

# Carbon Neutral Program

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Annual Public Disclosure Summary  
Financial Year 2017/2018

Department of the Environment  
and Energy

Job No: 1022834  
Doc Ref: RPT-02  
Revision: —  
Revision Date: 19 July 2019



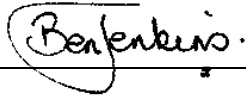
**Name of certified entity:** Cundall Johnston & Partners Pty Ltd (trading as Cundall)

**Reporting period:** Financial year 2017/2018

### 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 National Carbon Offset Standard Carbon Neutral Program.

Signature 	Date 19 July 2019
Name of Signatory Madlen Jannaschk	
Position of Signatory ESD Consultant	

<b>Carbon neutral certification category</b>	Organisation
<b>Date of most recent external verification/audit</b>	20 July 2019
<b>Auditor</b>	Benjamin Jenkins 
<b>Auditor assurance statement link</b>	

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## 1.0 Introduction



### 1.1 Overview

Established in the UK 40 years ago, Cundall has developed into an international multi-disciplinary consultancy operating from 21 locations across the globe. Cundall has five offices in Australia: Adelaide, Brisbane, Melbourne, Perth and Sydney with approximately 50 staff in 2017.

Over the years, we have delivered many exemplar green buildings and built up an international sustainable design expertise. We are the world's first consultancy to be formally endorsed as a One Planet Company by sustainability charity BioRegional.

For clients across a wide range of sectors Cundall delivers:

- **Building Services** – mechanical, electrical, hydraulics, fire, acoustics, vertical transportation, ICT, AV and security.
- **Sustainable Solutions** – strategy, planning, design, certification, compliance, modelling, building physics and governance.

This report states our carbon inventory as part of the Carbon Neutral Program of the Australian Government's

Department of the Environment and Energy. The Carbon Neutral certification is awarded against the National Carbon Offset Standard (NCOS) which provides the framework this inventory is based on.

### 1.2 Our approach to sustainability

As a consultancy, our vision is to be agents of change for a sustainable world and construction industry thought leaders.

Our mission is to create fantastic built environments and positively impact our communities providing great opportunities for our people. We see every project as an opportunity to make a positive difference and we will act to help achieve a world in which people enjoy healthy and equitable lives with their fair share of the earth's resources, leaving space for wildlife and wilderness. All staff are actively engaged in achieving our environmental and social goals. We participate in industry groups, share our knowledge freely through blogs, talks and publications, and invest in R&D to develop new approaches and technologies.

Our sustainability policy, which is signed by all our partners, establishes clear objectives to maintain our

position as a leader in sustainability in the built environment across four cornerstones: Our projects, industry leadership, our homes and communities and our workplace.

Our Sustainability Roadmap One Planet, One Chance identifies how we can have a maximum impact using the One Planet Living Principles and the UN Sustainable Development Goal frameworks. It sets out clear targets and action plans under six key impact areas. To track the progress against the roadmap's objectives, a set of key performance indicators was developed we report against on an annual basis. One of the major KPI's is to become

carbon neutral by 2020 and be a carbon positive business by 2025 as a global business (also refer to Section 3.1).

Cundall is the world's first consultancy to be formally endorsed as a One Planet Company by BioRegional with annual reporting and auditing against our action plan. We also report our social justice performance transparently through the JUST label and are implementing our Reconciliation Action Plan with support from Reconciliation Australia.

Cundall is also one of the first signatories to the Net Zero Carbon Buildings Commitment of the World Green Building Council.

## 2.0 Boundaries and standards



### 2.1 Organisational boundary

The organisational boundary was established using the operational control approach.

Cundall is a global organisation with over 900 staff internationally. For the purpose of this inventory, our five Australian offices - which hold a common Australian ABN number - were included in the boundary.

Based on an operational consolidation approach, the entities included are:

- Our Adelaide office (approx. 4 staff)
- Our Brisbane office (approx. 2 staff)
- Our Melbourne office (approx. 19 staff)
- Our Perth office (approx. 4 staff)
- Our Sydney office (approx. 24 staff)

### 2.2 Emissions sources within the organisational boundary

#### 2.2.1 Quantified sources

The following emission sources have been included in this inventory:

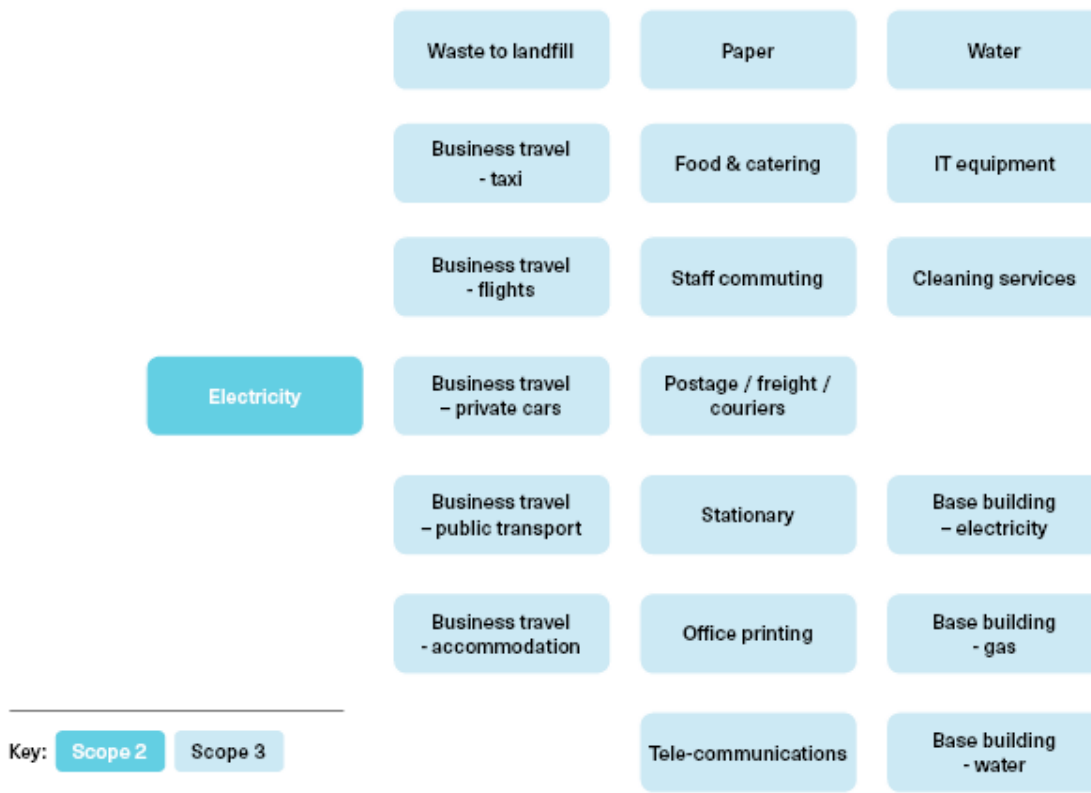
- Electricity
- Water
- Waste
- Business travel, including
  - Flights
  - Taxis
- Accommodation
- Staff commute
- Base building services
  - Base building electricity
  - Base building water
  - Base building gas
- Office paper
- Food and catering
- Postage / freight / couriers
- Stationary
- Office printing
- Cleaning services
- IT and telecommunications

The diagram of the certification boundary below illustrates the included emission sources and their scope.

### Organisational boundary:



### Emission source:



### 2.2.2 Excluded sources

All relevant emission sources were included.

## 3.0 Emissions reduction

### 3.1 Emissions reduction strategy

Cundall’s emissions reduction strategy is based on our Sustainability Roadmap One Planet One Chance. A full copy of our roadmap can be accessed online on our [website](#).

The first step to prepare the Roadmap was a comprehensive materiality review in 2017 which involved a number of internal and external stakeholders including people identified as future leaders of the business and Cundall’s current leaders, key clients across the globe and industry bodies including the UK Green Building Council, BioRegional and Form for the Future.

This process looked critically at our business, what we have achieved and where we are going, enabling us to understand and update our approach to sustainability.

A key finding of the review was to prioritise our efforts to address the following priority impacts:

1. Climate Positive Action
2. Zero Carbon Energy
3. Materials and Supply Chain
4. Health and Wellbeing
5. Ethics and Equity
6. Climate Change Adaptation

Other impacts (amongst others) include travel and transport, sustainable water, zero waste and sustainable food.

These impacts have effects across our four cornerstones:

- **Projects** - To have every engineer and consultant in our company think about and deliver sustainable designs, using specialists as required, on every project they do.
- **Industry Leadership** - To use our knowledge and resources to help others embrace and deliver more sustainable outcomes.
- **Homes & Communities** - To actively contribute to local and struggling communities and help our staff (and their family and friends) lead more sustainable lives.
- **Workplace** - To be a net positive business, engage and enthuse our staff about environmental and social sustainability and report transparently on our performance.





Based on the materiality review, far reaching, ambitious objectives were developed, underpinned by KPIs to annually track our performance. The key objectives associated with our organisational emissions are:

- Be a carbon positive business addressing our whole carbon footprint
- Reduce energy consumption in line with science-based methodology and all electricity for our offices to be from carbon zero renewable sources
- Responsibly source our office consumables and services

Our global key performance indicators associated with our organisational Greenhouse Gas emissions as defined above are:

Table 1: Cundall Sustainability Roadmap KPIs

	KPI	Baseline	2020 Target	2025 Target
<b>Total Annual Carbon Footprint (Scope 1, 2 &amp; 3) prior to purchase of renewable energy and carbon offsets</b>	tCO <sub>2</sub> e per person / per annum	3.7	2.5	1.5
<b>Carbon Positive Business</b>	% of carbon footprint reduced through renewable energy and carbon offsets	10%	100%	115%
<b>Cundall office energy Direct electricity (Scope 2) GHG emissions</b>	tCO <sub>2</sub> e	430	250	0
<b>Cundall energy (Scope 1 and 2 emissions) based on science-based methodology</b>	tCO <sub>2</sub> e	341	320	0
<b>Cundall office energy Total energy (Scope 1, 2 &amp; 3) GHG emissions including natural gas and landlord</b>	tCO <sub>2</sub> e	845	450	0
<b>Cundall office energy -Tenant energy consumption</b>	kWh per m <sup>2</sup> of NLA kWh per person (FTE)	140 1700	120 1500	100 1000
<b>Compliance with Cundall Sustainable Procurement Framework for office consumables and services</b>	% of expenditure	-	80%	95%
<b>Reduce CO<sub>2</sub>e due to business travel</b>	tCO <sub>2</sub> e per person / per annum	1.8	1.6	1.4
<b>Reduce CO<sub>2</sub>e due to staff commuting</b>	tCO <sub>2</sub> e per person / per annum	1.2	1.1	1
<b>Zero waste to landfill (including operational waste, IT hardware and office fit-out) for our offices</b>	% waste diverted from landfill	53%	75%	95%
<b>Offices complying with the Cundall Office Fit-out Guide</b>	% of new office fit outs	-	80%	100%
<b>Reduce amount of meat and fish in food we purchase</b>	% of vegetarian food purchased	-	-	60%



## 3.2 Emissions reduction actions

The Global Sustainability Committee (SusCom) is responsible for the development, delivery and tracking of Cundall's Sustainability Strategy. The Chair reports directly to the Management Board, ensuring that sustainability progress and commitment is from the very top of the organisation and integrated into the day to day operation of the business.

SusCom's membership is diverse being made up of senior partners and future leaders across disciplines and regions.

Beneath this committee, we have established dedicated working groups. Our project's group is tasked with assisting our clients to be more sustainable by developing the training, tools and knowledge needed to enhance our existing services, as well as develop new services.

Internally, each office has a "Green Team", who lead the development of our internal approach to sustainability by identifying and championing opportunities to reduce the environmental impact of our offices and business operations. The Green Teams meet bi-monthly to discuss initiatives and share best practice. A key focus of the teams, and our main priorities as a business, are Carbon Positive Action and Zero Carbon Energy.

### 3.2.1 Office energy

#### Energy monitoring and auditing

- Commence a benchmark NABERS Energy tenancy rating.
- Develop and implement an Energy Action Plan to achieve and maintain a 4 Stars or higher accredited NABERS Energy tenancy.

We have been actively monitoring our energy consumption since 2012. Energy audits are also part of the Cundall Diploma (also refer to the Education and Training Section below), identifying where simple efficiencies can be made in our offices. The Cundall Diploma typically sees new students every year who develop further ideas to reduce our office energy consumption.

#### Zero carbon energy suppliers

We are currently reviewing zero carbon energy suppliers for all our offices. Our Melbourne and Sydney offices, representing 81% of our electricity consumption, have purchased accredited Green Power for a number of years as both tenancies have separate utility meters and have air conditioning connected to this meter. The landlord's electricity is limited to common area lighting. Our offices in Perth, Adelaide and Brisbane (a work share office) have all electricity and air conditioning supplied by our landlords. We are discussing options for the purchase of renewable electricity in these offices, but as we are relatively small tenants our influence is limited.

#### CitySwitch and NABERS

Our Melbourne and Sydney offices joined CitySwitch in 2008. Adelaide joined in 2009 and Perth in 2014. CitySwitch encourages signatories to reduce their energy consumption over time. To become a CitySwitch Green Office signatory, organisations are required to commit to:

- Appoint an Energy Manager to monitor actual performance.
- Request a NABERS Energy base building rating from the building owner/manager.
- Promote energy efficiency to staff, customers and suppliers and share their experiences with other Signatories.
- Obtain an annual NABERS Energy Rating and provide feedback on their success in a formal Progress Report.

In 2018, our Perth office achieved a 5 Star NABERS rating while our Adelaide office was rated 5.5 Stars with aspirations to increase these ratings in the coming years. Our Melbourne office also planning to obtain a NABERS rating while the Sydney office is currently working through the hurdle of not neatly falling under the two categories – tenancy or whole building.

### 3.2.2 Office Fitouts

Our Office Fit-out Guide, which will be released in 2019, outlines parameters for sustainable design and procurement, efficient building services, as well as lighting and acoustics based on latest research and standards. This does not only lead to an increase in health and wellbeing for our staff but will also help to significantly reduce our Greenhouse Gas emissions.

Our Adelaide office moved to its new premises in 2017 and has excellent access to public transport, abundant natural daylight, bicycle storage and end of trip facilities. A particularly unique lighting design has been installed which is highly controllable and provides light exactly where it is needed at less than 3W/m<sup>2</sup>.

Our Perth office moved to new premises in 2017 and reused all office chairs. The demolished timber doors from the existing office were salvaged and upcycled into the new Cundall logos for the new tenancy. The office will also be fitted with new lights in 2019 to help reduce their energy consumption and to increase their NABERS rating.

Our Melbourne and Sydney offices are both located very close to major public transport nodes, and both installed showers during the fitout works as these were not provided by the landlord to encourage cycling and healthy activities. Energy efficient showerheads (<6 l/min) were used to minimise hot water energy consumption.

As a One Planet company, we aspire to achieve third party environmental certification for new office fitouts. This will apply to new Australian office fitouts when they occur in the future. Our first Sydney office fitout obtained the first

LEED Platinum rating in Australia in 2008. Our London office fitout became the first WELL Building Standard certified building in Europe in 2016. The Doha office was the first WELL registered office in Qatar in 2018.

### 3.2.3 Sustainable Procurement

#### IT equipment

We are currently working on updating our Sustainable Procurement Guidelines reviewing the energy efficiency of our IT equipment along with end-of life disposal strategies. Specific attention is also paid to toxic materials in our equipment and the social and environmental aspects of its production and disposal.

#### Catering

All of our offices are encouraged to increase the amount of vegetarian and also local and organic catering as part of our Sustainability Roadmap targets. Our marketing teams will continue to provide vegetarian food at all of our external and internal thought leadership events, helping to spread the message of a plant-based diet and its impact on greenhouse gas emissions to achieve our global target of 60% by 2025.

#### Cleaning products

We have increased the purchase of natural cleaning products in our offices from 33% to 53% since 2013 and will further increase this through improving our procurement processes.

### 3.2.4 Operational Waste

Organic waste is, after paper, the largest proportion of the waste produced in our offices. We have a worm farm in Sydney (located on our terrace) and composting bins in Perth to reduce this waste going to landfill. We are investigating ways to increase the diversion of this stream from landfill including discussions with our landlords to provide this facility.

To achieve a 95% diversion of waste from landfill by 2025, a number of initiatives were implemented to become better in reducing waste. As part of the Cundall Diploma, our Sydney and Melbourne offices conducted a waste audit in 2017 lasting one week. This identified waste streams and volumes, allowing each office to consider ways to reduce waste as well as how to increase recycling rates. Further audits are planned for 2019.



**Education and Training**

We understand that education and training play a key role in achieving our social and environmental goals and in reducing our carbon footprint further. In line with our commitment to staff development and in support of our overall sustainability objectives, we provide an ongoing programme of training for all staff on sustainability issues.

We report on our progress against our sustainability objectives at an individual level through our annual appraisal process and, organisationally, with the publication of our annual Sustainability Report.

The dedicated Sustainability Site on our intranet, Dr. Johnston, provides full details of our approach to sustainability, together with training and reference materials, our annual Sustainability Report and sustainability news from the construction and property sectors.

Our Cundall Diploma is designed to upskill and empower our people in sustainable design, giving participants the technical knowledge and the confidence to challenge conventional thinking and to continue to drive Cundall’s success in improving the built environment. With 12 modules, each lasting one month, the course is designed to cover the core sustainable design topics and give participants a broad understanding of issues, trends and solutions required to educate partners and clients. The course is running on an annual cycle and is mandatory for all our graduates.

The modules related to Greenhouse Gas emissions are:

- Climate change and the role of engineers
- Reducing energy consumption in buildings

- One Planet Living – application in the built environment
- Pollution and Toxicity
- Embodied impacts
- How building regulations promote and hinder sustainable design
- Natural Capital
- Sustainable water design
- Generating clean renewable energy
- Making buildings WELL
- The future of cities – (Global collaborative workshop)
- Rating tools

A comprehensive introduction into Cundall’s sustainability strategy and procedures is also mandatory for every new employee.

**3.2.5 Data Collection and Data Quality**

As part of our global sustainability reporting we have been collecting comprehensive data sets since 2007. Collating data across 21 offices has been a challenge in the past. Our 2018 Sustainability Roadmap requires that we collate in excess of 30 indicators from every office. In 2018 we replaced the manual spreadsheets with a web-based system which allows us to collect data in a more timely manner and to identify anomalies more easily through comparison with previous data and other offices. Monthly dashboards are produced from this data which are also used as a motivational tool for the collators to see how their work is being used to make changes in the business

## 4.0 Emissions summary

Our Emissions Inventory is summarised in the table below.

Scope	Emission source	t CO <sub>2</sub> -e	
2	Electricity, purchased	58.59	
3	Electricity Scope 3	7.16	
	Waste to landfill	0.004	
	Business travel – taxi	6.19	
	Business travel – flights	Short haul	58.69
		Long haul	22.89
	Business travel – private cars	0.04	
	Business travel – public transport	0.11	
	Business travel – accommodation	9.00	
	Paper	0.49	
	Food & catering	Tea, coffee, sugar	3.35
		Vegetarian	18.84
		Other	7.11
	Staff commuting	Tram	0.19
		Bus	0.32
		Train	0.33
		Motorbike	0.05
		Car	0.35
	Postage/ freight couriers	2.91	
	Stationary	2.82	
	Office printing	1.69	
	Telecommunications	8.56	
	IT equipment	24.34	
	Cleaning services	17.25	
	Tenant Gas	0	
	Tenant Water	0.87	
	Base building – electricity	0.45	
	Base building – gas	0.34	
Base building - water	0.41		
3	Carbon Neutral Program certified paper (Fuji Xerox)	0	
<b>Total Gross Emissions</b>		<b>253.34</b>	
<b>Green Power</b>		<b>50.08</b>	
<b>Total Net Emissions</b>		<b>203.26</b>	

## 5.0 Carbon offsets

### 5.1 Offsets summary

We purchased and retired offsets from the Ghani Solar Renewable Power Project by Greenko Group in India.

The main purpose of this project activity is to generate a clean form of electricity through renewable solar energy sources. The project activity involves installation of a 500 MW solar power project in Andhra Pradesh state of India. Over the 10 years of first crediting period, the project will replace anthropogenic emissions of greenhouse gases (GHG's) estimated to be approximately 887,800 tCO<sub>2</sub>e per year, thereon displacing 919,800 MWh/year amount of electricity from the generation-mix of power plants connected to the Indian grid, which is mainly dominated by thermal/fossil fuel based power plant. Our offsets can be summarised as follows:

Table 2: Offset summary

Offset period	Projects supported by offset purchase	Eligible offset units	Registry	Cancellation date	Serial numbers (including hyperlink to registry transaction record)	Vintage	Quantity
Base year (FY 17/18)	Ghani Solar Renewable Power Project by Greenko Group	VCUs	APX	17/07/2019	6770-341947346-341947549-VCU-034-APX-IN-1-1792-31032017-31122017-0	2017	204
FY 18/19 (purchased and retired upfront)	Ghani Solar Renewable Power Project by Greenko Group	VCUs	APX	17/07/2019	6770-341947550-341947753-VCU-034-APX-IN-1-1792-31032017-31122017-0	2017	204
<b>Total offsets cancelled</b>							<b>408</b>
<b>Total offsets banked for use future years:</b>							<b>Nil</b>

### 5.2 Offsets purchasing and retirement strategy

This report outlines our Carbon Inventory for the base year period. Our offsets were purchased upfront at the beginning of the reporting period for the first reporting year following the base year.

We also purchased and retired offsets in arrears at the end of the base year reporting period covered by this report.

### 5.3 Offset projects (co-benefits)

The following co-benefits are associated with the offset project:

- Social well-being: The project would help in generating employment opportunities during the construction and operation phases. The project activity will lead to development in infrastructure in the region like development of roads and also may promote business with improved power generation.
- Economic well-being: The project is a clean technology investment in the region, which would not have been taken place in the absence of the VCS benefits the project activity will also help to reduce the demand supply gap in the state.
- Technological well-being: The successful operation of project activity would lead to promotion of solar power generation and would encourage other entrepreneurs to participate in similar projects.
- Environmental well-being: Solar being a renewable source of energy, it reduces the dependence on fossil fuels and conserves natural resources which are on the verge of depletion. Due to its zero emission the Project activity also helps in avoiding significant amount of GHG emissions and specific pollutants like SO<sub>x</sub>, NO<sub>x</sub>, and SPM associated with the conventional thermal power generation facilities.

## 6.0 Use of trade mark

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The NCOS trade mark has not been used in our documentation yet as this is our first report under the NCOS scheme to obtain the initial certification.

