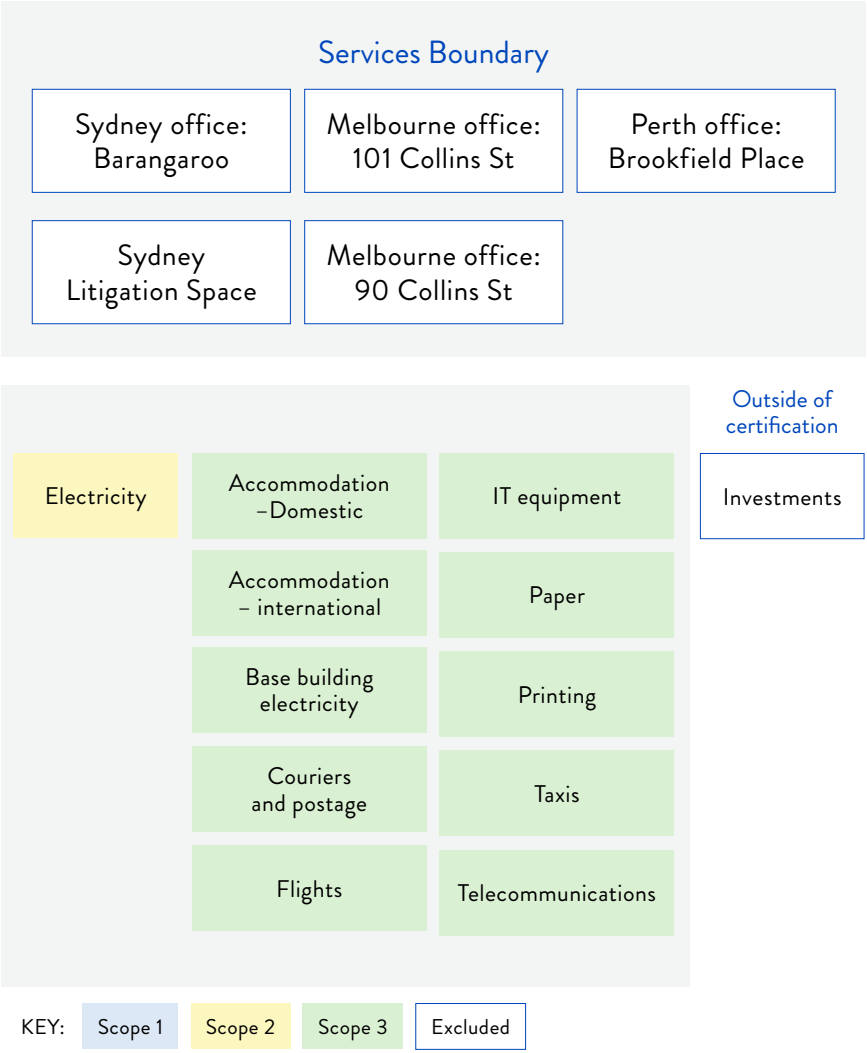
Excluded sources

- + Investments

1C. DIAGRAM OF THE CERTIFICATION BOUNDARY



1C. DIAGRAM OF THE CERTIFICATION BOUNDARY (CONT)



2. EMISSIONS REDUCTION MEASURES

2A. EMISSIONS OVER TIME

Table 1. Emissions over time

	Base Year FY 2017-18	Current Year FY2018-19
Scope 1 (tCO ₂ -e)	6.1	1.7
Scope 2 (tCO ₂ -e)	737.7	755.1
Scope 3 (tCO ₂ -e)	5,602.7	6,656.0
Total (tCO₂-e)	6346.6	7412.8
Total tCO₂-e per FTE	10.1	10.1

2B. EMISSIONS REDUCTION STRATEGY

Gilbert + Tobin participates in the AusLSA Environmental Management System (AEMS), which provides AusLSA Members with an EMS framework that is customised for the legal industry. The EMS is comprised of a Sustainability Policy, our Environmental Management Plan (EMP) and our ongoing process of internal review.

Our Sustainability Policy is available to the public [here](#).

As part of the EMS process Gilbert + Tobin developed an environmental impacts register by:

- + consulting with staff,
- + identifying ways that we impact the environment, and
- + rating and prioritising impacts.

From this register we develop our Environmental Management Plan, which includes measures to reduce GHG emissions.

Gilbert + Tobin is also a City Switch signatory in Sydney and Perth. We undertake NABERS Energy (Tenancy) assessments for both our Sydney and Perth offices and have achieved 5-stars in both offices in 2019.

2C. EMISSIONS REDUCTION ACTIONS

Various measures have been undertaken to reduce emissions throughout Gilbert + Tobin including:

- + moving to more sustainable premises and undertaking fitouts that aim to achieve 5-star Green Star ratings for design.
- + upgrading to energy efficient office and IT equipment,
- + increasing digital filing and signing,
- + implementing follow-me printing and double-sided printing set as default to reduce paper consumption,
- + reviewing the firm's travel policy, and
- + finding ways to include more carbon neutral products and services in our supply chain.

Gilbert + Tobin's new EMS 2018-2020 focuses our efforts on:

- + reducing paper consumption by 10% per head,
- + reducing electricity consumption by 5% per head,
- + ensuring we undertake a sustainable fitout of our new Melbourne premises,
- + reducing waste to landfill by reducing the rate of recycling contamination, and
- + implementation of our sustainable procurement policy.



3. EMISSIONS SUMMARY

Table 2. Organisation and Service Emissions Summary		
Scope	Emission source	t CO ₂ -e
1	Cylindrical Gas	0.1
1	Natural gas NSW	1.6
3	Natural gas NSW	0.4
2 & 3	Electricity	839.3
3	Electricity Base	1193.8
3	Telecommunications	108.4
3	Water	2.2
3	IT Equipment	726.0
3	Office Paper	59.5
3	Stationery	93.1
3	Office Furniture	61.1
3	Commute	510.2
3	Advertising	9.9
3	Flights	2782.1
3	Postage	63.6
3	Couriers	92.2
3	Cleaning Services	48.1
3	Taxi	27.1
3	Food and catering	14.6
3	Food and catering	477.8
3	Printing	16.1
3	Accommodation - International	103.6
3	Accommodation - Domestic	129.9
3	Waste – landfill	39.4
3	Waste – recycling	12.8
Total Gross Emissions		7412.9
GreenPower or retired LGCs		0
Total Net Emissions		7412.9

4. CARBON OFFSETS

4A. OFFSETS SUMMARY

Table 3. Offsets Summary

Date of cancellation	Offset project, unit type and registry	Serial numbers	Vintage	Quantity
20 November 2019	AU-2798 – Aboriginal Carbon Fund Limited. Voluntary ACCU Cancellation KACCU	3,782,816,681 - 3,782,817,080	2018-19	400
28 November 2019	Bundled Wind Power Project in Rajasthan by Orange Renewable Power Private Limited APX Registry	7293-383762154-383763644-VCU-034-APX-IN-1-1465-01012019-30042019-0	2019	1491
29 November 2019	Bundled Wind Power Project in Rajasthan by Orange Renewable Power Private Limited APX Registry	7365-386884081-386889603-VCU-034-APX-IN-1-1465-01012019-30042019-0	2019	5523
Total offsets cancelled				7414
Net emissions after offsetting				0.00

4B. OFFSETS PURCHASING AND RETIREMENT STRATEGY

Offsets are purchased in arrears at the end of the assessment period and subsequently retired. Any surplus is held over for future years.

4C. OFFSET PROJECTS (CO-BENEFITS)

AU-2798 Merepah Station Cape York which has a savanna burning carbon project conducted by the Traditional Owners and Indigenous Land & Sea Corporation. This project supports economic development on Indigenous-owned land as well as continuation of traditional knowledge and cultural practice.

