

# IMAGINE<sup>3</sup>

SUSTAINABILITY REPORT 2010 – ADDENDUM

The following information supplements the material presented in Henry Davis York's 2010 Sustainability Report. This information is presented in sections that correspond to the relevant chapters in the printed report, and should be read in conjunction with those chapters.



HENRY DAVIS YORK  
LAWYERS



#### GRI Application Table

This report qualifies for application level C+ of the *Global Reporting Initiative (GRI) G3 Sustainability Reporting Guidelines*. Details of the profile disclosures and performance indicators are included at the end of this report.



Henry Davis York is a Foundation Member of the Australian Legal Sector Alliance (AusLSA) which was formed in 2010 to assist legal firms in Australia to identify opportunities to improve business efficiencies, to develop an enthusiasm to enhance the reputation of the legal sector as a whole and to meet the growing demand from employees for their employers to take sustainability issues seriously. AusLSA Foundation Members have developed a suite of tools, resources and guidelines to record, report and improve the sustainability performance of the legal sector.

#### Important Notes:

Imagine<sup>3</sup> is based on the reporting period for the financial year to 30 June 2010 and is intended for our own staff, prospective employees, clients, suppliers and other key stakeholders.

Our previous report was for the period July 2008 to June 2009.

Where possible, the report content and structure is aligned with guidelines published by the Global Reporting Initiative (GRI).

This report has also been assured against AccountAbility's AA1000 Standard (2008).

Henry Davis York plans to continue to report on its sustainability performance on an annual basis and to have these reports assured. Some information on performance prior to 2009/10 has been included to enable year-on-year comparison.

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Henry Davis York has identified its key internal and external stakeholders to help us better understand our stakeholder universe. No significant changes in key stakeholders have occurred since the previous reporting period.



## GOVERNANCE AND ETHICS



### GOVERNANCE

Our firm is a partnership governed by a board of management comprising five elected partners, including a managing partner. The partnership determines the board's mandate, with the board accepting responsibility for certain matters and delegating other matters, and reports back to the board.

Sharon Cook, our firm's managing partner, is responsible for the day-to-day running of the firm, and is supported in this by our leadership team.

### ETHICS, BRIBERY AND CORRUPTION

Henry Davis York has an Ethical Business Practice policy to strengthen its ethics and governance practices. The monitoring of ethical behaviour has also been enhanced through the instigation of more transparent internal reporting practices.

Potential fraud risk factors in the firm are assessed and discussed as part of the annual audit and review of controls, and feedback is provided to our board for consideration. Henry Davis York will comply with changes to anti-money laundering legislation as they take effect and our lawyers are bound by standards of professional conduct as part of their membership of the Law Society of NSW.

## GOVERNANCE AND ETHICS



### STRATEGIC DIRECTION AND PLANNING

Henry Davis York's board sets and directs strategic direction and planning to enable the firm to realise key objectives in areas such as growth and profitability, expertise, clients, performance, people, and culture. The board also actively engages the partners in meaningful dialogue concerning strategy or matters of mutual interest.

Our firm's executive management team oversees the delivery of sustainable practices within the business. Henry Davis York's sustainability performance is reviewed by the board on a six-monthly basis. Responsibility for stakeholders or issues is allocated amongst the executive management team as detailed in the following table.

### LEADERSHIP TEAM

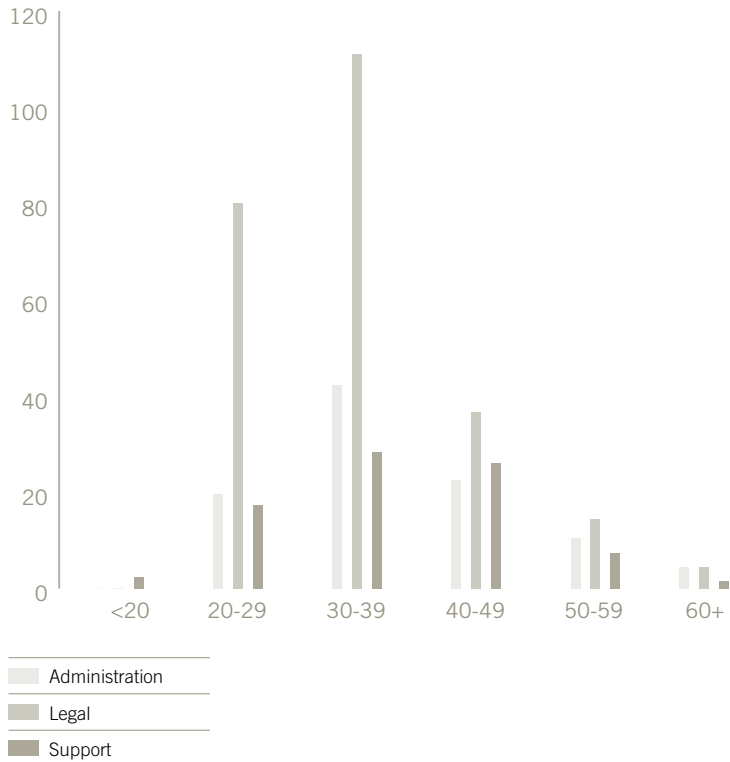
CSR AREA	STAKEHOLDER/ISSUE	POSITION	PERSON
Marketplace	Clients	Managing Partner	<b>Sharon Cook</b>
		Director of Business Development	<b>Rebecca Burton</b>
	Supply Chain	Chief Operating Officer	<b>Kelvin O'Connor</b>
Community	Pro Bono	Chief Operating Officer	<b>Kelvin O'Connor</b>
	Charity	Director of Business Development	<b>Rebecca Burton</b>
Environment		Chief Operating Officer	<b>Kelvin O'Connor</b>
Workplace	Staff	Director of People & Development	<b>Deborah Stonley</b>
	Human Rights	Director of People & Development	<b>Deborah Stonley</b>
	OH&S	Director of People & Development	<b>Deborah Stonley</b>



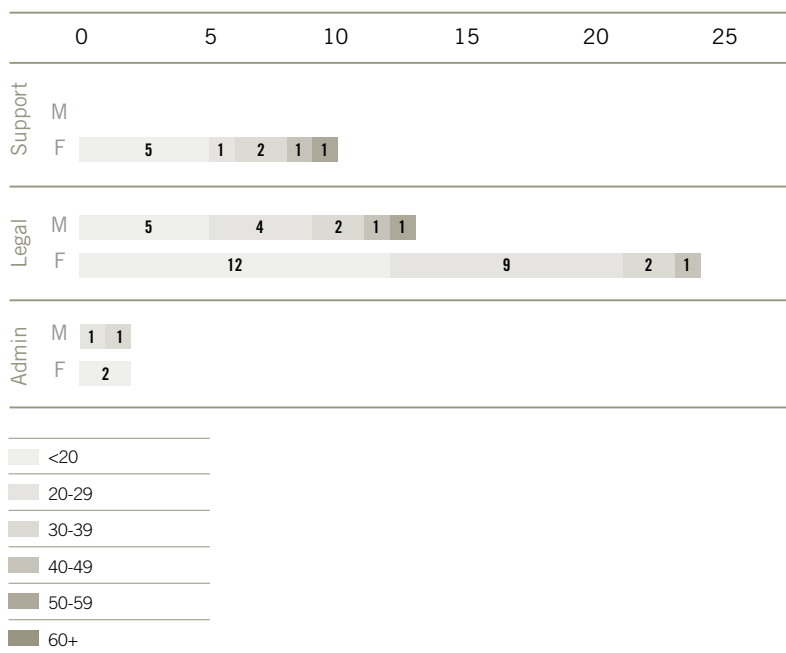
# WORKFORCE

The following graphs and tables profile our workforce according to age, gender, employee category and contract type for the FY10 reporting period.

**PROFILE OF HENRY DAVIS YORK WORKFORCE BY AGE**



**TURNOVER BY EMPLOYEE AGE GROUP**



## WORKFORCE



### EMPLOYEE TURNOVER BY EMPLOYEE CATEGORY AND AGE GROUP

DETAILED (NUMBERS)	<20	20-29	30-39	40-49	50-59	>60	TOTAL
<b>LEGAL</b>	0	17	13	4	2	1	37
F	0	12	9	2	1	0	24
M	0	5	4	2	1	1	13
<b>SUPPORT</b>	0	5	1	2	1	1	10
F	0	5	1	2	1	1	10
<b>ADMINISTRATION</b>	0	2	1	1	0	0	4
F	0	2	0	0	0	0	2
M	0	0	1	1	0	0	2
<b>TOTAL</b>	<b>0</b>	<b>24</b>	<b>15</b>	<b>7</b>	<b>3</b>	<b>2</b>	<b>51</b>

### EMPLOYEE TURNOVER (PERCENTAGES)

	<20	20-29	30-39	40-49	50-59	>60
<b>LEGAL</b>	0%	21%	12%	11%	14%	25%
F	0%	23%	13%	13%	25%	0%
M	0%	19%	9%	10%	10%	25%
<b>SUPPORT</b>	0%	29%	4%	8%	14%	100%
F	0%	29%	4%	8%	14%	100%
M	0%	0%	0%	0%	0%	0%
<b>ADMINISTRATION</b>	0%	11%	2%	5%	0%	0%
F	0%	20%	0%	0%	0%	0%
M	0%	0%	9%	50%	0%	0%

The percentages above represent the staff in that category (gender, job category, age group) who left Henry Davis York during the reporting period as a percentage of the total staff in that category as at 30 June 2010. For example, 12 female, professional staff, aged 20-29 left Henry Davis York in FY10 out of a total of 53 in that category at 30 June 2010 (hence 23%).

**EMPLOYEE TURNOVER FOR THE PAST THREE FINANCIAL YEARS**

	<b>F</b>	<b>M</b>	<b>TOTAL</b>
	<b>FY10   FY09   FY08</b>	<b>FY10   FY09   FY08</b>	<b>FY10   FY09   FY08</b>
<b>LEGAL</b>	17%   14%   24%	12%   10%   20%	15%   12%   22%
<b>SUPPORT</b>	13%   16%   19%	0%   0%   0%	12%   16%   18%
<b>ADMINISTRATION</b>	3%   12%   10%	8%   8%   33%	4%   11%   17%

**BENEFITS****ALL EMPLOYEES**

12 weeks paid maternity leave or 5 days paid paternity leave (after 2 years' service)

**SENIOR ASSOCIATES & DIRECT REPORT MANAGEMENT TEAM**

Firm credit card, firm paid mobile phone, salary continuance insurance

**SPECIAL COUNSEL**

Additional 5 days annual leave per annum

The above table represents benefits provided to all employees with the exception of casual employees.

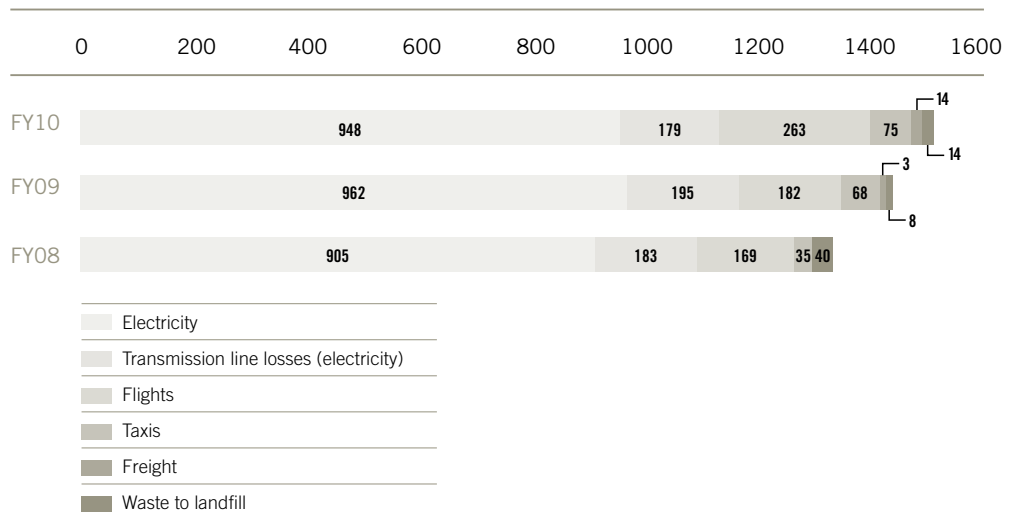


# ENVIRONMENT

The following graphs profile our environmental performance according to emissions, electricity use, waste generation and paper and water consumption for the FY10 reporting period.

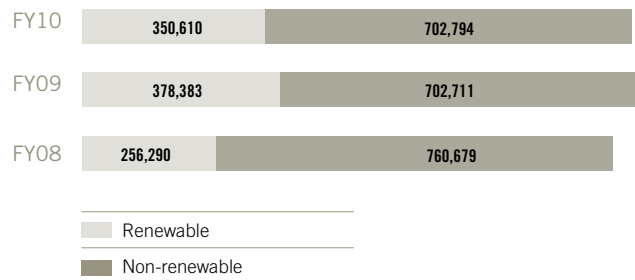
## Breakdown of CO<sub>2</sub> emissions FY10<sup>1</sup>

### GHG EMISSIONS (TONNES CO<sub>2-e</sub>)



## Total electricity use by source<sup>2</sup>

### ELECTRICITY USE BY SOURCE (kWh)

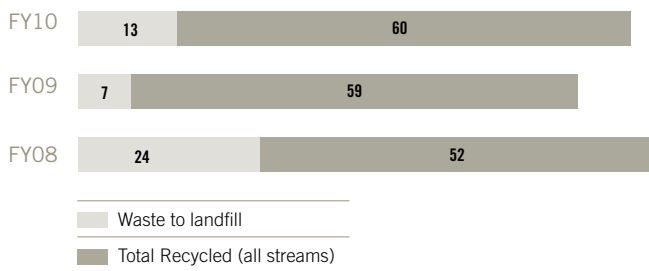


<sup>1</sup> For calculations of emissions from electricity consumption, transmission line losses and waste to landfill, the National Greenhouse Accounts (NGA) Factors, July 2010, Department of Climate Change emissions factors and methodology are used. Emissions from flights, taxis and freight were calculated by Climate Friendly using in-house factors and methodology based on publicly available information.

<sup>2</sup> FY10 Non-renewable electricity use includes power from shared Brisbane premises from November 2009 to June 2010. It also includes power use in the new Henry Davis York kitchen on level 10 of the 44 Martin Place building.

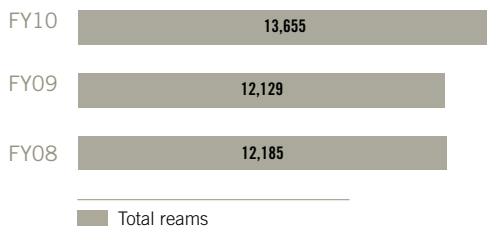
## Waste generation per annum – landfill v recycled

### WASTE (TONNES)



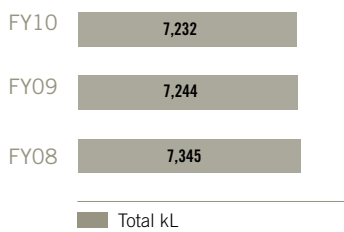
## Paper consumption per annum

### PAPER CONSUMPTION (REAMS)



## Water consumption per annum

### WATER CONSUMPTION (kL)<sup>3</sup>



<sup>3</sup> FY10 figure includes billing extrapolations re first and final quarters and does not include consumption outside the Sydney Office for Dec 09 to Jun 10.



# COMMUNITY

The distribution of pro bono work undertaken by Henry Davis York’s practice groups is shown in the following table:

## PRO BONO ACTIVITIES

TOTAL PRO BONO HOURS PER PRACTICE GROUP	FY10 (HOURS)
BANKING & FINANCE GROUP	307
BANKING INSOLVENCY & RESTRUCTURING GROUP	444
COMMERCIAL DISPUTES GROUP	1355
CORPORATE ADVISORY GROUP	2088
CONSTRUCTION GROUP	212
PROPERTY, ENVIRONMENT & PROJECTS GROUP	260
WORKPLACE RELATIONS & SAFETY GROUP	381
MANAGING PARTNERS GROUP*	1356
<b>TOTAL</b>	<b>6403</b>

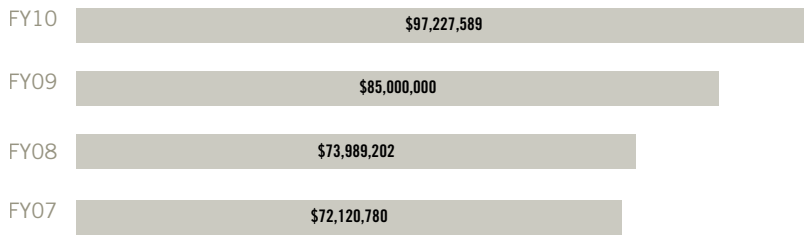
\* Includes FT PB coordinator/senior associate and PB secondees

## MARKETPLACE

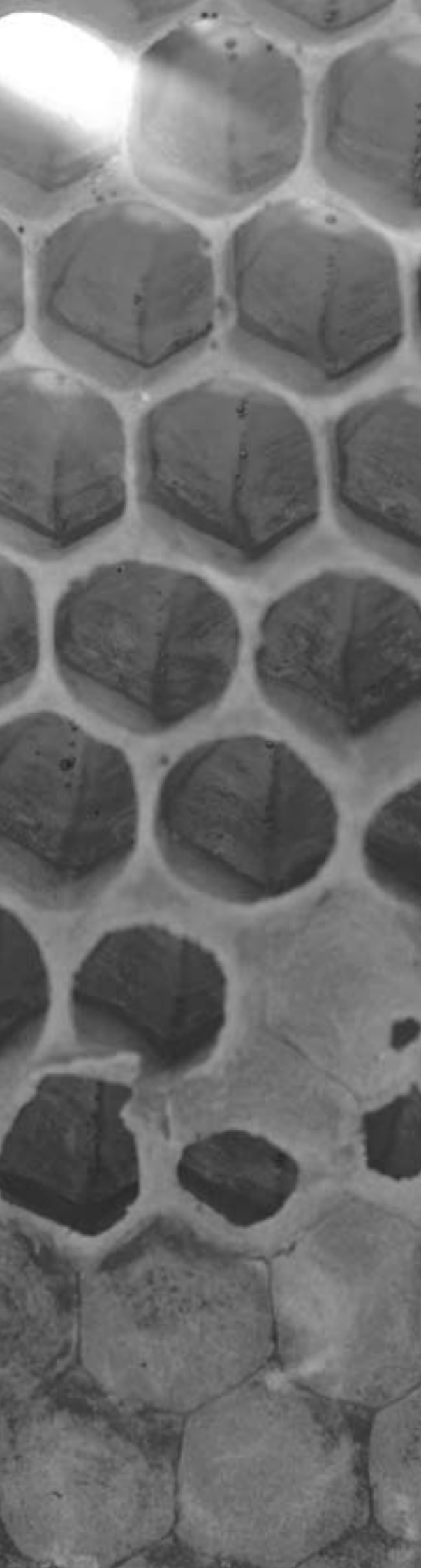


# MARKETPLACE

### HENRY DAVIS YORK'S TOTAL REVENUE OVER THE PAST FOUR FINANCIAL YEARS







## GRI APPLICATION TABLE AND ASSURANCE

This report qualifies for application level C+ of the Global Reporting Initiative (GRI) G3 Sustainability Reporting Guidelines. Detail of the profile disclosures and performance indicators addressed in this report can be found in the following table.

## GRI APPLICATION TABLE AND ASSURANCE



STANDARD DISCLOSURES	REPORT PAGE/STATEMENT
1.1 Statement from most senior decision maker of organisation.	6, 7
2.1 Name of the organisation.	10
2.2 Primary brands, products, and/or services.	10, 11
2.3 Operational structure of the organisation.	11, hdy.com.au (Report Addendum 4)
2.4 Location of organisation's headquarters.	3
2.5 Number of countries where the organisation operates.	One (Australia)
2.6 Nature of ownership and legal form.	10, 11
2.7 Markets served.	10, 11
2.8 Scale of the reporting organisation.	10, 11, 23
2.9 Significant changes during the reporting period regarding size, structure, or ownership.	No significant changes
2.10 Awards received in the reporting period.	6
3.1 Reporting period for information provided.	Inside front cover
3.2 Date of most recent previous report (if any).	Inside front cover
3.3 Reporting cycle (annual, biennial, etc.).	Inside front cover
3.4 Contact point for questions regarding the report.	3
3.5 Process for defining report content.	18, hdy.com.au (Report Addendum 2)
3.6 Boundary of the report.	Whole of business
3.7 Specific limitations on the scope or boundary of the report.	None
3.8 Basis for reporting on joint ventures, subsidiaries, leased facilities, outsourced operations, and other entities.	None of these apply to the reporting entity
3.10 Explanation of the effect of any restatements of information provided in earlier reports, and the reasons for such restatement.	There are no restatements from the previous reports



STANDARD DISCLOSURES	REPORT PAGE/STATEMENT
3.11 Significant changes from previous reporting periods in the scope, boundary, or measurement methods applied in the report.	No significant changes from previous reporting periods
3.12 Table identifying the location of the Standard Disclosures in the report.	hdy.com.au (Report Addendum 14,15,16)
3.13 Policy and current practice with regard to seeking external assurance for the report.	Inside front cover, 44-47
4.1 Governance structure of the organisation, including committees under the highest governance body responsible for specific tasks, such as setting strategy or organisational oversight.	hdy.com.au (Report Addendum 4)
4.2 Indicate whether the Chair of the highest governance body is also an executive officer.	The chair of the board is a partner
4.3 For organisations that have a unitary board structure, state the number of members of the highest governance body that are independent and/or non-executive members.	All board members are Executive members
4.4 Mechanisms for shareholders and employees to provide recommendations or direction to the highest governance body.	No formal channels during the reporting period.
4.8 Internally developed statements of mission or values, codes of conduct, and principles relevant to economic, environmental, and social performance and the status of their implementation.	2-7
4.9 Procedures of the highest governance body for overseeing the organisation's identification and management of economic, environmental, and social performance.	hdy.com.au (Report Addendum 4)
4.14 List of stakeholder groups engaged by the organisation.	hdy.com.au (Report Addendum 2)
4.15 Basis for identification and selection of stakeholders with whom to engage.	18, hdy.com.au (Report Addendum 2)
4.17 Key topics and concerns that have been raised through stakeholder engagement, and how the organisation has responded to those key topics and concerns, including through its reporting.	19

## GRI APPLICATION TABLE AND ASSURANCE



PERFORMANCE INDICATORS	PAGE/STATEMENT
EC4 Significant financial assistance received from government.	No significant financial assistance received from government in FY10
EC8 Development and impact of infrastructure investments and services provided for public benefit.	33-37
EN1 Materials used by weight or volume (Partial).	hdy.com.au (Report Addendum 9)
EN2 Percentage of materials used that are recycled input materials (Partial).	hdy.com.au (Report Addendum 9)
EN4 Indirect energy consumption by primary source.	hdy.com.au (Report Addendum 8)
EN7 Initiatives to reduce indirect energy consumption and reductions achieved (Partial).	28-31
EN16 Total direct and indirect greenhouse gas emissions by weight.	hdy.com.au (Report Addendum 8)
EN17 Other indirect greenhouse gas emissions by weight.	hdy.com.au (Report Addendum 8)
EN22 Total weight of waste by type and disposal method.	29, hdy.com.au (Report Addendum 9)
LA1 Total workforce by employment type, employment contract, and region.	23, hdy.com.au (Report Addendum 5)
LA2 Total number and rate of employee turnover by age group, gender, and region.	24, hdy.com.au (Report Addendum 6, 7)
LA3 Benefits provided to full-time employees that are not provided to temporary or part-time employees.	hdy.com.au (Report Addendum 6, 7)
LA13 Composition of governance bodies and breakdown of employees per category according to gender, age group, minority group, and other indicators of diversity (Partial).	11, 23, 24 hdy.com.au (Report Addendum 5)
SO8 Monetary value of significant fines and total number of non-monetary sanctions for non-compliance with laws and regulations.	No significant fines of this nature during reporting period
PR5 Practices related to customer satisfaction, including results of surveys measuring customer satisfaction (Partial).	40
PR9 Monetary value of significant fines for non-compliance with laws and regulations concerning the provision and use of products and services.	There were no significant fines of this nature during the reporting period





HENRY DAVIS YORK  
LAWYERS

For more information or to  
provide feedback on this report,  
please contact:

**Kelvin O'Connor**

Chief Operating Officer

[kelvin\\_oconnor@hdy.com.au](mailto:kelvin_oconnor@hdy.com.au)

**Henry Davis York**  
**44 Martin Place**  
**Sydney NSW 2000**  
Australia